Regular School Board Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, April 26, 2022
Denfeld High School Media Center
401 N 44th Ave W
Duluth, MN 55807
6:30 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **School and Community Recognition** **2**
6. **Public Comment**
7. **Reading Communications, Petitions, Etc.**
8. **Report of the Superintendent**
   - A. Reports from Student School Board Representatives 3
   - B. Superintendent's Report 6
   - C. Schedule of Meetings and Events 13
9. **Administrative Approved Presentations**
   - A. Budget FY23 Overview 14
10. **Report of Standing Committees**
    - A. Committee of the Whole
      - 1) Monthly Committee of the Whole *(April 5, 2022)* 21
    - B. Human Resources/Finance Committee *(April 12, 2022)* 303
    - C. Policy Committee *(April 5, 2022)* 698
11. **Consent Agenda** **721**
12. **Resolutions from Committee Reports**
    - A. HR-4-22-3874 - Approval of the Paraprofessional Employees Collective Bargaining Agreement. 826
    - B. HR-4-22-3381 - Approval of the Duluth Federation of Teachers Collective Bargaining Agreement 859
    - C. B-4-22-3882 - Acceptance of Grant Awards to Duluth Public Schools 944
    - D. B-4-22-3883 - Acceptance of Donations to Duluth Public Schools 946
    - E. B-4-22-3884 - Approve Clarification of Trail Easement on Central on the Hill Property 948
    - F. B-4-22-3885 - Redistricting School Board Election Districts 949
13. **Special Resolutions and Action Items**
14. **Questions / Other**
15. **Adjournment**

Dear Duluth School Board members,

Tonight we would like to recognize students Stella Harbson, Emelyn Beaster, and Lucia Nelson.

All three students competed at the Minnesota State Science and Engineering Fair on March 31 at the Minnesota Science Museum after all taking first place in their categories at the regional science fair.

Lucia Nelson's project is called "Study Notes: How Music Affects Learning."

Stella Harbson's project is called "Does Awareness of Misleading Questions Reduce Memory Inaccuracy?" She received a bronze award at state.

Emelyn Beaster's project is called "Qualitative Analysis of the Effects of Climate Change on Wildfire Occurrence and Severity in Northeast MN." At the state competition, Emelyn received

- Outstanding Achievement for Excellence in Atmospheric or Related Science from the American Meteorological Society,
- Mortenson Environmental Excellence Award, and
- "That's Geography! Cultivating Empathy for the Earth Award" from the National Geographic Society.

Emelyn Beaster has received a digital anemometer from the Science Fair Coordinator from the Twin Cities Meteorological Society.

Congratulations to all of the amazing students.

Anthony Bonds, Assistant Superintendent
Duluth Public Schools

I’d first like to apologize for my short report this month because of our break and it being a time of year with less going on. But with many of our events upcoming I will have much more to report on at the next meeting.
The week of the 4th we had a spirit week and a dance at the school on friday. The spirit days were more low key than usual so not as many people dressed up. The semi-formal dance was well received and everyone had a great time being able to get dressed up and have a fun night. Even though we were unable to have it at a venue we tried to make the experience as special as possible with a photo backdrop, decorations, and games of all kinds.
Speech team went to state with 11 competitors and Mr.Jones won coach of the year.
Girls and boys lacrosse seasons are starting up and the girls lacrosse team had their first game last friday.
Track has also begun recently. Boys won a track meet on Saturday. The track team is flourishing with many new runners and a great team atmosphere.
Knowledge bowl also went to state.
Staff appreciation week is next week.
GSA just applied for a grant to put towards an all-staff Safe Zone Training. They are also working to connect with the Ordean East GSA.
Prom is May 7th and the theme is royal ball. Tickets just started being sold today.
Exec and association are looking for their new boards and applications are due this friday.
Red and Grey is the week after prom and we are very excited to have an all school assembly again. The theme and candidates will be announced May 2nd.
There is a talent show today and Thursday at the Ordean theater being run by a’cappella.
Most recently, Key Club has volunteered at the Fitger's 5k, Lakewalk/Bayfront cleanups, and has started a desk cleaning opportunity for students to help out our teachers! They are planning on helping with the Walk/Bike to school day coming up, North Star's upcoming carnival, and Grandma's marathon.

Student Board Meeting

Introduction

Report

- March 25th Denfeld Highschool students wore blue and yellow clothing to show support for Ukraine.
    - Blue and yellow pins were given to students by exec board members so everyone was included whether they wore blue and yellow clothing or not.
    - Seniors also went around to raise money as well.
- The week of March 27th one of our students Luke Isaacson unfortunately passed away
    - His parents hosted a celebration of Lukes life and to remember the time that many people have spent with him. At Lenroot-Maetolzd Funeral Home.
    - Denfeld did a really good job supporting greiveing students and offered services to help. Services offered by Essentia Health St.Marys Grief support.

- March 29th Juniors took their ACT and have gotten their results the week before spring break began.
- Our Robotics team Denfeld Nation Automation finished as a semifinalist in the Seven Rivers Regional Comepetition. They won the Quality reward.
- This Friday denfeld will be hosting our Red Carpet Concert where our choir, band, and orchestra will perform at 7:00 in our auditorium.
- Prom is Saturday May 7th in The Malting Building
    - Prom dress swap
- Today multiple students engaged in a focus group for a strategic planning process that duluth public schools will undergo.
- two Denfeld Speech Team members represented our school at the MSHSL State Speech Tournament. Senior Tessa Schauer placed 10th at State in Serious Drama. Tessa was also named to the All-State Speech Team! Junior Madeline Watts placed 9th in Serious Prose.
- April 23rd Denfeld Highschool hosted the ACT-So competitions. ACT-So is an NAACP competition where students compete in a variety of activities like stem, business, humanities, performance arts, and visual arts.
    - It was geared towards African-American students
    - The NAACP is also giving out free tickets to ACT-So students to view their sponsored movie at North x North film festival
    - Anthony Miller who did a Buisness proposal won a $1,000 scholarship as well as MarNaries Ferguson who entered a short story. This money also doesn't necessarily have to be used for college, it can be used for anything.

- Summer Rain and Xzavion Hayes both did poems and both won a $1,000 scholarship as well as gold medals so they will be moving forward to the National Competition in Georgia.

Notes:

Email Adele Wellings to recommend students

Kathy Ericson - Chief Financial Officer

Superintendent's Report

Regular Board Meeting

April 26, 2022

ISD 709 Duluth Public Schools

Tonight's Topics

- Student Representatives' Reports
- Negotiations Update
- Strategic Planning Update
- Superintendent's Evaluation Update

ISD 709 Duluth Public Schools

Negotiations Update

ISD 709 Duluth Public Schools

Current Negotiations Status

- Voting tonight on teacher and paraprofessionals contracts
- Progress on principals contract (vote scheduled)
- Directors negotiations (restarting)
- Oilers negotiations- next meeting 4/28
- Clerical negotiations- initial meeting 4/25, next on 5/2
- NCBAA- initial meeting today, next on 5/11
- Waiting for dates for DDWIAA and EEA
- Currently scheduling meetings for individual contracts

ISD 709 Duluth Public Schools

Strategic Planning Update

Strategic Planning Update

Strategic Planning Website

- Board Planning Work Session- 4/7/22
- Storywall and Lifecycle Session - 4/27/22
- Environmental Scan - 5/5/22
- Desired Daily Experience Engagement Sessions 4/25 - 5/12/22

- The planning process will run through the fall of 2022 and focuses on:
  - Assessing Our Reality
  - Describing Our Vision
  - Setting Our Strategic Plan
    i. 3-yr Operational Plan (Currently utilizing a 1-yr operational plan)
    ii. School Improvement Plans
    iii. 3-yr Board Agenda

ISD 709 Duluth Public Schools

Superintendent Evaluation Update

ISD 709 Duluth Public Schools

ISD 709 Duluth Public Schools

Schedule of Meetings and Events

We have transitioned out of Historic Old Central High into our temporary location at the UnitedHealth Group Building (UHG) at 4316 Rice Lake Rd, Duluth, MN 55811.

Regular School Board meetings will be held at Denfeld High School in the Media Center. Other meeting locations are being determined. We will post information as it becomes available.

Public Comment Guidelines

The Schedule of Meetings and Events is Subject to Change.

Week of April 25 - April 29, 2022			
Tuesday	April 26, 2022	6:00 p.m.	Redistricting Public Hearing Denfeld Media Center 401 N. 44th Ave. W.
Tuesday	April 26, 2022 *(or to follow the Redistricting Public Hearing)*	6:30 p.m.	Regular School Board* Denfeld Media Center 401 N. 44th Ave. W.
Tuesday	April 26, 2022 *(or following the adjournment of the Regular School Board Meeting)*	8:00 p.m.	Special Closed Session - Property Sale Discussion Denfeld High School 401 N. 44th Ave. W.
Week of May 2 - May 6, 2022			
Tuesday	May 3, 2022	3:30 p.m.	Policy Committee United Health Group Building, Suite 108 4316 Rice Lake Rd.
Tuesday	May 3, 2022	4:30 p.m.	Monthly Committee of the Whole United Health Group Building, Suite 108 4316 Rice Lake Rd.
Week of May 9 - May 13, 2022			
Tuesday	May 10, 2022	4:30 p.m.	HR/Business Services Committee United Health Group Building, Suite 108 4316 Rice Lake Rd.
Week of May 16 - May 20, 2022			
Tuesday	May 17, 2022	6:30 p.m.	Regular School Board* Denfeld Media Center 401 N. 44th Ave. W.

**If a Regular School Board meeting is canceled and cannot be held on the regularly scheduled date listed above, due to weather or unforeseen circumstances, it will be held the very next day at the same time and location.*

Office of the Superintendent
April 22, 2022

Duluth Public Schools #709
Revenue Budget Summary - Fiscal Year 2023 (FY23)
General Fund

Overview/Definitions:
General Fund includes General (01), Transportation (03), and Operating Capital (05).
Within the General and Operating Capital funds, certain revenues will have reserve requirements.

Revenues originate from Federal, State, or Local Sources. Some Federal revenues are allocated to states who, in turn, distribute those revenues to eligible school districts, charter schools, or other programs.

Revenue that is equalized, or has a tax levy component in the formula, will have the levy portion identified as local revenue. This may be state mandated, district opted, or voter approved.

Other local revenues include grants, gifts & donations, tuition billing, fees, gate receipts, and interest. The sale proceeds for properties may be identified separately from regular local revenue.

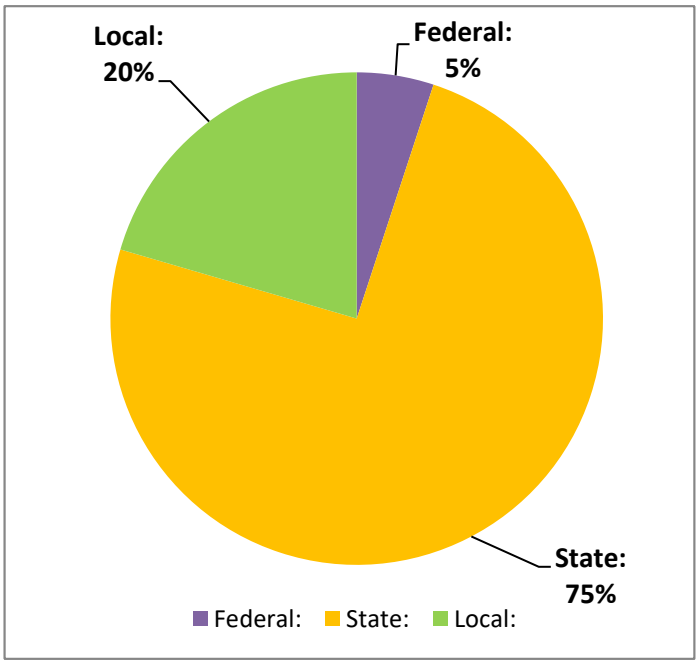
State revenue may be a component of statewide funding formulas, categorical aids in which a district must qualify, or state grants with specific scope and requirements.

The process for General Fund Revenue budgeting will include projecting and analyzing current Federal, State, and Local revenues along with forecasting legislative or local district changes to revenues.

Current estimated INITIAL GENERAL FUND Revenues for FY23:

****At this time the General Fund Budget is not taking into account investments from ESSER to adjust amounts.**

Federal:	$	5,738,555.00
State:	$	84,606,948.66
Local:	$	23,254,914.51
	$	**113,600,418.17**



Initial Budget Assumptions:

Basic Formula Allowance remains at $6,863 but MAY change with legislation.

Pupil Counts are projected lower in FY23 compared to the FY21 budgeted enrollment, projected at 7,985 Adjusted Average Daily Membership (ADM) - this is an increase of approximately 100 students compared to final FY21.

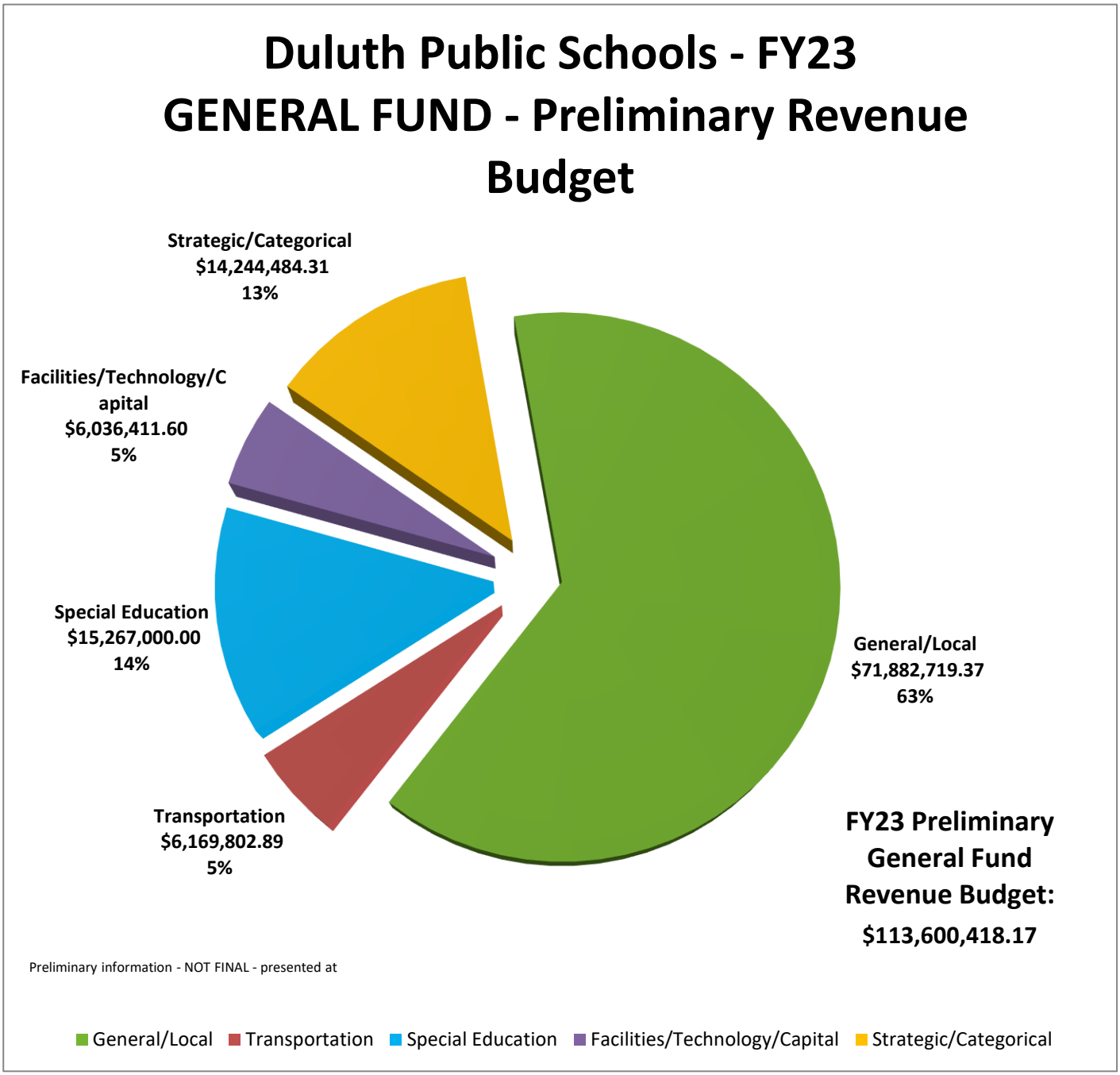
Categorical Revenues are estimated at FY22 levels unless other information is known.

Federal Title program revenue estimates are projected to be similar to FY22 based on projections due to Free & Reduced counts.

Other local revenues are estimated by prior

Duluth Public Schools #709
Revenue Budget Summary - Fiscal Year 2023 (FY23)
General Fund

These same revenue estimates can also be viewed in relation to what program areas they support. In each of these categories there may be further detail or distributions related to statute, policy, or district priorities.



Strategic/Categorical:
Funding includes revenues that may apply to certain programs or District strategies.

Facilities/Technology/Capital:
Funding includes revenues designated for State directed or District directed foundational costs.

Special Education:
Funding includes estimated state reimbursement revenue for programs and Federal allocations.

Transportation:
Funding includes identified revenues attributable to regular and special transportation.

Duluth Public Schools #709
Revenue Budget Summary - Fiscal Year 2023 (FY23)
General Fund

Unrestricted:	$	96,600,163.53
Restricted:		
Staff Development	$	1,200,064.18
Operating Capital	$	1,986,615.65
Basic Skills	$	5,218,752.06
Gifted & Talented	$	113,659.00
Learning & Dev.	$	1,730,545.00
Alt. Learning Ctr.	$	1,250,000.00
LT Fac. Maint.	$	3,544,244.24
Achiev. & Integrat.	$	1,634,206.55
Safe Schools	$	322,167.96
Total Restricted:	$	17,000,254.64
Total General Fund:	$	113,600,418.17

Restricted Revenues require a reserved fund balance if funding is not all spent in the allocated fiscal year. Most restricted revenues are intended to be spent in full in the allocated fiscal year.

Some **Unrestricted Revenues** may have defined uses but do not require a designated set aside balance to reserve.

Restricted Revenues come from state and local sources (aid and levy).

Unrestricted Revenues come from federal, state, and local sources.

Federal Sources are often reimbursements and have allowable carryover provisions to subsequent fiscal years. Use of Federal funds have limitations.

Revenue Considerations:

***Possible adjustments to consider but not guaranteed**

$	598,827.00	Value of 1% Increase in Formula Allowance
$	4,000,000.00	ESSER Investment due to enrollment decline
$	420,700.00	Re-Enrollment of Students in FY23 (partial return)
$	250,000.00	Increase in SPED Cross Subsidy
$	-	Possible Hold Harmless for Compensatory
$	**-**	**Administrative Recommendation**
$	**113,600,418.17**	**RESIVED General Fund Revenue Budget**

Revenue Budget Comparison:

		Preliminary Estimated FY23		Budgeted FY22		Final FY21		Final FY20
Federal:	$	5,738,555.00	$	5,591,509.00	$	6,618,218.79	$	6,463,685.00
State:	$	84,606,948.66	$	85,214,393.10	$	86,251,787.94	$	87,254,553.00
Local:	$	23,254,914.51	$	21,173,451.74	$	20,591,180.80	$	22,037,496.00
	$	**113,600,418.17**	**$**	**111,979,353.84**	**$**	**113,461,187.53**	**$**	**115,755,734.00**
ESSER Investment	$	4,000,000.00	$	3,000,000.00	$	4,999,620.22		
	$	**117,600,418.17**	**$**	**114,979,353.84**	**$**	**118,460,807.75**		
	$	1,621,064.33	Operational Increase/(Decrease) compared to FY22 (w/o ESSER)					

Revenue Notes:

Levy Increases from Pay20:	$	2,089,560.86	(Mostly LTFM payment timing)
Additional Special Education Revenue:	$	600,000.00	
Loss of Gen Ed vs. Budgeted FY22 (8,180):	$	(750,000.00)	
Loss of Compensatory:	$	(300,000.00)	
	$	1,639,560.86	

Duluth Public Schools #709
Expense Budget Summary - Fiscal Year 2023 (FY23)
General Fund

Overview/Definitions:

General Fund expenses encompass a wide range of categories and are identified through coding to represent programming areas and use of funds.

Expenses may be funded through unrestricted, restricted, or fund balances. If a fund balance is being used, revenues and expenses may not tie out.

An overall surplus or deficit is the combination of all available funding sources.

Staffing for FY23 is currently an estimate. The District will continue to analyze programs and pupil trends to determine base needs. Staff funded by entitlement revenues may need to be adjusted based on funding.

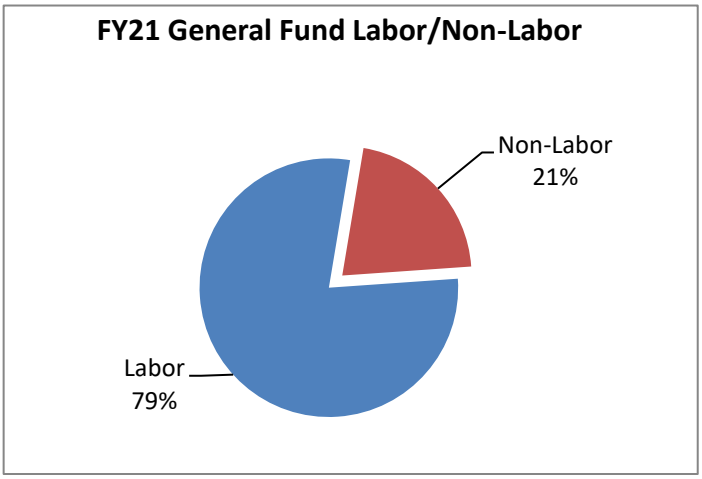
Consideration for effective use of funds will be the baseline to appropriately budget expenses in programs that best represent any restricted guidelines.

FY23 expense considerations may be the result of impacts from prior year budget or levy consequences.

Revenues that may become available through legislation or other sources not currently budgeted may trigger changes in expenses.

More meetings with building and program administration will be needed to determine any specific changes needed due to revenue adjustments, program reductions, or district priorities.

Labor/Non-Labor Summary



The majority of General Fund expenses are tied to salaries, wages, and benefits.

This pie chart shows the district's breakdown of Labor and Non-Labor expenses in the General Fund for Fiscal Year 2021.

It is expected that FY23 will look differently because of the use of Federal dollars for technology and equipment purchases.

This will be reviewed and updated for FY22 after

* Of the 79% Labor, 69% is Salaries and Wages and 31% is Benefits

Duluth Public Schools #709
Expense Budget Summary - Fiscal Year 2023 (FY23)
General Fund

The **preliminary** expense budget was created using Fiscal Year 2022 (FY22) as a baseline and adjusting for a number of factors, including impacts from revenue. Due to COVID-19, FY21 has some unique factors. We will be spending the next 2 months going over expenses in more detail and providing adjustments.

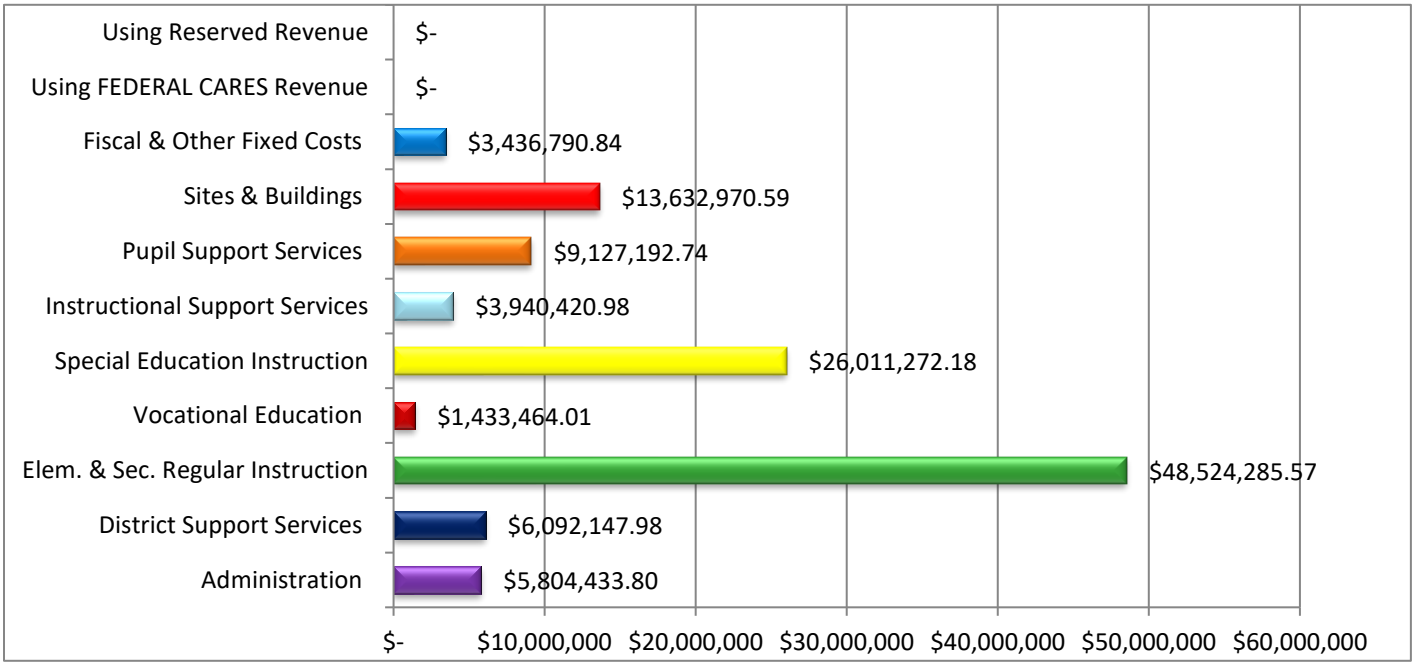
The program areas below are defined by the Minnesota Department of Education (MDE).

Program areas may include expenses using restricted or unrestricted revenues.

Fund Balance is not a program area, but it is noted here as a budget component in relation to use of revenue as a budget priority or need.

Expenses by Program Area - General Fund

PRO		FY23 BUDGET Expense	FY22 BUDGET Expense	Change
000-099	Administration	$ 5,804,433.80	$ 5,690,621.37	**$ 113,812.43**
100-199	District Support Services	$ 6,092,147.98	$ 5,972,694.10	**$ 119,453.88**
200-299	Elem. & Sec. Regular Instruction	$ 48,524,285.57	$ 47,110,956.86	**$ 1,413,328.71**
300-399	Vocational Education	$ 1,433,464.01	$ 1,405,356.87	**$ 28,107.14**
400-499	Special Education Instruction	$ 26,011,272.18	$ 25,501,247.24	**$ 510,024.94**
600-699	Instructional Support Services	$ 3,940,420.98	$ 3,825,651.44	**$ 114,769.54**
700-799	Pupil Support Services	$ 9,127,192.74	$ 8,861,352.17	**$ 265,840.57**
800-899	Sites & Buildings	$ 13,632,970.59	$ 13,235,893.78	**$ 397,076.81**
900-999	Fiscal & Other Fixed Costs	$ 3,436,790.84	$ 3,369,402.78	**$ 67,388.06**
FD BAL	Using FEDERAL CARES Revenue			$ -
FD BAL	Using Reserved Revenue		$ -	$ -
	Total Expenses General Fund:	**$ 118,002,978.68**	**$ 114,973,176.61**	$ 3,029,802.07



Duluth Public Schools #709
Expense Budget Summary - Fiscal Year 2023 (FY23)
General Fund

Preliminary Budget Considerations - Expenses

Salaries, Wages, and Benefits were adjusted based on average contractual increases and projected FY22 staffing changes (retirements) currently known. Upcoming negotiations may impact this category.

The FY23 budget includes the impacts of labor negotiations.

A $1.2 million transfer from General to LTFM was done in FY22 to balance the General Fund. Original use of LTFM funds is for building and facilities improvements. This will continue in FY23.

Planning for HR department staffing changes, along with considerations for strategic planning and other district planning initiatives are included in this budget.

Any potential property sales are not included in this budget. Should their be a sale, statute requires a deposit into the operating capital reserve. Funds will be reviewed and reserved.

This budget includes the continued investment in Special Education that started in FY20, but may adjust.

Projected Compensatory revenue is currently lower by $300,000. Legislation may change this. Administraton will be recommending changes in Compensatory allocation changes.

The use of ESSER funds will be determined after the regular opertaional budget is reviewed and built. One-time funds may fill gaps or create short-term initiatives to address district goals.

Special Education funding is still being reviewed, with consideration for impacts of tuition billing.

This budget is PRELIMINARY and subject to change.

Reductions may be required.

Revenue & Expense Budget Summary - Fiscal Year 2023 (FY23)
General Fund

Initial Revenues:	$	113,600,418.17
ESSER Investment:	$	4,000,000.00
Assigned Revenue:	$	400,000.00
Preliminary FY23 Revenue:	**$**	**118,000,418.17**
Initial Expenses:	**$**	**118,002,978.68**
Projected surplus/ (deficit):	**$**	**(2,560.51)** Will require additional budget adjustments.

Final Notes:
- All budget line items are still under review.
- More detail work will be done analyzing restricted revenues and expenses.
- This report is only in relation to the General Fund, which includes General, Transportation, and Capital Funds.
- This budget comparison includes all reserved and unreserved fund balances in the general fund and a final balance will not reflect a complete financial position of the district at this time.

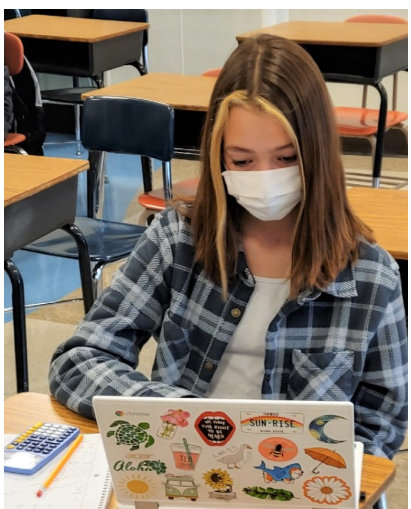
Monthly Committee of the Whole Board Meeting - Regular School Board Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, April 26, 2022
Denfeld High School Media Center
401 N 44th Ave W
Duluth, MN 55807
6:30 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AGENDA ITEMS**
   - A. Action Items - Consent Agenda
     - 1) Presentation Items Requiring Approval - None
     - 2) Resolutions - None
     - 3) Other Action Items - None
   - B. Informational Items
     - 1) Presentations
       - a. World's Best Workforce Update 2
         Assistant Superintendent, Anthony Bonds
       - b. Concurrence & Non-Concurrence 28
         American Indian Education Coordinator, Binesiikwe
       - c. Education Equity Advisory Committee (EEAC) Bylaws Amendment 30
         Education Equity Coordinator, Nathan Smith
       - d. Project Aware Presentation 32
         Mental Health/SEBB MTSS Coordinator, Callie Devriendt
       - e. ALC/AEO Update 39
         Principal, Nathan Glockle
       - f. Preschool Presentation 42
         Early Childhood/Head Start Coordinator, Sherry WIlliams
       - g. Redistricting
         CFO, Cathy Erickson
       - h. SRO Presentation 52
         Assistant Superintendent, Anthony Bonds
   - C. Other - None
4. **ADJOURN**

DULUTH PUBLIC SCHOOLS

WORLD'S BEST WORKFORCE

4316 Rice Lake Road, Suite 108
Duluth, MN 55811
www.isd709.org



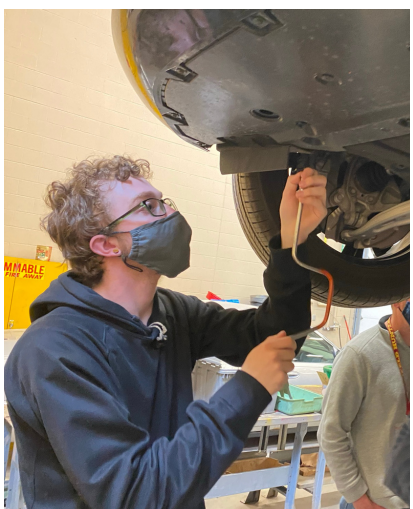


Table of Contents

01 Introduction

02 World's Best Workforce Legislation

03 School Continuous Improvement Process

04 Primary District Strategies

05 North Star Accountability System

06 Access to Excellent and Diverse Teachers

08 Goal Areas and Strategies

09 Kindergarten Readiness

10 Read Well by Grade Three

12 High Achievement for All Students

15 Graduation

18 College and Career Readiness

Introduction

Engage. Achieve. Succeed.

Every Student, Every Day

Community Vision

We will build on our shared beliefs and values of unity, high achievement and responsible use of resources to create Duluth Public Schools and classrooms that are safe, supportive and inclusive. We will work to inspire every student to achieve their potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

The path to graduation starts when a child is born and involves everyone.

It begins with quality early childhood education, supporting kindergarten readiness, making sure every child is reading well by grade three, ensuring children who struggle are quickly identified and steps taken to address their needs, and not let them fall behind.

It includes building positive relationships, looking at what each of us can do to ensure every child feels safe, welcomed and accepted at school and helping each child find something in school to engage, excite and inspire them.

From families and community leaders to teachers and staff, all contribute to the well-being and success of Duluth's children.

Thank you for your belief in what we as a community can accomplish together.

World's Best Workforce Legislation

The World's Best Workforce bill was passed in 2013 to ensure every school district in the state is making strides to increase student performance. For Minnesota to be competitive, we must have students who are college and career ready and students who are poised to lead the state's workforce.

Each school district must develop a plan that addresses the following five goals:

- All children are ready for school.
- All third-graders can read at grade level.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school.

There are many district plans and policies that support World's Best Workforce goal areas. Those plans/policies include the following:

- Head Start Annual Plan
- Local Literacy Plan: Read Well by Grade Three
- Achievement & Integration
- American Indian Education Plan
- Teacher Development and Evaluation Plan
- Principal Development and Evaluation Plan
- Duluth Public Schools MTSS Handbook
- PLC Handbook
- Duluth Public Schools Continuous Improvement Handbook
- Duluth Public Schools Staff Development Plan
- Early Kindergarten Procedures:
    - Student Promotion, Retention, and Program Design, Policy 513 and 513R

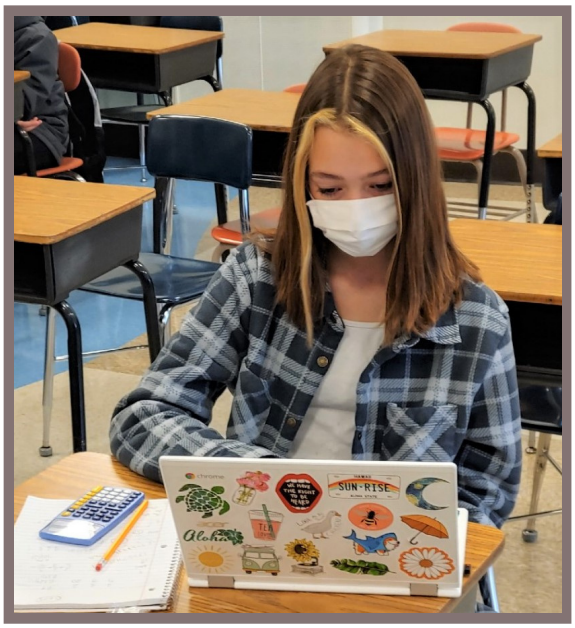
Per the legislation, Duluth Public Schools has a World's Best Workforce Advisory Committee. Participants include representatives from the American Indian Parent Advisory Committee, Achievement & Integration Team, Special Education Committees and other stakeholders.

Staff responsible for developing the plans in each area present information to Advisory Committee members, who provide input and feedback.

School Continuous Improvement Process

The purpose of school Continuous Improvement Teams (CITs) is to improve student achievement and to provide a formal process for teacher leadership to meet this mission. CITs develop School Improvement Plans (SIP) that are based on the results of the school's Comprehensive Needs Assessment (CNA), and are aligned with the district's strategic plan. CITs lead the implementation of the SIP and monitor progress.

In 2017, Duluth Public Schools partnered with the Minnesota Department of Education and the Regional Centers of Excellence to develop a school improvement process that was grounded in Implementation Science as defined by the National Implementation Research Network. In 2021, the school improvement process handbook was updated to reflect minor changes in the process, to provide additional tools, and to include information regarding the district's commitment to equity.



Primary District Strategies

MTSS

A multi-tiered system of support (MTSS) works to ensure each student gets the support needed to be successful. Support can be academic, behavioral, or social-emotional.

Academically, MTSS starts with a strong base of core instruction delivered with fidelity. Student learning assessments guide teachers in the development of further instruction. Specific interventions build on core instruction to support students who have learned the identified information or skills. Integrated instruction and intervention is delivered in varying intensities (multiple tiers) based on student need.

PLCs

Professional Learning Communities (PLCs) are groups of teachers who meet regularly as a team, working collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. They set achievement goals on identified priority learning outcomes, analyze current levels of achievement via common formative and summative assessments, share effective instructional strategies, and research best practices.

PLCs operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators. *See Duluth Public Schools PLC Handbook.*

Safe and Welcoming

Creating an accepting, supportive school culture and climate for every student is an essential strategy to improving student achievement. To do so, it's important for stakeholders to participate in conversations about race.

Racism and bias exists in our schools and community. If we are to build healthy, constructive relationships with all students, we need to recognize our own racism and bias and change our thinking and behaviors. When students, staff and parents feel accepted and comfortable in the learning environment, everyone does better.

Duluth Public Schools works to implement Positive Behavioral Interventions and Supports (PBIS) as an approach for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances social behavior outcomes for all students.

Additionally, Duluth Public Schools bullying and harassment policies and procedures are reviewed annually and include staff training.

North Star Accountability System

In August 2018, the Minnesota Department of Education announced the North Star Accountability System. North Star was created in response to federal legislation called the Every Student Succeeds Act, requiring every state to create an accountability system.

The plan supports and adds to World's Best Workforce:

- Stage 1:
  - Math Achievement
  - Reading Achievement
  - English Language Proficiency
- Stage 2:
  - Math Progress
  - Reading Progress
  - Graduation Rates: 4 Year and 7 Year
- Stage 3:
  - Consistent Attendance Schools identified for support receive one of two types: Comprehensive or Targeted

"Comprehensive" is the highest level of support and comes from the Regional Centers of Excellence to schools. "Targeted" offers support to schools from the school district. Schools will be identified as needing additional support in August of 2022.

In both cases, the focus is on completing a comprehensive needs assessment, developing a school improvement plan and monitoring progress with quarterly records of continuous improvement. Equity is a central part of the North Star Plan and CIT processes reflect this by using Duluth Public Schools' Equity Tool and facilitating courageous conversations about race.

Access to Excellent and Diverse Teachers

The majority of Duluth Public Schools teachers hold a Master's degree (73.74%) and have more than 10 years of experience (72.4%), which is considerably higher than the state and most area public and charter schools.

Data is reviewed on an annual basis and includes: years of service, teacher qualifications (degrees) and student population demographics, including but not limited to free/reduced priced lunch, special education services, and transitional housing needs.

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The focus of the Office of Education Equity (OEE) Recruitment & Retention program is to assist in the district goal of diversifying our staff.

This will be done through the following strategies:

- One session/semester for current teachers of color to discuss climate dynamics and build a sense of community and networking for interested teachers of color within the district (retention);
- The OEE professional development program will provide workshops, training, and resources for district staff designed to improve achievement of all students in the Duluth Public Schools and increase culturally responsive teaching and learning. The focus of professional development provided for staff will be in the areas of culturally responsive practices, undoing racism, culturally responsive instruction & curriculum development and integration, and racial identity development. The primary professional development provided will be the CARE (Culture, Abilities, Resilience, and Engagement) Academy;
- Provide additional support and resources for staff of color throughout a year (interracial conflict resolution, professional development opportunities, learning materials, presenters, trainings, etc.);
- Offer mentorship to interested staff of color;
- OEE coordinator provides training for Human Resource staff on recruitment strategies, culturally responsive hiring practices and understanding implicit bias;
- OEE coordinator and community members serve on the district committee working to diversify the staffing of our district;
- Bolster strategic relationships with local postsecondary teacher education programs;
- Potentially offering relocation cost reimbursements for new teachers of color and administrators of color (receipts necessary); and
- Develop a recruitment team that attends job fairs, assists in postings, and serves on screening process teams — contract with individuals and ask current staff of color to serve on the team to ensure a diverse team.

Additionally, the district partners with The College of St. Scholastica to offer a College in the Schools Pathways2Teaching course. Students receive an introduction to teaching and social justice issues in education with the hope of encouraging students of color in Duluth Public Schools to pursue a teaching degree and return teachers to Duluth Public Schools.

Goal Areas & Strategies

Understanding the Data

The data listed in the goals and strategies areas are based on locally administered FASTBridge assessments as well as the state accountability assessments, MCA and MTAS. There is no state accountability data reported in 2019-2020 because the state accountability assessments were canceled due to the COVID-19 pandemic.

Due to the challenges and factors related to the pandemic, the Minnesota Department of Education considers the 2020-2021 school year's assessment results as an outlier and does not support widely comparing 2021 statewide assessment results to previous years or trend data without the appropriate context and considerations.

Fewer students participated in the statewide assessments in comparison to previous years; especially at the higher grade levels. In Duluth Public Schools, some of our student groups tested far fewer student than usual. Most of this was due to extenuating circumstances related to the pandemic.

District Participation Percentages

Year	% Tested Math	% Tested Reading
2017	97.1	98.3
2018	97.1	98.6
2019	97.5	97.8
2020	N/A	N/A
2021	72.3	73.2

Kindergarten Readiness

Duluth Preschool is a collaboration of school readiness, Head Start, voluntary pre-kindergarten, and Pathway I & II Early Learning Scholarship funding sources.

This unique collaboration began in 2016 with classrooms located in seven Duluth Public Schools' elementary buildings. Duluth Preschool classrooms provide high quality early childhood experiences with licensed teachers, parent education, and activities are aligned with Federal Head Start Performance Standards and Minnesota state standards.

Our Duluth Preschool classes are offered with the intention of providing families of children ages 3-5 with a high quality, developmentally-appropriate, fully inclusive and nurturing early childhood experience. Our classrooms provide inclusion opportunities for children with special needs and access to staff from Early Childhood Special Education.

** Kindergarten Readiness is challenging to define. According to the Minnesota Department of Education, a child is ready for kindergarten when he/she: is at least 5 years old by Sept. 1 of the enrollment year; has received early childhood screening; and has received medically accepted immunizations.*

SYSTEMS, STRATEGIES & SUPPORTS:

- Provide comprehensive services of early learning, health and safety, mental health, and healthy families, with an emphasis on reducing the opportunity gap.
- Engage with community childcare/preschool centers to improve kindergarten transition.
- Collaborate with Community Partners to connect families with community resources and provide rich experiences in classrooms.
- Implement Duluth Public Schools early childhood classrooms with blended funding streams to maximize program availability.
- Implement Pyramid model in pre-kindergarten classrooms to support social/emotional/behavior development.
- Use Practice Based Coaching to support teachers in curriculum fidelity and identify areas for individualized professional development.
- Implement data meeting between pre-kindergarten and kindergarten teachers to improve kindergarten transitions.
- Aim for continuous improvement in parent, family, and community engagement.
- Collaborate with early childhood special education to provide high quality, trauma informed, fully inclusive classrooms.
- Continue providing high quality ECFE parent education services.

GOAL

Kindergarten readiness will be 90%, by 2025, as measured by the percent of students on track using the FAST Bridge early Reading. (All Students Tested).

Percent Proficient	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
All Students	45.3	44.5	41.8	37.5	48.7

**Note: An abbreviated assessment battery was administered in 2020-2021 due to the pandemic. Year-to-year comparisons should not be made.*

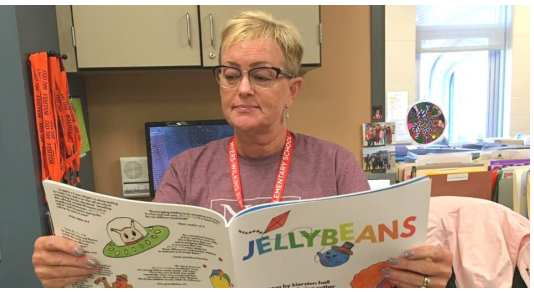
Read Well By Grade Three

Our mission as part of our Local Literacy Plan is to ensure reading proficiency by the end of grade three. We accomplish this mission by:

- Providing comprehensive scientifically based reading instruction consistent with state statutes.
- Ensuring curriculum is aligned with Indicators of Early Literacy and Minnesota English Language Arts (ELA) Standards, which are built on Career and College Ready Standards.
- Identifying before the end of kindergarten, grade 1, and grade 2, students who are at risk of not learning to read at grade-level by the end of second grade.
- Using assessment data to guide instruction to help ensure learning for all students.
- Providing job-embedded staff development that is in line with the goals of the district's literacy plan, which could include scientifically based reading instruction, assessments, classroom management, parent and community involvement, differentiation (meeting individual student's needs), culturally responsive classroom, technology and innovation, and state standards.
- Communicating with parents and guardians about the literacy development of their children.

SYSTEMS, STRATEGIES & SUPPORTS:

- Implementation of English Language Arts (ELA) curriculum resources that are aligned to standards.
- Establishment of a common definition of balanced literacy in Duluth Public Schools.
- Professional development for all elementary teachers on balanced literacy framework.
- Ongoing coaching and support for site level leadership teams on effective Multi-Tiered System of Support (MTSS) implementation.
- Site level leadership teams identifying best practice instructional strategies and developing practice profiles with classroom walkthrough tools to monitor implementation of practices.
- Implementation of Leveled Literacy Intervention (LLI) and Path to Reading Excellence in School Sites (PRESS) Tier II materials.
- Implementation of PRESS diagnostic tools and class-wide intervention support.
- Intervention teams receive training and coaching for implementation of Formative Assessment System for Teachers (FAST) progress monitoring.
- Elementary teams receive coaching for effective data meetings using FAST benchmark data.



GOAL

Third Grade reading proficiency will be 90%, with no student group below 85%, by 2025, as measured by All Accountability Tests (All Students Tested).

Percent Proficient, All Accountability Tests (MCA and MTAS), All Students Tested						
Reading		2016-17	2017-18	2018-19	2019-20	2020-21
All Students	District	58.8	62.0	60.5		54.0
	State	56.8	55.9	54.6		48.5
American Indian or Alaska Native	District	29.6	57.6	29.2		8.7
	State	33.3	34.7	32.0		25.22
Asian	District	45.5	*	54.5		60.0
	State	47.2	49.6	46.3		40.66
Hispanic or Latino	District	44.4	60.0	66.7		33.3
	State	34.4	33.8	33.3		26.84
Hawaiian or Other Pacific Islander	District	*	*	*		*
	State	50.0	44.6	37.1		34.33

**Fewer than 10 students reported*
Note: Due to COVID-19, no 2020 accountability data is available.

Percent Proficient, All Accountability Tests (MCA and MTAS), All Students Tested						
Reading		2016-17	2017-18	2018-19	2019-20	2020-21
Black or African American	District	25.8	15.2	25.6		7.1
	State	32.7	31.9	32.4		25.71
White	District	64.8	68.9	67.1		60.5
	State	66.2	65.2	63.7		56.84
Two or More Races	District	48.6	38.2	45.5		44.6
	State	52.4	51.7	51.9		46.0
English Learner	District	*	*	*		*
	State	23.8	21.4	19.4		12.18
Special Education	District	30.1	34.0	22.9		25.0
	State	33.2	31.3	32.1		27.14
Free/Reduced Priced Meals	District	42.2	43.2	41.2		31.0
	State	38.4	37.4	35.6		27.89

**Fewer than 10 students reported*
Note: Due to COVID-19, no 2020 accountability data is available.

High Achievement for All Students

One of the greatest and most pressing challenges facing Duluth's schools — and school districts across the country — is ensuring high achievement for all students. Our school district examines educational data and breaks it down into various demographics. Locally and nationally, race, ethnicity, socioeconomic status, and special education are areas where we need to increase student achievement. As educators, and as a community, we want all students to realize their full potential. In recent years, Duluth Public Schools has seen growth in many student groups by implementing evidence based interventions. Our goal is to continue to work as a team to implement evidence based practices to ensure high achievement for all students.

SYSTEMS, STRATEGIES & SUPPORTS:

- Teacher leadership teams receive professional development on effective practice for analyzing all types of student data as part of a comprehensive needs assessment.
- Principal and Continuous Improvement Team (CIT) professional development on the topic of how to achieve equity in schools and how to have conversations about race.
- Ongoing implementation of the Misaabekong Ojibwe Language Immersion program at Lowell Elementary.
- Implementation of district practices for analyzing and addressing disproportionality in discipline practices.
- Integration Specialists are providing student supports to improve academic proficiency, increase graduation rates and improve college or career readiness.
- Improve recruitment and retention of racially and ethnically diverse teachers and administration.
- Implement family engagement initiatives to give parents access to district resources and increase communication (Expanded options for communication to families ex. Canvas and Seesaw, Google Meet).
- Provided professional development on best practices instructing in an online environment. The district hired an online specialist to direct professional development and provide learning opportunities for teachers.
- Pre-K through eighth grade will receive Social Emotional Learning in the classroom using the Second Step curriculum.
- Training on restorative practices is being provided to most support staff (deans, social workers, counselors, psychologists, American Indian home school liaisons, integration specialists) & administrators this year.
- Staff received Trauma Responsive Practices training on October's professional development day.
- Alternative Delivery of Specialized Instructional Services (ADSIS) is a matching fund opportunity from MDE that provides our district with intervention support. The reading interventionists are using leveled literacy intervention and for math we have Bridges. This program is important to support students who are at risk in one of these areas and can be afforded the additional support needed before reaching a special education evaluation.
- The Special Services Department has purchased both reading and math curriculum for our elementary resource teachers. We have expanded this curriculum into both middle schools. Our reading curriculum is Reading Passports which also has embedded support for students who struggle with dyslexia. In addition, we have also provided a phonics based curriculum, Explode the Code. RAVE-O is another curriculum designed to target fluency in grades 2-4. The math curriculum is VMath. We have also been responsive to our setting III needs with STARS and LINKS. We have online subscriptions for Moby Max, New2You and others.

GOAL

Reading and math proficiency will be 90%, with no student group below 85%, by 2025, as measured by All Accountability Tests, All Students Tested.

Percent Proficient, All Accountability Tests (MCA and MTAS), All Students Tested								
Reading		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
All Students	District	59.6	62.3	63.8	63.5	62.6		56.4
	State	59.5	59.9	60.2	59.9	59.2		52.5
American Indian or Alaska Native	District	36.8	40.1	43	43.4	41.1		27.5
	State	35.2	35.7	35.8	36.3	36.1		27.7
Asian	District	66.1	62.7	71.9	69	73.4		58.8
	State	51.9	53.7	53.1	54.6	54.3		50
Hispanic or Latino	District	47.8	52.1	43.6	48	46.6		38.4
	State	37	38.2	38.4	38.5	38.3		31.4
Hawaiian or Other Pacific Islander	District	*	*	*	*	*		*
	State	49.1	47.6	52.6	48.6	43.2		32

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

Percent Proficient, All Accountability Tests (MCA and MTAS), All Students Tested								
Reading		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Black or African American	District	24.2	26.1	26.7	25.8	23.5		22.1
	State	32.8	33.6	34	34.3	34.7		30.7
White	District	64.9	67.5	69.1	69.3	68.1		61.7
	State	67.6	67.9	68.8	68.5	67.8		59.5
Two or More Races	District	42.4	55.1	53.2	51.9	53		42.4
	State	54.8	55.5	55.8	56.2	55.4		49.7
English Learner	District	26.3	13.3	13.6	29.6	20.7		25
	State	17.5	16.9	14.7	14.3	13.6		9.1
Special Education	District	28.3	29.9	26.8	26.6	24.6		24
	State	30	30.4	30.4	30	29.8		25.8
Free/Reduced Price Meals	District	42.7	44.8	45.7	44	43.6		35.4
	State	40.4	40.9	40.9	40.8	40		32.4

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

Percent Proficient, All Accountability Tests (MCA and MTAS), All Students Tested								
Math		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
All Students	District	57.6	58.3	59.1	58.8	55.2		45.4
	State	60.2	59.5	58.7	57.2	55		44.2
American Indian or Alaska Native	District	34.7	36.6	40.3	38.9	26.3		12.9
	State	32.5	31.8	30.9	29.8	27.5		17.8
Asian	District	68.8	66.7	76.9	74.1	76.7		72.2
	State	58	57.2	57	56.1	55		43.3
Hispanic or Latino	District	43.6	37.1	35.3	35.1	38.6		36.3
	State	37.6	36.7	35.7	33.9	31.7		21.1
Hawaiian or Other Pacific Islander	District	*	*	*	*	*		*
	State	45.7	44.8	46.8	41.2	44		27.9
Free/Reduced Price Meals	District	42.7	44.8	45.7	44	43.6		35.4
	State	40.4	40.9	40.9	40.8	40		32.4

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

Percent Proficient, All Accountability Tests (MCA and MTAS), All Students Tested								
Math		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Black or African American	District	20.8	25	24.2	19.1	19.2		10.7
	State	30.8	29.9	29.1	28.6	27.3		18
White	District	62.4	63.8	63.9	64.8	61.2		50.3
	State	68.3	68.1	67.6	66.4	64.4		52.3
Two or More Races	District	44.6	43.9	48.4	44.7	42.4		30.4
	State	54.1	53	52.1	50	48.1		38.4
English Learner	District	36.4	11.1	43.5	46.4	40.7		29.4
	State	25.4	23.2	20.7	19.7	17.7		9.2
Special Education	District	28.4	27.7	27.1	28.1	23.2		20.4
	State	30.9	30.4	29.9	28.6	27.7		22.5
Free/Reduced Price Meals	District	40.5	40.4	40.9	39.5	35.2		23.9
	State	40.8	39.7	38.5	36.6	34.2		22.7

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

Graduation

Ensuring that ALL students graduate is a top district priority. Although graduation rates have increased in recent years it is not at an acceptable level. Duluth Public Schools strive to ensure that ALL students are given the support and opportunities needed to successfully complete high school and earn a diploma.

SYSTEMS, STRATEGIES & SUPPORTS:

- Duluth Public Schools is implementing Check and Connect across all secondary schools as a part of a 3-year grant from St. Louis County. Check and Connect is an evidence-based intervention designed to increase graduation rates.
- Duluth Public Schools maintained Career Technical Education (CTE) offerings and availability to students grades 9-12. Students who enroll in two or more CTE offerings graduated at 88.89%; students of color 73%, students with disabilities 67.74%; economically disadvantaged students 78.57% (Based on 2017 enrollment data).
- Duluth Public Schools maintained full implementation of the Building Assets, Reducing Risk (BARR) system of support for all ninth graders at the Denfeld site.
- Duluth Public Schools provides a multitude of options for students to succeed through our Area Learning Center (ALC), Academic Excellence Online (AEO) offerings, homebound and homeless student supports.
- Integration specialists are providing student supports to improve academic proficiency, increase graduation rates and improve college or career readiness.
- Alternative Learning Center (ALC) explored the Minnesota Early Indicator and Response System (MEIRS) data system.
- Due to the challenges of being in full distance learning during first semester, students needed extended time and support to reclaim missing credits. Teachers supported student learning through Canvas modules outside of school time.
- The district and College of St. Scholastica partnered to provide additional tutoring support for students due to the emergency pandemic learning.
- Expanded summer school credit recovery options.
- Grading adjustments (50%) and credit requirement, eliminated final exams for all but College in the Schools.

GOAL

The four-year, on-time graduation rate will be 90%, with no groups lower than 85%, by 2025.

4-year rate (%)		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
All Students	District	78.39	75.13	76.04	78.09	76.01	75.41
	State	82.08	82.52	82.68	83.2	83.69	83.83
American Indian or Alaska Native	District	28.57	37.84	54.84	45.71	55	45.16
	State	49.14	49.46	50.65	50.99	50.78	55.74
Asian	District	93.33	68.75	83.33	84.21	*	80
	State	83.46	84.38	85.51	86.59	87.55	89.08
Native Hawaiian or Other Pacific Islander	District	*	*	*	*	*	*
	State	48.89	71.74	62.75	75.61	60.78	73.08
Hispanic or Latino	District	69.23	73.33	73.68	71.43	66.67	77.78
	State	65.86	66.02	66.27	66.75	69.91	70.36

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

4-year rate (%)		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Black or African American	District	44.44	36.59	36.84	63.64	57.45	53.19
	State	62.23	64.88	64.75	67.42	69.93	69.22%
White	District	82.92	80.49	80.41	82.14	81.11	81.85
	State	87.23	87.5	88.05	88.41	88.65	88.96%
Two or More Races	District	63.16	62.86	62.86	60	50	48.39
	State	68.74	69.66	71.12	71.98	72.33	73.49%
English Learners	District	*	*	*	*	*	*
	State	63.96	63.54	64.69	65.65	67.18	66.16
Special Education	District	54.96	48.62	57.63	61.48	54.55	64.17
	State	60.72	60.72	61.18	62.3	63.01	64.97%
Free/Reduced Lunch	District	62.24	55.52	60.98	61.8	55.21	54.71
	State	67.97	69.07	68.95	70.15	71.05	71.59

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

GOAL

The four-year, on-time graduation rate will be 90%, with no groups lower than 85%, by 2025.

7-year rate (%)		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
All Students	District	81.45	82.72	80.67	84.15	81.39	81.9
	State	84.36	86.09	86.95	87.53	88.07	88.38
American Indian or Alaska Native	District	48.65	47.37	58.33	52.17	47.62	65.7
	State	53.81	56.25	55.92	57.85	58.29	60.39
Asian	District	84.62	87.5	82.35	93.33	93.75	83.3
	State	84.82	87.42	89.71	91.15	91.19	92.17
Native Hawaiian or Other Pacific Islander	District	*	*	*	*	*	*
	State	69.23	62.79	78.79	68.29	80.85	78.72
Hispanic or Latino	District	60	85.71	82.35	84.62	82.35	69.6
	State	65.41	70.54	73.37	76.3	75.74	76.30

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

7-year rate (%)		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Black or African American	District	62.75	46.67	47.5	57.45	43.18	59.5
	State	64.69	70.57	72.11	73.14	76.68	77.04
White	District	85.03	86.87	84.03	87.14	86.36	85.4
	State	89.12	89.99	90.67	91.09	91.53	92.01
Two or More Races	District	73.91	75	73.68	83.33	69.44	74.3
	State	67.76	76.01	77.44	78.34	77.87	79.52
English Learners	District	*	*	*	*	*	*
	State	67.47	72.8	76.58	76.82	76.52	78.66
Special Education	District	71.33	66.67	66.41	74.58	67.5	73.4
	State	74.39	76.12	76.74	78.14	78.41	78.35
Free/Reduced Lunch	District	68.07	68.24	64.36	73.09	65.97	70.7
	State	72.1	75.05	76.03	77.22	78.17	78.52

**Fewer than 10 students reported*

Note: Due to COVID-19, no 2020 accountability data is available.

College and Career Readiness

Minnesota and Duluth Public Schools define career and college readiness as high school graduates having the “knowledge, skills and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment."

SYSTEMS, STRATEGIES & SUPPORTS:

- Duluth Public Schools has partnered through grants with the Duluth Workforce Center to provide a career counselor split between each high school site to help our most at-risk students explore career opportunities.
- Duluth Public Schools, based on local data, has maintained Career Technical Education (CTE) offerings and availability to students grades 9-12. The district maintained technical certification offerings, articulated college credits, Work Based Learning programming, and experiential learning offerings. Based on 2017 enrollment data, 52.8% of all CTE concentrators enrolled in post-secondary (20% in 4 year; 32.3% in 2 year).
- Duluth Public Schools is developing a district-wide career and college readiness framework for grades 6-12.
- Integration Specialists are providing student supports to improve academic proficiency, increase graduation rates and improve college or career readiness.
- Duluth Public Schools maintain Career Centers at both high schools. Host college and military recruiters, career talks, connections to student job opportunities and scholarship support.
- Due to the ongoing pandemic, Duluth Public Schools was unable to provide its goal of a minimum of five district-wide experiential opportunities for career and college awareness: Wisconsin Indianhead Technical College Career Day, Fond du Lac Tribal Community College Career and College Fair, National College Fair, Construct Tomorrow, Tour of Manufacturing, Education Fair; Specific Career Months: College, Apprentice, Health and Safety.
- Duluth Public Schools partners with community job sites and seminar classes to teach students employment skills. Students may have a job, or will find a job, with help from the work coordinator. The goal of the work experience program is to help students with job seeking and retention skills, through an individual employment plan.
- Families in Transition provide supports to students K-12 that are experiencing homelessness. The homeless liaison assists with such things as attendance, transportation, connections to community resources, ensuring full participation in school activities, advocacy, ect.

GOAL

ACT Composite Scores for each graduating class will increase by 0.2 each year through 2025. The highest score on the ACT is 36.

District ACT	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
All Students	23.3	21.0	21.7	21.3	22.3	23.0	23.2
Statewide	22.7	21.1	21.5	21.3	21.4	19.9	21.6

2021 RESOLUTION OF CONCURRENCE AND NON-CONCURRENCE						
AIMS	**GOALS**	**REASONS FOR NONCONCURRENCE**	**PROGRESS**	**RECOMMENDATIONS**	**RESPONSE to be developed by the school board (information provided from departments that own the work)**	
KINDERGARTEN READINESS	Increase the number of American Indian students/families in Early Childhood programs to be prepared and ready for Kindergarten. Increase knowledge of cultural differences/similarities of staff to have a safe beginning place for American Indian Students within DPS.	Lack of American Indian teachers/staff in Early childhood level ·to provide ongoing culturally relevant support to families and students.{Approximately 2 known teachers of color.) Lack of culturally relevant curriculum.	Oshki-Inwewin was implemented this Fall. WE currently have 17 American Indian students participating in this program. We have 2 staff who Identify as American Indian working within Oshki-Inwewin.	Continue to train all staff on culturally inclusive strategies to ensure Early Childhood programs are providing culturally relevant programming. Look at hiring practices and recruitment with Headstart and Human Resources. Integrate culture and language throughout Headstart programs beyond Oshki-Inwewin.		
READ WELL BY GRADE THREE	Increase the number of American Indian students to reading at grade level by third grade. Increase culturally appropriate resources/references into curriculum so our students see themselves in school/curriculum.	American Indian students still continue to score low on reading assessments. Average reading proficiency from 2015/16-2018/19 is 40.49% reading proficiency. Less than 50% of our American Indian Students are proficient in reading.	Curriculum Department purchased books for Misaabekong Ojibwe Immersion program. ELA content specialist selected indigenous focused books that tied to Wonders curriculum and distributed to K-5 teachers. (Note: Those books were purchased by the AIE program)	Address cultural inadequacies in the intervention model and or develop a tiered system of support that reflects the cultural needs of American Indian students. Train content specialists on culturally specific curriculum resources and provide those resources to teachers/students.		
CLOSING THE ACHIEVEMENT GAP	Increase American Indian Student Achievement	American Indian students continue to score low on Math assesments. Average for AI students 2015/16-2020-21 is 27.1% Math Proficiency. This does include the SY 2019/20 where testing was waived by the state.	AIE program coordinator has been working with Elementary and Secondary Content Specialist and the PD coordinator on planning a Professional Development opprtunity for Math teachers and interventionists focused on Best Practices for American Indian students as well as an Indigenous focus. Antibias training was done district wide	Address cultural inadequacies in the intervention model and or develop a tiered system of support that reflects the cultural needs of American Indian students. Train content specialists on culturally specific curriculum resources and provide those resources to teachers/students.		
	Increase American Indian Student Achievement	American Indian students continue to score low on Reading assesments.Average for AI students 2015/16- 2020-21 is 33.1% Reading Proficiency. This does include the SY 2019/20 where testing was waived by the state.	Jim Rock provided PD for specific teachers. ELA specialist worked with Coordinator of AIE and OEE to identify culturally appropriate books for teachers to utilize. Antibias training was done district wide.	Address cultural inadequacies in the intervention model and or develop a tiered system of support that reflects the cultural needs of American Indian students. Train content specialists on culturally specific curriculum resources and provide those resources to teachers/students.		
	Make sure all teachers are aware of, knowlegable, and teach the American Indian State Standards	Non-inclusive or inappropriate curriculum on American Indians. Not all teachers are teaching (and/or may not be aware of) American Indian State Standards	American Indian focused State Standards have been shared with Content Specilaists.	Continue the work of American Indian focused State Standards implementation that began in 2018. Bring awareness to teachers through content area meetings on the American Indian focused state standards and tie resources and training to teachers. Work with the AIHSL in this process, they are a great resource.		

GRADUATION	Raise Graduation rates for American Indian students	All students reach 85% graduation rate by 2020	American Indian students garaduation rate is currently at ___ which they did not meet the District gaol.	Identify and begin implementation of specific culturally responsive strategies and instruction focusing on meeting the unique educational or culturally needs of American Indian Students. Utilize the four components of CARE, Culture, Achievement, Resilience, Engagement. Focus on the culture of the school. Provide a survey to AI families on what they think the district should do for their students to help them meet the requirements for graduation and keep them engaged in school.		
OTHER ITEMS	Increase staff and student knowledge of American Indians original to the area.	Lack of cultural awareness and history on local tribes such as Ojibwe and Dakota. Also lack of understanding of why there is an American Indian Education Department.	No progress	Provide an American Indian Curriculum Specialist or Instructional Coach.		
	Prioritize General Fund Spending to Instruction and Support of Students in regards to American Indian education	Lack of support for American Indian programming. Lack of Tribal consultation with the AIPAC on the ARP funding or any other Covid dollars that require Tribal Consultation with the AIPAC.	General Fund supports 3 MIsaabekong teachers and .5 Ojibwe language paraprofessional to help at the Middle and High school Ojobwe language classes.	Have a meaningful Tribal Consultation with the AIPAC. Be transparent on where the ARP dollars have been spent. Make sure the CFO and Finance departmnent understand the funding sources of AI Education department and HOW the dollars can and should be spent.		

RESOLUTION

Commitment for an Education Equity Framework

WHEREAS, education equity is the condition of justice, fairness, inclusion, and cultural responsiveness in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potentials;

WHEREAS, the pursuit of education equity recognizes the historical conditions and barriers that have prevented opportunity and success in learning for students based on their races, ethnicities, incomes, and other social conditions;

WHEREAS, eliminating those structural and institutional barriers to educational opportunity requires systemic change that allows for distribution of resources, information, and other support depending on the student's situation to ensure an equitable outcome;

NOW, THEREFORE, BE IT RESOLVED that the Duluth School Board does commit to implementation of the Duluth Public Schools Education Equity Framework, which includes a definition of Education Equity, the Minnesota Department of Education's Ten Minnesota Commitments to Equity and the Duluth Public Schools Tool for Equity Accountability (TEA) form;

BE IT FURTHER RESOLVED that the Duluth School Board hereby directs administration to develop a Duluth Public Schools Education Equity Framework implementation and accountability plan.

By Law Amendments:

a. Article III, Section 3.2
    i. Section 3.2 bylaw amendment should read as follows: The EEAC shall remain committed to building consensus around the pursuit of education equity opportunities and will refer to the Commitment for Equity Framework as stated in school board resolution E-6-18-3555 to guide and support EEAC participation.
        1. School Board Resolution E-6-18-3555 is Exhibit 1 attached to the EEAC bylaws

b. Article IX
    i. Amend language in Article IX Add, ***"and the Office of Education Equity"*** and should read as follows: Operating procedures shall not violate the personnel policies and procedures of Independent School District #709. Operating procedures of this EEAC shall acknowledge--and to its fullest capacity--comply with all laws, acts, rules, policies and procedures that govern education within the state of Minnesota (Specifically noted: Minnesota Government Data Practices Act - Chapter 13) As it is the purpose of this committee to recommend actions regarding planning, implementation, and/or evaluation of various district initiatives or plans, including budgets and budget modifications, ISD 709 ***and the Office of Education Equity*** will provide the EEAC with the necessary budget information and reporting information. This information shall be in accordance with all of the reporting requirements of the current education legislation.

Social, Emotional, Behavioral Multi-Tiered Systems of Support & Project AWARE

Callie DeVriendt - Mental Health/Social, Emotional, Behavioral Multi-Tiered Systems of Support Coordinator

Jacob Laurent - Climate Coordinator

ISD 709 Duluth Public Schools

Multi-Tiered Systems of Support Updates

Second Step:

- ❏ Recap of 'What is Second Step'
- ❏ Data Review: Implementation Year 1
  - ❏ Goal 80%
  - ❏ 3 Data Pulls - Nov, Feb, June
  - ❏ Through Feb. 18th - Lesson Completion
  - ❏ Elementaries (9): 74%
  - ❏ Middle Schools (2): 98.5%

Multi-Tiered Systems of Support Updates

Positive Behavior Interventions & Supports (PBIS):

- ❏ AWARE grant providing site funding allocations for PBIS support efforts/needs
- ❏ AWARE grant providing site team member stipends to recognize the above and beyond work in creating positive school climate. Will be awarded this spring.

Multi-Tiered Systems of Support Updates

Restorative Practices:

- Trained 51 support staff in restorative circles and dialogue training
  - This included Deans, Social Workers, Counselors, Integration Specialists, American Indian Home School Liaisons & an MHP
- Restorative training for Administrators and Principals offered in June
- Upcoming optional summer restorative practices circle and dialogue training offering for teachers and staff in August
- Will continue to strategically plan with moving restorative practices forward

Multi-Tiered Systems of Support Updates

Additional Project AWARE Investments:

- ❏ Alternative Seating Funding for Secondaries
- ❏ Funds distributed for calming kits for elementary classrooms (distribute next year)
- ❏ Youth Mental Health First Aid Train the Trainer training for Callie & Jake to become instructors - future training offerings for staff
- ❏ Second Step calming steps and problem-solving steps reinforcement posters and teacher/staff lanyards
- ❏ Purchase a one site license for IM4 to assist with embedding evidenced based tier 2 social emotional learning interventions into our MTSS handbook
- ❏ Ordered restorative practices posters for all school sites with restorative language & restorative language cards for staff. -distribute in the fall along with the restorative chat training staff will receive
- ❏ Fund Callie's Mental Health Coordinator position & also an SEL Interventionist that supported Stowe, Homecroft, Lester Park and Lakewood this school year

Multi-Tiered Systems of Support Updates

Future professional development for staff in the fall & next year:

- ❑ Kognito At-Risk -training to provide education on mental health & suicide prevention
- ❑ Review of district's Mental Health Response Protocol
- ❑ MTSS training overview
- ❑ Restorative chat training for all staff
- ❑ Introduction to calming kits
- ❑ Opportunities for optional mental health first aid offerings
- ❑ CBITS & Bounceback training for Social Workers & possibly some school based therapists
- ❑ PREPaRE training for district and school crisis teams- to strengthen school safety & crisis management & emergency response

New Mental Health Partnerships

Center for Alcohol & Drug Treatment - Started at East & Denfeld (very part time due to CADT staffing shortage but hoping to expand next school year)

Human Development Center - beginning at Denfeld in May

The Area Learning Center and Academic Excellence On-Line: an overview

Total Students: 2,157 as of 3.29.22TH

ALC seat-based: 157 students enrolled thus far.

ALC Independent Study & Credit Recovery: 546 students (year long)

1. Capital improvements have been well-received by our students and staff. We are working through logistics and problem solving as we go.

2. The need for credit recovery is growing. This is a direct result of the pandemic. Failures for 14 and 15 year olds continues to be an issue.

School Within a School: 369 students

1. Middle School: offered at each MS site and grade level
2. High School: offered at each HS site for grades 9th & 10th

Summer School: 227 students

1. Seat-Based Program

AEO full or part-time enrollments: 857 students

1. Average course load for students has more than doubled since the pandemic.
2. Enrollment has surpassed what it was pre-pandemic.
3. We have continued to see enrollment gains without marketing.
4. The number of On-Line providers in Minnesota has doubled from 32 to 64 the last 2 years.
5. The need for flexibility and options is not going away for our students and families.

Partnerships & Grant Opportunity

Loss of hope, chemical dependency, mental health, and life sometimes inhibit success of our students in ISD 709. We want to be the light for students so that they know we care and that we didn't give up hope in them. We will find out in the middle of April if we receive a 500K grant to expand rigorous CTE coursework in partnership with Lake Superior College.

Budget

Immediate Needs for the district: Convert PEAK to Canvas using one-time dollars (ESSER) for continuum of educational programming to maximize student credits. Classroom, summer school, independent study/credit recovery, to ALC seat-based.

Phase 2: Outcomes, Timelines & PDSA Cycles of Continuous Improvement				
ACTIONS (What actions will be needed to implement?)	**Persons responsible**	**Resources**	**Timelines**	**Desired & Measurable Outcomes**
Plan: Develop ALC/AEO Program Evaluation Process for SWS, including listening sessions from stakeholder groups (in-progress)	**ISD 709 staff:** Counselors, building administrators, CTE, secretaries, teaching staff, TLE **Community Partnerships:** Essentia, Cirrus, Life House, Yes Duluth, ABE, APEX, Duluth Workforce Development **Area Schools:** Hermantown, Proctor, Lake Superior College, Wrenshall, Harbor City, Two Harbors **Student & Families:** Referral based	Program Overview	Ordean East 3.15.22 Denfeld 3.22.22 East TBD Lincoln Park 3.29.22	Program Evaluation-Stakeholder Feedback
Do: TBD				
Study: TBD				
Act: TBD				

Duluth Public Schools Head Start Program

FY23 State Head Start Application

Program	Funding Level	State Funded Enrollment
Families in Transition	**$225,464**	**12 Early Head Start, 5 Preschool Age**
Home Base Head Start	**$163,266**	**12 Preschool Age**
State Grant Total	**$388,730**	

The State Head Start Grant fully funds the following positions:

- 2 Families in Transition Teacher/Advocate: 30 hours per week each serving 6 children age birth to 3, and 2-3 preschool age children
- 1 Home Base Teacher/Advocate: 40 hours per week, serving 12 preschool age children

The State Head Start Grant partially funds the following positions:

- 2 Clerical Staff
- Program Director
- 5 Service Area Coordinators
- Recruiter

In addition, grant funds pay for general and classroom supplies, food, transportation contracts, mileage, travel, dues and memberships, printing, conference registrations, lodging, meals, insurance (a small policy is required for each Head Start child), and indirect charges paid to ISD 709.

Duluth Head Start Federal Grant FY 2023

Transportation Waiver

History: In 2017, Duluth Public Schools applied for and received Voluntary PreK (VPK)dollars from MN Dept of Education. This funding was designed to provide a preschool experience for 4 - year olds at schools exhibiting a need. Transportation to and from school was a requirement. Since our district also serves 4-year olds from two additional funding streams, Head Start and School Readiness, it was agreed that transportation would be granted to all 4-year olds attending preschool, as long as the transportation aligns with the elementary school day. This has eliminated access barriers, which can be significant, particularly for Head Start families who must meet federal poverty guidelines to be eligible for the program. Offering transportation results in increased enrollment and improved attendance for students.

Head Start funding has federal guidelines for transporting children that require additional safety measures, such as child restraints and bus monitors (Performance Standards 1303.71(d) and 1303.72(a)(4)). We ask that these measures be waived, so that our children can ride the bus as VPK 4-year olds, and Kindergarten students can.

With children's safety of utmost concern, our Policy Council supports this plan contingent on the following:

Safety Guidelines for Preschool Children on School District Buses

1. This opportunity is only for children who have turned four by September 1.

1. An adult must be present as the child is picked up and dropped off. If the adult is not a parent, it must be someone who the parent designates may take the child home from a bus stop.

2. Children will wear safety vests to increase visibility as a preschool student*.

3.Children will sit at the front of the bus, closest to the bus driver.

4. Preschool children will participate in a bus safety presentation on the first day of school.

5. Riding the bus is voluntary. If parents feel uncomfortable putting their child on a bus, they may still self- transport.

6. Head Start students have to follow Covid-19 guidelines outlined by the Head Start Performance standards, which at this time, include masking*.

***indicates newly revised safety guidelines**

We ask that you waive the requirements for child restraints and bus monitors, so Head Start four -year- old children can continue to access the comprehensive services provided by Duluth Head Start. Enabling access to programs designed to enhance school readiness for children whose families are experiencing poverty, should continue to be a priority for Duluth Public Schools.

Respectfully Submitted by Sherry Williams, Head Start Director

By signing below, you are indicating support for this Transportation Waiver.

_____ _____

Jill Lofald, School Board Chairperson Date

_____ _____

Felicia Fanaselle, Policy Council Chairperson Date

Duluth Public School Federal Head Start Continuation Grant

Fiscal Year 2023

Funding Type	**Federal Head Start**
Program Operations	$2,500,360
Training and Technical Assistance	$28,958
Federal Funded Enrollment	224 students
Total Funding	**$2,529,318**

This is year two of a five- year grant cycle.

Grant Goals remain:

1. High Quality Inclusion: Navigating Trauma

- Program wide Professional Learning Communities (PLCs) with Early Childhood Special Education staff ensuring collective efficacy in our inclusion practices

2. Walking the Talk of Equity and Inclusion

- Oshki-Inwewin: A program that infuses curriculum with Ojibwe language and culture
- Equity Team: A diverse group of parents and community members providing feedback to our program to best meet the needs of historically underestimated people.
- Continued PD/book studies on the topics of antiracism and best practice for meeting the needs of students most vulnerable to historical trauma

3. Fostering Resilience with a Focus on Health and Wellness

- Increased time in Nature
- YMCA Collaboration
- Health and Wellness Focus for families and staff

We ask that this grant be approved.

_____ _____

Signature of School Board Chair Signature of Policy Council Chair

Self Assessment 2021

Introduction: Duluth Head Start serves preschool aged children in 7 out of Duluth's 9 elementary schools. With the school district as our grantee, we are positioned well to bridge the gap between home and school.

Methodology:

We are shifting the timeline of our Self Assessment to the end of the year, versus March, when it has historically been done. This gives us an entire data set to use which seems more in line with what we are charged to capture.

Data reviewed: DRDP results: Year end 2021; Program Information Report (PIR); Parent Engagement; Attendance; Staff and Parent Surveys

Team: Planning Team: (representation from each site and job role; parent); Becky Crane, Early Childhood Special Education Coordinator

Key Insights:

2020-2021 was an unusual pandemic year.

Model Changes: Following our school district model, we offered programming in three different modes: Hybrid, Distance, and Full In Person.

Hybrid: Half of the class came Monday and Tuesday, we cleaned on Wednesday, the other half came on Thursday and Friday.

For half day sessions, the am class came Monday and Tuesday, we cleaned on Wednesday, the pm class came on Thursday and Friday. Sessions were lengthened to 5.75 hours. Class sizes were capped at ___.

*Half day sessions remained in Hybrid the full year, as we continued to feel that mid week cleaning would keep potential transmission of Covid-19 down. We also felt it important to maintain a consistent routine for the classes that often have our youngest children.

Distance Learning: There was an approximate month of distance learning. Families were provided with tablets and hot spots if needed, and teachers met virtually with children and posted lessons on the SeeSaw platform. Attendance was challenging to track as there are different ways of accessing SeeSaw: a parent account and a child's account. Additionally, we had a full Distance Learning class that operated the entire year with virtual programming.

Absences: There were more absences than a typical year. Quarantines and Isolation due to positive Covid-19 tests, meant that kids were not in school as they would be in a typical year.
Enrollment was low: Many families opted to keep children out of preschool with pandemic rates climbing in our community. Many classrooms experienced smaller class sizes. Very few behavior concerns were brought up as a result.
Parent Engagement: To keep transmission down, parents were not allowed to enter schools. All parent engagement happened offsite or virtually. For some families this was a great option, but for others it was not engaging enough. It takes a special skill set to engage with families virtually.

Topics and Questions for Self Assessment:

1. **Are students making adequate progress across all domains and demographics?**
2. **How are we maintaining our commitment to equity, diversity, and inclusion?**
3. **Are families engaging with our program in ways that create meaningful change in their lives?**
4. **Are teachers feeling supported as they navigate challenging behaviors in their classrooms?**

Progress on Goals:

<u>School Readiness</u>

- Despite less time in the program, students made very good progress. Students with IEPs made significant gains across all domains.
- Demographically, students of color, while making great progress, remained lower than their white counterparts, particularly in the area of cognition, with Black and Mixed Race students scoring below 50% in this area.
- Students in half days made similar gains to students in full days, despite only being in school two longer days per week.
- Head Start eligible three year olds scored above 82% in four out of five domains. The fifth domain, self regulation, scored 77%.
- Head Start eligible four year olds scored between 64 and 75% in all domains. (VPK and School Readiness funded children scored between 75 and 81% in all domains).
- Females scored better across all domains.

- Head Start eligible students on IEPs made significant progress, moving up 20-49% in all domains.
- Smaller class sizes due to limited enrollment, coupled with more lengthy absences had teachers identifying fewer behavior concerns.

Equity Team

- Parents on the Equity Team felt that students of color need to see teachers of color at school. We have very low staff turn over, but this was expressed over and over. Every effort will be made to have people of color in leadership roles in classrooms.
- Parents on the Equity Team also encourage the use of books and materials that reflect the racial makeup of the class.

PFCE

- Many Family Strengths Surveys were completed in the fall, and around half were completed in the spring.
- Most families were looking for crisis assistance
- Most families hear about our program through word of mouth.
- One third of families felt they did not receive information that helped them understand their children better.
- Close to half of families did not make connections with other families
- Parents were not allowed in school buildings to reduce the spread of Covid-19

PIR

- 34% of students are overweight or obese in the fall.

Staff Survey

- Staff seemed to appreciate holding virtual staff meetings.
- Smaller class sizes seemed to result in fewer challenging behaviors.
- The times challenging behavior was most common was during transitions and teacher directed large groups.
- Aggressive behavior, running away, and high volume yelling and crying were the top challenging behaviors.

- Keeping an online platform like SeeSaw allows teachers to easily share photos with families and the program to share program wide information with families.

Recommendations

School Readiness:

The Social Emotional Domain saw the lowest scores in the DRDP. This will continue to be an emphasis in classrooms, particularly as the classroom experience as we know it was interrupted multiple times due to Covid-19 in the 2020-21 school year.
Continued monitoring of the achievement of all sub groups will be important as we work to achieve success for all.
We must also determine if our current process of monitoring rate of growth is sufficient, or if we should also have target goals within each domain.

Equity Recommendations:

Closing the opportunity gap needs to be an ongoing goal for our program, to assure that all our preschool students have similar experiences as their peers.

Diversifying our staff in any way possible should continue to be a focus as vacancies occur. If we are not drawing a diverse pool of applicants, we need to access diverse representation from community partners in any ways possible, to provide connections and role modeling critical to students and families of color.

PFCE Recommendations:

Each site needs to offer a menu of options for families to participate in, and determine at the site level, how to best reach families. For some sites, that may be a Family Night, for others small groups of families gathering for coffee and conversation.
When parents are allowed to fully participate, we will need to spend time rebuilding the Parent Committee to advise and steer the direction of family engagement at the site level.

Data tracking in this area will continue to be improved. Close monitoring of data going into Child Plus will help us identify where additional procedures need to be implemented.

Concerted effort needs to be given to make sure all families are given information that helps them understand their child better, and that they have opportunities to connect with other families.

Health and Wellness:
With teacher burnout and stress a serious concern, we need to respond to concerns teachers are sharing, and do what we can to best support them.
We need to support Health and Wellness with students, families, and staff by continuing to partner with the YMCA, and other local organizations with similar health and wellness goals.

Respectfully submitted to the Governing Board and Policy Council for approval on April 5, 2022. As we shift this process to June, a second self assessment will be completed at that time for the 2021-2022 school year.

_____ _____

Signature of Governing Board Chair Signature of Policy Council Chair

School Resource Officer Review Information for COW Discussion - please click on the links below	
Board Resolution	Board Resolution
SRO Job Description	SRO Contract
SRO Training	National Association of School Resource Officers -Officer KH Training Officer CG Training Officer WS Training Officer JH Training SROs recently completed training for Fair and Impartial Policing that focused on bias-free policing practices and policies.
Student Presentation	Presentation and Student Concerns Meeting
Student Citation Data	2021-2022 Citation Data as of March 15
Student Discipline Referral Data	Student Data
Administrators' Presentation	2020 Presentation
Marnita's Table	Presentation and Data
NAACP Letter	Position Letter
Student and Family Handbook	2021-22 Family and Student Handbook

NAACP, Duluth Branch
September 22, 2021

For Immediate Release

Duluth Branch NAACP Demands Alternatives to School Resource Officers in ISD 709

Over the past decade, the Duluth Branch NAACP has been closely involved with conversations and initiatives surrounding the use of School Resource Officers (SROs) in the Duluth Public Schools, ISD 709. Throughout this time, the Branch has maintained its position that SROs have a disproportionately negative impact on BIPOC students. The Branch has proposed and promoted a number of alternative strategies for social and behavioral interventions in the schools, yet SROs continue to remain as a central piece of the district's approach to managing behaviors and disciplinary actions. The following document summarizes data indicating the negative impacts of SROs on BIPOC students. Subsequently, the document reiterates alternative intervention strategies that the Branch would like to see implemented in place of SROs.

ISD 709 disciplinary data (**Source:** Propublica, based on US Department of ED CDRC surveys):

- The current system of discipline disproportionately impacts students of color, working class students, and students with disabilities and/or special education.
    - For ISD 709, Black students are 7.2 times more likely to be suspended than whilte students
    - Hispanic are 4.5 times more likely to be suspended than white students
    - Native Americans are 4.6 times more likely to be suspended than white students
    - Students of two or more races 4.9 times more likely to be suspended
- There are significant disparities of race and discipline between Western and Eastern Duluth schools
        - At Denfeld (west): the racial demographics of the school were 9% Black, 72% white, 3% Hispanic, 6% two or more races, 6% Native American. Black students are 5.4x, two or more races are 5.4, and Native American students are 3.1x more likely to be disciplined.
        - At East (east): the racial demographics of the school were 3% Black, 88% white, 2% Hispanic, 3% two or more races, 2% Asian or Pacific Islander, 2% Native

American. Black students are 8.3x, two or more races are 8.3x, Hispanic students are 12.3, and Native American students are 12.3x more likely to be disciplined.
    - At Lincoln Park (west): the racial demographics of the school were 10% Black, 69% white, 4.8% Hispanic, 10% two or more races, 4.2% Native American. Black students are 5.5x, two or more races are 4x, Hispanic students are 4.8, and Native American students are 4.2x more likely to be suspended.
    - At Ordean (east): the racial demographics of the school were 4% Black, 86% white, 2% Hispanic, 4% two or more races, 2% Asian or Pacific Islander, 2% Native American. Black students are 17.4x, two or more races are 8.5x, Hispanic students are 7.2, and Native American students are 7.2x more likely to be suspended.
    - At Congdon (east): the racial demographics of the school were 5% Black, 80% white, 2% Hispanic, 6% two or more races, 4% Asian or Pacific Islander, 3% Native American. Black students are 20x and Hispanic students are 20x more likely to be suspended.
    - At Laura McArthur (west): the racial demographics of the school were 7% Black, 69% white, 4% Hispanic, 14% two or more races, 2% Asian or Pacific Islander, 6% Native American. Black students are 8.3x, two or more races are 8.3x, Hispanic students are 12.3, and Native American students are 6x more likely to be suspended.
    - At Piedmont (west): the racial demographics of the school were 7% Black, 67% white, 2% Hispanic, 17% two or more races, 2% Asian or Pacific Islander, 6% Native American. Black students are 4.2x, two or more races are 4.9x, Hispanic students are 8.4, and Native American students are 12.3x more likely to be disciplined.
    - Yellow is high school data, green is middle school data, and blue is elementary school data.
- In 2017-18, of the 78 incidents where the responding officer was an SRO in the middle and high schools (45 of those students were Black or Native American); in 2018-19, SROs responded to 88 incidents (43 of those students were Black and Native American)
- This makes sense because according to the job description of the Duluth SROs - they are sworn police officers first, but have no requirements for training in education or child development.

<u>Impacts of having SROs within the district:</u>

- These disparities in suspension and discipline → materially limits opportunities of our students and may result in:
    - Lower test scores and lower graduation rates (57.45 for Black students and 52.18% for Native American students district wide in 2017-18)
    - Fewer going to college
    - Less attendance
    - Disproportionate discipline makes it:
        - Harder for students of color to participate in advanced placement classes
            - At Denfeld, white students are 4.4x more likely to enroll in AP, while they are 5.9x more likely than Native American students

        - Such comparisons are not available for East (numbers may be too small to report and maintain student privacy)
    - Harder to participate in extra-curricular, including sports and music
    - Sports and music are high-impact practices that encourage engagement - we should be increasing access, not decreasing it
- SROs command considerable resources. The new contract for SROs in ISD709 is $277,096 for four officers. On the other hand, the median salary for a school counselor is $56,310 (less in Minnesota, according to BLS). More counselors would provide more student-centered options. They are not resources for the students.
- Schools should utilize a student-focused model, When students have the resources they need, they thrive. Resources should be directed to students, instead of police officers.

Alternative strategies to eliminate and replace SROs within the district:

- Current and former students from East and Denfeld organized with NAACP to address these disparities (before COVID)
    - They asked for:
        - Expand restorative justice principles the schools
        - Employ restorative justice circles
        - Implement addiction help programs as an alternative to punishment
        - Increase the number of mental health professionals within ISD 709
        - Provide a survivor advocate
        - Train all staff in racial, disability, queer and working class justice
- We recognize that student behavior may require intervention, and request some specific restorative practices that tend to the emotional needs that may contribute to behavior, including:
    - Meditation or yoga
        - As regular practice (helps center students, build coping skills)
        - Intervention
    - Saturday (or after school time) School (school provides transportation or bus passes)
    - Specific engagement with disaffected communities
    - Exercises to develop empathy in teachers
    - Employing restorative justice circles and crisis intervention resources
    - Community collaborative, network of advocates to support students and families
    - Engage in other high-engagement activities, including volunteering
    - Link to existing programs and partners, where appropriate
- In addition, to facilitate implementation, the district should develop a school-based and district wide community of practice, so educators implementing training can learn from each other to increase the amount of implementation

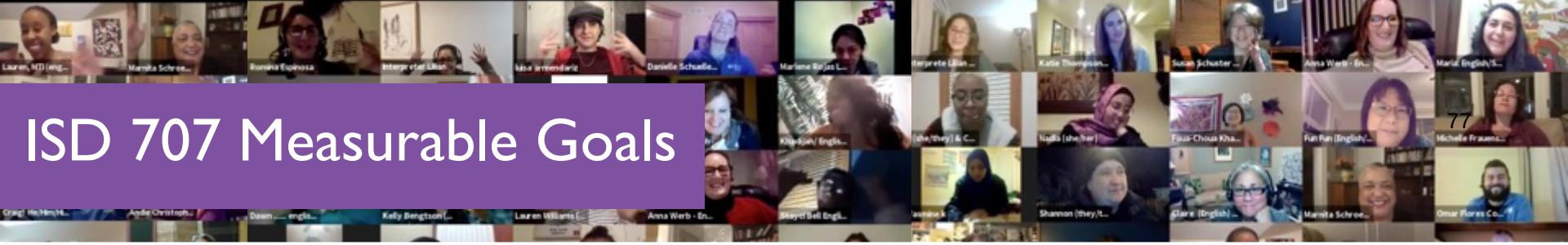
Thank you for taking the time to review this document. We look forward to the opportunity to discuss and implement alternative strategies to the use of SROs in Duluth Public Schools. Please feel free to reach out to branch@duluthhaacp.org with any questions regarding this document.

Sincerely,
Duluth Branch NAACP

Marnita's table®

Duluth Engage! School Safety School Resource Officers Community Conversation Community Feedback Debrief February 2022

All photos taken during Intentional Social Interactions



ISD 707 Measurable Goals

Project Goals	Measurable Indicators of Success
Deliver a transparent engagement process to hear the experiences and recommendations of students, staff and community members related to School Resource Officers and school safety.	80% had a chance to share their perspective of School Resource Officers. 80% learned something new about the role of SROs. Transparent reports now available on projects.marnitastable.org, for the community to read, including all raw data and findings from the conversations as of Monday, February 7th, 2022.
Engage a diverse group of Students, Staff, Families, Community Organizations, Unions, Administrators & Local Tribes. We will work with ISD 709 Integration Specialists to center the voices of marginalized community members.	Use polls, in-room counting, and demographic data from sign-in forms to measure those welcomed and engaged throughout the project. 80% of participants say that they met or conversed with someone across self-identity (ex: race, culture, age, community role, home school.)
Provide recommendations directly from the voices of the community.	Deliver presentation including major themes and community-based recommendations based on raw and unfiltered reportage. 360 report and raw data available online.

We made every attempt to ensure that:

voices of individuals from communities that have historically been marginalized

the process was fair and unbiased

the widest range of voices possible

What we found:

- Not just low trust or lack of trust
- Very high distrust, antipathy and assuming the worst

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Resulting in:

- Fear of retaliation for speaking
- Assumption that the process would be biased
- Anger that they felt their voices weren't going to be heard or respected
- Anger that an outside organization was hired
- Addition of survey
- Addition of multiple points of contract/Multiple events

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Resource Overview

Went from 2 engagements to 8 conversations and an online survey

Budget $30,000

Actual Expenses to date: $67,742.96

Equity Grant to ISD 709 $40K+

Approximately 1/3 Back to the Community

Outreach & Event Support $5,220.00
Event Food & Beverage $3,768.10
Outreach & Event Supplies $856.94

(Not including travel expenses, out for MTI staff utilization of local businesses)

Outreach Overview- IZI Engagements

ISD 709

- Activation of Integration Specialists
- Internal School Communications- Emails & Newsletters

Marnita's Table Team

- Calls and emails to 17 organizations in Spring & Summer
- August Outreach Specialist two-day visit to Duluth to distribute flyers and direct invitations to 9 community businesses; 20 community organizations; door-knocking at west side neighborhood homes
- Commitments from Community Action Duluth, Life House, Adult & Teen Challenge, Women Resource Center, Damiano Center, Mentor Duluth and the Duluth NAACP to share with community members

Outreach Overview – Survey Engagement

ISD 709

- Activation of Integration Specialists
- Internal School Communications- Emails

Marnita's Table Team

- August outreach included paper surveys and was successful in obtaining 17
- October emails to community organizations with commitment from Duluth NAACP to share with membership

PARTICIPATORY ACTION RESEARCH PROJECT OVERVIEW

Events: n = 8
May 27th, September 22nd, 23rd, 30th

Event Participants: n = 222
Survey Participants: n = 225

Demographics: Staff, students, community members. Events: 21% IBPOC, 70% youth (under 24)

Host Schools: Lincoln Park Middle School, Denfeld High School, Ordean-East Middle School, East High School

Languages: English

"Black Lives Matter. We need equity to achieve safety. Moving forward we should adopt a better way of engaging with youth. We were in a social justice public school in Seattle, Orca K-8. What helps more than cops is garden class and social events and a playground with climbing structures and stuff to engage youth to play... but instead ISD709 has allowed middle schoolers to use cell phones in school for entertainment, disengaging from one another while creating a class divide. This further divides kids by bringing the element of time-wasting scrolling into the learning and in-person socializing environment. I thought we had until high school to deal with this crap. Speaking of, adapting to a healthier food service would do these kids good. Behavioral problems can often be traced to a high sugar/carb/ preservative laden menu. I hope we can use resources better to create a new effective model for Duluth schools. Thank you for listening!" – Family member of student, Lincoln Park **(Survey response)**

"SROs can be a positive addition to school environment and culture. Being clear about the expectation that they are to engage is positive interactions has been powerful. Of course, some of this depends on the personality of the officer. I have been appreciative when SROs are willing to come to my Social Studies classes to discuss with students about their role as it pertains to government, and our rights. Having an officer in the building can help build bridges and trust in communities that historically haven't been provided that. Additionally, with increase of gun, physical, and online violence I feel safer knowing that we have someone trained to respond in an emergent situation. In our society I don't realistically see a future where we don't have some form of law enforcement. Having open conversations and developing relationships will hopefully help to strengthen this divide in the community which could lead to more positive outcomes in the present and future." – Family member of student, Ordean East Middle School **(Survey response)**

"I've had experience with both [SRO name] and [SRO name] at Denfeld, as a staff member, and with [SRO name], as a Foster Parent. With every case it's always been positive, and we've been able to come to a consensus of what needs to happen. In each situation I would have been at a loss of what to do if they [SRO's] hadn't been there."

"The SROs are there to uphold the status of the white students. Otherwise, they are intimidating and show [off their] power of being able to arrest you. [The] community is upset with [the] school district. [They have] taken away staff of color. [It's] not a good feeling for students of color because not much staff of color. Students are leaving due no people of color."

"They are a positive resource when used properly."

–In-person event participants

Mindstorm Themes

Key themes emerging from small-group discussions:

- **Need more funding for guidance counselors** and more support staff for larger school populations (1500 students for 3 counselors), **many find counselors and teachers a more useful resource,** sense that "there are other people in the building who do the same thing, but better; **teachers appreciative of communication support from SROs,** and point out that other kinds of support staff with walkie talkies could provide similar function

- **Widespread interest in receiving more detailed information about SROs, job descriptions, duties, training;** expectations of upholding the law without using excessive force, specific concern about tasers and guns (armed presence), many see SROs as escalating force, a few as bulwark against "ghetto kids" suggesting embedded assumptions about what makes a student or an incident a problem, some parents reluctant to see firearms in schools (no matter who is carrying them)

- Questions about **efficacy,** impression among some students that SROs aren't able to help in a worst case (active shooter) scenario, pointing out that **"Parkland had an SRO,"** and that **outside police would in any case be necessary and present during such an event** (redundancy),

- **Fighting at school a primary concern; common view that SROs are most effective at stopping active fighting among students**, less useful for other tasks than conventional police or other school staff, **however social media/video recordings and sense that "school already feels like prison" reported to exacerbate violence and fighting on campuses**, concerns about ability of SROs to address the root cause

"Consequences shouldn't be punitive. We should be trying to understand the root issue: why did the person do what they did? How can we help that person in the future?"

"Schools set-up people for the rest of their lives. We need to recognize that responsibility and then honor that by changing the way we engage conflict."

"If you only see the SRO's as scary, why should SRO's expect students to come to them when they feel endangered?"

"There are clear racially discriminatory practices in policing. We need to be able to trust police to be just in their practice; and that's not happening now."

"I would much rather have a counselor instead of a police officer and a counselor that doesn't just do scheduling. East has a lot of mental health issues, and they say they will solve it, or they set up a weird office but then they don't do anything about it and say that it's because of funding. I think that instead of paying [for an] (SRO) maybe there should be more counselors. All [the SRO] does it sit there and walk outside. There was a person with a blue lives matter flag and all he did was flag him out. On Tuesday we had a moment of silence for George Floyd, and they drove their trucks and blew air horns, and a hall monitor took the away, it wasn't [the] (SRO). Every time we expect an SRO to do something they don't."

"I think because people are aware of [the SROs], they deter crime."

"I value that he's a member of the community, a way to improve other schools is making sure they have an SRO like [ours]."

"As part of the LGBTQ community, I don't feel safe with the police officer [at my school]. He continues to call me a girl, when I do not identify as a girl."

"Some minorities may have different opinions because people and cops may be prejudiced against them. I'm gay and I've had some bad experiences with the police. Gay people in my family have had bad experiences."

"Honestly, there is nothing that adults do when I tell them that I'm being bullied. Historical context matters. My family hasn't had good experiences with police officers."

"It's weird how we have police and we're in middle school."

"Disorderly Conduct is really subjective; this is the police version of disruption. Those areas that are more of a gray area, how do we address these situations? We need to remove the bias from these situations. There is more to the story in multiple situations."

"My son struggles a lot with mental health and his experiences with SROs haven't always been great."

– In-person event participants

Mindstorm Themes

Key themes emerging from small-group discussions

- **No "one-size solution," need to take IBPOC experiences and context seriously into account; "disproportionate arrests of black students"** for the same offenses committed by other (white) students; concern on the part of **parents reporting SROs targeting boys, esp. Native, Black and other boys of color for undue attention and suspicion** (i.e., frequent unmotivated searches); concerns that SROs known to parents and community are all white and male**, students with mental illnesses and disabilities written up for "disorderly conduct"**

- **Students with positive SRO relationships express sense of safety and comfort with SROs, greater confidence in their efficacy,** SROs viewed as friendly and helpful when they listen to students, take their concerns seriously, treat them with respect and help address challenges students raise; **students with multiple avenues of positive contact who knew SROs by name report better outcomes** and impressions ("the [current SRO] was my football coach," or "SRO was my friend's dad, that positive connection was really helpful.")

- Female student participants especially express **some concern that they would not feel safe or confident** about being taken seriously **when speaking with an SRO about sexual assault;** LGBTQIA+ students describe misgendering, **queer students and students of color less frequently describing interactions as positive or safe;** students asked to speak with SROs about incidents of which they have knowledge commonly report being treated with suspicion, assumptions made, feeling discomfort, sometimes being asked not to tell anyone they'd spoken with an SRO.

"Our counselors are also a great resource. Sophomore year my parents got divorced and I trusted that I could go to them for help. We have a good environment for getting help."

"I think the SRO should be there to facilitate safety, not to make you feel nervous."

"Growing up I had bad interactions with police because my mother was an addict. I'm worried school police will treat me the same way."

"This is the first time we've been able to share our voices on this and that's really great. I wish the school would give us more opportunities to share what we believe. It's June and this is the first opportunity to share what we believe."

"A lot of students now don't support the presence of SROs – there was even a presentation one of the students gave not too long ago about how they don't want them around…The students took it on themselves to address SROs in the schools. Before that time, the schools weren't discussing those issues at all. The school had not had any incidents that had made SROs a problem [for decision-makers]."

"When lockdowns happen, teachers make us feel safe."

<u>Conversation among one community group at Denfeld September IZI:</u>

– Why is there so much conflict in the school?

–It's not the teachers. It's the kids having problems with other kids. They fight off school and will bring the drama here to school. The crowd follows winners and make it bigger fights than they would have been. Social media aggravates it by publicizing it. Kids are bound to their phones, quick to record even an argument. The calm argument gets blown outta proportion and the fire is fueled by friends who tell them to beat up the people talking s—t. There's an attitude of Oh you're tough, let's fight. *Or,* Oh this person beat you up, huh? *And then they fight over that. I am willing to fight too even, if I feel like I'm not getting help when I've asked for it.*

– School feels like dog eat dog. One fight leads to another fight. It's a real problem.

– How can more SROs help? Can they really get to the root of the problem? Will more SROs even solve these kind of problems?

– [Faculty/staff name]'s room feels safe. Students hang out there after school. Restorative Circle at Lincoln is based on idea that there is a tight group, under 20 people, and you're responsible to be respectful. Students confront the "don't snitch" people, or people escalating issues. If you bring more SROs, won't school feel like prison? Shouldn't we try another approach?

– In-person event participants

Mindstorm Themes

Key themes emerging from small-group discussions:

- **During some students' interactions with SROs, felt as though officers did not listen** to reports about incidents at school and brought faulty assumptions to bear, several not comfortable speaking with SROs at school – individual officers may be exceptions ("They all love [SRO name]… he's a real resource."); **students believe SROs are supposed to come speak to classes, but have not experienced this kind of casual, relationship-building** interaction

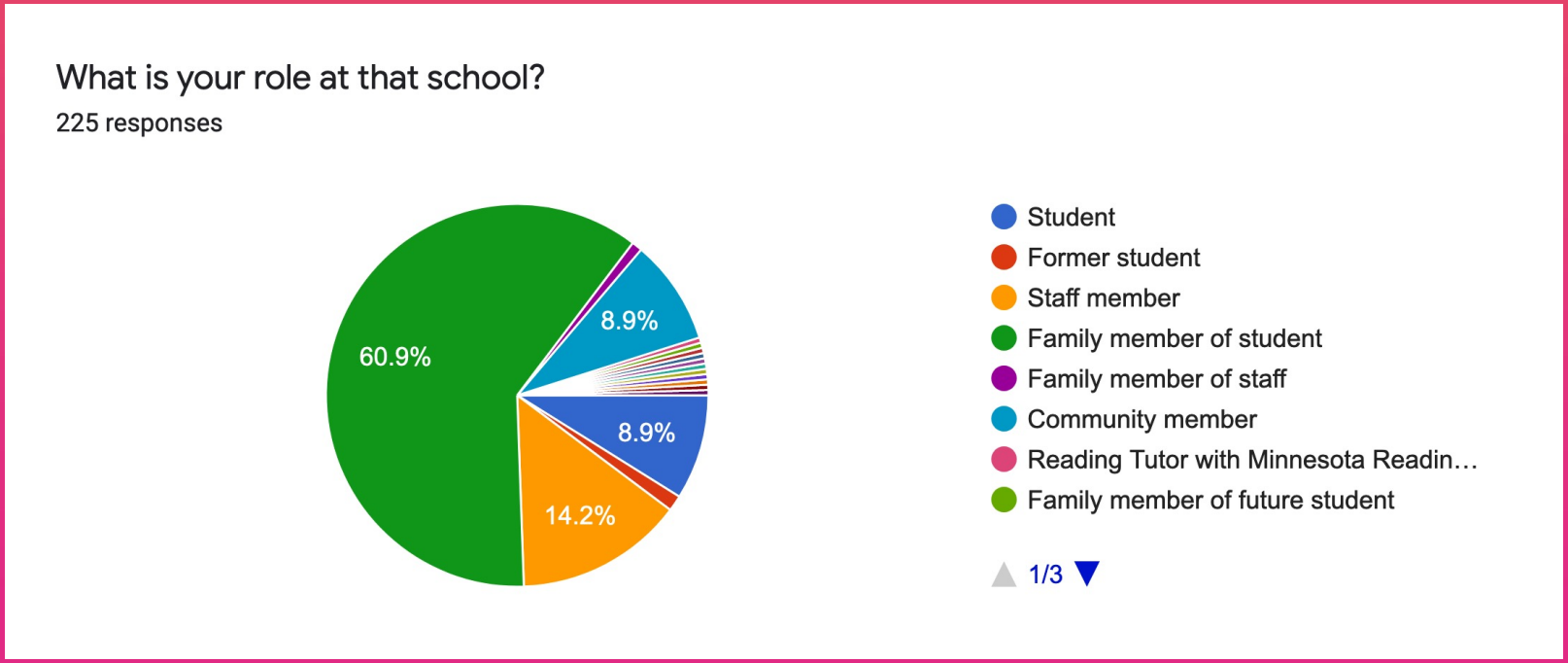
- **Students enthusiastic about opportunities to provide feedback in a serious forum,** interested in ongoing discussion, some participants pointing to student-lead initiatives to research and report on SROs in their schools positively

- **Students commonly express interest in SROs trained in working with youth and kids,** and occasionally concern about teachers responding to fights, preferring to see SROs intervene in outbreaks of violence and to provide assistance in suppression of drug use on campus**; another contingent of students interested in small-group support and mediation (as in the restorative circle at Lincoln)**

- **General interest in (and gratitude toward) teachers and other staff members who carve out time to listen,** whole school community context important, as is student background and experiences with police outside the school context

Survey Results:
N = 225

School Affiliations: Denfeld (High), East (High), Ordean (Middle) Lincoln Park (Middle), Lowell (Elem.), Congdon Park (Elem.), Laura MacArthur, (Elem.) Lester Park (Elem.), Piedmont (Elem.), Stowe (Elem.), Homecroft (Elem.), Myers –Wilkins (Elem.), Grant (closed 2011) Harbor City International, UMD



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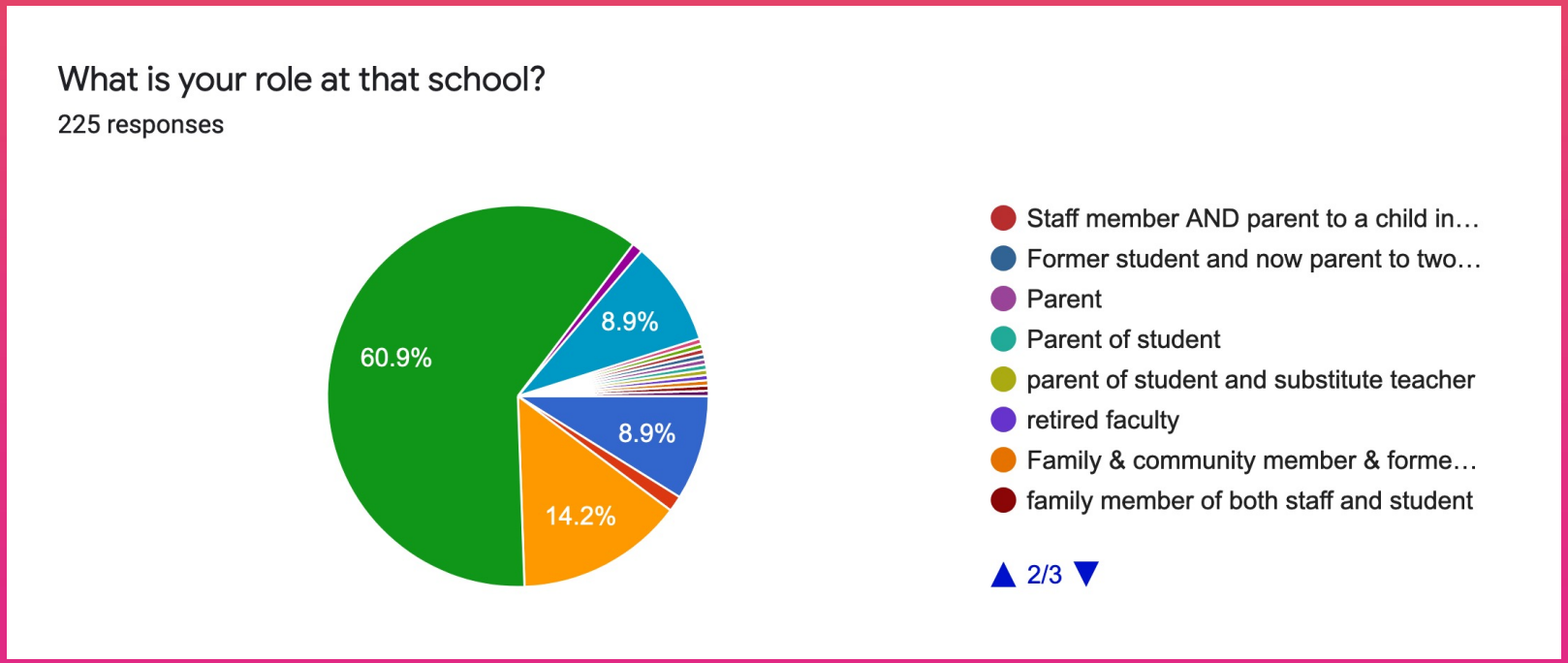

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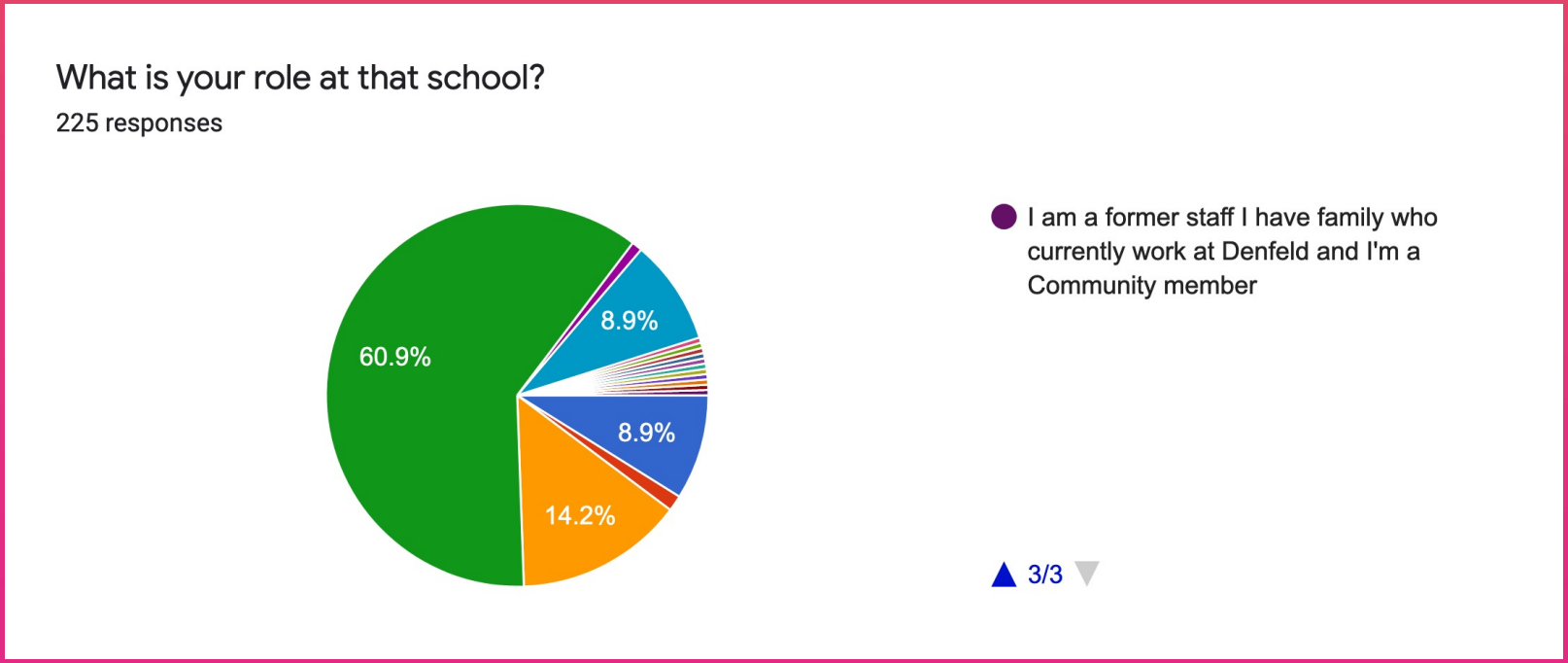

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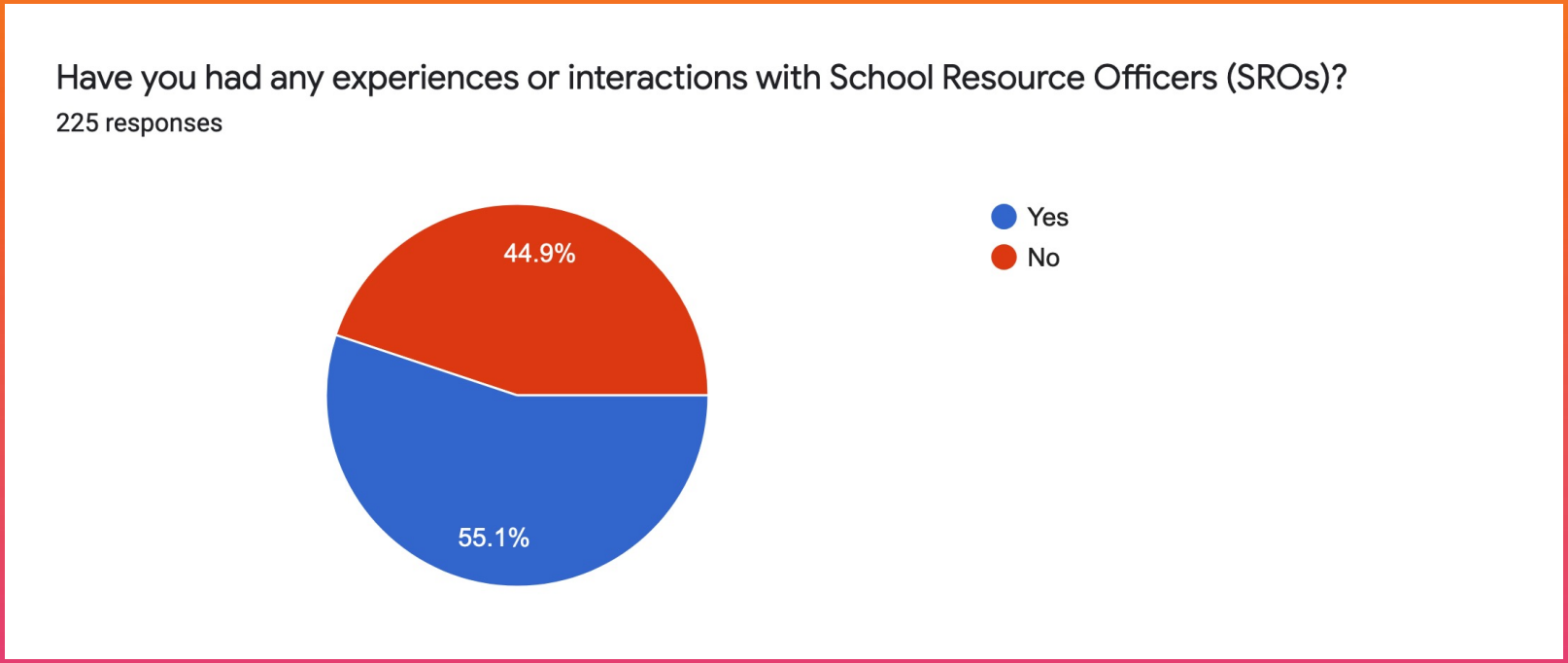

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Survey Question: If you have had an experience or interaction [with an SRO] what was it like?

Responses: n =136
Q Response Rate: 60%

Positive (76%), Negative (4%), Mixed (3%), Neutral (7%), No comment or N/A (10%)

Survey Question: If you have had an experience or interaction [with an SRO] what was it like?

Key Takeaways | Positive experiences: n =103 (76%)

Keywords/themes: "polite," "professional," kind/friendly/welcoming, relationship-building, specific officers mentioned by name

Examples: *"My personal interactions with SROs have been very positive. They have been friendly and welcoming. They have been active and engaged in the life of the school (coaching, greeting students as they walk into school, participating in community events) and the students in and out of the building. However, I see things through the lens of a white woman who grew up thinking/experiencing law enforcement to be positive and safe people to turn to when in trouble and with character to emulate. Our son is white and sees things similarly."* – Family member of student, Ordean East Middle School

– Staff member, Ordean *"I've had nothing but positive interactions. The SRO is in the hall, talking to kids and helping them find their classrooms, open lockers. The SRO at my school seems very interested in building positive relationships with staff and students."*

"Most of my experiences (up until this year) have been proactive. The SRO talking with students about what to expect about court, foster situations, laws, etc. They have also humanized police officers who often shared experiences about being a parent, child, teen and sharing their sense of humor. They have been essential when dealing with reactive experiences as I have had several students take an overdose of pills while at school. Their professionalism and quick actions saved lives. They are the first people everyone looks toward when we have had threats or alarms going off. They are extremely well trained in de-escalation and keeping everyone calm."
– Staff member, Denfeld HS

Survey Question: If you have had an experience or interaction [with an SRO] what was it like?

Key Takeaways | Negative experiences: n = 6 (4%)

Keywords/themes: "uncomfortable," "frustrating," "unwanted," "bias," "punishment" vs. trauma-informed

Examples:

"Uncomfortable." – Family member of student, Lowell

"Very frustrating. It involved a criminal sexual assault which was ultimately not investigated." – Former student, Ordean & East

"I didn't like my interaction" – Family member of student, Lincoln Park

"[They] just talk about needs, not children" – Family member of student, Laura MacArthur

"[There is a] Negative bias against Native/Latinx famil[ies]...[including the] assumption that all siblings in the family were then destined to be 'failures' [after the interaction]. [The focus was on] punishment, consequences versus helping families with underlying intergenerational trauma." – Family member of student/former student/community member, Lowell

"Unwanted" – Family member of student, Ordean

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Survey Question: If you have had an experience or interaction [with an SRO] what was it like?

Key Takeaways | Mixed experiences: n = 4 (3%)

Keywords/themes: "polite, but…" [not knowledgeable about next steps/aware of power dynamics, etc.], concerns about minority experiences and school environment for people of color

Examples:

"The SRO was polite, but not knowledgeable. He seemed to feel his job stopped when he issued the citation and had no knowledge of what happened next."

"Mixed personally [in my opinion as former] staff, [so I have] concerns re[garding the] climate for poc [people of color]."

"I met them through community organizing events and at Marnita's Table event. [The SRO] seemed like a nice person, but maybe a little ignorant about power differentials that exist."

"[I had an encounter] briefly at the beginning of this year. He was very polite. In my own high school career, I had encounters too and [that SRO] was a jerk, but I didn't grow up scared of cops. I learned keeping my mouth shut and saying 'yes, sir' got you a long way. Even if you thought you were right."

Survey Question: If you had an experience or interaction [with an SRO] what was it like?

Key Takeaways | Neutral experiences: n = 10 (7%)

Keywords/themes: "okay," neutral description of encounter context/details ("casual passing in the halls," "picking up my child from school," "reached out for help with my child," "walking around the playground at lunch," etc.)

No Comment or N/A responses: n = 13 (10%)

Keywords/themes: responses mostly consist of no comment, N/A, "never had a[n] experience," or "don't know/is this new?"

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Survey Question: If you know anything about SROs, what do you know?

Responses: n =183
Q Response Rate: 81%

Key Observations: policing and relational roles central in community understanding, resource for school safety highlighted but defined differently by different respondents, desire for positive interactions among students and SROs

Survey Question: If you know anything about SROs, what do you know?

Key Takeaways | Knowledge about SROs

Keywords/themes: "police officers," to build relationships, keep the peace, provide safe environment for students and staff, "law enforcement services," "more than a cop," role model, to provide positive policing experiences, to prevent school shootings/violence/bullying; some concerns about specialized training for schools, racially differential treatment, aggressive responses to students (taser, arrest) and questions about efficacy of SROs

Examples:

"They are police and will protect the students. [Their job is to] apprehend criminal offenders inside of the school."

"SROs are police officers, chosen by the DPD. They do not have special training to be in educational settings and vary in the way the interact with students of various cultural backgrounds." – Community Member, East High School

"They are DPD officers contracted to be on site at the 4 secondary schools. The district pays most of their salaries to the city. They are not intended to be issuing citations or arresting students, though the data on those interactions has not been made readily available. I believe (from DPD's social media posts) they are all white officers this year, and some are new to the role." – Family member of student, Lowell

"They serve us by building relationships with kids and by protecting in the event of emergencies." – Staff member, Lester Park

"There [sic] *role is connecting to all families/students. Greet students/staff daily. Work to resolve issues positively. They keep our students /staff safe."* – Staff member, Ordean East Middle School

"Their historic role is for safety and crime prevention in schools." – Community member, Congdon, Ordean, East, Denfeld and Harbor City

"Building relationships with kids before issues arise is key. SROs do not want to intervene unless absolutely necessary but do so appropriately and swiftly when needed." – Staff member, Piedmont

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Survey Question: If you know anything about SROs, what do you know?

Key Takeaways | Knowledge about SROs

Keywords/themes: "police officers," to build relationships, keep the peace, provide safe environment for students and staff, "law enforcement services," "more than a cop," role model, to provide positive policing experiences, to prevent school shootings/violence/bullying; some concerns about specialized training for schools, racially differential treatment, aggressive responses to students (taser, arrest) and questions about efficacy of SROs

Examples:

"Their role is to provide safety within the school setting. I know there are students who feel safe with them in the schools, and there are students who do not feel safer." – Staff member, Laura MacArthur Elementary School

"An SRO is in the building to build positive relationships with students that may have had negative interactions with the police. That trust goes into the community when they see our SRO at events etc. Our kids at Lincoln really like Officer [name]. They assist when needed with things such as fights or illegal substances." – Staff member, Lincoln Park Middle School

"My daughter was involved in a fight the last week of school last year. The SROs did nothing. There is also an SRO that wears and/or has "Blue Lives Matter" materials which is incredibly offensive and can't be very good for that SRO's effectiveness. If anything, it probably inflames unrest." – Family member of student, Ordean East

"I grew up with SROs and I know that they create an environment of fear and mistrust in schools, especially for people of color." – Family member of student, Lowell

"[I know] that they can make students of color, lgbtqia+ students and students with disabilities uncomfortable and often unequally targeted." – Family member of student, East High School

Survey Question: If you know anything about SROs, what do you know?

100

Key Takeaways | Knowledge about SROs

Keywords/themes: "police officers," to build relationships, keep the peace, provide safe environment for students and staff, "law enforcement services," "more than a cop," role model, to provide positive policing experiences, to prevent school shootings/violence/bullying; some concerns about specialized training for schools, racially differential treatment, aggressive responses to students (taser, arrest) and questions about efficacy of SROs

Examples: *"They foster great relationships with many students, and also are front line protection for students and staff."* – Family member of student, East High School

"They build relationships with students and offer a feeling of protection at school." – Staff member, Lincoln Park

"They are available as a safety resource to the school and hopefully help to prevent threat from use of weapons or force to compromise the school/students/staff." – Family member, Ordean

"A student resource officer is a Duluth police department officer assigned to each school. This officer is a resource for the staff of the school to utilize in the event of a physical altercation, dispute, or have the skills to see drugs, alcohol, etc. on campus. They are also a presence on campus to keep my child safe and also hopefully be a role model to the students." – Family member of student, Denfeld

"I know two of the officers through youth sports, so I know them on a personal level. Very kind, compassionate individuals. Also, Officer [name] was at East High School and helped prevent a school shooting three years ago. I know that having SROs in the building can help curb that sort of violence. They also establish quality relationships within the community by getting to know the students and family personally." – Family member of student, Lincoln Park

Survey Question: Are SROs important to have in schools? Why or why not?

Responses: n = 212
Q Response Rate: 94%

Yes (77%), No (16%), Not sure/Don't know/On the fence/No comment (~7%)

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Survey Question: Are SROs important to have in schools?

Key Takeaways | "Yes" responses, rationales: n = 164 (77%)

Keywords/themes: concerns about fighting, gun violence in schools; feeling of living in particularly dangerous times, sense of needing protection from outside threats, and often those perceived to be posed mainly by other children – esp. children perceived to be deviant or pathological in some way (punitive expectations for those identified as "problem kids" or families), emphasis on teacher overwhelm and staff safety, reiteration of interest in positive student-SRO socialization (among parents especially), strong interest in deterrence and violence-avoidance, desire to show best & most relational sides of law enforcement (relationship building opportunities)

Examples: *"Yes. In this day and age when mental illness and drug usage is so rampant it's important to have law enforcement involved in everyday issues at school. My daughter has witnessed the SRO chasing kids down the hall and teachers needing to call for his help. Neither she nor I would feel safe at school if there wasn't an SRO there. With 7 more children to go through East and future grandchildren as well and the ways of the world (it surely isn't going to get better) it's more important than ever for law enforcement presence at the high school level."* – Family member, Duluth East

"Yes. Duluth has an increase in kids coming from gang and crime ridden areas of the country with no fathers in the picture of their lives. They have no respect for people or property. We need SRO in place to help control some of these disrespectful students." – Family member of student, East

"Even though some kids and adults view them as threats or as a force to punish kids unnecessarily, most students welcome their presence and protection when they feel threatened or intimidated." – Staff member, Denfeld

"Absolutely…unfortunately! In recent past some kids' behavior at school has required it. I understand some may feel uncomfortable with their presence, but my child's safety is no less important than those kids' feelings." – Family member of student, Denfeld HS

"Yes, of course they are. As long as our society is willing to accept physical violence and mass murder in our schools as normal, we surely need to have immediate deterrence and reaction/response resources to save the lives and preserve the safety of our children." – Family member of student, Denfeld HS

"Absolutely, they provide a skill set within our schools that no other professional has. It is needed now more than ever as many of our students come from highly dysfunctional family environments." – Family member of student

Survey Question: Are SROs important to have in schools? Why / not?

103

Key Takeaways | "Yes" responses, rationales: n = 164 (77%)

Keywords/themes: concerns about fighting, gun violence in schools; feeling of living in particularly dangerous times, sense of needing protection from outside threats, and often those perceived to be posed mainly by other children – esp. children perceived to be deviant or pathological in some way (punitive expectations for those identified as "problem kids" or families), emphasis on teacher overwhelm and staff safety, reiteration of interest in positive student-SRO socialization (among parents especially), strong interest in deterrence and violence-avoidance, desire to show best & most relational sides of law enforcement (relationship building opportunities)

Examples: *"Yes because of the dangers of school shooting we need to have trained staff to deal with possible threats to students and staff."* – Family member of student, East HS

"Yes, police officers are important in the schools, mainly for students to get to know and trust them, and also to be there in emergencies." – Family member of student, Ordean East

"It's hard to believe replacing the SRO at EHS is even a consideration with the previous incidences involving guns at the school. Given the history of violence at our middle and senior high schools I do not see how an alternative professional as a viable replacement is an option. I do believe we desperately need more counseling options as well as guidance counselors in our schools. This is IN ADDITION to having the SRO in place. I would not in good conscience be able to safely send my children to public school without an SRO in place in the upper grades. As a family we will consider other options for middle and high school for our children. This would include leaving Duluth, MN for a community and school with priorities of student/staff safety in addition to student mental health." – Family member, East HS

"Absolutely. The SRO at our school gets to know our students on a different level than a normal police officer would be able to. This relationship flows into the community. The SRO is able to let us know if an incident happened outside of school that is related to or would somehow affect one of our students at school the next day. They are a common face out in public. Our SRO talks about running into kids in Canal Park during the summer – and they run up and say 'hi' to him. This is an important relationship, and it benefits the student, school and community." – Staff member, Lincoln Park

"Unfortunately ,we live in a time where the threats to/in schools seem to be very real. It seems pertinent to offer some option as a safety to the school. It's hard to expect the teaching/support staff to be all things to the students and it seems good to have an extra set of eyes watching out for the safety of all." – *Family member of student,* Ordean Middle School

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Survey Question: Are SROs important to have in schools? Why / not?

104

Key Takeaways | "Yes" responses, rationales: n = 164 (77%)

Keywords/themes: concerns about fighting, gun violence in schools; feeling of living in particularly dangerous times, sense of needing protection from outside threats, and often those perceived to be posed mainly by other children – esp. children perceived to be deviant or pathological in some way (punitive expectations for those identified as "problem kids" or families), emphasis on teacher overwhelm and staff safety, reiteration of interest in positive student-SRO socialization (among parents especially), strong interest in deterrence and violence-avoidance, desire to show best & most relational sides of law enforcement (relationship building opportunities)

Examples: *"YES First - they are there to develop relationships - which they DO !!! All studies show that in doing so it decreases negative behaviors both in school and out of school."* – Staff member, Ordean East Middle School

"Absolutely.....all schools deserve to feel safe.....the idea that SRO's are there to protect and serve is the message that needs to be emphasized!!" – Staff member, Lester Park

"YES. Our building would be even more terrifying without our SRO and the backup that has repeatedly been brought in so far throughout the year. On multiple occasions we have had 8+ officers here to help (that number is a guess, but I am confident in it). When some of the students get into physical altercations, they are not themselves. They can not be reasoned with or calmed down and we need to restrain them to keep them and others safe. Honestly, one officer is not enough, as usually the fights that happen spin off into multiple altercations happening in different locations throughout the building. Our staff can't handle the violence without support. Staff has been hurt as it is." – Staff member, Denfeld

"Yes, they're important because they are at the school (on-site) if and when something happens. It's better to have an officer who the kids have a relationship with/are familiar with to handle problems that come up. It's important for the safety of everyone at school (adults and students, both)." – Staff member, Ordean East Middle School

"ABSOLUTELY. No SRO, no me as a teacher. We obviously need police help at our school this year. And every year. For some students/staff SROs may be a trigger, but for the majority of people they are welcomed. Do we have to concentrate on the people in the minority with their attitudes about SROs?" – Staff member, Denfeld

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Survey Question: Are SROs important to have in schools? Why / not?

105

Key Takeaways | "No" responses, rationales: n = 34 (16%)

Keywords/themes: school-to-prison pipeline, desire for more clarity about roles, conflict management alternatives & social service/mental health resources instead, concerns about students of color being targeted or singled out for harsher treatment (some students and families of color feel less safe), proactive approaches preferred, sense that safety can be provided in other ways, interest in having police close by and able to respond to emergency situations rather than in the schools full-time

Examples: *"I don't think they should be in schools. They lead to the school to prison pipeline. Students should not be subjected to criminal records for behavior in school. I understand that students of color receive more citations than white students (both because they are more likely to be referred to SROs by staff and because of potential implicit bias of SROs). Police in uniform and/or carrying guns can trigger trauma in some students, which is not helpful for their learning environment. Staff, particularly those of the majority culture, seem to prefer to have SROs to feel safe. It is more important that students who are already marginalized feel safe and supported in school"* – Community member, East High School

"I don't believe an officer's presence calms or diffuses problems that teens or pre-teens are dealing with. A community focused school should be staffed with therapists and social justice programs to teach youth and community, rather than the ineffective perpetual punishment system that has been failing us." – Family member of student, Lincoln Park

"No. SROs are not important to the school. While they may bring a feeling of security to privileged white populations, the fact that there is an armed guard is not reassuring to many. And they are unnecessary. We can't live in a constant state of fear, but even if there was an incident of violence, the response from law enforcement outside the school would be necessary and the presence of a single SRO likely not critical to an event like that. On the whole, the investment of that level of funding for a theoretical benefit that also creates an atmosphere of intimidation and instability is not a positive use of limited district resources." – Family member of student, Lowell

"NO! NO! NO! We cannot have officers in the schools starting the school to prison pipeline. Institutions like DPD cannot be trusted with adults of color, how can we trust them with kids? We need safety, but safety does NOT just look like response. It looks like proactive systems to prevent violence in the first place." – Community member, Denfeld HS

"No. They are not necessary. LPMS doesn't need people with guns/tasers in our school. They scare me." – Student, Lincoln Park Middle School

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Survey Question: Are SROs important to have in schools? Why / not?

Key Takeaways | "No" responses, rationales: n = 34 (16%)

106

Keywords/themes: school-to-prison pipeline, desire for more clarity about roles, conflict management alternatives & social service/mental health resources instead, concerns about students of color being targeted or singled out for harsher treatment (some students and families of color feel less safe), proactive approaches preferred, sense that safety can be provided in other ways, interest in having police close by and able to respond to emergency situations rather than in the schools full-time

Examples: *"No: I have been doing a lot of listening in the community, and none of the things that people say they need SRO's for are specific to police. The de-escalation services, community liaison positions, and 'feelings of safety' that some people get from having officers in the school could be provided by non-police services with proper training focused on community development and transformative justice and de-escalation. Bringing police into schools does not make the school safer. And it does make some students less safe, or to feel less safe because of the ongoing dynamics between police and their communities (specifically or more generally across the US)."* – Family member of future student, Duluth East

"It is important to have conflict management, but SROs are not a good option. People trained in law enforcement view people in different, weighted ways, especially with regards to race. Implicit bias along with being trained for violent conflict, not conflict resolution, makes them intimidating for students and less likely to to offer reparative solutions in lieu of punitive ones." – Family member, Laura MacArthur

"No - any interaction with L[aw] E[nforcement] has the potential to be deadly. They do not promote the mission." – Family member of student, Ordean

"No, police in community respond quickly when needed. Police in schools escalate tensions that can be handled when teachers and staff have small schools and small classrooms, so they know students and families. Decrease class size, increase community building activities so kids feel known, seen, cared about and resources for families are provided. Teach anger management early, much more time outside, break spaces in rooms and buildings." – Family member of student, East

"I would prefer to see a proactive approach to student safety. Provide the students with what they need (social worker, mental health, social skills, etc.) so that they have the skills they need to cope with life's challenges." – Staff member, Laura MacArthur

"No. I'd rather see more qualified school social workers. Especially more people from the BIPOC community." – Family member, Duluth East

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Survey Question: Are SROs important to have in schools?

Key Takeaways | "Not sure/Don't Know/On the Fence"/No comment responses, rationales: n = 14 (7%)

Keywords/themes: more data needed, depends upon role, conversation and context important

Examples: *"I struggle with this question. As I've seen since returning from the Covid quarantine, police officers have been vital to keeping students and staff safe. I wish we didn't need people to stand in between students who are swinging and students/teachers who are the intended target. I wish we could intervene WAY before a child was traumatized to the point where violence is the response. I wish we didn't live with fear of mass shootings. I wish we could rebuild a public safety system that isn't based on slavery and oppression. I honestly don't know what the answer is, and this conversation is SO important."*

"I have mixed feelings about this. My previous comments touch on why - at times, these officers offer a convenient and comfortable access to reporting crimes, this is a positive thing. I do worry about the "pipeline to prison" issues that are documented nationwide related to SROs. I don't think OEMS has a great deal of data to show this is a legitimate concern at our school, however, nationwide, I do believe it is a legitimate concern. I would be willing to give up the benefits we receive as a building/district from SROs if it gained us significant trust and support from communities of color and others who have a strong opposition to SROs." – Staff Member, Ordean East Middle School

"It depends on the role they are supposed to fill, and whether or not they fulfill the role. I think we need some data to evaluate this, and it should be specific to Duluth, and not based on national data." – Family member of student, East HS

"Until I am truly clear on what their role is, I am on the fence. But I am aware of the school-to-prison pipeline, and I believe it is happening in the 709 school district." – Community member, Denfeld HS

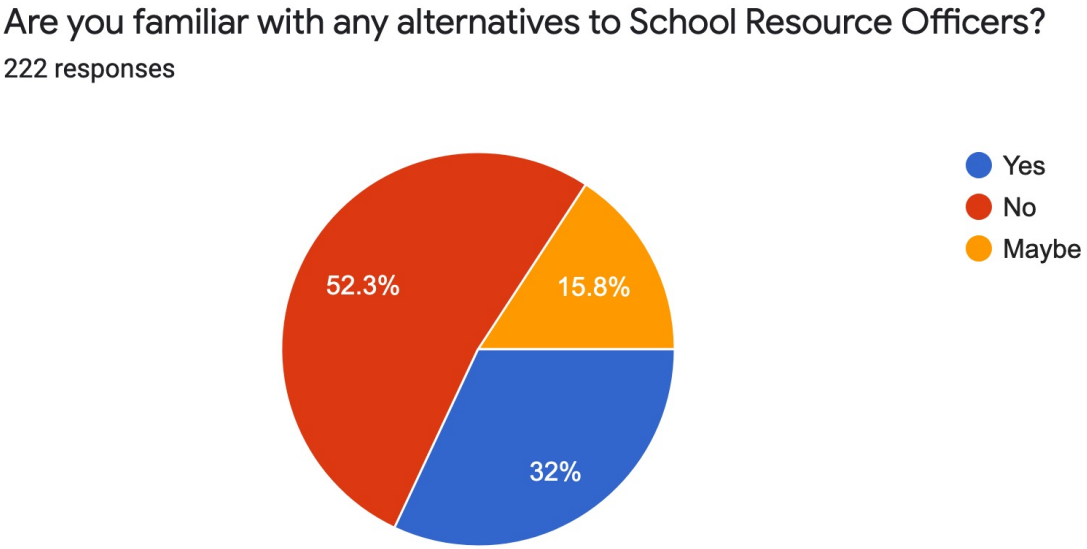
"Unsure, it would depend upon how their job description was written and how well they advocated for kids." – Community member, Congdon, Ordean, East, Denfeld and Harbor City

Survey Results:

Responses: n = 222 of 225 total surveys

Q Response Rate: 99%

School Affiliations: Denfeld (High), East (High), Ordean (Middle) Lincoln Park (Middle), Lowell (Elem.), Congdon Park (Elem.), Laura MacArthur, (Elem.) Lester Park (Elem.), Piedmont (Elem.), Stowe (Elem.), Homecroft (Elem.), Myers – Wilkins (Elem.), Grant (closed 2011) Harbor City International, UMD



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Survey Question: What kinds of alternatives for school safety would you be interested in if you had a choice?

Responses: n =163
Q Response Rate: 72%

Response Overview: None/more SROs (55%), Specific recommendations (38%), Don't know/Not sure (7%)

Survey Question: What kinds of alternatives for school safety would you be interested in if you had a choice?

Key Takeaways | Alternatives for School Safety

Keywords/themes: social services and more support for mental/behavioral health; more BIPOC staff, administrators and counselors; restorative justice approaches; metal detectors, door security and hall monitors, zero-tolerance policies on violence; trained conflict resolution professionals (unarmed)/training for current staff in conflict resolution and de-escalation; community-based mentoring and volunteer support, culturally-competent relational approaches and whole-family support options, clarity and intention around the meaning of "school safety"

Community responses/recommendations:

- *"A lot more black staff" – Student, Laura MacArthur*
- *"More social workers, unarmed caring adults to connect with students." – Family member of student, Lowell*
- *Teach kids early. Social justice and acceptance needs to start in preschool. And again, social services would be a more effective tool for the majority of school safety issues. Compassion, empathy, and engagement."* – Family member, Lincoln Park
- *"I think children and families need more support. There needs to be more staff to allow teachers to connect and develop a working relationship with struggling families. Financial barriers to counseling need to be removed for children that are experiencing trauma or emotional instability."* – Reading Tutor with Minnesota Reading and Math Corps Inc, Laura MacArthur
- *"More social workers and counselors. Also, student deans for each grade level... we would need more 'man power' if we were to implement other 'restorative justice' type programs in our building."* – Family member of student, Ordean

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Survey Question: What kinds of alternatives for school safety would you be interested in if you had a choice?

Key Takeaways | Alternatives for School Safety

Keywords/themes: social services and more support for mental/behavioral health; more BIPOC staff, administrators and counselors; restorative justice approaches; metal detectors, door security and hall monitors, zero-tolerance policies on violence; trained conflict resolution professionals (unarmed)/training for current staff in conflict resolution and de-escalation; community-based mentoring and volunteer support, culturally-competent relational approaches and whole-family support options, clarity and intention around the meaning of "school safety"

Community responses/recommendations:

- *"Safety from what and for whom? Shooting or other deadly weapons, sexual or other assault, bullying, drug use/selling, theft –– I think we need to define what we need to be safe from first."*

- *"Increasing social workers, integration specialists, community members (either voluntarily or paid) as greeters and hall monitors; also additional staff who are more representative of the student community; student leadership opportunities and mentors; partnerships with community groups--Men As Peacemakers, NAACP, United Way, Fond du Lac Tribal and Community College Law Enforcement C.I.T.S. classes to be inclusive of under represented students in training opportunities for future career paths--just a few suggestions; creative outlets for students - offerings that appeal to youth prior to, during, and after school. A possible goal could be to eventually need/utilize less SRO support."* – Family member of student, Denfeld

- *"Teacher/counselor trained with special training in safety, de-escalation skills. Needs to be part of education system rather than law enforcement, in my view."* – Community member

- *"Mental health therapists (i.e. talking circles, more cultural programming – culture is medicine), resources for different abilities and gender diverse folks, regulation spaces/resources (i.e. tapping, investment in sims machines for nervous system regulation, fidgets, things to help regulate and co-regulate nervous system), elders in the school (intergenerational resources)…"* – Family member of student and community member, former student, Lowell

Survey Question: Is there anything that makes you feel un/safe in your school community?

Responses: n = 183
Q Response Rate: 81%

Yes, there are things that make me feel un/safe in school (93%); No, nothing makes me feel un/safe in school (7%)

Survey Question: Is there anything that makes you feel un/safe in your school community?

Key Takeaways | "Feeling Unsafe"

- Bullying and fighting in schools (esp. at Denfeld)
- Availability of guns and frequency of gun violence, armed presence in the halls (police/SROs or otherwise)
- Lack of support for overwhelmed teachers and staff – esp. since the pandemic, staffing shortages
- For many staff and some families, the thought of not having an SRO – for other students and families, their presence
- School lockdowns due to violence, low door security and poor hall monitoring (in the high schools especially)
- Smoking and vaping on campuses
- Possibility of harsh/punitive responses to neurodiverse students if/when dysregulation becomes a challenge/lack of trauma-informed responses
- COVID and pandemic related issues (such as not wearing masks properly)
- Lack of cultural awareness, inclusive signage in Spanish, racially motivated violence/fighting

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Survey Question: Is there anything that makes you feel un/safe in your school community?

Key Takeaways | "Safer when" responses

- **Community connection and supportive school relationships are established and healthy, able to feel welcome, included and belonging in the school community**
- **Clear and consistent communication**
- **Awareness among some that context of relationship and qualities of interactions impact whether SROs feel safe or not for particular individuals and families**

***

"Art and food justice makes people happier. More volunteer encouragement to grow community and in person gatherings for students and parents would make people feel like they belong to a community and will be less likely to want to disrupt that bond. I feel unsafe when I feel disconnected. Social media or a newsletter is not the same as personal outreach." – Family member of student, Lincoln Park

"The school family/community events make me feel safe at Lowell and Myers-Wilkins. Offering a space and opportunity to meet others in the community builds that safety and stability."

""Relationships with teachers [make me feel safe]."

"I feel safe, and our children feel safe based on our conversations. However, it seems that often the staff resources of the school are being utilized to react to verbal and physical altercations. I am concerned that staff and students may be injured, or there is potential that these situations could escalate either in the school or out in the community. Also, I am aware that my kids/family historically have positive interactions and experiences to draw upon. Through conversations we realize that negative interactions shape the views of others in relation with SRO, even if not directly with the individual, as the institution of law enforcement and policing."

Survey Question: Is there anything that could make you feel safer in your school community?

Responses: n = 164
Q Response Rate: 73%

Survey Question: If you needed support because you felt unsafe, what kind of resources would you like to have available? Is there someone you'd want to talk to?

Responses: n =138
Q Response Rate: 61%

Survey Question: Is there anything that could make you feel safer in your school community?

Key Takeaways | "Feeling Safer"

- More mental health resources and services integrated into the curriculum directly (for students who wouldn't access these otherwise), more support staff on campuses; mental health/crisis support teams who have the support of administration and staff as well as the broader community
- De-escalation training for staff, investment in community- and relationship-building within the school community, preventative work on smoking and drug use as well as emotional, psychological and behavioral health
- More supervision and monitoring support for bathrooms, parking lots, hallways, cafeterias etc. (including options to have unarmed community volunteers or parents providing relational support context), ensuring secure entry
- "Common sense" gun laws/gun reform, SROs without tasers/guns (and engaged education about their role, purpose, and efficacy as well as relationship-building opportunities with SROs and families/students), zero tolerance policies for violence and bullying
- More options for homeschooling and alternative schooling environments for those who want/would benefit from them

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Survey Question: Is there anything that could make you feel safer in your school community?

Key Takeaways | "Feeling Safer"

- More teachers and time built in for teachers to develop relationships with students, smaller class sizes, after school activities for all – not just athletes; virtual meetings to get to know families, students, staff and administrators, more accessible school and district leadership; more staff of color (and spaces and tools for connection at school):

  - *"Staff of color who our kids can talk to, spaces and tools, and more to help our kids feel they belong. People to talk to who won't jump to punishment/consequences first but help model and teach how to work through big feelings/emotions because our kids don't always have the words and tools to verbalize and articulate things that happen to them at home or school and beyond."*

  - *"My daughter tried to meet with the principal who did not show up for their scheduled meeting. She has felt very ignored. I sent multiple emails about the fight which went ignored as well. [Staff member name] finally talked with me on the phone but the lack of response by the administration (including the SROs) was disappointing."*

  - *"Responsive and empowered immediate administration able to take meaningful action when concerns are raised."*

  - *"If I'd email the superintendent, I like a response back or even just a consideration."*

  - *"IF my child felt unsafe, I would hope the school would take his concerns seriously. He should be able to go to any adult in the building and report on any activity that makes him feel unsafe. All the staff should be trained in how to intervene and who to contact when there is a problem. "*

- *"Cultural and trauma responsive supports (in curriculum, physical environment, and other ways). All staff need more implicit bias training and understanding to see us as worthy, that we matter, and our ways of being and knowing are just as valid,"* diverse curriculum which takes seriously the experiences of IBPOC and reading groups on race and culture for family and community members

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Key Insights & Opportunities:

- Make explicit role, responsibilities, and functions of SROs to students, families and community members;
- Consider ways to incorporate families and students into explicit plans for active-shooter emergency scenarios (or other approaches to redressing concerns about gun violence in schools),
- Provide Duluth-specific data on efficacy of SROs;
- Create more opportunities for relationship- and trust- building among students and families, including safe(r) spaces for minority opinions and unheard voices to emerge;
- Engage proactive planning for de-escalation or prevention of fighting and bullying in schools; considering incorporating more restorative circle models like that at Lincoln
- Make sure students and families are familiar with existing social, emotional, mental and behavioral health support services; provide opportunities for connection/engagement and afterschool programming for all students – not just athletes.

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Key Insights & Opportunities:

- Provide more opportunities for student-engaged research and reflection or participatory decision-making in age-appropriate ways, as in the student-led presentation to the board on SROs in the schools

- Consider plain clothes SROs, and remember that students who know their SRO by name and have more positive social connections (friend of family, football coach, neighbor, etc.) more commonly report positive experiences with SROs

- Ensure diversity of representation among SROs and school staff more broadly (LGBTQIA+, IBPOC, women, etc.)

- Model behavior and provide practice opportunities for students who are nervous or unsure about how to start a support conversation with existing counselors, integration specialists and other staff resources

MTI Trust Building Opportunities

- ISD 709 has a high need to address and build trust across the entire ISD 709 community regardless of the SRO topic

- Include SROs in all back-to-school orientations, parent-teacher conferences, with opportunities for students/parents/community members to get to know and build relationships with SROs

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Questions?

School Resource Officer Update

July 7, 2020

ISD 709 Duluth Public Schools

Overview

School Resource Officer (SRO) Mission Statement:

School Resource Officers shall work with students, parents and school staff to promote positive relationships, to promote positive choices and activities and to establish rapport and encourage open communications. SRO's shall ensure a safe and secure educational environment for all faculty and students in the Duluth Public Schools.

ISD 709 Duluth Public Schools

Overview of Program

Roles of SROs within our schools:

1. Role Model
2. Mentor
3. Community Liaison
4. Law Related Educator
5. Law Enforcement Officer

Additional Resources:

School Resource Officer Manual

Department of Justice School Resource Officer Manual

ISD 709 Duluth Public Schools

Relationships and Community Building

School Resource Officers connect with students, families and community members is many ways beyond the defined role. Examples include:

- SRO playing floor hockey with kids at Lincoln Park Middle School
- SRO coach for athletic programs at Lincoln Park Middle School
- SRO helping a Denfeld neighbor by covering graffiti caused by students using his own paint and doing it on his own time
- SRO winning a Denfeld student fund raising effort this spring to support a local charity and participating in the Polar Plunge as a result

How Duluth's School Resource Officer Program Is Different

Some districts have considered changes in SRO programming. In Duluth, we have already incorporated many positive changes in our programming that reflect best practices:

Community policing components include:

- Community partnerships
- Problem solving approaches

The SRO Program is a strategy used as a part of community policing:

"The School is the Community and the Community is the School."

ISD 709 Duluth Public Schools

2019 Minnesota Student Survey

The MSS is the most consistent source of data about the health and well-being of Minnesota's students for the past 30 years.

Students are asked about their activities, opinions, behaviors and experiences.

Students respond to questions on school climate, bullying, out-of-school activities, health, nutrition, emotional and mental health, relationships, substance use and more.

ISD 709 Duluth Public Schools

I think it is a good idea to have an SRO or police officer at our school.

Denfeld H.S.	Gr. 9 M	Gr. 9 F	Gr. 11 M	Gr. 11 F
Agree/Strongly Agree	97%	99%	97%	84%
Disagree/Strongly Disagree	2%	1%	2%	16%

Duluth East H.S.	Gr. 9 M	Gr. 9 F	Gr. 11 M	Gr. 11 F
Agree/Strongly Agree	91%	94%	92%	97%
Disagree/Strongly Disagree	8%	6%	7%	3%

ISD 709 Duluth Public Schools

I think it is a good idea to have an SRO or police officer at our school.

Lincoln Park M.S.	Gr. 8 M	Gr. 8 F
Agree/Strongly Agree	92%	95%
Disagree/Strongly Disagree	8%	5%

Ordean East M.S.	Gr. 8 M	Gr. 8 F
Agree/Strongly Agree	96%	95%
Disagree/Strongly Disagree	4%	5%

ISD 709 Duluth Public Schools

Contractual Considerations

2019-2020 Contract Cost: $251,906.79
Includes 4 resource officers for Middle & High Schools
During Covid-19 Closure we have a carryover credit of approximately $84,000 to apply to a future contract.

Funding Source: Safe Schools Revenue
This revenue is reserved for safety and security in our schools and on school grounds.

ISD 709 Duluth Public Schools

Next Steps

Continue to focus on professional learning around culturally responsive practices, trauma, and community policing within SRO programming

Review Policies and Procedures for School Interaction with Law Enforcement

Review contract, consider impacts of closure - $85,000 credit returned to the district towards 2020-21 contract

Continue the conversation:

- SRO student forums on programming and discussion on community and culturally responsive policing
- Greater input from student executive board member, families, and staff. We would use WIN time and class meetings for this purpose
- Consider an additional student survey
- Provide the Board with a mid-year update

ISD 709 Duluth Public Schools

Duluth Public Schools

Behavior Incidents Resulting in Out-of-School Suspension, In School Suspension, or Dismissal for Day

School Year 21-22, Through Mar 30, 2022

By School

	AEO	ALC	Denfeld	East	Lincoln Park	Ordean	Grand Total
Alcohol			1	5	4		10
Arson					2		2
Assault			28	10	17	23	78
Attendance			10		37	2	49
Bullying			2	1	16	1	20
Controlled Substance (Prescription)					1		1
Cyber Bullying					6		6
Disruption/Disorderly Conduct/Insubordination			206	6	127	13	352
Electronic Device Violation			4	1	5	2	12
Fighting			51	6	103	28	188
Harassment			8	4	11	9	32
Illegal Drugs		3	24	10	13	3	53
Terroristic Threats					1		1
Theft			6		5	1	12
Threat/Intimidation			11	2	27	9	49
Tobacco			14	1	17	10	42
Vandalism/Property Related			14		9	6	29
Verbal Abuse			30	1	17	3	51
Weapon			8	5	7	1	21
Grand Total	**0**	**3**	**417**	**52**	**425**	**111**	**1008**

Duluth Public Schools

Behavior Incidents Resulting in Out-of-School Suspension, In School Suspension, or Dismissal for Day

School Year 21-22, Through Mar 30, 2022

By Race

	Hispanic/ Latino	Am Indian or Alaska Native	Asian	Black or African American	Native Hawaiian/ Other Pac Islander	White	Two or More Races
Alcohol		2				7	1
Arson	2						
Assault	5	7		21		32	13
Attendance	4	10		14		9	12
Bullying	1			6		11	2
Controlled Substance (Prescription)						1	
Cyber Bullying						6	
Disruption/Disorderly Conduct/Insubordination	28	17		86	4	160	57
Electronic Device Violation		1		2		7	2
Fighting	5	11		71		69	32
Harassment		4		2		21	5
Illegal Drugs	2	1		9		33	8
Terroristic Threats						1	
Theft		2		2		6	2
Threat/Intimidation		3		17		23	6
Tobacco	2	6		6	1	20	7
Vandalism/Property Related	3	1		2	1	20	2
Verbal Abuse	1	1		14	2	24	9
Weapon	1	3		1		12	4
Grand Total	**54**	**69**		**253**	**8**	**462**	**162**

Duluth Public Schools
Behavior Incidents Resulting in Out-of-School Suspension, In School Suspension, or Dismissal for Day
School Year 21-22, Through Mar 30, 2022
By Gender

	Female	Male
Alcohol	4	6
Arson	2	
Assault	30	48
Attendance	25	24
Bullying	5	15
Controlled Substance (Prescription)	1	
Cyber Bullying	3	3
Disruption/Disorderly Conduct/Insubordination	137	215
Electronic Device Violation	5	7
Fighting	55	133
Harassment	10	22
Illegal Drugs	20	33
Terroristic Threats		1
Theft	4	8
Threat/Intimidation	23	26
Tobacco	22	20
Vandalism/Property Related	4	25
Verbal Abuse	16	35
Weapon	5	16
Grand Total	**371**	**637**

Citation Data as of March 15, 2022

Citations Issued

School	Sept	Oct	Nov	Dec	Jan	Feb	Mar 1-15	Total by School
Denfeld High School	19	15	6	3	6	5	4	58
East High School	2	2	4	1				9
Lincoln Park Middle School	8	3	2	9	3	1	2	28
Ordean East Middle School		1						1
Total by Month	**29**	**21**	**12**	**13**	**9**	**6**	**6**	**96**

Citation Charges

School	Offense	Charges
Denfeld High School	Disorderly Conduct Brawling/Fighting	34
	5 Deg Assault Inflict or Attempt BH	15
	Disorderly Conduct Offensive Conduct	14
	Disorderly Conduct	2
	Obstruct Legal Process Interfere w/Police	2
	Possess Small Amount Marijuana	1
	Trespass Occupy/Enter Dwelling or Building	1
	Obstruct Legal Process Lawful Execution	1
East High School	Smoking or Chewing Tobacco or E-Cigarettes Prohibited in School	3

	Possess Small Amount Marijuana	2
	5 Deg Assault Inflict or Attempt BH	2
	Possess Drug Paraphernalia	1
	Reckless Driving	1
	Disorderly Conduct Offensive Conduct	1
	5 Deg Assault	1
	False Name to Police	1
Lincoln Park Middle School	Disorderly Conduct Brawling/Fighting	12
	5 Deg Assault Inflict or Attempt BH	7
	Possess Drug Paraphernalia	4
	Possess Small Amount Marijuana	3
	Use of Ignition Device in Educational Bldg	1
	5 Deg Assault	1
Ordean East Middle School	5 Deg Assault Inflict or Attempt BH	1

Citee Race

Race	Citations
American Indian	9
Asian	1
Black	36
Unknown	21
White	29

Citee Gender	
Gender	**Citations**
Female	37
Male	57
Unknown	2

Regular School Board Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, July 21, 2020
VIA VIDEO CONFERENCE
Google Meet
Duluth, MN 55802
6:30 PM

1. **Call to Order**
2. **Roll Call**
3. ***Virtual Meeting Statement in Place of Pledge of Allegiance***
4. **Approval of the Agenda**
5. **School and Community Recognition**
6. **Audience**
7. **Reading Communications, Petitions, Etc.**
8. **Report of the Superintendent**
   Superintendent Magas
   A. Reports from Student School Board Representatives
   B. Schedule of Meetings and Events
9. **Report of Standing Committees**
   A. Policy Committee *(see separate report)*
   B. Monthly Committee of the Whole *(see separate report)*
      Attendees: Durick Eder, Kirby, Loeffler-Kemp, Lofald, Oswald, Sandholm, Trnka
   C. HR/Finance Committee *(see separate report)*
10. **Consent Agenda**
11. **Special Resolutions and Action Items**
    A. SP-7-20-3751 - School Board Support for School Resource Officer (SRO) Contract Negotiations, Policy and Procedure Review and Engagement Efforts
12. **Questions / Other**
    A. Public Comment
       Public comment may be submitted via email to public.comment@isd709.org (email comments must be kept to three minutes when read aloud), or recorded by calling 218-336-8730 no later than 4:00 PM the Monday prior to the regular board meetings. Please follow the civility code when submiting your comments.
13. **Adjournment**

Why SROs are Harmful in Our Schools

Creating an unwelcome learning environment

37.7% of students of color said they would not tell their SRO if they knew about something unsafe or illegal

43.3% of students of color said they would not feel comfortable going to their SRO if they needed help

“having a cop in school feels like it’s assuming the worst of the student population - which hurts.” - a current Denfeld student

Is this really what we want the environment of our schools to be?

2019 Semi-Annual Report to MDHR: Disproportionate Suspension/ Expulsion

Students have all seen the positive impacts of counselors, but the same cannot be said for SROs.

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Community building was heavily emphasized, however, SROs don’t establish positive relationships with all students.

How can we justify some good, for all the hurt that they can cause students of color.

School to prison pipeline

What is it?

- The disproportionate tendency of minors and young adults from disadvantaged backgrounds to become incarcerated.

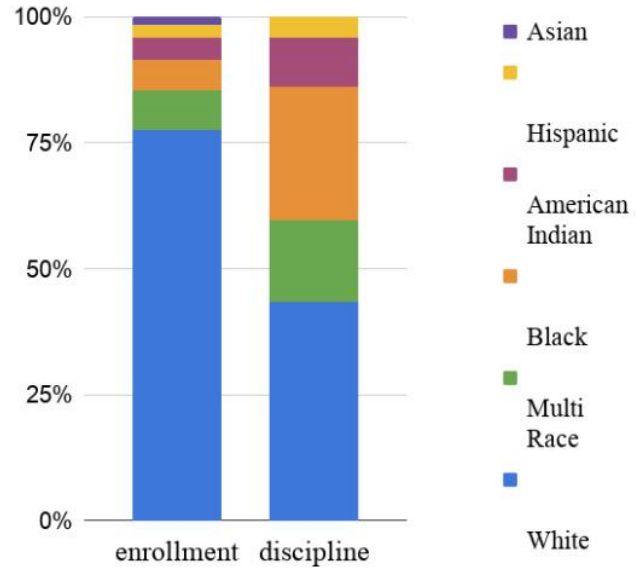
Data Includes incidents at East High School, Denfeld High School, Lincoln Park Middle School and Ordean East Middle School during the school year where the responding Officer was an SRO			
Gender	2017-2018	2018-2019	2019-2020
Female	29	27	29
Male	49	61	62
Total	78	88	90

Age	2017-2018	2018-2019	2019-2020
10-11	1	1	1
12-13	22	16	16
14-15	31	43	52
16-17	24	28	21
Total	78	88	90

Race	2017-2018	2018-2019	2019-2020
Black	26	27	35
Native	12	16	8
White	39	44	45
Other	1	1	2
Total	78	88	90

Crime Type	2017-2018	2018-2019	2019-2020
Assault	30	28	20
Tobacco/Alcohol	28	24	35
Disorderly Conduct/Harassment	27	32	43
Drugs	14	34	28
Truancy	2	0	0
Theft/Possession Stolen Property	3	5	5
Obstruct Legal Process/False Name/Fleeing	4	3	4
Trespassing	3	17	15
Indecent Exposure/Criminal Sex Conduct	4	0	0
Damage to Property	1	2	1
Total	116	145	156

Enrollment and Discipline by Racial Category in Duluth Public Schools, 2014-2019



Their responsibilities could be, and already are, better handled by others

Duties according to the DPD presentation:

1. Role model
2. Mentor
3. Community Liaison
4. Law Related Educator
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All teachers and staff are wonderful role models and mentors for students

Law enforcement officer is last on the list. This shows that it is less essential than their other capacities that are already fulfilled by others.

Alternatives to SROs

The PBIS (Positive Behavioral Intervention and Supports) 3 tier system
https://www.pbis.org/pbis/getting-started

Average salary of a high school counselor: $56,310 (Bureau of Labor Statistics)

Budget for SROs in 2019-2020: $251,906

Respecting students, our future

The school board is inaccessible to students. This minimizes the board's understanding of problems that students face because they can't communicate the magnitude of them.

Harmful language being used:

- Helping students overcome their fear vs. Dealing with what's causing the fear

“It is our responsibility and our duty as elected officials of the Duluth School Board - and as humans - to challenge the systems that we have created or perpetuated, as those systems continue to create results that, for some, end with adverse and unequal outcomes.

We must remember that many in our community, especially our children, are grappling with the fear they have just because of the color of their skin, and it is critical that we as elected officials continue to commit ourselves to equity and justice in the systems in which we have power.

We on the School Board of ISD 709 choose change”

How can we say we choose change, when we continue to partner with an oppressive and outdated system?

The student representatives stated that they were concerned and disappointed with the responses they received to the questions they asked in a meeting with the SRO and assistant principals. Didn't expect the questions we were asking.

- The AP's& SRO claimed they had never seen the disparity data before
- The SRO never said what he would be willing to do to help make students less fearful and seem more approachable
    - He told the student reps to let students who are fearful that it is ok
        - That puts it back on the students

- John stated he agrees the we need to be thoughtful about how we go about this
    - Met with NAACP
    - Create a structured way to gain feedback rather than individual meetings
    - Meet with the Head of SRO's and you to look at what those structured meetings could look like
- His next couple of weeks my focus will be on fall planning, he asks that we put a pause on this for a week or so until we get the plan rolled out.
    - In the meantime start thinking about the structure around the plan and how do we move it forward
- New Assistant Superintendent Anthony Bonds
    - He would be a good person to help coordinate this work with the schools
    - Oversees the principals and equity work
    - He could devote more time than he does
    - John isn't saying he isn't interested or that he he doesn't want to work on this but his focus has to be on planning
    - He doesn't want you to think that you are starting things/meeting and not backed

John asked what other concerns they had.

Student Representatives said they were very concerned with the SRO's attitude towards the questions

- John asked if it was that he was unaware or unwilling
- Student Reps said it felt like a little of both
    - They asked one question about what happens after a student has to be restrained - what follow up is there - is there a ticket issued?
        - He Didn't answer the question - doesn't have the data - but it also feels like he doesn't care
- Student reps are also concerned administrators didn't know anything about the disparity data
- Started off the meeting wanting to know more about what SRO's do and then had more questions that couldn't be answered

John said we need to figure out what we want to accomplish with the feedback meetings

- What are our objectives
- What do we want to create shared understanding around
- NAACP is also interested in working to ensure that students feel safe and being treated fairly this coming year
- Make sure everyone is up to date and aware of the disparities and student concerns
- Student Reps- How can we work together with district and schools to make sure students of color aren't being targeted, or watch closer and everyone is being treated fairly

Timing:

- John - should the meetings be before school year starts or after school year starts to ensure the best participation
- Student Reps - talk to administration and SRO's to see what timing should look like in August and start in September
    - If school isn't in person it may not make a difference
- John - Week of August 10th - Student Reps/Principals/Assistant Principals/Assistant Superintendent/Superintendent to look at structure
    - Taking the next two weeks to plan
    - Waiting for the Governor's announcement
        - Would you (students) like to look at the plan prior to it's release
            - Students would like that - will it be discussed at COW
            - Yes - that will be the focus of the meeting

Melinda - share notes with students

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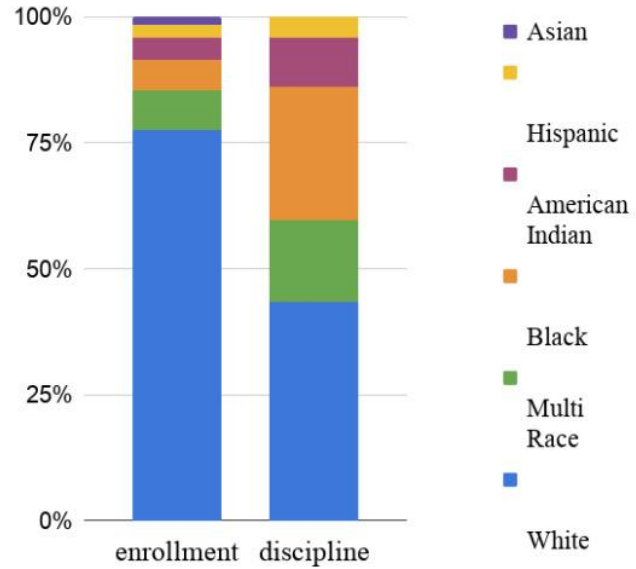

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	2008 Hangun Shooting on the Move:Fall 2008	Firearms	In-Service	Duluth	9/22/2008	9/22/2008 - 10/20/2008	**3.00**	671
	2008 Low Light Inclement Weather Firearms Traini	Firearms	In-Service	Duluth, MN	2/25/2008	2/11/2008 - 2/28/2008	**4.00**	672
	2008 M&P Pistol and ALS Holster Transition	Firearms	In-Service	Duluth	6/9/2008	5/5/2008 - 6/13/2008	**4.00**	666
*	2009 Annual MN School Safety Conference	School Resource	Not Listed	St. Cloud	2/11/2009	2/11/2009 - 2/13/2009	**30.00**	382
	2009 Basic Sexual Assault Training	Sex Crimes	Not Listed	Hermantown, MN	5/5/2009	5/5/2009 - 5/5/2009	**8.00**	456
	2009 Bike Course	Bike Patrol	Not Listed	Duluth	5/19/2009	5/19/2009 - 5/22/2009	**32.00**	439
	2009 Children's Mental Health	Mental Health	Not Listed	Duluth	2/2/2009	2/2/2009 - 2/2/2009	**4.00**	365
	2009 COMPSTAT Training	In-Service	P.O.S.T.	Duluth	12/13/2009	12/13/2009 - 12/17/2009	**3.00**	92
	2009 CPR / AED Training	CPR	P.O.S.T.	Duluth	11/3/2009	11/3/2009 - 11/9/2009	**2.50**	93
	2009 EVOC	Vehicle Operations	Not Listed	Hibbing, MN	5/19/2009	5/19/2009 - 5/19/2009	**8.00**	443
	2009 Fall Firearms Training	Firearms	P.O.S.T.	Duluth	9/17/2009	9/17/2009 - 10/6/2009	**3.00**	102
	2009 Firearms Training Simulator (MILO) System	Firearms	In-Service	Duluth	1/26/2009	1/24/2009 - 1/30/2009	**1.00**	670
*	2009 Internet Safety and Crimes	School Resource	P.O.S.T.	Duluth	10/29/2009	10/29/2009 - 10/29/2009	**2.00**	78
	2009 Interview & Interrogation / Search & Seizure	Investigations	P.O.S.T.	Duluth	6/3/2009	5/26/2009 - 6/9/2009	**2.00**	31
	2009 Low Light Inclement Weather Firearms Traini	Use of Force	In-Service	Duluth	3/4/2009	2/9/2009 - 2/26/2009	**4.00**	669
	2009 New Laws Training	Legal Updates	P.O.S.T.	Duluth	10/8/2009	10/8/2009 - 10/29/2009	**2.00**	94
	2009 Patrol Response Outlaw Motorcycle Gangs/1	Gangs	P.O.S.T.	Carlton, MN	6/22/2009	6/22/2009 - 7/9/2009	**8.00**	46
	2009 Spring/Summer Firearms Training	Firearms	P.O.S.T.	Duluth	6/1/2009	6/1/2009 - 6/29/2009	**2.00**	40
	2009 Why Gender Matters	Miscellaneous	Not Listed	Duluth	4/14/2009	4/14/2009 - 4/15/2009	**22.00**	466
	2009 X-26 Taser Re-certification	Use of Force	In-Service	Duluth, MN	8/31/2009	6/12/2009 - 7/27/2009	**4.00**	668
	2010 BCA Interview and Interrogation	Not Listed	Not Listed	Duluth	8/12/2010	8/12/2010 - 8/13/2010	**16.00**	302
	2010 BEAST Training	Computers	In-Service	Duluth	1/29/2010	1/5/2010 - 5/28/2010	**1.00**	352
	2010 Customer Service Training	Miscellaneous	In-Service	Duluth	3/18/2010	3/18/2010 - 6/9/2010	**1.50**	353
	2010 Defensive Tactics/PPCT Refresher	Defense Tactics	In-Service	Duluth	3/31/2010	3/30/2010 - 4/6/2010	**7.00**	356
	2010 DWI and Traffic Safety Law Webinar	Traffic Enforcement	P.O.S.T.	Duluth, MN	8/30/2010	8/30/2010 - 9/2/2010	**2.00**	740
	2010 Excited Delirium & In Custody Deaths	Miscellaneous	P.O.S.T.	Duluth	4/15/2010	4/15/2010 - 4/22/2010	**4.00**	172
	2010 Fall Firearms Training	Firearms	Not Listed	Duluth	9/1/2010	9/1/2010 - 9/27/2010	**4.00**	478
	2010 FTO Training	FTO	P.O.S.T.	Duluth	3/30/2010	3/30/2010 - 3/30/2010	**4.00**	130
	2010 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	2/2/2010	2/2/2010 - 2/25/2010	**4.00**	103

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*	2010 Multi-Hazard Emergeny Planning for Schools	School Resource	Not Listed	Duluth	5/12/2010	5/12/2010 - 5/13/2010	**16.00**	181
	2010 Radar / Lidar	Traffic Enforcement	P.O.S.T.	Duluth, MN	9/29/2010	9/29/2010 - 9/29/2010	**2.00**	901
*	2010 School Based Policing-Training for Safety	School Resource	Not Listed	Duluth	3/8/2010	3/8/2010 - 3/12/2010	**36.00**	212
*	2010 UMCPI School Based Policing	School Resource	P.O.S.T.	Duluth	3/8/2010	3/8/2010 - 3/12/2010	**36.00**	111
	2010 Use of Force Simulator (MILO) Training	Use of Force	In-Service	Duluth	1/28/2010	1/22/2010 - 1/29/2010	**1.00**	355
	2010 Writing Search Warrants	Not Listed	Not Listed	Duluth	8/4/2010	8/4/2010 - 8/6/2010	**24.00**	300
	2011 BCA Mobile Access Re-certification	Communications	Certification	Duluth, MN	2/4/2011	2/4/2011 - 3/4/2011	**1.00**	612
	2011 Emerging Issues&Best Practices in Juv. Jus	Juveniles	P.O.S.T.	Duluth, MN	5/5/2011	5/5/2011 - 5/5/2011	**8.00**	539
	2011 Ethical Ends in Law Enforcement Manageme	Management	P.O.S.T.	Duluth	3/23/2011	3/23/2011 - 3/24/2011	**14.00**	609
	2011 EVOC Training	EVOC	In-Service	Duluth, MN	10/3/2011	10/3/2011 - 10/13/2011	**8.00**	1272
	2011 Fall Firearms Training	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/29/2011	**4.00**	616
	2011 Fall Firearms/Close Quarters Handgun Traini	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/30/2011	**3.00**	1117
	2011 L.O.C.K.U.P. Police Combat and Contol Tacti	Tactical	P.O.S.T.	Duluth	3/30/2011	3/30/2011 - 6/30/2011	**14.00**	1116
	2011 L.O.C.K.U.P. Police Combat and Contol Tacti	Defense Tactics	Skills Enhancement	Duluth, MN	3/30/2011	3/30/2011 - 5/12/2011	**14.00**	615
	2011 License Plate Reader (LPR) Training	Patrol Techniques	In-Service	Duluth, MN	1/18/2011	1/18/2011 - 2/7/2011	**1.00**	618
	2011 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	2/1/2011	2/1/2011 - 2/28/2011	**4.00**	479
	2011 Mentoring & Coaching for Law Enfcmnt Mana	Management	P.O.S.T.	Duluth, MN	3/28/2011	3/28/2011 - 3/29/2011	**14.00**	603
	2011 MILO Judgement Shooting	Firearms	In-Service	Duluth, MN	11/30/2011	11/30/2011 - 12/9/2011	**1.00**	663
	2011 MN Juvenile Officer's Conference	Juveniles	Not Listed	Duluth, MN	1/26/2011	1/26/2011 - 1/28/2011	**24.00**	322
	2011 National Police Foundations Project Training	Miscellaneous	P.O.S.T.	Minneapolis, MN	6/2/2011	6/2/2011 - 6/2/2011	**8.00**	572
	2011 New Law Updates	Legal Updates	P.O.S.T.	Webinar	11/15/2011	11/15/2011 - 11/15/2011	**2.00**	870
	2011 Sex, Drugs, and Fast Cars	Investigations	Not Listed	Duluth	4/27/2011	4/27/2011 - 4/27/2011	**2.50**	497
*	2011 SRO Training	School Resource	P.O.S.T.	Duluth	11/3/2011	11/3/2011 - 11/4/2011	**14.00**	675
	2011 Suspicious Activity Reporting(SAR) Initiative	Crime Prevention	Skills Enhancement	Duluth, MN	6/8/2011	6/8/2011 - 7/15/2011	**0.25**	617
	2011 Tactical Search & Seizure	Search & Seizure	P.O.S.T.	Duluth	5/19/2011	5/19/2011 - 5/19/2011	**9.00**	548
	2011 Use of Force Training Simulator (MILO) Syste	Use of Force	Not Listed	Duluth	1/24/2011	1/21/2011 - 1/28/2011	**0.75**	318
	2011BCA Manager Miens & Morals	Management	P.O.S.T.	Duluth, MN	3/30/2011	3/30/2011 - 3/31/2011	**14.00**	604
	2012 ARMER 101 "History of" Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	786
	2012 ARMER 101 "Interoperability" Training	Communications	In-Service	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	787
	2012 ARMER 101 Radio Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	785

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2012 BCA Supervision "Messages That Matter"	Management	P.O.S.T.	Duluth, MN	4/18/2012	4/18/2012 - 4/18/2012	**8.00**	713
2012 Below 100 Officer Deaths Initiative Training	Officer Safety	In-Service	Duluth, MN	6/8/2012	6/8/2012 - 6/8/2012	**1.50**	906
2012 DWI eCharging Training	DWI	P.O.S.T.	Duluth, MN	5/23/2012	5/23/2012 - 5/25/2012	**2.00**	788
2012 DWI/SFST Update	DWI	P.O.S.T.	Duluth, MN	11/1/2012	11/1/2012 - 11/26/2012	**4.00**	802
2012 Fall Firearms-Tactical Anatomy	Firearms	P.O.S.T.	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**4.00**	1040
2012 From Gangs to Ph.D.	Gangs	P.O.S.T.	Duluth, MN	11/30/2012	11/30/2012 - 11/30/2012	**8.00**	821
2012 How to Testify Effectively	Court Rooms	P.O.S.T.	Duluth, MN	1/9/2012	1/9/2012 - 1/9/2012	**7.00**	673
2012 Impact& Influence in Public Safety Managem	Management	P.O.S.T.	Duluth, MN	4/16/2012	4/16/2012 - 4/17/2012	**8.00**	712
2012 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2012	1/1/2012 - 12/31/2012	**3.00**	1035
2012 Mediating Stress with Community	Professional Development	Professional Develop	Duluth, MN	5/10/2012	5/10/2012 - 5/10/2012	**1.50**	727
2012 MN Juvenile Officers Association Conference	Juveniles	P.O.S.T.	Duluth, MN	1/25/2012	1/25/2012 - 1/27/2012	**24.00**	687
2012 New Laws Webinar Training	Other	P.O.S.T.	Online	1/1/2012	1/1/2012 - 12/31/2012	**2.00**	953
2012 Officer Down: What Families Need to Know	Mental Health	P.O.S.T.	Duluth, MN	4/25/2012	4/25/2012 - 4/25/2012	**8.00**	717
2012 School Resource Officer Training	School Resource	P.O.S.T.	St. Cloud, MN	8/15/2012	8/15/2012 - 8/16/2012	**16.00**	762
2012 SFST Refresher Course	Field Sobriety	P.O.S.T.	Duluth, MN	11/1/2012	11/1/2012 - 11/1/2012	**4.00**	862
2012 Use of Force Training	Use of Force	P.O.S.T.	Duluth	12/3/2012	12/3/2012 - 12/31/2012	**2.00**	1118
2013 Counter Ambush Firearms Tactics	Firearms	Not Listed	Duluth	7/1/2013	7/1/2013 - 8/31/2013	**4.00**	1038
2013 DVS Security Training	Confidentiality	P.O.S.T.	Not Listed	1/1/2013	1/1/2013 - 12/31/2013	**1.00**	998
2013 Ethical Use of Computers	Ethics	P.O.S.T.	Online	8/22/2013	8/22/2013 - 8/22/2013	**1.00**	950
2013 Low Light Inclement Weather Firearms	Firearms	P.O.S.T.	Duluth	10/7/2014	2/11/2013 - 3/6/2013	**3.00**	1039
2013 MN Juvenile Officers Association	Juveniles	P.O.S.T.	Duluth, MN	1/23/2013	1/23/2013 - 1/25/2013	**24.00**	836
2013 OSHA Global Harmonization System Training	Haz Mat	Not Listed	Duluth, MN	11/4/2013	11/4/2013 - 12/31/2013	**1.00**	1013
2013 Understanding & Planning for School Bomb I	School Incidents	P.O.S.T.	Duluth, MN	9/13/2013	9/13/2013 - 9/13/2013	**4.00**	1014
2013 Understanding and Planning for school bomb	Active Threat	Professional Develop	Duluth PD	9/13/2013	9/13/2013 - 9/13/2013	**4.00**	1670
2013 Use of Force Simulator-MILO	Use of Force	P.O.S.T.	Duluth	12/1/2013	12/1/2013 - 12/31/2013	**1.00**	1037
2014 3 Echo Classroom Training	Critical Incidents	Incident Management	Duluth	4/24/2014	4/24/2014 - 4/24/2014	**4.00**	1285
2014 3 Echo Practical Training	Critical Incidents	Incident Management	Duluth	4/25/2014	4/25/2014 - 4/26/2014	**8.00**	1286
2014 ALERRT Level 1	Tactical	P.O.S.T.	Duluth	10/29/2014	10/29/2014 - 10/30/2014	**16.00**	1169
2014 Autism Awareness Training	Mental Health	Not Listed	Duluth	10/2/2014	10/22/2014 - 10/22/2014	**2.00**	1162

Duluth Police Department

Training By Officer / Name Of Training

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Stauber, William Joseph	#424	Investigations	Investigator	1,002.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2014 CPR/AED Training	CPR	Not Listed	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1047
2014 DWI & Traffic Safety Webinar	DWI	P.O.S.T.	Webinar	3/10/2014	3/10/2014 - 3/21/2014	**1.00**	989
2014 Emergency Mgmt FEMA NIMS ICS 100, 200	Incident Management	Professional Develop	Online	1/1/2014	1/1/2014 - 12/31/2014	**1.00**	1025
2014 Fall Firearms Training	Firearms	Qualifications	Duluth	9/3/2014	9/3/2014 - 9/30/2014	**4.00**	1262
2014 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**3.00**	1036
2014 MN Juvenile Officers Association Annual Con	Juveniles	P.O.S.T.	St. Cloud	1/29/2014	1/29/2014 - 1/31/2014	**24.00**	1007
2014 New Laws Update	Criminal Laws	P.O.S.T.	Duluth	11/13/2014	11/6/2014 - 12/18/2014	**2.00**	1173
2014 Spring Combat Arrest & Control Tactics	Tactical	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1041
2014 Use of Force Simulator-MILO	Use of Force	In-Service	Duluth, MN	12/6/2014	12/6/2014 - 12/18/2014	**1.00**	1264
2015 Child Sex Trafficking-Law Enforcement Resp	Sex Crimes	Professional Develop	Duluth	4/27/2015	4/27/2015 - 4/29/2015	**24.00**	1218
2015 Crisis Intervention Team (CIT)Training -Fall	Mental Health	P.O.S.T.	Duluth, MN	9/21/2015	9/21/2015 - 9/24/2015	**32.00**	1350
2015 Domestic Violence Policy/Blueprint	Domestic Violence	In-Service	Duluth, MN	7/28/2015	7/28/2015 - 7/29/2015	**0.50**	1291
2015 Fall Firearms Qualification	Firearms	Qualifications	Duluth PD Range	10/8/2015	10/8/2015 - 10/29/2015	**4.00**	1681
2015 Hotel Drug Interdiction Training	Drug	In-Service	Duluth, MN	6/24/2015	6/24/2015 - 6/30/2015	**0.50**	1284
2015 Low Light and Inclement Weather Firearms	Firearms	Qualifications	Duluth, MN	2/9/2015	2/9/2015 - 3/18/2015	**3.00**	1263
2015 MGIA School Safety Conference	School Incidents	Professional Develop	St. Paul, MN	10/15/2015	10/15/2015 - 10/15/2015	**8.00**	1362
2015 MN Juvenile Officers Conference	Juveniles	Professional Develop	St. Cloud	1/28/2015	1/28/2015 - 1/30/2015	**1.00**	1198
2015 Mobile Access Certification	Computers	Communications	Duluth, MN	5/11/2015	4/28/2015 - 6/26/2015	**1.00**	1282
2015 New Laws Update	Criminal Laws	In-Service	Duluth, MN	11/18/2015	11/17/2015 - 12/30/2015	**2.00**	1292
2015 Spring Combat, Arrest & Control Tactics	Tactical	Skills Enhancement	Duluth	4/30/2015	4/30/2015 - 5/28/2015	**4.00**	1261
2015 Talking with Kids; Understanding	Investigations	Not Listed	Duluth PD	9/11/2015	8/11/2015 - 9/11/2015	**1.00**	1584
2015 Why Teens Kill Training	Homicide	Professional Develop	Superior, WI	9/10/2015	9/10/2015 - 9/10/2015	**6.00**	1321
2015-Use of Force (MILO) Simulator	Use of Force	Professional Develop	Not Listed	12/11/2015	12/11/2015 - 12/30/2015	**1.00**	1494
2016 Annual Firearms Qualifications	Firearms	Qualifications	Duluth Police Range	8/3/2016	7/17/2016 - 10/31/2016	**2.00**	1406
2016 CART Child Abduction Response Team	Child Abduction	Professional Develop	Duluth	4/26/2016	4/26/2016 - 4/29/2016	**30.00**	1473
2016 De-escalation strategies for MN EDP's crisis	Mental Health	P.O.S.T.	Duluth PD	6/22/2016	6/22/2016 - 6/22/2016	**8.00**	1430
2016 Inclement Weather Qualification	Firearms	Qualifications	Duluth, MN	3/1/2016	3/10/2016 - 4/18/2016	**1.00**	1490
2016 L.E.A.D.S. Training	Patrol Techniques	Skills Enhancement	Duluth, MN	2/1/2016	2/1/2016 - 2/1/2016	**7.00**	1405
2016 Low Light Firearms Qualification	Firearms	Qualifications	Duluth, MN	11/7/2016	11/7/2016 - 12/23/2016	**4.00**	1491
2016 MNJOA Conference	Juveniles	Skills Enhancement	Duluth,MN	1/27/2016	1/27/2016 - 1/29/2016	**3.00**	1404

Duluth Police Department

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Stauber, William Joseph	#424	Investigations	Investigator	1,002.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2016 New Laws Update Training	Criminal Laws	In-Service	Duluth PD	11/29/2016	11/29/2016 - 1/24/2017	**2.00**	1356
2016 Spring Combatives Training	Defense Tactics	P.O.S.T.	Duluth PD	5/19/2016	5/17/2016 - 6/8/2016	**3.00**	1423
2017 Annual Firearms Qualification	Firearms	Qualifications	Duluth Police Range	8/2/2017	8/2/2017 - 9/30/2017	**1.00**	1454
2017 Combat Arrest Control Tactics & Strategies	Defense Tactics	Skills Enhancement	Duluth, MN	11/13/2017	11/13/2017 - 3/18/2018	**2.00**	1489
2017 Fair and Impartial Policing for Pat. Officers	Bias Training	Professional Develop	Duluth, MN	9/14/2017	9/13/2017 - 1/16/2018	**7.00**	1457
2017 Inclement Weather Qualifications	Firearms	Qualifications	Duluth Police Range	1/20/2017	1/20/2017 - 3/30/2017	**4.00**	1455
2017 Low Light Firearms Qualification	Firearms	Qualifications	Duluth PD Range	11/4/2017	11/4/2017 - 12/22/2017	**4.00**	1487
2017 MNJOA Conference	Juveniles	Professional Develop	Duluth, MN	1/25/2017	1/25/2017 - 1/27/2017	**3.00**	1717
2017 Taser Training	Taser	Professional Develop	Duluth Police Range	3/16/2017	3/16/2017 - 7/1/2017	**2.00**	1583
2018 Annual Firearms Qualification	Firearms	Qualifications	Duluth PD Range	7/21/2018	7/21/2018 - 10/4/2018	**3.00**	1683
2018 Courageous Leadership for Law Enforcement	Leadership	Professional Develop	Duluth Police Department	9/10/2018	9/10/2018 - 9/10/2018	**8.00**	1874
2018 Hostile Event Response (3echo) Training	Critical Incidents	Incident Management	Duluth, MN	5/23/2018	5/23/2018 - 5/25/2018	**4.50**	1531
2018 Inclement Weather Qualification	Firearms	Qualifications	Duluth PD	1/25/2018	1/25/2018 - 3/23/2018	**3.00**	1488
2018 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Police Range	11/5/2018	10/29/2018 - 12/7/2018	**3.00**	1778
2018 MN Juvenile Conference	Juveniles	Professional Develop	Duluth, MN	1/24/2018	1/24/2018 - 1/26/2018	**3.00**	1571
2018 Patrol Rifle Operator Course	Firearms	Certification	Duluth	8/28/2018	8/28/2018 - 8/29/2018	**16.00**	1956
2018 Stonegarden Training	Not Listed	Not Listed	Not Listed	5/18/2018	1/1/2010 - 5/18/2018	**1.00**	1480
2018 Strategic Social Media Exploitation for LE	Investigations	P.O.S.T.	Not Listed	2/20/2018	2/20/2018 - 2/20/2018	**4.00**	1545
2019 Annual Firearms Qualification/Training	Firearms	Qualifications	Duluth PD	5/4/2019	5/4/2019 - 9/30/2019	**3.00**	1790
2019 EVOC Training	EVOC	Skills Enhancement	Not Listed	5/28/2019	5/28/2019 - 5/30/2019	**10.00**	1777
2019 Low Light/Inclement Weather Qualification	Firearms	Qualifications	Duluth Police Range	11/4/2019	11/4/2019 - 8/19/2020	**3.00**	1887
2019 MILO/Defensive Tactics Scenerio Training	Defense Tactics	Skills Enhancement	Duluth Police Department	3/5/2019	3/5/2019 - 4/18/2019	**2.00**	1781
2019 MNJOA Conference	Juveniles	Professional Develop	Duluth, MN	1/23/2019	1/23/2019 - 1/25/2019	**3.00**	1981
2019 POST CIT Training (16 Hours) October	Not Listed	P.O.S.T.	Duluth, MN	10/17/2019	10/17/2019 - 10/18/2019	**16.00**	1789
2019 Use of Force (DT Refresher)	Use of Force	Skills Enhancement	Duluth PD Range	11/4/2019	11/4/2019 - 12/23/2019	**2.00**	1889
2020 Annual Firearms Qualification	Firearms	P.O.S.T.	Duluth PD Range	7/3/2020	7/3/2020 - 10/3/2020	**3.00**	1898
2020 Basic Field Force Operations (FFO)	Protests	Incident Management	Duluth	2/24/2020	2/24/2020 - 2/27/2020	**7.00**	1954
2020 MN Juvenile Conference	Juveniles	Not Listed	Duluth, MN	1/29/2020	1/29/2020 - 1/31/2020	**20.00**	1914
2020 New World RMS/Mobile/Ticket Writer Trainin	Other	In-Service	Not Listed	9/25/2020	9/16/2020 - 10/20/2020	**4.00**	1919
2021 Active Threat/Shooter Response	Use of Force	P.O.S.T.	Duluth	9/30/2021	8/30/2021 - 9/30/2021	**4.00**	2289

Duluth Police Department

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Stauber, William Joseph	#424	Investigations	Investigator	1,002.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2021 Combat Arrest and Control Tactics	Use of Force	P.O.S.T.	Duluth	9/30/2021	8/30/2021 - 9/30/2021	**4.00**	2288
2021 Duty to Intervene (PATROL Online)	Other	P.O.S.T.	Patrol Online	3/14/2021	3/14/2021 - 9/10/2021	**1.00**	2265
2021 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Range	11/8/2021	11/8/2021 - 12/22/2021	**3.00**	2342
2021 Use of Force Part 1: Law and Principles	Use of Force	Not Listed	Online	2/27/2021	2/27/2021 - 6/14/2021	**1.00**	2139
2021 Use of Force Part 2: Law and Principles	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 6/14/2021	**1.00**	2140
2021 Use of Force Part 3: Readiness	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 3/15/2021	**1.00**	2141

Total Class Hours:	**993.00**	**Total Overtime Hours:**	**0.00**	**Total Other Hours:**	**9.00**	**Total Training Hours:**	**1,002.00**

In-Service Hrs:	34.00	CALEA Hrs:	0.00	State Approved Hrs:	310.00	Dept Required Hrs:	56.50	State Required Hrs:	92.00

1	Different Officers Listed	**Total Class Hours:**	**993.00**
155	Different Training Classes	**Total Other Hours:**	**9.00**

Total Officer Training Hours:	**1,002.00**
Total Overtime Hours:	**0.00**

In-Service Hrs:	**34.00**	**CALEA Hrs:**	**0.00**	**State Approved Hrs:**	**310.00**	**Dept Required Hrs:**	**56.50**	**State Required Hrs:**	**92.00**

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
424	Stauber, William Joseph			

Agency: Duluth Police Department

Date Hired:

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
1/29/2020 1/31/2020	1/29/2020	2020 MN Juvenile Conference	2020-1914 Not Listed	Duluth, MN		20.00
2/24/2020 2/27/2020	2/24/2020	2020 Basic Field Force Operations (FFO) 00003-3101	2020-1954 Incident Management	Duluth		7.00
7/3/2020 10/3/2020	7/3/2020	2020 Annual Firearms Qualification 06906-0256	2020-1898 P.O.S.T.	Duluth PD Range	Olejnicak, Joel Lead Instructor	3.00
9/16/2020 10/20/2020	9/25/2020	2020 New World RMS/Mobile/Ticket Writer Training 06906-0261	2020-1919 In-Service	Not Listed	Ceynowa, Mike Lead Instructor	4.00
2/27/2021 6/14/2021	2/27/2021	2021 Use of Force Part 1: Law and Principles 09631-0336	2021-2139 Not Listed	Online		1.00
3/2/2021 3/15/2021	3/2/2021	2021 Use of Force Part 3: Readiness 09631-0342	2021-2141 Not Listed	Online		1.00
3/2/2021 6/14/2021	3/2/2021	2021 Use of Force Part 2: Law and Principles 09631-0341	2021-2140 Not Listed	Online		1.00
3/14/2021 9/10/2021	3/14/2021	2021 Duty to Intervene (PATROL Online) 09631-0344	2021-2265 P.O.S.T.	Patrol Online		1.00
8/30/2021 9/30/2021	9/30/2021	2021 Combat Arrest and Control Tactics 06902-0262	2021-2288 P.O.S.T.	Duluth	Schmidt, Robert Lead Instructor	4.00
8/30/2021 9/30/2021	9/30/2021	2021 Active Threat/Shooter Response 06906-0268	2021-2289 P.O.S.T.	Duluth	Olejnicak, Joel	4.00
11/8/2021 12/22/2021	11/8/2021	2021 Low Light/Inclement Weather Qualification 06906-0251	2021-2342 P.O.S.T.	Duluth Range	Schmidt, Robert	3.00
					Total Hours:	**49.00**

I certify that the information entered in this form has been verified and is substantiated by records maintained by this department.

Signature _____ Title _____ Date _____

(Department Head or Authorized Representative) Month Day Year

02/02/22 MNSOA Conference Duluth
04/04/22 Search + Seizure Carlton Cty.

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hopps, Joel	#500	Patrol	Officer	429.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2011 BCA Mobile Access Re-certification	Communications	Certification	Duluth, MN	2/4/2011	2/4/2011 - 3/4/2011	**1.00**	612
2011 Emotional Survival for Law Enforcement	Critical Incidents	Not Listed	Hermantown, MN	4/11/2011	4/11/2011 - 4/11/2011	**8.00**	488
2011 EVOC Training	EVOC	In-Service	Duluth, MN	4/7/2011	4/7/2011 - 11/23/2011	**16.00**	1267
2011 EVOC Training (June)	EVOC	Skills Enhancement	Duluth	4/6/2011	4/6/2011 - 4/7/2011	**13.00**	654
2011 Fall Firearms Training	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/29/2011	**4.00**	616
2011 Fall Firearms/Close Quarters Handgun Traini	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/30/2011	**3.00**	1117
2011 L.O.C.K.U.P. Police Combat and Contol Tacti	Defense Tactics	Skills Enhancement	Duluth, MN	3/30/2011	3/30/2011 - 5/12/2011	**14.00**	615
2011 MILO Judgement Shooting	Firearms	In-Service	Duluth, MN	11/30/2011	11/30/2011 - 12/9/2011	**1.00**	663
2011 New Law Updates	Legal Updates	P.O.S.T.	Webinar	11/15/2011	11/15/2011 - 11/15/2011	**2.00**	870
2011 Suspicious Activity Reporting(SAR) Initiative	Crime Prevention	Skills Enhancement	Duluth, MN	6/8/2011	6/8/2011 - 7/15/2011	**0.25**	617
2012 ARMER 101 "History of" Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	786
2012 ARMER 101 "Interoperability" Training	Communications	In-Service	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	787
2012 ARMER 101 Radio Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	785
2012 Below 100 Officer Deaths Initiative Training	Officer Safety	In-Service	Duluth, MN	6/11/2012	6/11/2012 - 6/11/2012	**1.50**	907
2012 DWI eCharging Training	DWI	P.O.S.T.	Duluth, MN	5/23/2012	5/23/2012 - 5/25/2012	**2.00**	788
2012 Fall Firearms-Tactical Anatomy	Firearms	P.O.S.T.	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**4.00**	1040
2012 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2012	1/1/2012 - 12/31/2012	**3.00**	1035
2012 New Laws Webinar Training	Other	P.O.S.T.	Online	1/1/2012	1/1/2012 - 12/31/2012	**2.00**	953
2012 Use of Force Training	Use of Force	P.O.S.T.	Duluth	12/3/2012	12/3/2012 - 12/31/2012	**2.00**	1118
2013 Counter Ambush Firearms Tactics	Firearms	Not Listed	Duluth	7/1/2013	7/1/2013 - 8/31/2013	**4.00**	1038
2013 DVS Security Training	Confidentiality	P.O.S.T.	Not Listed	1/1/2013	1/1/2013 - 12/31/2013	**1.00**	998
2013 Ethical Principles for Leaders	Ethics	P.O.S.T.	Duluth, MN	1/3/2013	1/3/2013 - 1/3/2013	**4.00**	927
2013 Ethical Use of Computers	Ethics	P.O.S.T.	Online	8/22/2013	8/22/2013 - 8/22/2013	**1.00**	950
2013 Low Light Inclement Weather Firearms	Firearms	P.O.S.T.	Duluth	10/7/2014	2/11/2013 - 3/6/2013	**3.00**	1039
2013 OSHA Global Harmonization System Training	Haz Mat	Not Listed	Duluth, MN	11/4/2013	11/4/2013 - 12/31/2013	**1.00**	1013
2013 Police Ethics Training	Ethics	P.O.S.T.	Duluth, MN	1/3/2013	1/3/2013 - 1/3/2013	**4.00**	830
2013 Use of Force Simulator-MILO	Use of Force	P.O.S.T.	Duluth	12/1/2013	12/1/2013 - 12/31/2013	**1.00**	1037
2014 3 Echo Hostile Event Response	Critical Incidents	Incident Management	Duluth, MN	12/5/2014	12/5/2014 - 12/6/2014	**12.00**	1201
2014 AXON BODY CAMERA TRAINING	Other	P.O.S.T.	Duluth	5/1/2014	5/1/2014 - 7/31/2014	**1.00**	1107

Duluth Police Department

Training By Officer / Name Of Training

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Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hopps, Joel	#500	Patrol	Officer	429.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2014 CPR/AED Training	CPR	Not Listed	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1047
2014 Emergency Mgmt FEMA NIMS ICS 100, 200	Incident Management	Professional Develop	Online	1/1/2014	1/1/2014 - 12/31/2014	**1.00**	1025
2014 Fall Firearms Training	Firearms	Qualifications	Duluth	9/3/2014	9/3/2014 - 9/30/2014	**4.00**	1262
2014 L3 Body Camera Training	Electronic Evidence	In-Service	Duluth, MN	11/4/2014	11/4/2014 - 11/18/2014	**0.25**	1172
2014 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**3.00**	1036
2014 New Laws Update	Criminal Laws	P.O.S.T.	Duluth	12/11/2014	11/6/2014 - 12/18/2014	**2.00**	1173
2014 Spring Combat Arrest & Control Tactics	Tactical	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1041
2014 Use of Force Simulator-MILO	Use of Force	In-Service	Duluth, MN	12/6/2014	12/6/2014 - 12/18/2014	**1.00**	1264
2015 Bulletproof Leadership	Leadership	Professional Develop	Duluth	2/26/2015	2/25/2015 - 2/26/2015	**8.00**	1248
2015 Community Policing Turnout Training	Community Policing	Professional Develop	Duluth, MN	7/23/2015	7/23/2015 - 8/20/2015	**0.50**	1344
2015 Domestic Violence Policy/Blueprint	Domestic Violence	In-Service	Duluth, MN	7/22/2015	7/28/2015 - 7/29/2015	**0.50**	1291
2015 Evidence Based Burglary Profile Training	Evidence	Skills Enhancement	Duluth	5/6/2015	5/5/2015 - 5/6/2015	**4.00**	1225
2015 EVOC (Fall) Training	EVOC	Skills Enhancement	Duluth, MN	10/20/2015	9/22/2015 - 11/18/2015	**10.00**	1345
2015 Fall Firearms Qualification	Firearms	Qualifications	Duluth PD Range	10/8/2015	10/8/2015 - 10/29/2015	**4.00**	1681
2015 Frontline Response to Sex Trafficking	Sex Crimes	P.O.S.T.	Duluth, MN	9/21/2015	9/21/2015 - 9/21/2015	**3.50**	1352
2015 FTO Skills Enhancement Course	FTO	FTO	Duluth, MN	7/15/2015	7/15/2015 - 7/15/2015	**8.00**	1309
2015 Hotel Drug Interdiction Training	Drug	In-Service	Duluth, MN	6/30/2015	6/24/2015 - 6/30/2015	**0.50**	1284
2015 K9 Narc Sniff Turn Out Training	Narcotics	Skills Enhancement	Duluth PD	11/5/2015	10/22/2015 - 11/15/2015	**0.50**	1381
2015 Low Light and Inclement Weather Firearms	Firearms	Qualifications	Duluth, MN	2/9/2015	2/9/2015 - 3/18/2015	**3.00**	1263
2015 New Laws Update	Criminal Laws	In-Service	Duluth, MN	11/19/2015	11/17/2015 - 12/30/2015	**2.00**	1292
2015 SFST Update	DWI	P.O.S.T.	Duluth, MN	12/1/2015	12/1/2015 - 12/1/2015	**4.00**	1300
2015 Spring Combat, Arrest & Control Tactics	Tactical	Skills Enhancement	Duluth	4/30/2015	4/30/2015 - 5/28/2015	**4.00**	1261
2015 Talking with Kids; Understanding	Investigations	Not Listed	Duluth PD	9/2/2015	8/11/2015 - 9/11/2015	**1.00**	1584
2015-Use of Force (MILO) Simulator	Use of Force	Professional Develop	Not Listed	12/11/2015	12/11/2015 - 12/30/2015	**1.00**	1494
2016 Annual Firearms Qualifications	Firearms	Qualifications	Duluth Police Range	7/19/2016	7/17/2016 - 10/31/2016	**2.00**	1406
2016 Blueprint for Safety Training	Domestic Violence	Professional Develop	Duluth PD	3/22/2016	3/14/2016 - 5/12/2016	**1.50**	1346
2016 Crisis Intervention Training (CIT)- Spring	Mental Health	Mental Health	Duluth, MN	2/22/2016	2/22/2016 - 2/25/2016	**32.00**	1476
2016 Inclement Weather Qualification	Firearms	Qualifications	Duluth, MN	3/1/2016	3/10/2016 - 4/18/2016	**1.00**	1490
2016 L.E.A.D.S. Training	Patrol Techniques	Skills Enhancement	Duluth, MN	2/1/2016	2/1/2016 - 2/1/2016	**7.00**	1405
2016 Low Light Firearms Qualification	Firearms	Qualifications	Duluth, MN	11/7/2016	11/7/2016 - 12/23/2016	**4.00**	1491

Duluth Police Department

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hopps, Joel	#500	Patrol	Officer	429.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2016 Narcotics Training for Patrol	Drug	Skills Enhancement	Duluth	3/1/2016	3/1/2016 - 3/31/2016	**1.00**	1472
2016 New Laws Update Training	Criminal Laws	In-Service	Duluth PD	12/27/2017	11/29/2016 - 1/24/2017	**2.00**	1356
2016 Spring Combatives Training	Defense Tactics	P.O.S.T.	Duluth PD	5/24/2016	5/17/2016 - 6/8/2016	**3.00**	1423
2017 Annual Firearms Qualification	Firearms	Qualifications	Duluth Police Range	8/2/2017	8/2/2017 - 9/30/2017	**1.00**	1454
2017 Combat Arrest Control Tactics & Strategies	Defense Tactics	Skills Enhancement	Duluth, MN	11/13/2017	11/13/2017 - 3/18/2018	**2.00**	1489
2017 Fair and Impartial Policing for Pat. Officers	Bias Training	Professional Develop	Duluth, MN	9/13/2017	9/13/2017 - 1/16/2018	**7.00**	1457
2017 Inclement Weather Qualifications	Firearms	Qualifications	Duluth Police Range	1/20/2017	1/20/2017 - 3/30/2017	**4.00**	1455
2017 Low Light Firearms Qualification	Firearms	Qualifications	Duluth PD Range	11/4/2017	11/4/2017 - 12/22/2017	**4.00**	1487
2017 Taser Training	Taser	Professional Develop	Duluth Police Range	3/16/2017	3/16/2017 - 7/1/2017	**2.00**	1583
2018 Advanced FTO Training	FTO	FTO	Duluth, MN	1/8/2018	1/8/2018 - 1/8/2018	**7.00**	1482
2018 Annual Firearms Qualification	Firearms	Qualifications	Duluth PD Range	7/21/2018	7/21/2018 - 10/4/2018	**3.00**	1683
2018 Basic Police Bicyclist Course	Bike Patrol	Certification	Duluth. MN	6/13/2018	6/7/2018 - 6/13/2018	**9.00**	1483
2018 Courageous Leadership for Law Enforcement	Leadership	Professional Develop	Duluth Police Department	9/10/2018	9/10/2018 - 9/10/2018	**8.00**	1874
2018 Inclement Weather Qualification	Firearms	Qualifications	Duluth PD	1/25/2018	1/25/2018 - 3/23/2018	**3.00**	1488
2018 Less Lethal Launcher Training	Patrol Techniques	Incident Management	Duluth PD	3/6/2018	2/10/2018 - 5/6/2018	**2.00**	1957
2018 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Police Range	11/15/2018	10/29/2018 - 12/7/2018	**3.00**	1778
2018 Opioid Overdose Death Investigations	Death Investigations	P.O.S.T.	Duluth Police Department	10/5/2018	8/7/2018 - 10/5/2018	**1.00**	1853
2018 Stonegarden Training	Not Listed	Not Listed	Not Listed	1/1/2010	1/1/2010 - 5/18/2018	**1.00**	1480
2019 Annual Firearms Qualification/Training	Firearms	Qualifications	Duluth PD	5/4/2019	5/4/2019 - 9/30/2019	**3.00**	1790
2019 Low Light/Inclement Weather Qualification	Firearms	Qualifications	Duluth Police Range	11/4/2019	11/4/2019 - 8/19/2020	**3.00**	1887
2019 MILO/Defensive Tactics Scenerio Training	Defense Tactics	Skills Enhancement	Duluth Police Department	3/16/2019	3/5/2019 - 4/18/2019	**2.00**	1781
2019 Personal & Professional Breakthrough Trainin	Mental Health	Mental Health	Duluth, MN	3/5/2019	3/5/2019 - 3/6/2019	**7.00**	1776
2019 Use of Force (DT Refresher)	Use of Force	Skills Enhancement	Duluth PD Range	11/4/2019	11/4/2019 - 12/23/2019	**2.00**	1889
2020 Annual Firearms Qualification	Firearms	P.O.S.T.	Duluth PD Range	7/3/2020	7/3/2020 - 10/3/2020	**3.00**	1898
2020 Basic Field Force Operations (FFO)	Protests	Incident Management	Duluth	2/24/2020	2/24/2020 - 2/27/2020	**7.00**	1954
2020 Combat Arrest Control Tactics	Defense Tactics	P.O.S.T.	Duluth, MN	9/21/2020	9/16/2020 - 10/30/2020	**4.00**	1920
2020 EVOC Training	EVOC	P.O.S.T.	Duluth, MN	9/24/2020	9/21/2020 - 9/24/2020	**10.00**	1897
2020 New World RMS/Mobile/Ticket Writer Trainin	Other	In-Service	Not Listed	10/3/2020	9/16/2020 - 10/20/2020	**4.00**	1919
2021 Active Threat/Shooter Response	Use of Force	P.O.S.T.	Duluth	9/30/2021	8/30/2021 - 9/30/2021	**4.00**	2289
* 2021 Basic School Resource Officer	School Resource	Professional Develop	West Fargo, PD	8/2/2021	8/2/2021 - 8/6/2021	**40.00**	2298

Duluth Police Department

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hopps, Joel	#500	Patrol	Officer	429.00

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2021 CIT Training (2-day Fall)	CIT	P.O.S.T.	Public Safety Building	12/6/2021	12/6/2021 - 12/7/2021	**32.00**	2362
2021 Combat Arrest and Control Tactics	Use of Force	P.O.S.T.	Duluth	9/30/2021	8/30/2021 - 9/30/2021	**4.00**	2288
2021 Duty to Intervene (PATROL Online)	Other	P.O.S.T.	Patrol Online	3/14/2021	3/14/2021 - 9/10/2021	**1.00**	2265
2021 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Range	12/2/2021	11/8/2021 - 12/22/2021	**3.00**	2342
2021 Patrol Online Legislative Update	Criminal Laws	Not Listed	Online	9/1/2021	9/1/2021 - 9/1/2021	**1.00**	2281
2021 Use of Force Part 1: Law and Principles	Use of Force	Not Listed	Online	2/27/2021	2/27/2021 - 6/14/2021	**1.00**	2139
2021 Use of Force Part 2: Law and Principles	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 6/14/2021	**1.00**	2140
2021 Use of Force Part 3: Readiness	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 3/15/2021	**1.00**	2141

Total Class Hours:	**431.00**	**Total Overtime Hours:**	**0.00**	**Total Other Hours:**	**0.00**	**Total Training Hours:**	**429.00**

In-Service Hrs:	52.00	CALEA Hrs:	0.00	State Approved Hrs:	266.50	Dept Required Hrs:	79.75	State Required Hrs:	138.00

1	Different Officers Listed
97	Different Training Classes

Total Class Hours:	**431.00**
Total Other Hours:	**0.00**

Total Officer Training Hours:	**429.00**
Total Overtime Hours:	**0.00**

In-Service Hrs:	**52.00**	**CALEA Hrs:**	**0.00**	**State Approved Hrs:**	**266.50**	**Dept Required Hrs:**	**79.75**	**State Required Hrs:**	**138.00**

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
500	Hopps, Joel			
Agency: Duluth Police Department				Date Hired

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
2/24/2020 2/27/2020	2/24/2020	2020 Basic Field Force Operations (FFO) 00003-3101	2020-1954 Incident Management	Duluth		7.00
7/3/2020 10/3/2020	7/3/2020	2020 Annual Firearms Qualification 06906-0256	2020-1898 P.O.S.T.	Duluth PD Range	Olejnicak, Joel Lead Instructor	3.00
9/16/2020 10/30/2020	9/21/2020	2020 Combat Arrest Control Tactics 06902-0262	2020-1920 P.O.S.T.	Duluth, MN	Olejnicak, Joel Lead Instructor	4.00
9/21/2020 9/24/2020	9/24/2020	2020 EVOC Training 06906-0249	2020-1897 P.O.S.T.	Duluth, MN	Pruse, Steve Lead Instructor	10.00
9/16/2020 10/20/2020	10/3/2020	2020 New World RMS/Mobile/Ticket Writer Training 06906-0261	2020-1919 In-Service	Not Listed	Ceynowa, Mike Lead Instructor	4.00
2/27/2021 6/14/2021	2/27/2021	2021 Use of Force Part 1: Law and Principles 09631-0336	2021-2139 Not Listed	Online		1.00
3/2/2021 3/15/2021	3/2/2021	2021 Use of Force Part 3: Readiness 09631-0342	2021-2141 Not Listed	Online		1.00
3/2/2021 6/14/2021	3/2/2021	2021 Use of Force Part 2: Law and Principles 09631-0341	2021-2140 Not Listed	Online		1.00
3/14/2021 9/10/2021	3/14/2021	2021 Duty to Intervene (PATROL Online) 09631-0344	2021-2265 P.O.S.T.	Patrol Online		1.00
8/2/2021 8/6/2021	8/2/2021	2021 Basic School Resource Officer	2021-2298 Professional Development	West Fargo, PD		40.00
9/1/2021 9/1/2021	9/1/2021	2021 Patrol Online Legislative Update 09361-0355	2021-2281 Not Listed	Online		1.00
8/30/2021 9/30/2021	9/30/2021	2021 Combat Arrest and Control Tactics 06902-0262	2021-2288 P.O.S.T.	Duluth	Schmidt, Robert Lead Instructor	4.00
8/30/2021 9/30/2021	9/30/2021	2021 Active Threat/Shooter Response 06906-0268	2021-2289 P.O.S.T.	Duluth	Olejnicak, Joel	4.00

02/08/22 MNJOA Conference Duluth

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
500	Hopps, Joel			

Agency	Date Hired
Duluth Police Department	

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
11/8/2021 12/22/2021	12/2/2021	2021 Low Light/Inclement Weather Qualification 06906-0251	2021-2342 P.O.S.T.	Duluth Range	Schmidt, Robert	3.00
12/6/2021 12/7/2021	12/6/2021	2021 CIT Training (2-day Fall) 06906-0252	2021-2362 P.O.S.T.	Public Safety Building		32.00
					Total Hours:	**116.00**

I certify that the information entered in this form has been verified and is substantiated by records maintained by this department.

Signature _____ Title _____ Date _____

(Department Head or Authorized Representative) Month Day Year

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Guenther, Chad	#501	Patrol	Officer	694.75

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2011 BCA Mobile Access Re-certification	Communications	Certification	Duluth, MN	2/4/2011	2/4/2011 - 3/4/2011	**1.00**	612
2011 Emotional Survival for Law Enforcement	Critical Incidents	Not Listed	Hermantown, MN	4/11/2011	4/11/2011 - 4/11/2011	**8.00**	488
2011 EVOC Training	EVOC	In-Service	Duluth, MN	4/7/2011	4/7/2011 - 11/23/2011	**16.00**	1267
2011 EVOC Training (June)	EVOC	Skills Enhancement	Duluth	4/6/2011	4/6/2011 - 4/7/2011	**13.00**	654
2011 Fall Firearms Training	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/29/2011	**4.00**	616
2011 Fall Firearms/Close Quarters Handgun Traini	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/30/2011	**3.00**	1117
2011 L.O.C.K.U.P. Police Combat and Contol Tacti	Defense Tactics	Skills Enhancement	Duluth, MN	3/30/2011	3/30/2011 - 5/12/2011	**14.00**	615
2011 MILO Judgement Shooting	Firearms	In-Service	Duluth, MN	11/30/2011	11/30/2011 - 12/9/2011	**1.00**	663
2011 New Law Updates	Legal Updates	P.O.S.T.	Webinar	11/22/2011	11/22/2011 - 11/22/2011	**2.00**	871
2011 Suspicious Activity Reporting(SAR) Initiative	Crime Prevention	Skills Enhancement	Duluth, MN	6/8/2011	6/8/2011 - 7/15/2011	**0.25**	617
2012 ARMER 101 "History of" Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	786
2012 ARMER 101 "Interoperability" Training	Communications	In-Service	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	787
2012 ARMER 101 Radio Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	785
2012 Below 100 Officer Deaths Initiative Training	Officer Safety	In-Service	Duluth, MN	6/15/2012	6/15/2012 - 6/15/2012	**1.50**	909
2012 DWI eCharging Training	DWI	P.O.S.T.	Duluth, MN	5/23/2012	5/23/2012 - 5/25/2012	**2.00**	788
2012 Fall Firearms-Tactical Anatomy	Firearms	P.O.S.T.	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**4.00**	1040
2012 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2012	1/1/2012 - 12/31/2012	**3.00**	1035
2012 New Laws Webinar Training	Other	P.O.S.T.	Online	1/1/2012	1/1/2012 - 12/31/2012	**2.00**	953
2012 Use of Force Training	Use of Force	P.O.S.T.	Duluth	12/3/2012	12/3/2012 - 12/31/2012	**2.00**	1118
2013 Counter Ambush Firearms Tactics	Firearms	Not Listed	Duluth	7/1/2013	7/1/2013 - 8/31/2013	**4.00**	1038
2013 DVS Security Training	Confidentiality	P.O.S.T.	Not Listed	1/1/2013	1/1/2013 - 12/31/2013	**1.00**	998
2013 Ethical Use of Computers	Ethics	P.O.S.T.	Online	8/22/2013	8/22/2013 - 8/22/2013	**1.00**	950
2013 Law Enforcement Healthcare	Mental Health	P.O.S.T.	Duluth, MN	1/16/2013	1/16/2013 - 1/16/2013	**1.50**	783
2013 Low Light Inclement Weather Firearms	Firearms	P.O.S.T.	Duluth	10/7/2014	2/11/2013 - 3/6/2013	**3.00**	1039
2013 OSHA Global Harmonization System Training	Haz Mat	Not Listed	Duluth, MN	11/4/2013	11/4/2013 - 12/31/2013	**1.00**	1013
2013 POCSI Training	Investigations	P.O.S.T.	Duluth, MN	3/27/2013	3/27/2013 - 3/28/2013	**16.00**	875
2013 Use of Force Simulator-MILO	Use of Force	P.O.S.T.	Duluth	12/1/2013	12/1/2013 - 12/31/2013	**1.00**	1037
2014 3 Echo Classroom Training	Critical Incidents	Incident Management	Duluth	4/24/2014	4/24/2014 - 4/24/2014	**4.00**	1285
2014 3 Echo Practical Training	Critical Incidents	Incident Management	Duluth	4/25/2014	4/25/2014 - 4/26/2014	**8.00**	1286

Duluth Police Department

Training By Officer / Name Of Training

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Officers	ID No.	Current Division	Current Rank	Total Training Hours
Guenther, Chad	#501	Patrol	Officer	694.75

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2014 AXON BODY CAMERA TRAINING	Other	P.O.S.T.	Duluth	5/1/2014	5/1/2014 - 7/31/2014	**1.00**	1107
2014 CPR/AED Training	CPR	Not Listed	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1047
2014 DVS Access via MyBCA	Not Listed	Not Listed	Not Listed	1/10/2014	1/10/2014 - 1/10/2014	**1.00**	956
2014 Emergency Mgmt FEMA NIMS ICS 100, 200	Incident Management	Professional Develop	Online	1/1/2014	1/1/2014 - 12/31/2014	**1.00**	1025
2014 Fall Firearms Training	Firearms	Qualifications	Duluth	9/3/2014	9/3/2014 - 9/30/2014	**4.00**	1262
2014 FTO Training	FTO	FTO	Duluth, MN	2/6/2014	2/6/2014 - 2/6/2014	**7.00**	959
2014 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**3.00**	1036
2014 New Laws Update	Criminal Laws	P.O.S.T.	Duluth	11/13/2014	11/6/2014 - 12/18/2014	**2.00**	1173
2014 Spring Combat Arrest & Control Tactics	Tactical	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1041
2014 Use of Force Simulator-MILO	Use of Force	In-Service	Duluth, MN	12/6/2014	12/6/2014 - 12/18/2014	**1.00**	1264
2015 BCA DMT-G Cerification Course (Intoxylizer)	DWI	Certification	St. Paul, MN	6/2/2015	6/2/2015 - 6/4/2015	**24.00**	1324
2015 Community Policing Turnout Training	Community Policing	Professional Develop	Duluth, MN	8/20/2015	7/23/2015 - 8/20/2015	**0.50**	1344
2015 De-Escalation Strategies for Veteran's	Mental Health	Communications	Duluth, MN	3/25/2015	3/25/2015 - 3/25/2015	**8.00**	1257
2015 Domestic Violence Policy/Blueprint	Domestic Violence	In-Service	Duluth, MN	7/28/2015	7/28/2015 - 7/29/2015	**0.50**	1291
2015 Evidence Based Burglary Profile Training	Evidence	Skills Enhancement	Duluth	5/5/2015	5/5/2015 - 5/6/2015	**4.00**	1225
2015 EVOC (Fall) Training	EVOC	Skills Enhancement	Duluth, MN	10/21/2015	9/22/2015 - 11/18/2015	**10.00**	1345
2015 Fall Firearms Qualification	Firearms	Qualifications	Duluth PD Range	10/8/2015	10/8/2015 - 10/29/2015	**4.00**	1681
2015 FTO Skills Enhancement Course	FTO	FTO	Duluth, MN	7/15/2015	7/15/2015 - 7/15/2015	**8.00**	1309
2015 Hotel Drug Interdiction Training	Drug	In-Service	Duluth, MN	6/24/2015	6/24/2015 - 6/30/2015	**0.50**	1284
2015 Low Light and Inclement Weather Firearms	Firearms	Qualifications	Duluth, MN	2/9/2015	2/9/2015 - 3/18/2015	**3.00**	1263
2015 New Laws Update	Criminal Laws	In-Service	Duluth, MN	11/24/2015	11/17/2015 - 12/30/2015	**2.00**	1292
2015 SFST Update	DWI	P.O.S.T.	Duluth, MN	12/1/2015	12/1/2015 - 12/1/2015	**4.00**	1300
2015 Spring Combat, Arrest & Control Tactics	Tactical	Skills Enhancement	Duluth	4/30/2015	4/30/2015 - 5/28/2015	**4.00**	1261
2015-Use of Force (MILO) Simulator	Use of Force	Professional Develop	Not Listed	12/11/2015	12/11/2015 - 12/30/2015	**1.00**	1494
2016 Annual Firearms Qualifications	Firearms	Qualifications	Duluth Police Range	8/31/2016	7/17/2016 - 10/31/2016	**2.00**	1406
2016 Blueprint for Safety Training	Domestic Violence	Professional Develop	Duluth PD	3/14/2016	3/14/2016 - 5/12/2016	**1.50**	1346
2016 DVS Access via MyBCA Certification	Computers	Not Listed	Duluth, MN	1/2/2016	1/2/2016 - 6/26/2015	**1.00**	1332
2016 First Witnesss Forensic Interview Training	Child Abuse	Professional Develop	Duluth, MN	9/19/2016	9/19/2016 - 9/23/2016	**34.00**	1662
2016 Inclement Weather Qualification	Firearms	Qualifications	Duluth, MN	3/1/2016	3/10/2016 - 4/18/2016	**1.00**	1490
2016 Internet Profiling & Intelligence Gathering	Intelligence	Not Listed	Staples, MN	12/1/2016	12/1/2016 - 12/1/2016	**1.00**	1409

Duluth Police Department

Training By Officer / Name Of Training

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Officers	ID No.	Current Division	Current Rank	Total Training Hours
Guenther, Chad	#501	Patrol	Officer	694.75

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2016 Low Light Firearms Qualification	Firearms	Qualifications	Duluth, MN	11/7/2016	11/7/2016 - 12/23/2016	**4.00**	1491
2016 New Laws Update Training	Criminal Laws	In-Service	Duluth PD	1/5/2017	11/29/2016 - 1/24/2017	**2.00**	1356
2016 OPUE Training	Traffic Enforcement	P.O.S.T.	Online	12/6/2016	8/31/2016 - 12/6/2016	**3.00**	1387
2016 Peer Support/CISM Training	Mental Health	Mental Health	Duluth PD	4/11/2016	4/11/2016 - 4/14/2016	**27.00**	1688
2016 Spring Combatives Training	Defense Tactics	P.O.S.T.	Duluth PD	5/24/2016	5/17/2016 - 6/8/2016	**3.00**	1423
2017 Annual Firearms Qualification	Firearms	Qualifications	Duluth Police Range	8/2/2017	8/2/2017 - 9/30/2017	**1.00**	1454
2017 BCA Impact & Influence-Hermantown	Management	P.O.S.T.	Hermantown, Minnesota	5/3/2017	5/3/2017 - 5/4/2017	**14.00**	2072
2017 Combat Arrest Control Tactics & Strategies	Defense Tactics	Skills Enhancement	Duluth, MN	11/13/2017	11/13/2017 - 3/18/2018	**2.00**	1489
2017 Crisis Intervention Training (CIT)- Spring	Mental Health	Mental Health	Duluth PD	4/17/2017	4/17/2017 - 4/20/2017	**32.00**	1408
2017 DMT-G Recertification Course	DWI	Certification	Online	8/27/2017	3/23/2017 - 9/27/2017	**3.00**	1514
2017 Fair and Impartial Policing for Pat. Officers	Bias Training	Professional Develop	Duluth, MN	9/13/2017	9/13/2017 - 1/16/2018	**7.00**	1457
2017 FBI Firearms Instructor School	Firearms	Instructors	Rosemount, MN	5/22/2017	5/22/2017 - 5/26/2017	**40.00**	1467
2017 Inclement Weather Qualifications	Firearms	Qualifications	Duluth Police Range	1/20/2017	1/20/2017 - 3/30/2017	**4.00**	1455
2017 Low Light Firearms Qualification	Firearms	Qualifications	Duluth PD Range	11/4/2017	11/4/2017 - 12/22/2017	**4.00**	1487
2017 Predatory Offender Reg and Inv and training	Sex Crimes	Professional Develop	Hermantown, MN	3/7/2017	3/7/2017 - 3/7/2017	**6.50**	1537
2017 S&W M&P Pistol and AR15 Armorer Course	Firearms	Professional Develop	Duluth PD	10/10/2017	10/10/2017 - 10/12/2017	**21.00**	1466
2017 Taser Training	Taser	Professional Develop	Duluth Police Range	3/16/2017	3/16/2017 - 7/1/2017	**2.00**	1583
2018 3rd Annual LE and Social Services Conferenc	Professional Development	Not Listed	St. Cloud, MN	10/4/2018	10/4/2018 - 10/4/2018	**8.00**	2111
2018 Advanced FTO Training	FTO	FTO	Duluth, MN	1/8/2018	1/8/2018 - 1/8/2018	**7.00**	1482
2018 Annual Firearms Qualification	Firearms	Qualifications	Duluth PD Range	7/21/2018	7/21/2018 - 10/4/2018	**3.00**	1683
2018 Criminal Justice & Social Service Conf	Not Listed	Not Listed	St. Cloud	10/4/2018	10/4/2018 - 10/4/2018	**8.00**	2115
2018 Health & Human Services Conf	Not Listed	Not Listed	DECC	10/11/2018	10/11/2018 - 10/12/2018	**16.00**	2118
2018 Inclement Weather Qualification	Firearms	Qualifications	Duluth PD	1/25/2018	1/25/2018 - 3/23/2018	**3.00**	1488
2018 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Police Range	10/29/2018	10/29/2018 - 12/7/2018	**3.00**	1778
2018 OHV Laws & Regulations For L.E.	ATV	P.O.S.T.	Duluth PD	6/11/2018	6/11/2018 - 6/11/2018	**3.00**	1485
2018 Peer Support Training	Mental Health	Mental Health	Duluth	9/17/2018	9/17/2018 - 9/18/2018	**2.00**	1922
2018 Stonegarden Training	Not Listed	Not Listed	Not Listed	5/18/2018	1/1/2010 - 5/18/2018	**1.00**	1480
2018 Upper Midwest Regional CIT Conference	Not Listed	P.O.S.T.	Minneapolis, MN	10/9/2018	10/9/2018 - 10/9/2018	**8.00**	1784
2019 2nd Annual MN Police Mental Health Sympos	Mental Health	Mental Health	St. Paul	12/12/2019	12/12/2019 - 12/12/2019	**8.00**	1904
2019 Annual Firearms Qualification/Training	Firearms	Qualifications	Duluth PD	5/4/2019	5/4/2019 - 9/30/2019	**3.00**	1790

Duluth Police Department

Training By Officer / Name Of Training

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Guenther, Chad	#501	Patrol	Officer	694.75

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2019 Law Enforcement & Social Services Conferen	Community Policing	Professional Develop	St. Cloud, Minnesota	10/17/2019	10/17/2019 - 10/17/2019	**7.00**	1845
2019 Low Light/Inclement Weather Qualification	Firearms	Qualifications	Duluth Police Range	11/4/2019	11/4/2019 - 8/19/2020	**3.00**	1887
2019 MILO/Defensive Tactics Scenerio Training	Defense Tactics	Skills Enhancement	Duluth Police Department	3/18/2019	3/5/2019 - 4/18/2019	**2.00**	1781
2019 Peer Support	Mental Health	Mental Health	Duluth, Minnesota	10/15/2019	10/15/2019 - 10/16/2019	**14.00**	1843
2019 Resiliency P.O.W.E.R. Program 1&2	Mental Health	Professional Develop	St. Paul, MN	6/6/2019	6/6/2019 - 6/6/2019	**8.00**	1799
2019 Use of Force (DT Refresher)	Use of Force	Skills Enhancement	Duluth PD Range	11/4/2019	11/4/2019 - 12/23/2019	**2.00**	1889
2020 Annual Firearms Qualification	Firearms	P.O.S.T.	Duluth PD Range	7/3/2020	7/3/2020 - 10/3/2020	**3.00**	1898
2020 Basic Field Force Operations (FFO)	Protests	Incident Management	Duluth	2/24/2020	2/24/2020 - 2/27/2020	**7.00**	1954
2020 Combat Arrest Control Tactics	Defense Tactics	P.O.S.T.	Duluth, MN	10/28/2020	9/16/2020 - 10/30/2020	**4.00**	1920
2020 EVOC Training	EVOC	P.O.S.T.	Duluth, MN	9/22/2020	9/21/2020 - 9/24/2020	**10.00**	1897
2020 National Co-Responder Conference	Mental Health	Professional Develop	Olathe, Kansas	3/9/2020	3/9/2020 - 3/11/2020	**3.00**	1928
2020 New World RMS/Mobile/Ticket Writer Trainin	Other	In-Service	Not Listed	9/23/2020	9/16/2020 - 10/20/2020	**4.00**	1919
2020 Winning the Battle Seminar	Mental Health	P.O.S.T.	Not Listed	1/10/2020	1/10/2020 - 1/10/2020	**7.00**	1894
2021 Active Threat/Shooter Response	Use of Force	P.O.S.T.	Duluth	9/20/2021	8/30/2021 - 9/30/2021	**4.00**	2289
* 2021 Basic School Resource Officer	School Resource	Professional Develop	West Fargo, PD	8/2/2021	8/2/2021 - 8/6/2021	**40.00**	2298
2021 BCA Single Certification	Confidentiality	Certification	Online	12/1/2021	12/1/2021 - 12/1/2021	**1.00**	2311
2021 CIT Training (2-day Fall)	CIT	P.O.S.T.	Public Safety Building	12/6/2021	12/6/2021 - 12/7/2021	**32.00**	2362
2021 Combat Arrest and Control Tactics	Use of Force	P.O.S.T.	Duluth	9/20/2021	8/30/2021 - 9/30/2021	**4.00**	2288
2021 Duty to Intervene (PATROL Online)	Other	P.O.S.T.	Patrol Online	3/14/2021	3/14/2021 - 9/10/2021	**1.00**	2265
2021 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Range	12/6/2021	11/8/2021 - 12/22/2021	**3.00**	2342
2021 Mobile Field Force Aug 9th	Protests	Not Listed	Duluth	8/9/2021	8/9/2021 - 8/9/2021	**8.00**	2290
2021 Patrol Online Legislative Update	Criminal Laws	Not Listed	Online	9/1/2021	9/1/2021 - 9/1/2021	**1.00**	2281
2021 Peer Support The Importance of Basics	Mental Health	Professional Develop	Duluth	9/27/2021	9/27/2021 - 9/27/2021	**8.00**	2343
2021 Policing Protests (PATROL)	Protests	P.O.S.T.	Online	5/19/2021	3/14/2021 - 6/9/2021	**1.00**	2152
2021 SFST Update	DWI	P.O.S.T.	Public Safety Building	12/16/2021	9/7/2021 - 12/16/2021	**4.00**	2345
2021 Use of Force Part 1: Law and Principles	Use of Force	Not Listed	Online	2/27/2021	2/27/2021 - 6/14/2021	**1.00**	2139
2021 Use of Force Part 2: Law and Principles	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 6/14/2021	**1.00**	2140
2021 Use of Force Part 3: Readiness	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 3/15/2021	**1.00**	2141

Duluth Police Department

Training By Officer / Name Of Training

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Guenther, Chad	#501	Patrol	Officer	694.75

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Total Class Hours:	**695.75**	**Total Overtime Hours:**	**0.00**	**Total Other Hours:**	**0.00**	**Total Training Hours:**	**694.75**
In-Service Hrs: 48.00		CALEA Hrs: 0.00		State Approved Hrs: 435.50		Dept Required Hrs: 100.50	State Required Hrs: 138.00

1 Different Officers Listed	**Total Class Hours:**	**695.75**	**Total Officer Training Hours:** **694.75**
117 Different Training Classes	**Total Other Hours:**	**0.00**	**Total Overtime Hours:** **0.00**

In-Service Hrs: **48.00**	**CALEA Hrs:** **0.00**	**State Approved Hrs:** **435.50**	**Dept Required Hrs:** **100.50**	**State Required Hrs:** **138.00**

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
501	Guenther, Chad			

Agency	Date Hired
Duluth Police Department	

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
1/10/2020 1/10/2020	1/10/2020	2020 Winning the Battle Seminar	2020-1894 P.O.S.T.	Not Listed		7.00
2/24/2020 2/27/2020	2/24/2020	2020 Basic Field Force Operations (FFO) 00003-3101	2020-1954 Incident Management	Duluth		7.00
3/9/2020 3/11/2020	3/9/2020	2020 National Co-Responder Conference	2020-1928 Professional Development	Olathe, Kansas		3.00
7/3/2020 10/3/2020	7/3/2020	2020 Annual Firearms Qualification 06906-0256	2020-1898 P.O.S.T.	Duluth PD Range	Olejnicak, Joel Lead Instructor	3.00
9/21/2020 9/24/2020	9/22/2020	2020 EVOC Training 06906-0249	2020-1897 P.O.S.T.	Duluth, MN	Pruse, Steve Lead Instructor	10.00
9/16/2020 10/20/2020	9/23/2020	2020 New World RMS/Mobile/Ticket Writer Training 06906-0261	2020-1919 In-Service	Not Listed	Ceynowa, Mike Lead Instructor	4.00
9/16/2020 10/30/2020	10/28/2020	2020 Combat Arrest Control Tactics 06902-0262	2020-1920 P.O.S.T.	Duluth, MN	Olejnicak, Joel Lead Instructor	4.00
2/27/2021 6/14/2021	2/27/2021	2021 Use of Force Part 1: Law and Principles 09631-0336	2021-2139 Not Listed	Online		1.00
3/2/2021 3/15/2021	3/2/2021	2021 Use of Force Part 3: Readiness 09631-0342	2021-2141 Not Listed	Online		1.00
3/2/2021 6/14/2021	3/2/2021	2021 Use of Force Part 2: Law and Principles 09631-0341	2021-2140 Not Listed	Online		1.00
3/14/2021 9/10/2021	3/14/2021	2021 Duty to Intervene (PATROL Online) 09631-0344	2021-2265 P.O.S.T.	Patrol Online		1.00
3/14/2021 6/9/2021	5/19/2021	2021 Policing Protests (PATROL) 09631-0216	2021-2152 P.O.S.T.	Online		1.00
8/2/2021 8/6/2021	8/2/2021	2021 Basic School Resource Officer	2021-2298 Professional Development	West Fargo, PD		40.00

02/02/2022 MNJOA conference Duluth

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
501	Guenther, Chad			

Agency	Date Hired
Duluth Police Department	

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
8/9/2021 8/9/2021	8/9/2021	2021 Mobile Field Force Aug 9th 06906-0267	2021-2290 Not Listed	Duluth	Johnson, Ian	8.00
9/1/2021 9/1/2021	9/1/2021	2021 Patrol Online Legislative Update 09361-0355	2021-2281 Not Listed	Online		1.00
8/30/2021 9/30/2021	9/20/2021	2021 Combat Arrest and Control Tactics 06902-0262	2021-2288 P.O.S.T.	Duluth	Schmidt, Robert Lead Instructor	4.00
8/30/2021 9/30/2021	9/20/2021	2021 Active Threat/Shooter Response 06906-0268	2021-2289 P.O.S.T.	Duluth	Olejnicak, Joel	4.00
9/27/2021 9/27/2021	9/27/2021	2021 Peer Support The Importance of Basics 10529-0010	2021-2343 Professional Development	Duluth		8.00
12/1/2021 12/1/2021	12/1/2021	2021 BCA Single Certification	2021-2311 Certification	Online		1.00
12/6/2021 12/7/2021	12/6/2021	2021 CIT Training (2-day Fall) 06906-0252	2021-2362 P.O.S.T.	Public Safety Building		32.00
11/8/2021 12/22/2021	12/6/2021	2021 Low Light/Inclement Weather Qualification 06906-0251	2021-2342 P.O.S.T.	Duluth Range	Schmidt, Robert	3.00
9/7/2021 12/16/2021	12/16/2021	2021 SFST Update 3-3137	2021-2345 P.O.S.T.	Public Safety Building	Pruse, Steve Lead Instructor	4.00

I certify that the information entered in this form has been verified and is substantiated by records maintained by this department.

Total Hours: 148.00

Signature _____ Title _____ Date _____

(Department Head or Authorized Representative) Month Day Year

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hanna, Kelly Scott	#408	Patrol	Officer	393.50

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2008 Hangun Shooting on the Move:Fall 2008	Firearms	In-Service	Duluth	9/29/2008	9/22/2008 - 10/20/2008	**3.00**	671
2008 Low Light Inclement Weather Firearms Traini	Firearms	In-Service	Duluth, MN	2/27/2008	2/11/2008 - 2/28/2008	**4.00**	672
2008 M&P Pistol and ALS Holster Transition	Firearms	In-Service	Duluth	5/6/2008	5/5/2008 - 6/13/2008	**4.00**	666
2008 San Jose FTO	Not Listed	Not Listed	Duluth	12/29/2008	12/29/2008 - 12/30/2008	**16.00**	372
2009 COMPSTAT Training	In-Service	P.O.S.T.	Duluth	12/13/2009	12/13/2009 - 12/17/2009	**3.00**	92
2009 CPR / AED Training	CPR	P.O.S.T.	Duluth	11/3/2009	11/3/2009 - 11/9/2009	**2.50**	93
2009 Fall Firearms Training	Firearms	P.O.S.T.	Duluth	9/17/2009	9/17/2009 - 10/6/2009	**3.00**	102
2009 Firearms Training Simulator (MILO) System	Firearms	In-Service	Duluth	1/25/2009	1/24/2009 - 1/30/2009	**1.00**	670
2009 Interview & Interrogation / Search & Seizure	Investigations	P.O.S.T.	Duluth	5/26/2009	5/26/2009 - 6/9/2009	**2.00**	31
2009 Low Light Inclement Weather Firearms Traini	Use of Force	In-Service	Duluth	2/19/2009	2/9/2009 - 2/26/2009	**4.00**	669
2009 New Laws Training	Legal Updates	P.O.S.T.	Duluth	10/8/2009	10/8/2009 - 10/29/2009	**2.00**	94
2009 Spring/Summer Firearms Training	Firearms	P.O.S.T.	Duluth	6/2/2009	6/1/2009 - 6/29/2009	**2.00**	40
2009 Updated SFST Training	Not Listed	Not Listed	Duluth	1/27/2009	1/27/2009 - 1/27/2009	**4.00**	366
2009 X-26 Taser Re-certification	Use of Force	In-Service	Duluth, MN	6/12/2009	6/12/2009 - 7/27/2009	**4.00**	668
2010 BEAST Training	Computers	In-Service	Duluth	1/6/2010	1/5/2010 - 5/28/2010	**1.00**	352
2010 Bloodorne Pathogens	Bio Hazard	P.O.S.T.	Duluth	1/4/2010	1/4/2010 - 12/31/2010	**2.00**	96
2010 Customer Service Training	Miscellaneous	In-Service	Duluth	3/18/2010	3/18/2010 - 6/9/2010	**1.50**	353
2010 Defensive Tactics/PPCT Refresher	Defense Tactics	In-Service	Duluth	3/30/2010	3/30/2010 - 4/6/2010	**7.00**	356
2010 EVOC (Fall)	EVOC	Skills Enhancement	Duluth, MN	10/12/2010	10/12/2010 - 10/22/2010	**12.00**	1269
2010 Excited Delirium & In Custody Deaths	Miscellaneous	P.O.S.T.	Duluth	4/15/2010	4/15/2010 - 4/22/2010	**4.00**	172
2010 Fall Firearms Training	Firearms	Not Listed	Duluth	9/1/2010	9/1/2010 - 9/27/2010	**4.00**	478
2010 Hazardous Materials	Haz Mat	P.O.S.T.	Duluth	1/4/2010	1/4/2010 - 12/31/2010	**2.00**	95
2010 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	2/2/2010	2/2/2010 - 2/25/2010	**4.00**	103
2010 New Laws Updates	Legal Updates	In-Service	Duluth	10/28/2010	10/12/2010 - 11/16/2010	**2.00**	354
2010 Use of Force Simulator (MILO) Training	Use of Force	In-Service	Duluth	1/22/2010	1/22/2010 - 1/29/2010	**1.00**	355
2011 BCA Mobile Access Re-certification	Communications	Certification	Duluth, MN	2/4/2011	2/4/2011 - 3/4/2011	**1.00**	612
2011 Fall Firearms Training	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/29/2011	**4.00**	616
2011 Fall Firearms/Close Quarters Handgun Traini	Firearms	P.O.S.T.	Duluth	9/1/2011	9/1/2011 - 9/30/2011	**3.00**	1117
2011 L.O.C.K.U.P. Police Combat and Contol Tacti	Defense Tactics	Skills Enhancement	Duluth, MN	3/30/2011	3/30/2011 - 5/12/2011	**14.00**	615

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hanna, Kelly Scott	#408	Patrol	Officer	393.50

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2011 L.O.C.K.U.P. Police Combat and Contol Tacti	Tactical	P.O.S.T.	Duluth	3/30/2011	3/30/2011 - 6/30/2011	**14.00**	1116
2011 License Plate Reader (LPR) Training	Patrol Techniques	In-Service	Duluth, MN	1/18/2011	1/18/2011 - 2/7/2011	**1.00**	618
2011 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	2/3/2011	2/1/2011 - 2/28/2011	**4.00**	479
2011 MILO Judgement Shooting	Firearms	In-Service	Duluth, MN	11/30/2011	11/30/2011 - 12/9/2011	**1.00**	663
2011 New Law Updates	Legal Updates	P.O.S.T.	Webinar	11/23/2011	11/23/2011 - 11/23/2011	**2.00**	872
2011 Suspicious Activity Reporting(SAR) Initiative	Crime Prevention	Skills Enhancement	Duluth, MN	6/8/2011	6/8/2011 - 7/15/2011	**0.25**	617
2011 Tactical Search & Seizure	Search & Seizure	P.O.S.T.	Duluth	5/19/2011	5/19/2011 - 5/19/2011	**9.00**	548
2011 Use of Force Training Simulator (MILO) Syste	Use of Force	Not Listed	Duluth	1/23/2011	1/21/2011 - 1/28/2011	**0.75**	318
2012 ARMER 101 "History of" Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	786
2012 ARMER 101 "Interoperability" Training	Communications	In-Service	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	787
2012 ARMER 101 Radio Training	Communications	In-Service	Duluth, MN	9/1/2012	9/1/2012 - 12/31/2012	**1.00**	785
2012 Below 100 Officer Deaths Initiative Training	Officer Safety	In-Service	Duluth, MN	6/19/2012	6/19/2012 - 6/19/2012	**1.50**	910
2012 Fall Firearms-Tactical Anatomy	Firearms	P.O.S.T.	Duluth	9/1/2012	9/1/2012 - 12/31/2012	**4.00**	1040
2012 FTO Class	FTO	FTO	Duluth, MN	1/20/2012	1/20/2012 - 1/30/2012	**2.00**	741
2012 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2012	1/1/2012 - 12/31/2012	**3.00**	1035
2012 Use of Force Training	Use of Force	P.O.S.T.	Duluth	12/3/2012	12/3/2012 - 12/31/2012	**2.00**	1118
2013 Counter Ambush Firearms Tactics	Firearms	Not Listed	Duluth	7/1/2013	7/1/2013 - 8/31/2013	**4.00**	1038
2013 DVS Security Training	Confidentiality	P.O.S.T.	Not Listed	1/1/2013	1/1/2013 - 12/31/2013	**1.00**	998
2013 DWI & Traffic Safety Webinar	DWI	Not Listed	Online	8/12/2013	8/12/2013 - 8/30/2013	**1.00**	936
2013 Ethical Use of Computers	Ethics	P.O.S.T.	Online	8/22/2013	8/22/2013 - 8/22/2013	**1.00**	950
2013 Low Light Inclement Weather Firearms	Firearms	P.O.S.T.	Duluth	10/7/2014	2/11/2013 - 3/6/2013	**3.00**	1039
2013 OSHA Global Harmonization System Training	Haz Mat	Not Listed	Duluth, MN	11/4/2013	11/4/2013 - 12/31/2013	**1.00**	1013
2013 Use of Force Simulator-MILO	Use of Force	P.O.S.T.	Duluth	12/1/2013	12/1/2013 - 12/31/2013	**1.00**	1037
2014 Autism Awareness Training	Mental Health	Not Listed	Duluth	10/2/2014	10/22/2014 - 10/22/2014	**2.00**	1162
2014 AXON BODY CAMERA TRAINING	Other	P.O.S.T.	Duluth	5/1/2014	5/1/2014 - 7/31/2014	**1.00**	1107
2014 DVS Access via MyBCA	Not Listed	Not Listed	Not Listed	1/10/2014	1/10/2014 - 1/10/2014	**1.00**	956
2014 DWI & Traffic Safety Webinar	DWI	P.O.S.T.	Webinar	3/10/2014	3/10/2014 - 3/21/2014	**1.00**	989
2014 DWI/SFST Update	DWI	P.O.S.T.	Duluth	4/24/2014	4/24/2014 - 4/24/2014	**4.00**	1046
2014 Emergency Mgmt FEMA NIMS ICS 100, 200	Incident Management	Professional Develop	Online	1/1/2014	1/1/2014 - 12/31/2014	**1.00**	1025
2014 Fall Firearms Training	Firearms	Qualifications	Duluth	9/3/2014	9/3/2014 - 9/30/2014	**4.00**	1262

Duluth Police Department

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hanna, Kelly Scott	#408	Patrol	Officer	393.50

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2014 FTO Training	FTO	FTO	Duluth, MN	2/6/2014	2/6/2014 - 2/6/2014	**6.00**	959
2014 Low Light Inclement Weather Firearms Traini	Firearms	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**3.00**	1036
2014 New Laws Update	Criminal Laws	P.O.S.T.	Duluth	12/18/2014	11/6/2014 - 12/18/2014	**2.00**	1173
2014 SFST REFRESHER TRAINING	Other	P.O.S.T.	Duluth	4/24/2014	4/24/2014 - 4/24/2014	**1.00**	1069
2014 Spring Combat Arrest & Control Tactics	Tactical	P.O.S.T.	Duluth	1/1/2014	1/1/2014 - 12/31/2014	**4.00**	1041
2014 Use of Force Simulator-MILO	Use of Force	In-Service	Duluth, MN	12/6/2014	12/6/2014 - 12/18/2014	**1.00**	1264
2015 Community Policing Turnout Training	Community Policing	Professional Develop	Duluth, MN	7/24/2015	7/23/2015 - 8/20/2015	**0.50**	1344
2015 Domestic Violence Policy/Blueprint	Domestic Violence	In-Service	Duluth, MN	7/16/2015	7/28/2015 - 7/29/2015	**0.50**	1291
2015 EVOC (Fall) Training	EVOC	Skills Enhancement	Duluth, MN	9/23/2015	9/22/2015 - 11/18/2015	**10.00**	1345
2015 Fall Firearms Qualification	Firearms	Qualifications	Duluth PD Range	10/8/2015	10/8/2015 - 10/29/2015	**4.00**	1681
2015 Low Light and Inclement Weather Firearms	Firearms	Qualifications	Duluth, MN	2/9/2015	2/9/2015 - 3/18/2015	**3.00**	1263
2015 New Laws Update	Criminal Laws	In-Service	Duluth, MN	12/30/2015	11/17/2015 - 12/30/2015	**2.00**	1292
2015 Spring Combat, Arrest & Control Tactics	Tactical	Skills Enhancement	Duluth	4/30/2015	4/30/2015 - 5/28/2015	**4.00**	1261
2015-Use of Force (MILO) Simulator	Use of Force	Professional Develop	Not Listed	12/11/2015	12/11/2015 - 12/30/2015	**1.00**	1494
2016 Annual Firearms Qualifications	Firearms	Qualifications	Duluth Police Range	7/18/2016	7/17/2016 - 10/31/2016	**2.00**	1406
2016 Blueprint for Safety Training	Domestic Violence	Professional Develop	Duluth PD	3/28/2016	3/14/2016 - 5/12/2016	**1.50**	1346
2016 Inclement Weather Qualification	Firearms	Qualifications	Duluth, MN	3/1/2016	3/10/2016 - 4/18/2016	**1.00**	1490
2016 Low Light Firearms Qualification	Firearms	Qualifications	Duluth, MN	11/7/2016	11/7/2016 - 12/23/2016	**4.00**	1491
2016 Narcotics Training for Patrol	Drug	Skills Enhancement	Duluth	3/1/2016	3/1/2016 - 3/31/2016	**1.00**	1472
2016 New Laws Update Training	Criminal Laws	In-Service	Duluth PD	11/29/2016	11/29/2016 - 1/24/2017	**2.00**	1356
2016 Spring Combatives Training	Defense Tactics	P.O.S.T.	Duluth PD	5/31/2016	5/17/2016 - 6/8/2016	**3.00**	1423
2017 Annual Firearms Qualification	Firearms	Qualifications	Duluth Police Range	8/2/2017	8/2/2017 - 9/30/2017	**1.00**	1454
2017 Combat Arrest Control Tactics & Strategies	Defense Tactics	Skills Enhancement	Duluth, MN	11/13/2017	11/13/2017 - 3/18/2018	**2.00**	1489
2017 Fair and Impartial Policing for Pat. Officers	Bias Training	Professional Develop	Duluth, MN	9/25/2017	9/13/2017 - 1/16/2018	**7.00**	1457
2017 Inclement Weather Qualifications	Firearms	Qualifications	Duluth Police Range	1/20/2017	1/20/2017 - 3/30/2017	**4.00**	1455
2017 Low Light Firearms Qualification	Firearms	Qualifications	Duluth PD Range	11/4/2017	11/4/2017 - 12/22/2017	**4.00**	1487
2017 Taser Training	Taser	Professional Develop	Duluth Police Range	3/16/2017	3/16/2017 - 7/1/2017	**2.00**	1583
2018 Advanced FTO Training	FTO	FTO	Duluth, MN	1/8/2018	1/8/2018 - 1/8/2018	**7.00**	1482
2018 Annual Firearms Qualification	Firearms	Qualifications	Duluth PD Range	7/21/2018	7/21/2018 - 10/4/2018	**3.00**	1683
2018 Hostile Event Response (3echo) Training	Critical Incidents	Incident Management	Duluth, MN	5/23/2018	5/23/2018 - 5/25/2018	**4.50**	1531

Duluth Police Department

Training By Officer / Name Of Training

* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours
Hanna, Kelly Scott	#408	Patrol	Officer	393.50

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2018 Inclement Weather Qualification	Firearms	Qualifications	Duluth PD	1/25/2018	1/25/2018 - 3/23/2018	**3.00**	1488
2018 Less Lethal Launcher Training	Patrol Techniques	Incident Management	Duluth PD	3/17/2018	2/10/2018 - 5/6/2018	**2.00**	1957
2018 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Police Range	11/21/2018	10/29/2018 - 12/7/2018	**3.00**	1778
2018 Strategic Social Media Exploitation for LE	Investigations	P.O.S.T.	Not Listed	2/20/2018	2/20/2018 - 2/20/2018	**4.00**	1545
2019 Annual Firearms Qualification/Training	Firearms	Qualifications	Duluth PD	5/4/2019	5/4/2019 - 9/30/2019	**3.00**	1790
2019 Low Light/Inclement Weather Qualification	Firearms	Qualifications	Duluth Police Range	11/4/2019	11/4/2019 - 8/19/2020	**3.00**	1887
2019 MILO/Defensive Tactics Scenerio Training	Defense Tactics	Skills Enhancement	Duluth Police Department	3/13/2019	3/5/2019 - 4/18/2019	**2.00**	1781
2019 Personal & Professional Breakthrough Trainin	Mental Health	Mental Health	Duluth, MN	3/6/2019	3/5/2019 - 3/6/2019	**7.00**	1776
2019 Use of Force (DT Refresher)	Use of Force	Skills Enhancement	Duluth PD Range	11/4/2019	11/4/2019 - 12/23/2019	**2.00**	1889
2020 Annual Firearms Qualification	Firearms	P.O.S.T.	Duluth PD Range	7/3/2020	7/3/2020 - 10/3/2020	**3.00**	1898
2020 Basic Field Force Operations (FFO)	Protests	Incident Management	Duluth	2/24/2020	2/24/2020 - 2/27/2020	**7.00**	1954
2020 Combat Arrest Control Tactics	Defense Tactics	P.O.S.T.	Duluth, MN	9/16/2020	9/16/2020 - 10/30/2020	**4.00**	1920
2020 EVOC Training	EVOC	P.O.S.T.	Duluth, MN	9/22/2020	9/21/2020 - 9/24/2020	**10.00**	1897
2020 New World RMS/Mobile/Ticket Writer Trainin	Other	In-Service	Not Listed	9/23/2020	9/16/2020 - 10/20/2020	**4.00**	1919
2021 Active Threat/Shooter Response	Use of Force	P.O.S.T.	Duluth	9/20/2021	8/30/2021 - 9/30/2021	**4.00**	2289
2021 CIT (4-Day) Fall	CIT	P.O.S.T.	Spirit Mountain-Duluth	9/27/2021	9/27/2021 - 9/30/2021	**32.00**	2301
2021 Combat Arrest and Control Tactics	Use of Force	P.O.S.T.	Duluth	9/20/2021	8/30/2021 - 9/30/2021	**4.00**	2288
2021 Duty to Intervene (PATROL Online)	Other	P.O.S.T.	Patrol Online	3/14/2021	3/14/2021 - 9/10/2021	**1.00**	2265
2021 Low Light/Inclement Weather Qualification	Firearms	P.O.S.T.	Duluth Range	12/8/2021	11/8/2021 - 12/22/2021	**3.00**	2342
2021 mobile Field Force Aug 13th	Protests	Not Listed	Duluth	8/13/2021	8/13/2021 - 8/13/2021	**8.00**	2291
2021 Use of Force Part 1: Law and Principles	Use of Force	Not Listed	Online	2/27/2021	2/27/2021 - 6/14/2021	**1.00**	2139
2021 Use of Force Part 2: Law and Principles	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 6/14/2021	**1.00**	2140
2021 Use of Force Part 3: Readiness	Use of Force	Not Listed	Online	3/2/2021	3/2/2021 - 3/15/2021	**1.00**	2141

Total Class Hours:	**395.50**	**Total Overtime Hours:**	**0.00**	**Total Other Hours:**	**0.00**	**Total Training Hours:**	**393.50**

In-Service Hrs:	52.00	CALEA Hrs:	0.00	State Approved Hrs:	202.00	Dept Required Hrs:	67.50	State Required Hrs:	125.00

1	Different Officers Listed	**Total Class Hours:**	**395.50**
112	Different Training Classes	**Total Other Hours:**	**0.00**

Total Officer Training Hours:	**393.50**
Total Overtime Hours:	**0.00**

In-Service Hrs:	**52.00**	**CALEA Hrs:**	**0.00**	**State Approved Hrs:**	**202.00**	**Dept Required Hrs:**	**67.50**	**State Required Hrs:**	**125.00**

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
408	Hanna, Kelly Scott			
Agency: Duluth Police Department				Date Hired

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
2/24/2020 2/27/2020	2/24/2020	2020 Basic Field Force Operations (FFO) 00003-3101	2020-1954 Incident Management	Duluth		7.00
7/3/2020 10/3/2020	7/3/2020	2020 Annual Firearms Qualification 06906-0256	2020-1898 P.O.S.T.	Duluth PD Range	Olejnicak, Joel Lead Instructor	3.00
9/16/2020 10/30/2020	9/16/2020	2020 Combat Arrest Control Tactics 06902-0262	2020-1920 P.O.S.T.	Duluth, MN	Olejnicak, Joel Lead Instructor	4.00
9/21/2020 9/24/2020	9/22/2020	2020 EVOC Training 06906-0249	2020-1897 P.O.S.T.	Duluth, MN	Pruse, Steve Lead Instructor	10.00
9/16/2020 10/20/2020	9/23/2020	2020 New World RMS/Mobile/Ticket Writer Training 06906-0261	2020-1919 In-Service	Not Listed	Ceynowa, Mike Lead Instructor	4.00
2/27/2021 6/14/2021	2/27/2021	2021 Use of Force Part 1: Law and Principles 09631-0336	2021-2139 Not Listed	Online		1.00
3/2/2021 3/15/2021	3/2/2021	2021 Use of Force Part 3: Readiness 09631-0342	2021-2141 Not Listed	Online		1.00
3/2/2021 6/14/2021	3/2/2021	2021 Use of Force Part 2: Law and Principles 09631-0341	2021-2140 Not Listed	Online		1.00
3/14/2021 9/10/2021	3/14/2021	2021 Duty to Intervene (PATROL Online) 09631-0344	2021-2265 P.O.S.T.	Patrol Online		1.00
8/13/2021 8/13/2021	8/13/2021	2021 mobile Field Force Aug 13th 06906-0267	2021-2291 Not Listed	Duluth	Johnson, Ian	8.00
8/30/2021 9/30/2021	9/20/2021	2021 Combat Arrest and Control Tactics 06902-0262	2021-2288 P.O.S.T.	Duluth	Schmidt, Robert Lead Instructor	4.00
8/30/2021 9/30/2021	9/20/2021	2021 Active Threat/Shooter Response 06906-0268	2021-2289 P.O.S.T.	Duluth	Olejnicak, Joel	4.00
9/27/2021 9/30/2021	9/27/2021	2021 CIT (4-Day) Fall 06906-0252	2021-2301 P.O.S.T.	Spirit Mountain-Duluth	Brian Jones Lead Instructor	32.00

02/02/22 MNJOA Conference DULUTH

#TL-1

Training Log

ID Number	Name Of Law Enforcement Officer	Date of Birth	Race	Social Security Number
408	Hanna, Kelly Scott			

Agency	Date Hired
Duluth Police Department	

Class Dates	Date Attended	Course Or Subject Title	Training Number Category	Location	Instructor	Training Hours
11/8/2021 12/22/2021	12/8/2021	2021 Low Light/Inclement Weather Qualification 06906-0251	2021-2342 P.O.S.T.	Duluth Range	Schmidt, Robert	3.00
					Total Hours:	**83.00**

I certify that the information entered in this form has been verified and is substantiated by records maintained by this department.

Signature _____ Title _____ Date _____

(Department Head or Authorized Representative) Month Day Year

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ISD 709
DULUTH PUBLIC SCHOOLS
AUG 17 2021
APPROVED BY
THE SCHOOL BOARD

SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT

THIS AGREEMENT is by and between INDEPENDENT SCHOOL DISTRICT NO. 709 hereinafter referred to as the "School District", and the CITY OF DULUTH, hereinafter referred to as "City".

WHEREAS, the School District and the City desire to join in mutual effort to curb delinquency and crime in the community and to develop better community understanding of law and law enforcement; and

WHEREAS, the State Legislature has provided in Minnesota Statutes Section 126C.44, a vehicle to fund a cooperative effort by the School District and City to curb juvenile delinquency and crime;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, the School District and City agree as follows:

ARTICLE I
SCHOOL RESOURCE OFFICER DEFINITION AND DUTIES

1. For the purpose of this Agreement, the term "school resource officer" (SRO) shall have the meaning and duties described by this article and in the job description attached to this Agreement as Exhibit A.

1.1. The school resource officer will be a police officer of the Duluth Police Department who will assist in the establishment and coordination of a cooperative community approach among schools, parents, police and other resources in reaching the children's and the community's needs and problems.

1.2. The duties of the school resource officer include the following:

a. SROs will not have responsibility for enforcement of school discipline.

b. Actively promote the goals and mission statement of the Duluth Police Department.

c. Promote and participate in the Department's community policing efforts.

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d. Conduct preliminary and follow-up investigations, to include interviews, collection of evidence, prepare and serve warrants, and submit cases to the St. Louis County Attorney's Office for juvenile prosecution.

e. Work in cooperation with agencies that serve juvenile justice needs, to include government and supportive service agencies.

f. Work with entities outside the school to resolve issues involving juvenile behavior.

g. Serve as a resource to staff, administration, parents and students regarding juvenile justice issues. Be a resource for students who may need help for any reason. This may include speaking or presenting to a class or other venues on topics relating to school safety and student welfare.

h. Serve as a resource to other officers in coordinating and facilitating information as well as investigations involving juveniles.

i. Meet or participate in student-focused teams in school.

j. Make referrals to the appropriate community service agencies or school personnel when the SRO is made aware of information or observes conditions that jeopardize the welfare of students.

k. When making enforcement decisions, be able to consider other courses of action to confinement, such as Bethany, releasing to family, consulting with probation, social services, Juvenile Detention Alternatives Initiatives (JDAI) community coaches, or other appropriate organizations. Other courses of action to punitive measures may also include school, or community-based restorative programs.

l. Establish a close association with youth who have committed delinquent acts to reduce recidivism.

m. Monitor runaway reports, and take action when appropriate. Make referrals to the appropriate human service agencies.

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n. Conduct investigations within the school and surrounding community, both criminal and other, as deemed necessary by the Police Department or between the Police Department and school personnel by mutual agreement.

o. Investigate cases as assigned by the Police Department. These cases will vary in number and complexity thereby requiring flexibility in the hours that the officer works and requiring a freedom to leave the school building at various times.

p. In the instance of law violations, serve in the normal police officer capacity. That is, the officer has the obligation to protect life, limb and property; to prevent crime; to recover stolen and lost property; and to apprehend and prosecute offenders, but in so doing, to orient activities toward rehabilitation and correction.

q. Continue as a member and employee of the Police Department of the City of Duluth and will operate under the direct administration and supervision of the Police Department. Work in cooperation with school administrators towards mutually agreed upon goals involving the Police Department, the School District, and the students. The SRO shall not have disciplinary authority within the school.

ARTICLE II
FUNDING OF THE SCHOOL RESOURCE OFFICER PROGRAM

2. The parties agree that, notwithstanding the date of execution, this Agreement shall commence on Wednesday, September 1, 2021 and will continue through the end of the 2021-2022 school year, terminating on Thursday, June 9, 2022. The parties further agree that during the life of this Agreement the number of school resource officers actually employed pursuant to this contract may be adjusted upward or downward by mutual consent of the parties.

2.1 During the term of this Agreement, school resource officers shall be made available to the School District at approximately seventy-seven (77) percent of their time (annually) working directly on school district issues as identified in Paragraphs 1.2 a-q, above.

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2.2 School District agrees to pay to City the total sum of $277,096.00 for a total of four (4) school resource officers during the term of this Agreement in accordance with the following schedule:

a. Fifty (50) percent of the total amount is due and owing on September 1, 2021 ; and

b. Fifty (50) percent of the total amount is due and owing on February 15, 2022.

c. The City agrees to provide an invoice for payments specified in this Article. All payments received under Paragraph 2.2 above shall be deposited in City Fund Number 110-160-1610-4261.

ARTICLE III
RESPONSIBILITY OF SCHOOL DISTRICT

3. The School District shall be responsible for the following duties and/or services:

a. Provide guidance and assistance to the school resource officers through the principals, teachers, administrative staff and student body.

b. Provide a private office, desk, telephone with outside line for use by the school resource officers to meet with people on both a public and private meeting basis.

c. Require its principals to coordinate the efforts of the school resource officer within the schools.

ARTICLE IV
RESPONSIBILITY OF CITY

4. The City shall be responsible for the following duties and/or services:

a. Provide school resource officers to the school district in the middle and secondary schools in the numbers as agreed to in Paragraph 2, above.

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b. Assign each of the school resource officers using a team approach which allows for better coverage during each school year. Assignments shall be at the discretion of the Chief of Police or the Chief's designee.

c. Provide Police Department equipment needed by the school resource officer to perform necessary functions.

d. Provide training and education within the scope of the Police Department of the City.

e. Provide temporary replacements for the school resource officers as deemed necessary by the Police Department or in the event a school resource officer's absence extends beyond five consecutive days.

f. The City will collaborate with School District administration in the hiring and performance review process of all SROs.

ARTICLE V
INDEMNITY AND HOLD HARMLESS

5. The City agrees to indemnify and save harmless the School District of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Workman's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by the City of any property, structures, or equipment of the School District (whether improved , modified, altered, or developed by the City or otherwise) or any activities sponsored by the City taking place on any such property, structures or equipment.

5.1 The School District agrees to indemnify and save harmless the City of and from any and all liability and expenses, including attorneys' fees, of any nature whatsoever (including any claim on account of any injuries, diseases, or claimed injuries or diseases compensable under the Workman's Compensation Laws of the State of Minnesota) resulting or in any manner arising out of the use by the School District of any property, structures or equipment of the City (whether improved, modified, altered, or developed by

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the School District or otherwise) or any activities sponsored by the School District taking place on any such property, structures or equipment.

5.2 The indemnity provisions of Paragraph 5 shall not apply to any liability incurred by the School District as a result of any wrongful or tortious acts of the School District, its officers, agents or employees.

5.3 The indemnity provisions of Paragraph 5.1 hereof shall not apply to any liability or expenses incurred by the City as a result of any wrongful or tortious acts of the City, its officers, agents or employees.

5.4 The parties hereto agree to cooperate with one another in the defense of any claim, demand or rights of action within the terms of this Agreement.

5.5 In no case shall either party's obligation to indemnify the other party exceed the statutory liability limit of the other party.

ARTICLE VI
GENERAL PROVISIONS

6. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint venture, or joint enterprise between the parties hereto or as constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.

6.1 This Agreement is to be construed and understood solely as an Agreement between the parties hereto and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the parties hereto, may be waived at any time by mutual agreement between the parties hereto.

6.2 Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.

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

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6.4 The waiver by the parties of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.

6.5 Notice to City provided for herein shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to Duluth Chief of Police, 2030 N. Arlington Avenue, Duluth, Minnesota 55811. Notices to School District shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to ISD 709, Director of Business Services, 215 N 1st Ave East, Duluth Minnesota 55802 or to such other respective persons or addresses as the parties may designate to each other in writing from time to time.

6.6 This Agreement may be executed in separate counterparts with the same effect as if all signatures were on the same Agreement.

6.7 For purposes of this Agreement, a telecopy or facsimile document and signature shall be deemed as, and shall serve as, an original Agreement and signature.

6.8 This Agreement, along with any attached exhibits, embodies the entire understanding of the parties and there are no further or other agreements, permits, or understandings, written or oral, in effect between the parties relating to the subject matter hereof.

6.9 The understandings of Paragraph 6.8 above shall also extend to any uncommunicated expectations the parties may have and not specifically mentioned in this Agreement.

[Remainder of page intentionally left blank; signature page to follow.]

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IN WITNESS WHEREOF, the parties hereto have set their hands the day and date shown below.

CITY OF DULUTH

By: DocuSigned by: 36F2E826ED714AA...
Mayor

ATTEST: DocuSigned by: Chelsea Helmer C7A24D125B3459...
City Clerk

DATE: 9/7/2021

INDEPENDENT SCHOOL DISTRICT NO. 709

By Jim Lafferd
Chairman

DocuSigned by:
ATTEST: Alanna Oswald
Clerk

Countersigned:

DocuSigned by: John Bailey 5D14A8AA0C0F4D2...
City Auditor

Approved as to form:

DocuSigned by: Robert Asleson F4C4D28DE08942A...
City Attorney

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EXHIBIT A

DULUTH POLICE DEPARTMENT

JOB SPECIFICATIONS

SCHOOL RESOURCE OFFICER

I. PURPOSE:

The Police Department maintains school resource officers to reduce delinquency and crime in the community; to help develop a better understanding of laws and law enforcement among young people and to develop and maintain a cooperative relationship with the Duluth School District.

II. ASSIGNMENT:

Assignment to the position of school resource officer shall be deemed temporary and not a promotion. Reassignment may occur at any time depending on officer performance and the need and priorities of the Police Department's Administration. Assignment as a school resource officer is anticipated to last three years, after which a rotation of assignment may occur.

All school resource officers work under the direct supervision of the Juvenile Services Unit Sergeant. During school holidays and days off, the school resource officer may be assigned other duties within the patrol area or elsewhere, depending upon departmental needs

III. DUTIES AND RESPONSIBILITIES:

The school resource officer's primary responsibility is one of being a sworn law enforcement officer. However, the school resource officer will assist in the coordination of a community approach to juvenile issues involving the schools, parents, police, and outside resources reaching the needs of both children and the community. This blended community approach will include:

- Actively promote and support the goals and mission statement of the Duluth Police Department;
- Promote and participate in the Department Community Policing effort;
- Operate under the direct administration and supervision of the Duluth Police Department;
- Conduct preliminary and follow-up investigations, complete initial event reports as necessary, and process assigned cases. The cases may involve the following assigned responsibilities:
    - interview complainants, witnesses, victims, and subjects, and taking statements when necessary;
    - collect and preserve evidence and provide for its identification and analysis;
    - prepare and serve search warrants and arrest warrants when needed;
    - complete written reports; and
    - present completed cases for prosecution or diversion in accordance with the guidelines set up by the St. Louis County Attorney and the Duluth Police Department

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- Work in cooperation with the Duluth School District, District Court, St. Louis County Attorney's office, Arrowhead Regional Corrections, St. Louis County Social Services, Safe School Healthy Students Partners, detention and shelter facilities;
- Process arrests during school days when possible. Process status and non-status offenders until Social Service agencies can become involved;
- Work with residents, businesses, students, and staff to identify and resolve unique neighborhood/school problems and issues;
- Serve as a resource to staff, administration, parents, and students regarding police and juvenile policies and procedures, and juvenile court procedures and determinations. Be available to help students who may be experiencing problems for whatever reasons.
- When available, respond to teachers' requests to speak to classes;
- Perform public relations activities as requested by the Duluth Police Department and the Duluth School District;
- Serve as a resource to other officers in coordinating and facilitating information and investigations concerning juveniles;
- Meet or participate in student focused teams at the school;
- Check school grounds for loiterers and take appropriate action;
- Make referral to the appropriate community agency or school personnel when the officer receives information or observes the conditions that jeopardize the welfare of students;
- When making enforcement decisions, be able to consider other courses of action to confinement, such as Bethany, releasing to family members, consulting with probation, social services or other appropriately responsible organizations.
- Work with school staff, offenders, victims and parents to resolve conflicts and help students develop conflict resolution skills.
- Speak with classes to educate them about what your responsibilities are to help them understand police can provide other services other than arrests.
- Establish a close association with youth who have committed delinquent acts to decrease recidivism;
- Identify gang activity and members; develop and implement plans related to deterring gang recruiting and increasing enforcement; and
- Monitor reported runaway reports and take action on same when appropriate. Make referral to appropriate human service agency.
- Assist with the School Safety Patrol and DARE Programs.

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City of Duluth

411 West First Street
Duluth, Minnesota
55802

Certified Copy

Resolution: 21-0577R

RESOLUTION AUTHORIZING PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH INDEPENDENT SCHOOL DISTRICT NO. 709 TO PROVIDE FOR LAW ENFORCEMENT OFFICERS IN THE PUBLIC SCHOOLS.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to enter into an agreement with Independent School District No. 709 to provide law enforcement officers in the public schools, said agreement to be substantially in the form of the attached document A; payments from the school district to be deposited in Fund No. 110-160-1610-4261 (general, police, administration and investigation, Independent School District 709).

This Resolution was adopted unanimously.

I, Chelsea Helmer, City Clerk of the City of Duluth, Minnesota, do hereby certify that I have compared the foregoing passed by the city council on 8/16/2021, with the original approved and that the same is a true and correct transcript therefrom.IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said city of Duluth.

Chelsea Helmer, City Clerk

DocuSigned by:

By: Chelsea Helmer
7A24D1125583459...

Duluth, Minnesota

9/7/2021

DocuSi

RESOLUTION

School Board Support for School Resource Officer (SRO) Contract Negotiations, Policy and Procedure Review and Engagement Efforts

WHEREAS, the School Board of the Duluth Public Schools recognizes the timing of creating contracts does not always fall within the school board meeting schedule for approval; and

WHEREAS, the School Board of the Duluth Public Schools recognizes that policies, procedures, and contractual agreements are reviewed in an effort to reduce inequitable practices outcomes; and

WHEREAS, the School District is deeply engaged in fall planning while awaiting the Minnesota Departments of Education and Health the 2020-21 school year; and

WHEREAS, the School District has an approved budget for a contract for the 2020-21 school year for school resource officers.

NOW, THEREFORE, BE IT RESOLVED that the School Board directs District administration to engage with the City of Duluth Police Department to create a School Resource Officer Contract for the 2020-21 school year only and that the contract language be considered and approved by the School Board for deeper alignment with district philosophies and practices.

NOW, THEREFORE, BE IT ALSO BE RESOLVED that the School Board directs District administration to complete a district policy and procedures analysis, and create a prioritized and revision plan using the Equity Framework and resources.

NOW, THEREFORE, BE IT ALSO BE RESOLVED that the School Board directs District administration to launch dialog sessions with high school student groups to discuss issues of equity, race, and power, including a focus on the role of the School Resource Officers.

NOW, THEREFORE, BE IT ALSO BE RESOLVED that the School Board directs District administration to assess the impacted communities' experience of, and perspective on, the SRO program and seriously consider that input for possible structural or contractual changes if future contracts are pursued.

NOW, THEREFORE, BE IT ALSO BE RESOLVED that the District administration will provide the School Board with regular updates as well as a mid-year report on these efforts.

ISD 709 Duluth Public Schools

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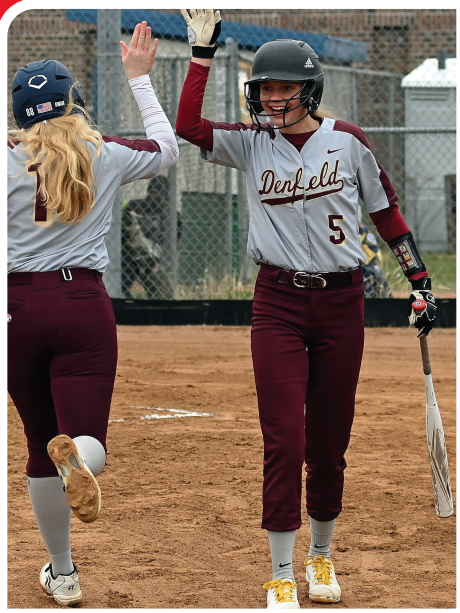

Family *and* Student HANDBOOK

Pre K-Gr. 12 • 2021-22

F5085-R (Rev. 11/21)

Contents

2021-22 Safe Learning Plan 2
Additional Teaching, Learning & Equity Administration 9
Assessment 25
Behavior Levels 48
Co-Curricular Activities 36
Communications 14
Community Education/Out of School Time Programs and Services 43
Definitions of Disciplinary Actions 61
Department of Teaching, Learning and Equity 6
District Forms 98
District Policies 65
Dress Code Regulation 45
Educational Programming/Curriculum 15
Electronic Technologies/Cyber Safety 26
Elementary School Administration 7
Emergency Response Information and Parents Right to Know Act 2000 44
Enrolling for School 14
Harassment, Violence, and Bullying Behavior 47
Health Regulations and Procedures 27
ISD 709 Community Vision and Priorities 2
Message from the Assistant Superintendent 4
Message from the Superintendent 3
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) 12
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA) 13
Nutrition Services 31
Our Beliefs About and Commitments to Equity 2
Philosophy of Learning 2
Roles and Responsibilities 63
School Board 5
Secondary School Administration 8
Special Education Services 25
Standards of Conduct 48
Student Rights and Responsibilities 10
Support Services 21
Transportation 33
Wellness 32

Philosophy of Learning

Duluth Public Schools strives to create a safe, equitable and welcoming environment that fosters growth in relationships, academics, social-emotional competency and life skills. We believe it is important to develop the unique potential of each student by providing quality, challenging, engaging, and differentiated instructional opportunities in order to establish a foundation for lifelong success that result in positive contributions to our community and wider society. We believe that each student, staff member, parent/guardian, and community member add value to our school community and that engagement and collaboration with all stakeholders is of utmost importance in our student's education and success. We work to ensure that we are empowering students to be leaders, problem-solvers, and innovators throughout their education. We continue to make it a priority that we are delivering flexible and culturally responsive instruction so that each student receives an education that aligns with best practice, current research, and state/national standards.

ISD 709 Community Vision and Priorities

We will build on our shared beliefs and values of unity, high achievement and responsible use of resources to create Duluth Public Schools and classrooms that are safe, supportive and inclusive. We will work to inspire every student to achieve their potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

Duluth Public Schools aims to achieve our goals and efforts through fostering a culturally responsive, trauma responsive, and restorative school culture that promotes positive relationships, mutual respect for all, builds on student's strengths and culture, and believes in the potential of all members. Our philosophy of learning is where we aim to be and is the undercurrent for advancement and success for all.

Our Beliefs About and Commitments to Equity

Educational equity is the condition of justice, fairness and inclusion in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potentials. The pursuit of educational equity recognizes the historical conditions and barriers that have prevented opportunity and success in learning for students based on their races, genders, sexual orientations, incomes, and other social conditions. Creating greater equitable outcomes depends upon having inclusive policies and equitable practices that represent all students and staff and provide each student and staff increased access to allow for meaningful participation in high-quality learning and working experiences where each student and staff realizes positive outcomes. We recognize the importance of continuous ongoing work to address racism, sexism, bias, and equity in district policies and practices. This is challenging work that must be of the highest priority in order for our district to achieve its vision for all.

2021-22 Safe Learning Plan

This plan is intended to provide a unified and focused approach to support Duluth Public Schools transition from education during the pandemic to a new and better normal for students, families and staff.

A variety of stakeholder input, including staff and family surveys and focus groups, informed decision making and helped prioritize strategies and resources. Input on best practice safety measures from the MN Department of Health, the MN Department of Education and the St. Louis County Public Health & Human Services Department are used in establishing safety protocols.

The plan will inform and lead into a longer range and continuous District Strategic Plan as has been prioritized by district stakeholders.

The Safe Learning Plan reflects current state and national guidance and is subject to change based on future guidance. The current plan, and updates to the plan, are provided on the District website at www.ISD709.org/SafeLearningPlan.

Message from the Superintendent

Dear Families and Students,

Each new school year begins with an exciting sense of newness and fresh beginnings. This year, as we move forward in returning to a new and better normal for education, our sense of excitement and hope is even greater than ever before. We cannot wait to see the smiling faces of our students as they walk through our doors.

After over a year of pandemic learning, we are emerging with renewed energy to focus on our shared beliefs on learning and community that guide our discipline policies and practices, as well as the information within this handbook. This work, as it should be, is based upon ongoing and continued conversations with many stakeholders. As we learn more about best practices of guiding and positively shaping student behavior, we have revised our responses to reflect this increased awareness. We also realize that all systems have room for improvement . We are in a state of continual refinement to ensure that our practices are bias free and focused on building success for each of our learners.

We believe that by working together in these efforts, we will create meaningful relationships, engaging learning, and positive school climate and culture. The end results will be increased happiness and academic achievement for each student of the Duluth Public Schools.

We also invite you to contact your teachers, staff, and administration if you have any questions or comments as you use this handbook as a resource. Please know that we are thrilled to partner with you for an amazing experience.

Best wishes for a great school year!

Sincerely,

John Magas

John Magas
Superintendent of Schools

Message from the Assistant Superintendent

Dear Students and Families,

Welcome to the 2021-2022 school year! Duluth Public Schools is committed to fulfilling its mission to inspire every student to achieve his or her potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world. In order for us to achieve our mission, it is imperative more than ever before that great communication exists between families and the district. Therefore, please take time to review the student and family handbook and contact us if you have any questions. Thank you in advance for your trust and continued support of Duluth Public Schools.

Educationally yours,

Anthony Bonds

Anthony Bonds
Assistant Superintendent of Teaching, Learning & Equity
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(218) 336-8776 Fax
Anthony.Bonds@isd709.org

School Board

Go to the Duluth Public Schools' website at www.isd709.org/district/school-board to access agendas and information related to upcoming School Board meetings. Please feel free to call (218) 336-8752 or email patricia.paquette@isd709.org if you have questions. Regular School Board meetings are broadcast live on Cable Channel 187.

	Jill Lofald **District 4 - Chairperson** 6310 Elinor St Duluth MN 55807 (218) 391-4696 Jill.Lofald@isd709.org		**Kelly Durick Eder** **At Large – Vice Chair** 2921 N. 22nd Avenue West Duluth, MN 55811 (701) 741-6003 Kelly.DurickEder@isd709.org
	Alanna Oswald **At Large - Clerk** 615 N. 56th Avenue West Duluth MN 55807 (218) 393-5365 Alanna.Oswald@isd709.org		**Sally Trnka** **At Large– Treasurer** 1828 Columbus Ave Duluth, Minnesota 55803 (218) 310-3070 Sally.Trnka@isd709.org
	Rosie Loeffler-Kemp **District 1** 2902 Bald Eagle Trail Duluth MN 55804 (218) 525-6878 Rosalie.LoefflerKemp@isd709.org		**David Kirby** **District 2** 2216 E. 2nd Street Duluth MN 55812 (218) 724-7095 David.Kirby@isd709.org
	Paul Sandholm **District 3** 3933 Fountain Gate Dr Duluth, MN 55811 (218) 428-7386 Paul.Sandholm@isd709.org		**John Magas** **Superintendent** 4316 Rice Lake Rd, Ste 108 Duluth, MN 55811 (218) 336-8700 ext. 1109 John.Magas@isd709.org

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	DIRECTOR OF ELEMENTARY TEACHING, LEARNING AND EQUITY **Brenda Spartz** Brenda.Spartz@isd709.org Office: (218) 336-8711 Fax: (218) 336-8788		**DIRECTOR OF SECONDARY TEACHING, LEARNING AND EQUITY** **Jen Larva** Jennifer.Larva@isd709.org Office: (218) 336-8711 Fax: (218) 336-8788
	DIRECTOR OF SPECIAL SERVICES **Jason Crane** Jason.Crane@isd709.org Office: (218) 336-8741 Fax: (218) 336-8775		**ASSISTANT DIRECTOR OF SPECIAL SERVICES** **Jackie Ward** Jackie.Ward@isd709.org Office: (218) 336-8741 Fax: (218) 336-8775
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	CLIMATE COORDINATOR **Jacob Laurent** Jacob.Laurent@isd709.org Office: (218) 336-8700 x2767 Fax: (218) 336-8776		**FAMILIES IN TRANSITION COORDINATOR** **Katie Giizhiganangikwe Danielson** Katie.Danielson@isd709.org Office: (218) 336-8700 x3345 Fax: (218) 336-8788
	MENTAL HEALTH/SOCIAL, EMOTIONAL, BEHAVIORAL MTSS COORDINATOR **Callie DeVriendt** Callie.DeVriendt@isd709.org Office: (218) 336-8880 x3359 Fax: (218) 336-8894		**FEDERAL PROGRAMS COORDINATOR** **Dr. Darren Sheldon** Darren.Sheldon@isd709.org Office: (218) 336-8710 Fax: (218) 336-8788

Elementary School Administration

CONGDON PARK ELEMENTARY

Kathi Kusch Marshall, Principal
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Duluth, Minnesota 55812
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Fax: (218) 336-8829

LOWELL ELEMENTARY

Eve Hessler, Principal
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HOMECROFT ELEMENTARY

Tom Cawcutt, Principal
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Fax: (218) 336-8869

MYERS-WILKINS ELEMENTARY

Amy Worden, Principal
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LAKEWOOD ELEMENTARY

Darren Sheldon, Principal
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5207 North Tischer Road
Duluth, Minnesota 55804
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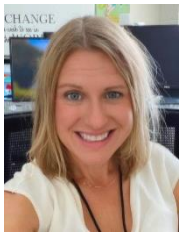
Fax: (218) 336-8874



PIEDMONT ELEMENTARY

Jennifer Bobbe, Principal
Jennifer.Bobbe@isd709.org
2827 Chambersburg Avenue
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LAURA MACARTHUR ELEMENTARY

Jim Erickson, Principal
James.Erickson@isd709.org
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STOWE ELEMENTARY

Jessica Cook, Principal
Jessica.Cook@isd709.org
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Duluth, Minnesota 55808
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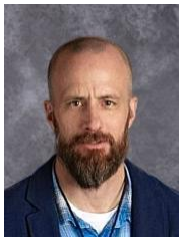
Fax: (218) 336-8969

LESTER PARK ELEMENTARY

Susan Lehna, Principal
Susan.Lehna@isd709.org
5300 Glenwood Street
Duluth, Minnesota 55804
School: (218) 336-8875
Fax: (218) 336-8879

Secondary School Administration

	LINCOLN PARK MIDDLE SCHOOL **Brian Kazmierczak, Principal** Brian.Kazmierczak@isd709.org 3215 West Third Street Duluth, Minnesota 55806 School: (218) 336-8880 Fax: (218) 336-8894		**DENFELD HIGH SCHOOL** **Tom Tusken, Principal** Thomas.Tusken@isd709.org 401 North 44th Ave West Duluth, Minnesota 55807 School: (218) 336-8830 Fax: (218) 336-8844
	**LINCOLN PARK MIDDLE SCHOOL** **Barry Fischer, Assistant Principal** Barry.Fischer@isd709.org 3215 West Third Street Duluth, Minnesota 55806 School: (218) 336-8880 Fax: (218) 336-8894		**DENFELD HIGH SCHOOL** **Eric Stang, Assistant Principal** Eric.Stang@isd709.org 401 North 44th Ave West Duluth, Minnesota 55807 School: (218) 336-8830 Fax: (218) 336-8844
	ORDEAN EAST MIDDLE SCHOOL **Gina Kleive, Principal** Gina.Kleive@isd709.org 2900 East 4th Street Duluth, Minnesota 55812 School: (218) 336-8940 Fax: (218) 336-8949		**DENFELD HIGH SCHOOL** **Joanna Sackette, Assistant Principal** Joanna.Walters@isd709.org 401 North 44th Ave West Duluth, Minnesota 55807 School: (218) 336-8830 Fax: (218) 336-8844
	ORDEAN EAST MIDDLE SCHOOL **Rachel Jackson, Assistant Principal** Rachel.Jackson@isd709.org 2900 East 4th Street Duluth, Minnesota 55812 School: (218) 336-8940 Fax: (218) 336-8949		**EAST HIGH SCHOOL** **Danette Seboe, Principal** Danette.Seboe@isd709.org 301 North 40th Avenue East Duluth, Minnesota 55804 School: (218) 336-8845 Fax: (218) 336-8859
	ORDEAN EAST MIDDLE SCHOOL **Michael Emerson, Assistant Principal** Michael.Emerson@isd709.org 2900 East 4th Street Duluth, Minnesota 55812 School: (218) 336-8940 Fax: (218) 336-8949		**EAST HIGH SCHOOL** **Jon Flaa, Assistant Principal** Jon.Flaa@isd709.org 301 North 40th Avenue East Duluth, Minnesota 55804 School: (218) 336-8845 Fax: (218) 336-8859
	AREA LEARNING CENTER – ACADEMIC EXCELLENCE ONLINE **Nathan Glockle, Principal** Nathan.Glockle@isd709.org School: (218) 336-8756 Fax: (218) 336-8791		**EAST HIGH SCHOOL** **Kyle Rock, Assistant Principal** Kyle.Rock@isd709.org 301 North 40th Avenue East Duluth, Minnesota 55804 School: (218) 336-8845 Fax: (218) 336-8859

Additional Teaching, Learning & Equity Administration

<table>
<tr><td rowspan="4"><u>RESIDENTIAL TREATMENT PROGRAMS</u>

Jacob Hintsala, Principal
Jacob.Hintsala@isd709.org
Office (218) 336-8700 x3281</td><td>AMBERWING</td><td>MILLER DWAN</td></tr>
<tr><td>615 Pecan Avenue
Duluth, Minnesota 55811
Contact: (218) 355-2100
Crisis Hotline: (218) 723-0099</td><td>Lakeside Academy
Duluth, Minnesota
Contact: (218) 786-1329</td></tr>
<tr><td>MERRITT CREEK ACADEMY</td><td>CHESTER CREEK ACADEMY</td></tr>
<tr><td>4000 West 9th Street
Duluth, Minnesota 55807
Contact: (218) 625-2689
Fax: (218) 625-2694</td><td>714 ½ West College Street
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Contact: (218) 728-5722
Fax: (218) 728-7465</td></tr>
<tr><td rowspan="4"><u>DULUTH EARLY CHILDHOOD SERVICES / HEAD START</u>

Sherry Williams, Coordinator/Director
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Fax: (218) 336-8819</td><td>ARROWHEAD ACADEMY</td><td>ROCKRIDGE ACADEMY</td></tr>
<tr><td>1918 Arlington Avenue
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Contact: (218) 625-6708
Fax: (218) 722-0018</td><td>4849 Ivanhoe Street
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Contact: (218) 366-8955
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<tr><td>EARLY CHILDHOOD FAMILY EDUCATION (ECFE)</td><td>EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)</td></tr>
<tr><td>Jennifer Jaros, Coordinator
Jennifer.Jaros@isd709.org
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Fax: (218) 336-8815</td><td>Becky Crane, TOSA
Rebecca.Crane@isd709.org
Contact: (218) 336-8744
Fax: (218) 336-8743</td></tr>
<tr><td rowspan="2"><u>COMMUNITY EDUCATION & SERVICES</u>

Jay Roesler, Coordinator
Jay.Roesler@isd709.org
Office: (218) 336-8708
Fax: (218) 336-8773</td><td>HELP ME GROW REFERRAL INTAKE</td><td>EARLY CHILDHOOD SCREENING</td></tr>
<tr><td>Contact: (218) 336-8744
Fax: (218) 336-8743</td><td>Contact: (218) 336-8816
Fax: (218) 336-8743</td></tr>
<tr><td><u>ADULT EDUCATION / G.E.D</u>

Angie Frank, Coordinator
Angie.Frank@isd709.org
Office: (218) 336-8790
Fax: (218)336-8791</td><td></td></tr>
</table>

Student Rights and Responsibilities

Equal Opportunity	
Rights	**Responsibilities**
Students have the right to participate in all school activities and school education programs for which they are eligible, within legal limits.	Students are responsible for following the rules and regulations of school-sponsored activities in which they and others participate.
Student Government (Grades 6-12)	
Rights	**Responsibilities**
Students have the opportunity to participate in Student Government as available. The purpose of Student Government is to represent and be responsive to the needs of all students.	Student government representatives have the responsibility to communicate with the student body, faculty, and administration, and to be aware of and comply with any policies of the school district that may affect them.
Privacy	
Rights	**Responsibilities**
Students have the right to be secure in their persons, papers, and effects. Students' rights to privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements.	Students must refrain from bringing onto school property or to school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.
Students have the opportunity to utilize school lockers, desks, and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched with reasonable suspicion, at any time, without permission, consent, or requirement of a search warrant. Any personal property on school grounds includes, but is not limited to purses, backpacks, and vehicles.	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
Students have the right to live free of abuse and neglect. ISD709 employees are mandatory reporters. Matters of abuse and/or neglect must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	Students are responsible for reporting any illegal activities or serious violations that threaten their health, their safety, or property that belongs to themselves or others.
Students have the right to privacy related to School Security Video Systems, which will only be accessible for administrative purposes and will only be provided to any outside entity consistent with the MN Government Data Privacy Act, FERPA, and Policy 3188R. Law enforcement may receive video footage with a court order or warrant.	Students are responsible to know schools use security video systems to assist in the protection of rights of all students. Students are also responsible for appropriate use of any/all recording devices or material recorded and received from others.
Students are responsible for keeping their personal property on school grounds free of any items that are illegal or that are prohibited under school rules and district policies.	
Nondiscrimination	
Rights	**Responsibilities**
Students have the right to be free from discrimination based on race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age, gender identity, gender expression, and any or all protected groups.	Students are responsible for treating other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.
Learning	
Rights	**Responsibilities**
Students have the right to attend school in a safe environment. Students have the right to a free public education.	Students are responsible for being in attendance each school day and for engaging in these opportunities: Completing class assignments on time as instructed by the teacher. Properly caring for the instructional materials furnished to them by the school district. Bringing to class all materials required for daily classroom use. Actively participating in learning activities.
The right to learn without disruptions from inside or outside the classroom.	Students are responsible for contributing positively to a safe environment and reporting any suspicious behavior.

Students have the right to make up daily work, including tests, upon returning to class. Two days are allowed for every day of excused absences.	Students are responsible for obtaining and completing make-up work assigned for periods of absence. Two days are allowed for every day of absence. Students have a right to be exposed to all course content. Certain activities are not able to be duplicated and therefore are simply missed by the absence.
Students have the right to homebound instruction, as regulated by state guidelines, when absent for an extended period.	Students are responsible for coordinating and meeting with their homebound instructor and completing assigned work as part of the homebound instructional process.
Fair Treatment	
Rights	**Responsibilities**
Students have the right to be informed of all policies, rules, and regulations they are expected to follow. Copies of these rules governing the code of conduct shall be available in each school office, and the basic rules shall be published and distributed to all students, parent(s) or guardian(s), and other interested persons.	Students are responsible for following all necessary procedures, rules, and regulations to make effective the School Board policies relating to the standards of student behavior.
Students involved in a violation of district rules, have the right to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons and property respectfully and to follow rules and regulations specific to students.
Students have the right to know what standards of student behavior are required by the teacher. A copy of the teacher's expectations of acceptable behavior shall be posted in the teacher's classroom or provided in the course syllabus.	Each student is responsible for understanding and following classroom and school expectations.
Students have the right to be free from unreasonable physical contact from peers, teachers and other staff persons.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Free Speech	
Rights	**Responsibilities**
Students in the Duluth Public Schools represent a wide range and diversity of opinion and background. Students have the right to express opinions, take stands, and support causes, either publicly or privately, provided such expressions are not libelous or obscene according to current legal definition, are not in violation of school district policies, and do not interfere with the rights of others or disrupt or distract from the educational environment. The right to free expression of religion under the U.S. Constitution and the American Indian Religious Freedom Act is protected.	Students are responsible to maintain a working and learning environment that is free of harassment, violence and bullying based on sex, sexual orientation, race/ethnicity, religion or religious practices, disability, and other forms of harassment as defined in District Policy 4015. Students are also responsible to report incidents of physical, sexual, and verbal harassment, intimidation, and/or abuse that they have experienced, or of which they are aware. Such reports are encouraged to be made to building staff.
Harassment	
Rights	**Responsibilities**
Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, school staff, or others.	Students are responsible for following school regulations regarding time, place, and manner when expressing opinions through speech or written materials. Students may distribute such literature as long as it is free from obscenity, discrimination, and defamation; does not interfere with the rights of others; and does not disrupt the atmosphere of learning in the school. See Policy 413 – Prohibiting Harassment and Violence at www.isd709.org.
Makeup Work	
Students have the right to make up missed work for days missed due to excused illness.	Make-up work for excused absences is allowed in most cases. Certain activities are not able to be duplicated and therefore are simply missed by the absence. In most cases, the student will be allowed two days' time for every day of illness. This time is for work assigned while the student was gone. If the student needs extra time for work that was assigned prior to absence, the student is responsible for obtaining approval for an extension from his or her teacher upon returning to school.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides rights related to educational records to parents of students and to 18-year-old students currently in attendance. This Act gives the parent, guardian, or 18-year-old student the right to:

1. inspect and review the student's educational records;
2. make copies of these records;
3. ask for an explanation or interpretation of any item in the records;
4. consent to the disclosure of personally identifiable information in the student's records that is not otherwise authorized to be disclosed without consent;
5. ask for an amendment to any record on the grounds that it is inaccurate, misleading or violates the student's privacy rights;
6. a hearing on the issue if the school refuses to make the amendment; and
7. file a complaint with the U.S. Department of Education under *34 C.F.R. §§ 99.63* and *99.64* concerning alleged failures by the school district to comply with the federal data privacy requirements.

District Policy No. 5060.2R, cited in part below, includes the procedures for exercising the right to inspect and review educational records and for requesting an amendment of student records.

The District may disclose private educational data on students to school officials who have a legitimate educational interest in the information without obtaining the student's or the parent's consent. The term "school official" includes a person duly elected to the school board, a person employed by the school board in the position of administrator, supervisor, teacher, instructor, paraprofessional, health-related professional, and other professionals. It also includes a person employed by the school board to perform a special task such as a secretary, a clerk, or a person employed or acting as an agent in a temporary position, such as an attorney or an auditor, or a professional substitute for the period of his or her performance as an employee or under contract for a service. The term also includes a parent or student serving on an official committee, such as a disciplinary or grievance committee. "School official" also means a contractor, consultant, volunteer, or other party with whom the District has outsourced institutional services or functions for which the District would otherwise use employees. For example, a parent, student, or other volunteer assisting another school official in performing his or her tasks would be considered a school official.

The term "legitimate educational interest" includes interests directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and a student's health and welfare. It includes a person's need-to-know in order to:

a. Perform an administrative or professional task required in the school employee's, agent's, consultant's or volunteer's position description, service agreement, volunteer agreement, or other term and condition governing the scope of an individual's responsibilities as a District employee, contractor, consultant, or volunteer.
b. Perform a supervisory or instructional task directly related to the student's education.
c. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The District, without consent, may disclose a student's educational records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll. *District Policy No. 5060.3R* governs the transfer of records.

District Policy References: 5060.2 R – Rights of Students and Parents or Guardians Regarding Data Collection
5060.3R – Transfer of Records and Release of Information
5022 – Policy on Staff Notification of Violent Students

Under the Family Educational Rights and Privacy Act (FERPA), a parent/guardian of a student or an 18-year-old student attending the district may restrict the release of student data/directory information, including release of information to military recruiting officers for students in grades 11 and 12, by completing the *Request to Deny Public Access To Directory Information and Annual Notification Of Rights Under The Family Educational Rights And Privacy Act (FERPA)* form. Forms are available online at www.isd709.org or paper copies may be obtained at each school site.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education–

    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent; or
    8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*–

    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use–

    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the US Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

Enrolling for School

Welcome to ISD 709, Duluth Public Schools. As educators, we believe every student is unique and has the potential to learn and achieve personal success. We work to engage parents, families, and our community because these relationships enhance a meaningful learning environment for our students and provide a stronger community for us all. We are committed to providing safe, welcoming environments where the uniqueness of each person is honored, respected and valued, recognizing that we all come from many different circumstances and cultures. It is in this spirit that we embrace high expectations of ourselves, our staff, and our students. We look forward to a year of outstanding learning opportunities and appreciate everyone's support.

Enrollment – For families new to the Duluth Public Schools, please directly contact the school your child will be attending to enroll. If you are unsure of which school serves your attendance area, contact our Transportation Department at (218) 336-8970. To enroll, please bring along your child's birth certificate, immunization record and proof of address. If you do not have a copy of your child's birth certificate, contact the St. Louis County Recorder - Vital Statistics, Court House, Room 101 in Duluth or call (218) 726-2559 if your child was born in St. Louis County. If your child was born outside St. Louis County, contact the courthouse in the county in which your child was born.

Open Enrollment - Duluth Public Schools welcome non-resident students through Minnesota's Open Enrollment Program, which allows any Minnesota student to apply to enroll in any public school in the state tuition-free. The Statewide Enrollment Options form is available by following this link: https://education.mn.gov/MDE/fam/open/. Please call 218-336-8739 for more information or see Policy 5042 Open Enrollment at www.isd709.org.

Early Childhood Screening – Minnesota State Law requires a developmental and health screening for each child prior to enrollment in kindergarten. Duluth offers free screening each week from September-April, with one session each month from May-August. An equivalent screening may be accepted from another agency or provider, such as your family physician. For more information, contact Early Childhood Screening at (218) 336-8816 or email ecscreening@isd709.org. (This office is not open during the summer months).

Communications

ISD 709 school and district personnel are committed to engaging parents, families, staff and the community to ensure each child's educational success. These relationships enhance a meaningful learning environment for our children and provide a stronger community for us all.

Family Support Helps Students Succeed - Research shows that families have a huge impact on student achievement. The best way to help your child succeed in school is to get involved. Decades of research show that when families are interested and involved, a child achieves:

- Higher grades, test scores, and graduation rates
- Better school attendance
- Increased motivation, higher self-esteem
- Lower rates of suspension
- Decreased use of drugs and alcohol
- Fewer instances of violent behavior
- Greater enrollment rates in post-secondary education

The National Parent Teacher Association (PTA) offers a wealth of suggestions for helping your child succeed. More information is available at: www.pta.org.

Infinite Campus Parent Portal Homepage - General school and district information for parents is often shared through the Infinite Campus Parent Portal Homepage.

Back to School Packets - Packets of school-specific and district information are distributed in August and include school and district news, transportation details, immunization requirements, annual notifications, an ISD 709 calendar, a Student Handbook, and other information families will find useful. Information is also posted at www.isd709.org/BackToSchool.

Weather Closing Information - When severe weather conditions or other school emergencies exist, the Superintendent of the Duluth Public Schools is authorized by the School Board to close schools or implement a two hour late start. Closing information

is shared at www.isd709.org through ISD 709 Facebook and Twitter, local television and radio stations, the Duluth News Tribune website, and by an automated phone call to families.
School Board Meetings and Materials - Duluth School Board meeting videos, meeting schedules and agendas, and detailed meeting packets are available to the public at www.isd709.org/SchoolBoard.

Community Conversation - ISD 709 continues to provide opportunities for all Duluth citizens to participate in a community conversation about education. Participation may take place in a variety of ways including face-to-face meetings or online surveys.

ISD 709 Annual Report to the Community - Detailed budget information, student achievement results, and ISD 709 World's Best Workforce information are available online at www.isd709.org/AnnualReport. An annual meeting is held to share this report.

The ISD 709 Website at www.ISD709.org includes:
• Contact information for schools and district departments
• Course catalogs, school web pages
• ISD 709 News Feed
• Ability to check school meal menus and pay lunch fees online
• ISD 709 budgets and financial information

Facebook, Twitter, Instagram - We love to share what's going on in our schools and highlight student and staff success. Follow us for ISD 709 School News on:
Facebook, www.facebook.com/duluthpublicschools
Twitter, http://www.twitter.com/isd709news
Instagram https://www.instagram.com/isd709news

School & District Newsletters - Most schools distribute regular electronic newsletters to parents and families. Please check the newsletters carefully for important school and ISD 709 district information Weekly district newsletters are also available at www.isd709.org/News.

Campus Messenger Phone/Email Messaging - Parents and families receive automated phone and/or email notifications, reminders, news and alerts regarding schools, and ISD 709 district information through this system.

Educational Programming/Curriculum

Grading and Curriculum – Reporting Student Progress

Important Notice: Due to COVID-19 and the implementation of distance learning in the state of MN, grading practices were adjusted for the 2019-20 and 2020-21 school years. In the event that these adjustments or others are necessary during the 2021-22 school year, up to date information can be found by visiting https://www.isd709.org/updates/learning-center.

Elementary - Standards Based Report Card - Duluth Public Schools has implemented a standards based report card for elementary students. Report cards are issued once each semester. Family Report Card Guides and well as activities that can be done at home to support learning are available for grades K-5 at your child's school or online at https://www.isd709.org/academics/grading-and-reporting/elementary-report-card. The report cards are designed to report on each child's performance in relation to specific criteria. The goals of standards based report cards include the ability to:

- reflect academic achievement
- provide meaningful feedback
- be honest, fair, transparent, credible, useful, and user friendly
- be aligned with the Duluth Public Schools curriculum
- reflect consistency among courses, grade levels, departments, and schools
- separate non-academic factors like participation or effort

The following numbers and descriptors are used to report progress:

4	Mastering	The student exhibits knowledge and understanding of the concepts, skills, and processes the standard requires and can readily apply this knowledge in a variety of settings.
3	Meeting	The student has a thorough knowledge, understanding, and application of the concepts, skills, and processes the standard requires. A score of three meets grade level expectations.
2	Developing	The student is gaining understanding of the concepts, skills, and processes the standard requires, but has not been able to consistently demonstrate the learning.
1	Beginning	The student is just starting to understand the concepts, skills, and processes the standard requires and needs consistent support.

Secondary Grading and Report Cards
Students receive instruction based on standards and assessments are written to reflect these standards. Assessments in individual courses are based on academic standards adopted by the state of Minnesota.

Middle School Report Card - Students in grades 6-8 receive letter grades to report academic progress. Report cards for grades 6-8 are issued four times per year. You may access your student's grades by going to: https://duluthmn.infinitecampus.org/campus/portal/duluth.jsp.

A (90-100%) Excellent
B (80-89%) Very Good
C (70-79%) Satisfactory
D (60-69%) Passed
F (below 60%) Fail

High School Report Card - Students in grades 9-12 receive letter grades to report academic progress in the following manner, exceptions may be given for Honors, AP, or CITS class:

A (90-100%) Excellent
B (80-89%) Very Good
C (70-79%) Satisfactory
D (60-69%) Passed
F (below 60%) Fail

Report cards for grades 9-12 are issued four times per year. Credit is awarded at the semester level. Final semester grades are calculated as follows: quarter A grade (43%) plus quarter B grade (43%) plus final exam (14%) = Final Semester Grade.

A student's Grade Point Average (GPA) is calculated using whole grades, meaning plus and minus do not impact GPA. You may access your student's grades by going to: https://duluthmn.infinitecampus.org/campus/portal/duluth.jsp. Families can monitor current scores through the Canvas learning management system. Students who participate in advanced coursework such as Honors, AP, PSEO, CITS, or other rigorous opportunities may have different grading guidelines as a result of the course requirements. For specifics, please refer to the course syllabus or cooperating postsecondary institution for details.

There are a few exceptions in high school concurrent and dual enrollment classes where letter grades may be required and high schools must work with their post-secondary partners on completion requirements. Please refer to your school for more information.

Grading Periods - The middle school and high school grading periods are scheduled on four quarters per year, while the elementary schools are scheduled on semesters. Below is the schedule of the grading periods for this school year:

2021-22 Grading Terms Schedule					
High School/Middle School	**Term Type**	**Term 1 Start**	**Term 1 End**	**Term 2 Start**	**Term 2 End**
All High Schools/Middle Schools	Quarters	September 7, 2021	November 5, 2021	November 8, 2021	January 20, 2022
		Term 3 Start	**Term 3 End**	**Term 4 Start**	**Term 4 End**
		January 24, 2022	April 1, 2022	April 4, 2022	June 9, 2022
Elementary School	**Term Type**	**Term 1 Start**	**Term 1 End**	**Term 2 Start**	**Term 2 End**
Kindergarten	Semesters	September 9, 2021	January 20, 2022	January 24, 2022	June 9, 2022
Grades 1-5	Semesters	September 7, 2021	January 20, 2022	January 24, 2022	June 9, 2022

Course Scheduling with Online Learning (OLL), Post-Secondary Enrollment Option (PSEO), University of Minnesota Talented Youth Mathematics Program (UMTYMP)

Background - MDE bases every district's funding allocation on 6 credit bearing courses per semester. By MDE guidelines, a student may participate in 50% of the total courses scheduled through supplemental online learning and still be considered enrolled in their resident district. (Total courses 6, 3 permitted through supplemental online learning; total courses 4, 2 permitted through supplemental online learning). For PSEO participation, a student is limited to 5 credit bearing courses per semester, including online learning courses.

ISD 709 High School - A full schedule (100 % enrolled) is 6 credit bearing courses with What I Need (WIN) Advisory. For the purpose of this memo, WIN Advisory participation is understood as a mandatory part of every student's schedule.

- Zero hour is outside of the instructional day, but a credit bearing course in zero hour counts towards the course limit. A zero hour credit bearing course and 5 credit bearing courses during the instructional day (periods 1-6) =100% enrolled.
- Zero hour plus 6 credit bearing courses are 7 courses. This is considered an "overload". Participation in 7 credit bearing courses is only permitted when all the courses are ISD 709 courses. It is a Duluth Public Schools option. It does not extend to credit bearing course participation in other districts or out of district supplemental online learning.
- If a student chooses to participate in online learning through ISD 709's Academic Excellence Online, the student may participate in a total of 7 credit bearing courses per semester.
- When a student goes outside of the district for supplemental online learning, the student may only participate in a total of 6 credit bearing courses per semester.
- WIN Advisory is an abbreviated course and may not be replaced by an online learning course.
- When an out of district supplemental online learning course is approved for a student, schedule the OLL Course Credit Placeholder into the student's schedule in periods 1, 2,3,4,5 or 6. Do not schedule it before or after the instructional day.

▸ 282100 OLL Arts/ Music	▸ 282140 OLL Health	▸ 282210 OLL Physical Education
▸ 282102 OLL Graphic Arts Comm Tech	▸ 282151 OLL Health Science/Medical	▸ 282220 OLL Science
▸ 282110 OLL Business/Mkting/Computer	▸ 282160 OLL Hospitality and Tourism	▸ 282230 OLL Social Studies
▸ 282120 OLL Technology and Engineerir	▸ 282170 OLL Industrial Technology	▸ 282240 OLL World Languages
▸ 282130 OLL Language Arts	▸ 282180 OLL Mathematics	▸ 282250 OLL General Elective

PSEO

- PSEO participation is based on 6 courses per semester. A student may only participate in 5 credit bearing courses per semester and participate in PSEO. If a student is participating in Zero Hour for a credit bearing course, the student may only participate in 4 credit bearing courses during the regular school day.
- When PSEO participation is approved for a student, schedule the PSEO Course Placeholder into the student's schedule in the appropriate periods 1, 2,3,4,5 or 6. Do not schedule it before or after the instructional day.

▸ 281001 PSEO SM1

▸ 281002 PSEO SM2

- A full schedule (100 % enrolled) is 6 classes with What I Need (WIN) Advisory, per semester.
- WIN/Advisory participation is understood as a mandatory part of every student's schedule. It is an abbreviated class and may not be replaced by an online learning class.
- OEMS & LPMS physical education & music classes are considered ½ semester classes since they meet every other day.

Online Learning

- If a student chooses to enroll in online learning through ISD 709's Academic Excellence Online, or any Minnesota Department of Education approved public online learning provider, the student may participate in a total of 6 classes per semester, including the online classes.
- If a family chooses to pay for an additional supplemental online learning course outside of the 6 period schedule, they may participate in 7 classes. We do not allow for a 7th class option for middle school students.

University of Minnesota Talented Youth Mathematics Program (UMTYMP)

- If a student participates in UMTYMP, the student may participate in a total of 5 classes per semester, as the UMTYMP course replaces the ISD 709 math class. This UMD math program is not associated with ISD 709.
    - An early release or late start may be requested by the parent/guardian, recognizing that the student is enrolled in a math class outside of the district. The student would not be enrolled as a full-time student. Alternate transportation is not provided for this option.
    - Students may not be unsupervised at school. There is a "UMD study hall" placeholder that may be listed to arrange for students to be in a supervised area to work on their UMTYMP assignments. This is an attendance bearing placeholder.

Homeschooling

- If a student is looking to supplement homeschooling, the student may request to participate in ISD709 classes, including the homeschool courses.

Per school board Policy 611 Homeschooling, the school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time pupils to classes.

Policy Regarding Dropping Classes

Semester Courses (i.e. Health, Physical Education, Psychology): Students will have **ten school days** after the start of the first grade period to drop without penalty.

Sequential/Yearlong Semester Courses (i.e. English 10, Geometry, American History, Biology, Mathematics):

- First Semester - Students will have **ten school days** after the start of the first grade period to drop without penalty.
- Second Semester - Students will have **ten school days** after the start of the second semester to drop a second semester class without penalty.

Students who choose to drop a class after the above mentioned timelines would have as part of their transcript a record of their credit(s) attempted and credits earned. Example: If a student drops a class after the deadline, regardless of the grade earned at the time, the student will receive no credit and will receive a grade of "I". The grade point average will be permanently affected since this would be a credit attempted, but no credit earned.

NOTE: The current policy relative to removing a student from a class due to lack of attendance remains in effect. That is, any student removed from a class due to excessive truancies or absences will receive no credit and a permanent "I" grade. The grade point average will be permanently affected since this would be credit attempted, but no credit earned.

Reasons allowed by district policy:	Schedule changes will not be approved if:
The student failed a class and needs to retake it.	The student is requesting a different teacher (unless the student failed a class with that teacher previously).
The student didn't register for a class required for graduation.	The student is requesting a different lunch.
There was an error and a student was placed in a class they didn't register for.	The student is trying to re-arrange for early release or late start. (Only seniors may have this.)
The student is scheduled for the same class twice.	The student changed their mind about what was requested at registration.
There is a gap in the student's schedule and/or the student is registered for two classes in the same hour.	The student is trying to re-arrange their schedule to be with friends.

Graduation Requirements – Graduating high school students need 22.5 credits to graduate. Specific requirements are listed below. For a complete list of requirements and courses offered, please see the course registration catalogs available on the district website at https://www.isd709.org/departments/curriculum-and-instruction/registration-guides.

CREDIT	SUBJECT
1.0	**Arts-Visual, Media, Arts, or Music***
4.0	**English-Language Arts***
1.0 1.0 1.0 1.0	English 9** English 10** English 11** English Electives
0.5	**Health***
3.0	**Mathematics***
1.0 1.0 1.0	Intermediate Algebra Geometry 9 or Geometry Algebra 2 or Algebra 2 Concepts
0.5	**Physical Education***
3.0	**Science***
1.0 1.0 1.0	Physical Science 9/Earth Science 9 Integrated Biology** Chemistry, Physics, or Aerospace**
3.5	**Social Studies***
0.5 1.0 1.0 0.5 0.5	Civics in Global Society United States History** (formerly American History) World History or International Studies (Grade 11)** Economics (Grade 11 or 12)** Government (Grade 12)**
7.0	**Electives**
22.5	**Credits required to Graduate**
	***Required by Minnesota Department of Education** ****See catalog for available options: Honors/AP/CITS**

What I Need (WIN) is a 30-minute time period which is part of each student's school day. Every Monday, students schedule themselves for the remainder of the week into offerings according to their needs. Teachers and other school staff may also schedule students into WIN. WIN is a required part of every student's day and passing the course adds .25 elective credit to each student's transcript.

In addition to specific credit requirements, Minnesota students must also be provided the opportunity to participate in a district-provided college entrance exam in grade 11 or grade 12. There are no additional assessment requirements to earn a diploma in Minnesota.

- ISD 709 students attending AEO or ALC may request to walk through the graduation ceremony where they previously attended prior to enrolling in AEO or ALC
- AEO and ALC staff will request information from their students regarding where the students plan to walk at the end of Semester 1
- ALC principal will provide the names of students at the start of Semester 2 to East or Denfeld in order to order graduation materials for students
- Final grades for AEO and ALC students must be to Denfeld and East by 8:00am Monday the week of graduation
- Students will receive a diploma from the school they attend at least 50% the last semester of 12th grade year

E-Squared (formerly Gifted and Talented) - As part of the district's MTSS (Multiple Tiered Systems of Support) initiative to accelerate the performance of all students, we offer supplemental services in conjunction with other interventions and extensions for 3rd-5th grade students throughout the district. We use universal screeners to identify the highest 10% of grades 3-5 at each elementary site in math and ELA (English Language Arts). We then provide at least 10 hours per qualified subject area of intervention courses. These subject specific units offer project-based learning opportunities that focus on extending the grade-level standards and allow students the opportunity to collaborate, communicate and think critically with a small cohort of high achieving peers. All students have the opportunity to qualify for either or both math and ELA services.

English Language Learner Program - The English Language Learner (ELL) Program serves students who:

1. First spoke a language other than English, come from homes where a language other than English is usually spoken, or do not use English as a primary language

- AND -

2. Lack the necessary English skills to fully participate in classes taught in English

If you think your child requires ELL services, please contact the ELL Coordinator at (218) 336-8700 extension 1166.

Immersion Language Programs - Duluth Public Schools is providing high quality language instruction in two different elementary immersion programs. Families interested in enrolling their child/children in the Misaabekong Ojibwe Immersion Program or Nueva Vision Spanish Immersion Program should contact Lowell Elementary School at 218-336-8895.

Homebound Instruction - If a student is unable to attend regular classes at the normal school site because of illness, injury, or placement in a treatment facility, the student can be defined as a homebound student. To ensure that the student continues to make educational progress in his/her individual curriculum, a licensed instructor provides homebound instruction as soon as practical. Contact the school of attendance for more information regarding instructional guidelines and parameters.

Help Me Grow - Identification of Pupils with Disabilities
School districts have a responsibility to identify, locate, and evaluate children from birth to 21 who have a disability and are in need of special education. Special education services are available to all public, non-public, home-school and pre-kindergarten children who meet the State of Minnesota's criteria.

Early identification of children from birth up to kindergarten with disabilities is guided by the Region 3 Interagency Early Intervention Committee following Minnesota Statute 125A. 30. Minnesota Help Me Grow is our state-wide referral system. If you are concerned about the development of a child you can refer via the web at helpmegrowmn.org or call our local Help Me Grow Intake Coordinator at 336-8744. Identifying, locating and evaluating children is at no cost, to any pre-kindergartener, however, eligibility for special education services is defined by state law.

Upon reaching school age, if your child is having academic, behavior, motor, speech or other health issues, you may refer your child to special education services by contacting her/his classroom teacher. A team will meet with you to discuss systematic researched based interventions if appropriate. If these interventions are not successful, a special education evaluation will be conducted to determine eligibility for services.

Teacher Licensing - You are able to look up your child's teacher licensing areas. Visit the Minnesota Professional Educator Licensing and Standards Board License Lookup webpage at https://public.education.mn.gov/LicenseLookup/educator and input the teacher's first and last names. You can also request a copy of this document from Human Resources.

Support Services

Support Services focus on child-centered excellence and helping students reach high levels of achievement. Support services include guidance counselors, health professionals, and social workers.

Guidance and Counseling Program - The goal of the district School Guidance Program is to ensure all students have the support they need throughout high school and into post high school planning. The Counseling Department's delivery system provides the type of proactive post-high school planning consistent with the American School Counseling Association (ASCA) model which includes academic, career, and personal/social counseling. We support students in developing an individual plan for academic success and assist with social/emotional issues which includes accessing community mental health agencies as needed. Our focus on personalization and our proactive model includes periodic classroom visits, group seminars, and individual meetings with students. Each student and family remains with the same counselor during all four years of high school.

Several classroom counseling seminars on a wide variety of topics are available to students in addition to one-on-one meetings. Evening workshops for parents are also offered throughout the year on a variety of topics.

Counselors provide assistance to students in these areas:

- Educational planning, including college selection and application, technical training opportunities, employment outlook planning, and academic assessments
- Crisis intervention
- Career development
- Post-high school planning - applications & scholarships
- Personal/social development and support
- Communication and consultation with staff and parents regarding individual student needs
- Referral to appropriate in-school and/or community resources
- Supervision of maintenance and processing of student records and applications

Sources of Strength (SOS) – A Strength-based Suicide Prevention Program at both High Schools that focuses on normalizing healthy help-seeking behaviors and promoting connections between peers and adults. SOS is in place to further develop school environments where help seeking and healthy peer to adult connections are the norm and promote protective factors by spreading Hope, Help, and Strength. SOS is peer based with evidence to support its use.

Career Center - The Career Center is open to all students and parents. Supporting the Guidance Department, the Career Center coordinators and volunteers help students search the Jobs Bulletin Board and look for current scholarship information or volunteer opportunities. Resource materials include college catalogs, test preparation materials, scholarship and financial aid resources, and career computer programs such as the Minnesota Career Information System (MCIS). Career Center staff will provide students with the training needed (via classroom presentations) to navigate the array of tools and information available in the center. Representatives from numerous colleges and branches of the military visit the Career Center. Parents and students are encouraged to visit the Career Center and Guidance websites (links can be found off the school's main page) for specific dates.

Mental Health - The Duluth Public Schools partners with community agencies to provide additional mental health services for students and families. Co-located therapists from different agencies provide individual therapy and other mental health services before, during, and after school hours to students and their families. In-school mental health services provide support to many students who otherwise would not have access to such services. Day Treatment programs are provided in elementary schools and middle schools for students and families needing services. All community mental health providers are screened and formally approved. Providers work very closely with building and district administration to best support and improve the mental health of students. Contact your principal, teacher, counselor, or school social worker for more information.

Connecting to Community Mental Health Resources - School counselors, school social workers, and a variety of other support staff work closely with teachers, students, and families to connect them with community mental health and chemical health resources. The Duluth community is a hub for mental health services. Many of our school staff have the capability to make referrals to community programs that support the overall health, but especially the mental and chemical health of the students and families we serve.

Mobile Crisis Unit - The mobile crisis service provides a 24 hour crisis phone line for support, information, and problem solving: 218-623-1800 (press 2 for the Crisis Response Team). The mobile crisis team consists of two mental health staff members who are available 24/7 to respond to mental health crises in our community. Mobile crisis interventions are over the phone or face-to-face, short term mental health services to help an individual:

- Cope with stress
- Identify and use available resources
- Avoid unnecessary hospitalization
- Avoid the loss of independent living
- Develop action plans
- Return one to baseline level functioning

These services are provided at a number of locations including schools. In an emergency, School Administrators will work with parents and/or police to reach the Mobile Crisis Team. All other consults, questions, and referrals can be directed to the Mobile Crisis Response Team at 218-623-1800 (press 2 for the Crisis Response Team).

Social Workers - Each school has a social worker who offers support services to students in crisis or with special needs. They:

- Provide crisis intervention
- Help students access mental health services
- Facilitate groups for social-emotional issues
- Coordinate crisis intervention and post-vention teams
- Assist families in understanding their child's emotional needs

Academic System of Support - Duluth Public Schools is in a multi-year process of implementing a Multi-Tiered System of Supports to ensure we are addressing the needs of all learners. As the foundation, all schools use evidence-based, scientifically researched, high quality instruction that is aligned to state standards. For students who may be behind in skills or capable of extending their learning beyond the core instruction, we will be integrating instruction, interventions, and assessments to accelerate their achievement. Every school has a team of staff dedicated to supporting student success. There are academic, social, emotional, and behavioral supports available at you school. Contact your child's teacher or principal for more information.

Chemical Health - Duluth Public Schools values a chemical-free environment. Drug and or alcohol use is not permitted on its campuses. Duluth Public Schools works with community agencies to provide students and families with a variety of chemical health supports when appropriate.

Families in Transition Program - The Duluth Families in Transition Program can assist families, schools, and the community to:

- Enroll homeless students in a stable education program
- Make transportation arrangements that promote stability
- Gather school records from other locations
- Make referrals to agencies that meet other basic needs
- Increase awareness and support in the community regarding conditions of homelessness
- Be advocates within the school system as well as in the community to help assure that homeless students are respected and their needs addressed

Working district-wide, we assist homeless parents and children new to our district or currently enrolled. An array of services are available: enrolling children new to the district; assessing their strengths and needs, including eligibility for various school programs; arranging transportation; providing school supplies; gathering records to expedite enrollment and programming; tutoring for academic success; assessing requirements for graduation and testing; identifying and referring preschool students; educating staff and community members; and advocating for community resources. For more information, visit our webpage at https://www.isd709.org/departments/curriculum-and-instruction/families-in-transition-homeless.

American Indian Education - 124D.71 Minnesota Statute- American Indian Education Act of 1988: Ensure equal educational opportunity to every individual and purpose to provide for American Indian Education Programs. These programs are specifically designed to meet the unique educational and culturally related academic needs of American Indian people.

Duluth American Indian Education Program's mission is to promote youth leadership, provide academic support and encourage career development for American Indian students based on American Indian values, culture and language. For more information, visit our webpage at https://www.isd709.org/programs-services/american-indian-education.

Office of Education Equity - The Achievement and Integration for Minnesota program is established to pursue racial and economic integration, increase student academic achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools. The Duluth Public Schools are an eligible district due to Myers-Wilkins Elementary School being designated as a Racially Identifiable School (RIS), under Minnesota Rule 3535.

The Duluth Public Schools - Office of Education Equity (OEE) developed, and is currently implementing, the Achievement and Integration Plan to pursue academic achievement and racial and economic integration through activities that include: (1) integrated learning environments that prepare all students to be effective citizens and enhance social cohesion; (2) developing curricula and training instructors, administrators, school counselors, and other advocates to support and enhance integrated learning environments, innovative research-based instruction, differentiated instruction, and targeted interventions to improve achievement; and (3) rigorous, career and college readiness programs for underserved student populations. Each Activity within the plan is designed to: (1) reduce the disparities in academic achievement among all students and specific categories of students; and/or (2) increase racial and economic integration in schools identified within the plan. View the plan on our webpage at www.isd709.org/programs-services/office-of-education-equity.

Early Entrance to Kindergarten - Students who turn five after September 1, but before November 30 may apply for early enrollment. Parents should contact the Duluth Public Schools Curriculum and Instruction Department at (218) 336-8711 to set up an appointment for Early Entrance Screening.

School Resource Officers - School Resource Officers shall work with students, parents, and school staff to promote positive relationships, to promote positive choices and activities, and to establish rapport and encourage open communications. SRO's shall ensure a safe and secure educational environment for all faculty and students in the Duluth Public Schools.

Community Partnerships: Why student Resource Officers (SRO's) are in the schools

1. The school is the community and the community is the schools.
2. School safety equals public safety.
3. School crisis demands a law enforcement response.
4. The school community presents a great opportunity for positive interaction with youth.
5. Staff and students deserve due process as victims and suspects.
6. Today's youth need positive role models.
7. School staff members need to be educated on community crime conditions.
8. Community policing goals fit into educational objective.
9. Problem oriented policing defines problem solving in the school community.
10. Public safety is served by student success.

SROs are not involved in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential criminal activity, except that a SRO who is a witness to alleged misconduct or otherwise has information related to alleged misconduct may be a witness in an investigation or hearing related to the incident.

Section 504 of the Rehabilitation Act of 1973 - Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts or other agencies receiving federal funds. The district does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities.

504 Plans may be developed with students who have a disability and need accommodations to equally access and participate in their education. The responsibility for implementation of 504 accommodations rests with the school professionals who work directly with the student (teacher, principal, school nurse, etc.). The Assistant Superintendent serves as the Duluth Public

Schools 504 Coordinator. The office of the Assistant Superintendent of Teaching, Learning and Equity is located at 215 N 1st Ave E, Room 203, Duluth, MN, 55803, and the Assistant Superintendent can be reached at (218) 336-8739 for any questions or concerns.

ANNUAL PUBLIC NOTIFICATION INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, including learning

- OR -

2. Has a record of such an impairment

- OR -

3. Is regarded as having such impairment

In order to fulfill its obligation under Section 504, the Duluth School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.
The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records including the right to:

A. Inspect and review his/her child's educational records
B. Have copies of records provided (for a fee) if it is impossible for parents or eligible students to review the records
C. Request that the school correct records that they believe to be inaccurate or misleading
D. A formal hearing if the school decides not to amend the records
E. Place a statement with the record setting forth his/her view about the contested information

504 GRIEVANCE PROCEDURES

In order to fulfill its obligation under Section 504, Duluth Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. Persons who wish to make a complaint regarding a disability discrimination matter may refer to District Policy 103 Complaints - Students, Employees, Parents, Other Persons for complaint and grievance procedures. Claims of discrimination may also be pursued through the following agencies where appropriate:

Office for Civil Rights, Chicago Office (Region V)
U. S. Department of Education
500 W. Madison Street Suite 1475
Chicago, Illinois 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (312) 730-1609
Email: OCR.Chicago@ed.gov

Minnesota Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800-657-3704
651-296-5663
TDD: 651-296-1283

Special Education Services

The Department of Special Services provides a comprehensive special education program from birth to age 21 that adheres to the federal regulations included within the Individuals with Disabilities Education Act (IDEA) and state of Minnesota requirements. Upon meeting eligibility requirements for special education services through a comprehensive evaluation, a student will receive supports to access the general curriculum based on need. Duluth Public Schools is committed to providing an education for all students to meet their fullest potential. If you have any questions regarding your child's progress and special education services please contact your child's classroom teacher. For those already receiving services please contact your child's case manager. For further information regarding special education services, Minnesota State eligibility for services, and parental rights, you can refer to the district's website at www.isd709.org or contact the Director of Special Services at (218) 336-8741.

Assessment

Testing is one way that student achievement is measured in the Duluth Public Schools. Duluth Public Schools administers three categories of assessments during the school year: state assessments, district benchmark screening assessments, and classroom assessments. Each state assessment takes place once a year, district benchmark screening assessments take place up to three times a year (PreK-5 only), and classroom assessments take place on an ongoing basis throughout the school year. All three types of assessments provide educators with the necessary information needed to measure student learning.

College and Career Readiness Assessment - Students in Duluth are provided the opportunity to participate in a college entrance exam in grade 11 or grade 12 during the school day (ACT Plus Writing). The ACT Plus Writing measures college readiness in English, Math, Reading, Science, and Writing and also includes a career interest inventory.

State Assessments - The Minnesota Assessments are designed to measure achievement towards meeting the Minnesota Academic Standards (for the standards-based accountability assessments) and to measure progress towards meeting the WIDA English Language Development Standards (for English language proficiency accountability assessments). The Minnesota Assessments are criterion-referenced assessments, which means they measure performance against a fixed set of criteria: the Minnesota Academic Standards or the WIDA English Language Development Standards. While criterion-referenced tests may provide information about how well students have mastered certain concepts, they alone do not illustrate the whole picture of what a student has learned. These assessments provide one data point that should be considered in the context of additional evidence of student learning like student projects and district and classroom assessments.

District Assessments - Students take end of unit common assessments aligned to state benchmarks by content area/grade level.

In addition to the required state assessments, students in grades PreK-5 take district benchmark screening assessments up to three times a year. These assessments measure student progress against academic standards, determine programmatic needs, and identify students who may need extra support or enrichment.

Classroom Assessments - Individual teachers administer many types of assessments throughout the school year which may include quizzes, midterms, chapter tests, final exams, diagnostic, and formative assessments among others. The results are used to determine mastery of skills and to help inform instruction.

Additional testing-related information, including the most up-to-date testing calendar, may be accessed on our website at www.isd709.org.

Mandated Assessment Policies - Parents have the right to request and receive information about any policy for student participating in mandated assessments. Please contact our Assessment and Evaluation Department at 218-336-8713 to request a copy of any related policy.

Electronic Technologies/Cyber Safety

Duluth Public Schools is pleased to offer students access to district technology resources to help promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Blended Learning Initiative - ISD 709 Duluth Public Schools work to inspire every student to achieve their potential and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world. It's important to maximize available resources as a wide range of educational opportunities will lead to lifelong learners and productive global citizens.

Educational technology resources support student learning and develop digital citizenship. In this effort, ISD709 provides the opportunity to all students to use district Chromebooks and approved software and online services. These resources are used in conjunction with the Electronic Technologies/Cyber Security expectations covered in the Family and Student Handbook and ISD709 Policies 3187 Use Policy for Internet Access and 3187R Internet Use Regulations.

For more information about Blended Learning and Consent please follow this link: Blended Learning Loaning Device and Digital Services Consent

Classroom Technology - Most classrooms are equipped with SMART Boards, projectors or TV monitors and sound amplification systems.

Infinite Campus Portal Access - To provide parents and students convenient access to student information, Duluth Public Schools provides Infinite Campus Portal. The Portal provides access to data such as attendance, grades, schedules, assignments, etc. Student Portal accounts are automatically created when the student is enrolled. Parent Portal can be accessed online or via mobile device and can be obtained by contacting the school in which the student is enrolled. To request a password reset, simply click on the *Forgot Password?* link on the Parent Portal site or app to have a link emailed to the e-mail address we have on file for you. Parents may update their email address at any time by logging into the Infinite Campus Parent Portal and updating their contact information.

Passwords and Log-ins - All students and staff are assigned login IDs and passwords that define their access to the district's technology resources. Passwords are distributed to students at school. Students are responsible for maintaining the confidentiality and security of their login and password information and should not share them with anyone besides parents. All inappropriate use of the district's technology resources under the student's login is the responsibility of the student assigned that login ID. Additional information can be found in Duluth School District Policy 3187 and 3187R. If at any time a student feels their password has been compromised, please contact your principal, a teacher, or a media specialist. If passwords are forgotten, students can contact the media specialist or a teacher for assistance.

Student Responsible Use of District Technology Resources - Duluth Public Schools provides technology resources for students to use for educational purposes. The district maintains a content filtering system to protect students from accidental exposure to inappropriate content and to remain compliant with the Children's Internet Protection Act (CIPA); however, each student is responsible for his/her use of technology, whether personal or district-provided, when using district technology resources. Students have no expectation of privacy with respect to their use of district-provided resources. Students are advised that the school district and its representative have the right to monitor as well as search the contents of any district-provided technology resource at any time and for any reason.

The Duluth School District Policy 3187 and 3187R and the School Discipline Policy 5085 set forth guidelines for student responsibilities while using district technology resources. Each year, the 2021-2022 Blended Learning 1 to 1 Agreement form is sent or made available to every family with an enrolled student. This form must be completed for every elementary and middle school student and returned to their school. Parents with questions or concerns about these policies or forms should schedule a meeting with the school principal to discuss alternative learning options.

Google Workspace for Education - Duluth Public Schools uses Google Workspace for Education, tools built specifically for K-12 education Google Workspace for Education allows for classroom and individual collaboration and includes document storage, word processing, presentation templates, spreadsheets, and email. All students receive a district-provided email account through Google Workspace for Education. These accounts will not contain a student's name, just an ID number, such as 12345@isd709.org.

District-provided Google Workspace for Education accounts have a direct relationship to school and are subject to all school policies, even if used outside the school day or for purposes unrelated to school. Students should always use their Google Workspace for Education account appropriately and never send/share anything that they wouldn't be comfortable with a teacher, a principal, or a parent reading. Students have no expectation of privacy with respect to their use of district-provided resources. Students are advised that the school district and its representative have the right to monitor as well as search the contents of any district-provided technology resource at any time and for any reason.

Online Safety Information for Parents - Family Online Safety Institute (FOSI):

1. Talk with your child about Internet safety as soon as he/she begins using the Internet. It is never too early to start discussing the importance of being a good digital citizen.
2. Use age-appropriate filtering, blocking, and monitoring software on all Internet-enabled devices used by your child, including laptops, wireless phones and video games.
3. Stay involved in your child's online world by setting limits on his/her "screen time" and monitoring who your child is communicating with online. Get to know the websites your child is visiting and educate yourself about your child's online activities.
4. Review FOSI's Internet Safety Contract with your family members at www.fosi.org and consider having all family members sign the agreement.
5. Explain to your child that he/she should never give out personally identifiable information online. For example, your child should understand that he/she should not post detailed information about his/her whereabouts.
6. Make sure your child knows never to meet face-to-face someone they've only met online without first talking with you about the situation.
7. Tell your child to never share their passwords with anyone, including friends.
8. Explain the consequences of posting inappropriate material online. For example, a child's reputation can be impacted by a status entry or an image that is shared.
9. Monitor your child's mobile phone usage and review text messages sent and received, including images downloaded and uploaded.
10. Educate yourself on the latest threats facing kids online (e.g., cyber bullying, sexting, etc.) and arm yourself with information that will allow you to talk to your child about being a good digital citizen.

Health Regulations and Procedures

School Health Office - Parents and/or guardians and the child's medical providers are responsible for the care of an ill student. School health service staff provide support to families in their responsibility of caring for their children. The school health offices are staffed from bell to bell during the student's school day by a health paraprofessional, with licensed school nurse support in the building or on call in the district.

The health paraprofessional:

- Attends to children who become ill or injured at school
- Monitors student health status
- Contacts parents of sick children
- Administers prescribed medications under the direction of the Licensed School Nurse
- Provides first aid in emergencies
- Assists with health screenings, students with chronic health issues, and record keeping

Licensed school nurses:

- Perform health assessments
- Provide consultation and referral services
- Provide health counseling and health education
- Prepare individual health plans
- Supervise staff that are assisting or providing students with personal care activities
- Delegate and supervise medication administration and health office procedures
- Perform health care procedures as needed, and
- Assist with health prevention and promotion activities

Parents are requested to call the Attendance Office and secondary attendance lines when their child is tardy, ill, or will not be at school for other reasons. Parents will be asked to pick up their child from school under the following circumstances:

1. The child has a fever of 100° F or above.
2. The child is vomiting and/or has diarrhea.
3. The child has a rash that may be disease related.
4. The child does not feel well enough to return to the classroom.

Parents should not send their child to school if he or she:

1. Has a fever of 100° F or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication.
2. Has vomited or had diarrhea. The student should stay home until 24 hours after the last episode.
3. Has a rash that may be disease-related or from an unknown cause.

Infectious Diseases - Infectious diseases are caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child's classroom and will be provided with a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home.

COVID-19 / Coronavirus Pandemic - The school district follows the guidelines of the Centers for Disease Control (CDC) and MN Department of Health (MDH) to determine best practice procedures for use by students and staff. Recommendations by the CDC and MDH change frequently as more is learned about this virus and the ways to combat it. The school district will keep parents, students and staff informed of the most recent recommendations being followed.

Head Lice - In the United States, infestation with head lice (*Pediculus humanus capitis*) is most common among preschool and elementary school-age children and their household members and caretakers. An estimated 6 - 12 million infestations occur each year in the United States among children 3 to 11 years of age, with the fall and winter being the peak season. Head lice can be a nuisance but they have not been shown to carry or spread disease. Personal hygiene or cleanliness in the home or school is not connected with becoming infested with head lice.

The most common way to become infested with head lice is by head-to-head contact with a person who already has head lice. Such contact can be common among children during play at school, home, and activities such as; sports, playgrounds, camp, and **slumber parties**). Uncommonly, transmission may occur by: wearing clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons worn by an infested person; using infested combs, brushes or towels; or lying on a bed, couch, pillow, carpet, or stuffed animal that has recently been in contact with an infested person.

Parents, please examine your child's head weekly, especially behind the ears and at the nape of the neck, for crawling lice and nits. If crawling lice or nits are found, all household members should be examined for crawling lice and nits every 2–3 days. Persons with live (crawling) lice or nits within ¼ inch or less of the scalp should be treated.
Please notify your school's Health Office should you find evidence of lice on your child's head.

The following are steps that can be taken to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, camp and slumber parties).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfect combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5–10 minutes.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned OR sealed in a plastic bag and stored for 2 weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

REMEMBER, ONCE A WEEK…TAKE A PEEK!

Management of head lice is primarily the responsibility of parents. The school follows the Minnesota Department of Health, American Academy of Pediatrics and National Association of School Nurses guidelines to assist in the management/control in the school setting.

School Procedure for Head Lice – The goal is to keep students in the classroom. Head lice do not carry communicable disease, are primarily spread through direct head to head contact, and only live 18-24 hours without a host. Head lice are not related to poor hygiene/cleanliness in the home.

- The ISD 709 Head Lice Information Handout will be sent to all families and staff periodically during each school year.
- School staff will refer reports of head lice and suspected head lice to the health office for evaluation by the school nurse or health assistant. Parents are required to report cases of head lice to the school health office.
- The parent/guardian of a student with evidence of head lice will be contacted by phone and/ or a letter sent home with the student at the end of the day.
- Classroom notification letters and head lice education materials will be sent out at the first incidence of live lice in the classroom setting.
- Classroom notification letters for recurrence of head lice in the classroom will be sent out at the discretion of the licensed school nurse.
- The treated student may be periodically checked by the school nurse or health assistant.
- No healthy child should be excluded or miss school because of head lice or nits.
- Parents should not rely on school staff to check for lice, but should do this at home, especially before and after vacation, holidays, and sleepovers. Families should not depend on someone else to check a child's head – this may delay treatment.

Additional information on the district's head lice procedure is available at: www.isd709.org.

Prescription Medications - If your child requires a prescription medication, it is best to ask your doctor if it is possible to schedule administration times outside of school hours so that your child can take the medication at home. If your child must take a medication at school, it is kept in the Health Office and must be given to the student by the health paraprofessional or licensed school nurse. Exceptions include inhalers and Epi-pens. Please see information below for procedures regarding inhalers and Epi-pens. Minnesota law allows students to carry and use their inhalers/auto injectable Epi-pens. If the licensed medication prescriber, parents, and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/Epi-pen. A licensed medication prescriber's signed order for the medication and a parent signature must be on file in the school health office and must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/Epi-pen use to ensure adequate administration, frequency, technique, prescribed usage, and safety. Whenever possible, parents are asked to provide an extra inhaler/Epi-pen to store in the health office in case the student's is left at home or lost. Students carrying these medications have the responsibility to use them correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use their Epi-pen. Authorization forms for medication administration at school are available on the district web site or in each school health office. Parents are asked to provide:

1. The physician or licensed provider's authorization, and directions for administration at school.
2. Parent permission for the medication to be administered at school.
3. The medication in its original prescription container from the pharmacist or physician (Please ask the pharmacist to provide a separate school prescription container).

If you have visited an urgent care clinic or hospital emergency room and medication has been prescribed, please have the attending physician give written authorization for the medication to be given at school. Parents are requested to pick up all unused or expired medications at the end of the school year as medications will not be sent home with students.

Over-the-Counter Medications - Over-the-Counter (OTC) medications require the same parental authorization and original, labeled bottle as prescriptive medications. They must be administered in a manner consistent with the instructions on the label. The licensed school nurse may request to receive further information about the medication prior to administration. When possible, parents are encouraged to administer OTC medications, vitamins and other non-prescriptive agents during off-school hours. All medications should be discussed with the licensed school nurse in the building. All students must keep prescription and non-prescription medications in the school health office. Exceptions to this requirement for secondary students are: non-prescription pain relievers, prescription asthma medications self-administered with an inhaler, prescription epinephrine self-administered with a non-syringe injector, and medications specified in an IEP Section 504 plan or individual health plan. For the full text on medication, see School Board Policy 6180R Procedures of Administration of Medication during the School Day.

Immunizations - Minnesota Law requires that every child attending school be immunized unless a parent requests an exemption for medical reasons or conscientiously held beliefs against immunizations for diphtheria, tetanus, pertussis (whooping cough), polio, Hepatitis B, varicella (chicken pox), measles, mumps, and rubella (German measles). As of September 1, 2014 MN Immunization Law was updated to also include requiring Meningococcal booster shots in middle school and high school.

The Minnesota Department of Health annually updates their website with information on all required immunizations titled Are Your Kids Ready? Minnesota's Immunization Law. Visit https://www.health.state.mn.us for more information.

Students who are entering school for the first time must have their immunization record on file in the school Health Office before starting school. If a student has previously enrolled in another school, parents must present immunization records before that student enters the district. Forms are available on the district web site on the Health Services tab. Please contact the health paraprofessional or licensed school nurse if you have questions or concerns regarding these immunizations.

No student shall be required to receive an immunization that is contrary to the conscientiously held beliefs of the parent or guardian. An exemption statement must be on file in the health office and signed by a certified notary and parent or guardian. Students with specific health conditions may have medical exemption by their physician.

UNLESS PROOF OF IMMUNIZATION OR LEGAL EXEMPTION IS PROVIDED, YOUR CHILD WILL BE EXCLUDED FROM FURTHER ATTENDANCE IN SCHOOL. We regret the necessity of taking such action. However, state law requires that these immunization records or exemption forms be completed and on file for continued school attendance. Parents and guardians are notified of necessary changes in the immunization requirements and asked to provide the needed information prior to deadline dates.

Emergency Contact Information - At the beginning of the school year you will receive an emergency contact information form. It is important that you update the information, as needed, and return it immediately. It is necessary that we have your phone numbers as well as the phone numbers of two additional friends, neighbors or family members who can be contacted in case your child needs emergency medical help. Home and work numbers must be included. Please be sure the persons you list on the form know that the school may contact them to pick up your child up from school if you are unavailable. It also helps if your family member, friend, or neighbor is easily reachable when you are not. Please notify the office immediately of any changes to your child's emergency information during the school year.

Free Dental Care Available for Children (Birth – Age 21) - Tooth decay is one of the most chronic childhood diseases. However, only fifty percent of low-income children in Minnesota receive any dental care. That's why Smiles Across Minnesota (SAM), Children's Dental Services (CDS) and ISD 709 are working to provide preventative dental care in local schools. This program provides preventative dental care to uninsured or under- insured children from birth until the age of 21. CDS has a history of working with low-income children and those with special needs. Upon formal parental consent, children are provided with a full exam, a range of preventative care, and oral health care education. Preventative service includes cleaning, sealants

and fluoride treatments. Children requiring additional treatment will be referred to Lake Superior Health Clinic or a dental clinic of your choice. If you have questions, please contact the School Nurse at your child's school or CDS at (612) 238-0220.

Nutrition Services

Overview - ISD 709 Child Nutrition staff strive to provide healthy, satisfying, and appealing meals to students. They work toward this goal while taking into consideration the requirements established by the U.S. Department of Agriculture's National School Lunch Program, the desires of students/families for certain types of foods, and budgeted funds, in addition to other variables impacting the meals program.

Menu Planning - Nutritious meals are served every day and meet guidelines established by the U.S. Department of Agriculture's National School Lunch Program (NSLP) and the Healthy, Hunger-Free Kids Act of 2010.

Menus are planned according to USDA guidelines. School meals offer milk, fruit, vegetables, proteins and grains. The guidelines require age-appropriate calorie limits, larger servings of vegetables including dark green and red/orange vegetables and legumes, milk (flavored milk must be fat free) and less sodium. School meals must meet strict limits on saturated fat and portion size.

Breakfast is offered at no cost at all schools and is a great way to jump start a student's day. Breakfast menus focus on boosting nutrition. Assorted cereals and whole grains, fresh fruits, and milk are served daily, in addition to a featured breakfast item.

School lunch menus include hot entrees, salads, sandwiches, vegetables, fruits, grains, and milk. Often the daily fresh fruit and vegetable items are locally grown. In the middle and high schools, a la carte items add flexibility for student nutrition and have a place in a healthy school environment. Yogurt, bottled water, 100% juices are available on the a la carte line. Food selections vary between elementary and secondary schools.

Families have an interactive, online way to view meal menus: www.isd709.org.

Lunch Prices - Lunch prices are available on the district's website www.isd709.org.

Paying for School Meals - Each student has an individual lunch account based on his/her student identification number. Students enter their student ID into a keypad each day to pay for their lunch. To provide efficient service, ISD 709 school cafeterias operate on a pre-paid lunch system. Parents wishing to pay using a credit card or a bank account may do so through the PayPams online system. This is a secure online payment system which allows parents to check student balances and monitor what their student is choosing to eat. Individual checks can be sent to school and given to the Cafeteria Manager. Checks are payable to Child Nutrition or the School Café. Please write the name of the student and the student number on the memo line of the check. Parents wishing to send cash are asked to put it in a sealed envelope with the student's name and student ID number printed on the outside.

In the middle and high schools, items in the a la carte line are individually priced and can be purchased if the student has money in their lunch account or cash in hand. Parents can limit their student's a la carte purchases by calling the Child Nutrition Office at 218-336-8707.

Free and Reduced Lunch Applications - Free and Reduced Lunch Applications- Your children may qualify for free or reduced price school meals. A new application must be filled out each new school year.

Apply online at www.paypams.com/onlineapp, click the link and follow the instructions. Online application is safe, secure, convenient and available 24/7.

OR fill out a hard copy form and submit by mail or drop off at the school office. Hard copy forms are available from the school office, from the Child Nutrition Office (call 218-336-8707) or download an application online at www.isd709.org.

In Minnesota, all students who are approved for free or reduced priced school meals will receive meals at no charge.

School Lunch Policy - Briefly, the purpose of the policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and the employees, families and students have a shared understanding of the expectations regarding meal charges.

- Payment for lunch is expected at the time the meal is served.
- Parents may put money in their child's account by online payment, check or cash.
- All students, elementary, middle or high school will be allowed to charge lunch meals regardless of a zero or negative balance but not allowed to make a la carte purchases.
- In the instance of a student with outstanding meal debt, the student will be allowed to pay for a full price meal without applying the student's money toward the debt balance.
- The school district will make reasonable efforts to notify families when meal account balances are low.
- Reminders for payment of outstanding meal balance will not demean or stigmatize any student participating in the school lunch program.
- Where appropriate, families may be encouraged to apply for free and reduced price meals for their children.
- The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.
- Unpaid charges are designated as delinquent debt when payment is overdue, the debt is considered collectable and efforts are being made to collect it.
- Consistent with the treatment of other debts, negative balances of $50 or more not paid prior to the end of the school year will be subject to handling by a collection agency.
- Student lunch debt of $49.99 or less is transferred with the student to the next school year.
- Positive lunch balances in the student's account advance with the student into the next school year or families may request a refund by calling the Child Nutrition Office at (218) 336-8707. Students leaving the district may also obtain a refund.

Wellness

Communications with Parents

- The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
- The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

Other Foods and Beverages Made Available to Students

- Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus. Caution will be exercised when offering foods that may cause allergic reactions or adversely impact students with health conditions, including those foods provided through:
    - Celebrations and parties. A celebration or party is a special and enjoyable occasion (birthdays, holidays, etc.). The school district will provide a list of healthy party ideas to families and staff, including non-food celebration ideas.
    - Classroom snacks to be distributed to the class. A snack is food eaten between usual meals to supplement the nutritional needs of student intended to make a positive contribution to the child's health and diet. The school district will provide to parents families and staff a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
- Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
- Fundraising. The school district will make available to families and staff a list of suggested healthy fundraising ideas. Foods and beverages sold as fundraisers during the school day must comply with standards listed in C1 and C2. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Transportation

The Duluth Public Schools Transportation Department strives to provide safe, comfortable, and efficient service to our young riders. To accomplish these goals, we count on the support of the schools, students, and parents. Transportation service to Duluth students is provided through a combination of school district owned buses and contracted service with Voyageur Bus Company. Specific questions about student transportation can be addressed by calling one of the following numbers:

- Duluth Public School Transportation Office - (218) 336-8970
- Voyageur Bus Company - (218) 724-1707

Bus Route Information - Most bus routes and bus stops remain the same from year to year. Some changes are necessary each year due to changing demographics. Busing information is available from your school by the end of August each year. Questions about routes and stops can be answered by calling your school or the Transportation Office at (218) 336-8970.

Safety - For Safety reasons the district will (whenever possible) avoid going down alleys or down roads that force the bus to back up in order to get out.

Eligibility for Transportation - Eligibility for transportation service is based primarily on the distance between a student's residence or daycare and school of attendance. In some cases students are transported when a high traffic area, or other hazards, exists between the residence or daycare and the school. MN Statute requires that students be transported if they live two miles or more from school. The Duluth Public Schools will use the following eligibility distances:

- Elementary schools - 0.7 miles
- Middle Schools - 1.5 miles
- High Schools - 2.0 miles

Transportation for Out of District Students - Bus transportation may be available for families outside the Duluth school district who open enroll their student into selected Duluth public schools. Such transportation may be an option through collector stops established at or close to ISD 709 borders.

For information regarding availability contact the ISD 709 Transportation Department at 218-336-8970. For information on open enrolling into the Duluth school district, contact the Office of the Assistant Superintendent at 218-336-8739.

Daycare Transportation - Transportation to and from daycare sites is permitted. The daycare must be within the attendance area of the school your child attends. Pick up and drop off addresses may be different from each other but must remain consistent five days per week.

Riding a Different Bus - For safety reasons, the district will not make one-day or short-term changes in bus stops. This includes staying with a friend, clubs, lessons or appointments. Families need to make other arrangements when these issues arise. Bus drivers will not accept notes from home. To help ensure a safe, comfortable bus ride:

1. Arrange for your child to be at the bus stop five minutes before the scheduled pick up time.
2. Help your child learn his or her route number(s).
3. Teach your children about the DANGER ZONE. The DANGER ZONE is the area ten feet around the bus. This is the area where most accidents occur.
4. Arrange for first time and young riders to be accompanied to and from the bus stop for at least the first few days of school.
5. Understand that bus pick-up and drop-off times are based on existing weather and road conditions. Inclement weather, traffic congestion, road construction, and demographic changes can cause minor adjustments to route times. Attempts will be made to notify parents about major adjustments in bus schedules that may affect their child. If the bus is more than ten minutes late, direct your child to return home, and call the Transportation Office.

School Bus Safety Rules:

Dos	Don'ts
Immediately follow the directions of the driver	No fighting, harassment, intimidation, or horseplay
Sit in your own seat facing forward	Do not throw any objects
Talk quietly and use appropriate language	No eating, drinking or use of tobacco or drugs
Keep all parts of your body inside the bus	Do not bring any weapons or dangerous objects on the bus
Keep your arms, legs, and belongings to yourself	Do not damage the school bus

Riding the bus to school is a privilege, not a right - MN Statute 121a.59 - "Transportation by school bus is a privilege, not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to written school discipline policy."

Consequences - Consequences for school bus/bus stop misconduct apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e., field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

This is a general guideline and based on the severity of the incident may further restrict student's privilege of riding the bus.

Assigned seating may be used at the full discretion of the driver or school administration. Refusal to comply with assigned seating may result in immediate loss of riding privileges.

Depending on severity, a student not receiving a bus referral for 3+ months will start over with offenses.

1st incident: Verbal Warning to student by the driver

2nd incident: Written warning to student & parent/guardian from driver & building administration; may include meeting with student, driver, parent & administration.

3rd incident: Possible but not limited to –

- Lunch or after school detention
- Up to 5 days suspension from the bus; suspension from riding the bus may require a parent/student meeting to return to full bus privileges.

4th incident: Possible –

- Lunch or after school detention
- Suspension
- Up to 10 day suspension from the bus; parent/student meeting required to reinstate bus privileges

Further incidents - Individually considered. Students may be suspended for longer periods of time, up to and including the remainder of the school year. Serious misconduct may result in police action.

Student use of electronic devices to take pictures or video of anyone on the bus is strictly prohibited.

Drivers need to be notified regarding any specific student behavior plans.

The majority of our student riders follow the rules, helping make the experience enjoyable for everyone. Parent support of school bus safety rules helps us ensure a safe, comfortable ride every day.

Special Transportation

- Appropriate transportation accommodations and supports will be provided for students with special needs when specified and written into the IEP (Individual Education Plan) or 504 Accommodation Plan.
- Under the Individual with Disabilities Education Act (IDEA) transportation "as may be required to assist a child with a disability to benefit from special education" is a related service to be discussed at an IEP meeting. Transportation includes travel to/from school, travel between schools.
- IEP or 504 Accommodation plans may require additional due process considerations before applying additional consequences. Removal from the Special Education Transportation Route counts toward a student's total days of school suspension.

Travel Rules and Guidelines for Athletics - Students must travel on school district provided transportation. Exceptions:

- Travel Release for emergencies-allows for a student to travel with their parent to and/or from a contest, game, or activity provided it is completed in 48 hours and signed by the advisor/coach, or Activities Department. Forms can be found on school website and outside AD office.
- Local games to East or Denfeld, Proctor, Superior, and Hermantown require players to provide their own transportation.

Weather Related School Closing or Two Hour Late Start - When severe weather conditions such as snow or extreme cold exist, the Superintendent of ISD 709 is authorized by the School Board to close schools or implement a Two Hour Late Start. The decision is communicated in several ways:

- Local TV Stations: KDLH-TV3, KBJR-TV6, KQDS-TV21, WDIO-TV10
- Local Radio Stations: KDAL 610 AM - 95.7 FM, WEBC 560 AM, WSCN 100.5 FM, KQDS 1490 AM - 94.9 FM
- ISD 709 Website (www.isd709.org)
- ISD 709 Social Media (Facebook, Twitter: @ISD709News)
- Duluth News Tribune Website (www.duluthnewstribune.com)
- An automated phone call to families
- The decision to close or delay school due to severe weather is made prior to 6:00AM. Schools will be open unless you hear/see an announcement that schools are closed or delayed.

All families, especially those with elementary age students, should have a contingency plan for their children in the event of weather-related school closings or two hour late start.

Duluth schools rarely dismiss early, and recent parent and staff survey results indicate concerns about using early dismissal, including access to last minute childcare and sending young children home to an empty house. During severe weather, parents always have the option of picking their children up early from school. Students will not be dismissed on their own based on a telephone request.

Please know that when it comes to winter weather, we encourage and strongly support you in making the decision that is best for your child. You are the best judge of your child's health and safety. The School Board and administration realize that their decision for the majority of students may not fit with your individual circumstances. As long as you contact the school to report the absence, a decision to keep your child home or pick up your child early from school for safety reasons will be considered excused. If the absence is not reported to the school, it will be considered unexcused.

Attendance Boundaries - Information on attendance boundaries for each school can be obtained from your school or by calling the Transportation Office at (218) 336-8970. The map can also be viewed at www.isd709.org.

Co-Curricular Activities

Participation Fees - Participation fees are charged to students who take part in co-/extra-curricular activities. Activities are placed in categories based on 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.

For students who qualify for reduced lunch, the participation fee is reduced to $25.00 for all activities. The participation fee for students who qualify for free lunch is waived. The family maximum fee is $1000.00.

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.

Category One - $500	Category Two - $235	Category Three - $185	Category Four - $60
Hockey	Baseball Basketball Debate Football Lacrosse Soccer Softball Speech Swimming Volleyball	Cheerleading Dance Team Cross Country Running Track & Field Golf Nordic Ski Alpine Ski Tennis	Drama Knowledge Bowl Math Team

Instrument Rental Fees - Class room instruments will be furnished by the School District and include instruments such as rhythm instruments, bells, pianos, autoharps, cellos, flutophones, as well as other special items. Rental fees are reduced to one-half the amount that is listed for students who qualify for reduced lunch, and waived for students who qualify for free lunch. The district also furnishes bands and orchestras with large instruments such as tympani, chimes, tubas, etc. In some cases, instruments are furnished to students on a rental basis for the school year or during the summer months.

Type	Duration	Cost
One Instrument or Percussion	School Year	$100
Two Instruments (larger instruments that cannot be transported - to have one at home and school, such as string bass, bass clarinet, etc.)	School Year	$125
One Instrument	Summer	$30

Travel - Students must travel on school district provide transportation. Exception: Travel Release for emergencies-allows for a student to travel with their parent to and/or from a contest, game, or activity provided it is completed in 48 hours and signed by the advisor/coach, or Activities Department. Forms can be found on school website and outside AD office. Local games to Denfeld, Proctor, Superior, and Hermantown require players to provide their own transportation.

All State Tournament Travel Rules apply for band, cheerleaders, and other student groups.

Students must be in attendance at school at least two hours (end of the day) in order to PRACTICE or participate in GAMES. (Unless cleared with the Activities Department)

State Tournament Travel Guidelines:

The Cheerleaders/Band Must Be Chaperoned and Travel Together. (coaches/advisors must chaperone their squad/group at all State Tournaments). For liability reasons, if cheerleaders or band members are going to cheer at a State Tournament, they must go as a group and be accompanied by the official coach or advisor.

Band/cheerleader members cannot stay overnight apart from their group during the State Tournaments.

Cheerleaders and band members must travel as a group on Duluth School District (ISD #709) provided transportation to and from the State Tournament.

Schools may substitute the official Cheerleader Advisor with an Administrator, Activities Director, or Faculty Member for out-of-town trips. The insurance rider of the School District will cover all liability in these instances.

The Band and Cheerleaders agree to perform at all tournament games. "Championship Brackets." only. Championship Brackets are defined as those games which are played for the Championship trophy. Consolation Games and Third Place Games are not included. If Cheerleader or band members decide not to perform at all of the State Tournament games, the squad will not perform at any game.

Weather related closings and late starts:

School SNOW DAY: NO GAME or Practice (Unless noted); Section or State playoff games can be an exception.
Two Hour Late Start: K-12 Schools start two hours later and dismiss at their regular times; Buses pick up students two hours later (bus stops remain the same and cannot be changed); K-12 afternoon activities and athletics will be held.
ISD 709 Website: www.isd709.org
Television: KBJR – TV6, KDLH – TV3, WDIO-TV10, KQDS-TV21
Radio: KDAL 610 AM – 95.7 FM, WEBC 560 AM, WSCN 100.5 FM, KQDS 1490 AM – 94.9 FM
Duluth News Tribune Website: www.duluthnewstribune.com

Attendance - Student Athletes must attend class following a road game or trip; if a team gets home late the coach should give them the following day's practice off. If a student has been excused for an all-day absence and it is not a school related absence, the student may not participate in any after school activity that day. If a student comes to school in the morning and then is excused for the rest of the day due to an illness or an unexcused absence, the student may not participate in any after school activity that day. Students must be in attendance the last two hours of the day in order to participate in games or practice. Special circumstances must be cleared with the activities office prior to the event. Student athletes that violate the district participation attendance policy can be subject to multiple game penalties. Middle school athletes participating at the High School level need parent permission to leave school in accordance with school policy.

Social Media Policy – Facebook/Twitter, Snapchat, Instagram, etc.

Duluth Public Schools students are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that as a student in the Duluth Public Schools, you are aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a student in the Duluth Public Schools, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular

programs. Ignorance of these regulations does not excuse students from adhering to them.

Guidelines for Students Using Social Media:

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student and athlete in the Duluth Public Schools you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc…is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid when using Social Media:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felonies, crimes, thefts or damage to property or unethical behavior.
6. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

- One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.
- Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.
- The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

No Cell Phones allowed in locker rooms or changing areas.

Hazing - Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Coaches will make sure that the team does not engage in the following:

1. Initiation rites that includes face-painting or unusual costumes
2. Any physical activities (paddling, blindfolds, obstacle courses, etc.)
3. Any public activities that would embarrass or single out a member. (singing in a restaurant, standing on a street corner waving at cars, making purchases which may embarrass the individual)
4. Any activity that involves putting up signs or toilet paper on any buildings or homes or anything in a yard.
5. Any activity that separates team members and treat them in an embarrassing way.

District #709 Behavior Regulations

- Students must serve a consequence in each activity in which they participate – MSHSL, Duluth High School Intramurals, Activities, and Fine Arts. Penalties may be served concurrently.
- Due Process including appeals procedure as defined in the MSHSL bylaw 213.02,8.

All penalties:

1. Are in effect year round (including summer and off-season.)
2. Carry over from school year to school year.
3. Carry over from sport/activity to sport/activity.
4. Are applied to MSHSL violations that occur anywhere and anytime.
5. Student fully agrees to fully cooperate in any investigation honestly and truthfully.

The Duluth Police Department will be sharing information on underage ticket violations. It is advised that violations be reported to the Coach, AD, or Principal within 48 hours.

Determination and notification of violations:

1. Any violation(s) of the MSHSL or ISD 709 policy known to a coach/advisor must be reported to the Activities Director and/or Principal in writing immediately upon learning of the violation.
2. The Principal and Activities Director are responsible for administering this policy and declaring a student ineligible. The Principal and Activities Director will conduct a thorough investigation prior to reporting findings in the case.
3. Written notification of a student's ineligibility and the reason for such should be provided to the parent, student, and the coach/advisor.
4. Serving a penalty: Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty.
5. A copy of this notification must be kept on file in the High School Activity Director's Office until the student graduates. All and any paperwork will be shredded immediately the student no longer participates.

MOOD-ALTERING CHEMICALS - Reference MSHSL Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

STUDENT CODE OF RESPONSIBILITIES - Reference MSHSL Bylaw 206

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions

3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets. This suspension can be deemed longer or shorter based on the violation and is up to the discretion of the building principal.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT / VIOLENCE and HAZING - Reference MSHSL Bylaw 209.00

A student shall not engage in the sexual, racial, religious harassment, violence or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

Reporting Procedures:

1. Any person who believes he or she has been the victim of sexual, racial, religious harassment, violence or hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
2. The building principal is the person responsible for receiving reports of sexual, racial, religious harassment, violence or hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
3. Teachers, administrators, officials, volunteers, and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include sexual, racial, religious harassment, violence or hazing. Any such person who receives a report of, observes, or had other knowledge or belief of conduct, which may constitute sexual, racial, religious harassment, violence or hazing, shall inform the building principal immediately.
4. Submission of a good faith complaint or report of sexual, racial, religious harassment, violence or hazing will not affect the complainant or reporter's future employment, grades or work assignments.

Reprisal - The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged sexual, racial, religious harassment, violence or hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such sexual, racial, religious harassment, violence or hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Fair Hearing Procedure - The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's determination of ineligibility for a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors, following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school or on Web at www.mshsl.org in the Publications section.

First Offense

1. After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities (performances, contest, events) or two (2) weeks of a season in which the student is a participant, whichever is greater i**f the student athlete notifies the coach, AD, or school principal within 48 hours** (summer & off-season included) after the violation occurred. If the student athlete **does not notify their coach, AD, or Principal within 48 hours** after the violation the student shall lose eligibility for the next three (3) consecutive activities (performances, contest, events) or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. The student shall make arrangements with the respective coach or advisor to establish a plan for reentry with the team or group.

A team/group/club, in conjunction with the coach/advisor as well as the knowledge and approval of the activities director and principal, may increase the severity of a penalty. The coach/advisor shall clearly communicate in writing any changes or additional consequences to the parents and students prior to the season.

Second Offense

1. **After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater if the student athlete notifies the coach, AD, or school principal within 48 hours (summer & off-season included)** after the violation occurs. If the student athlete **does not notify their coach, AD, or Principal within 48 hours** the student shall lose eligibility for the next eight (8) consecutive activities (performances, contest, events) or four (4) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. The student shall make arrangements with the respective coach or advisor to establish a plan for reentry with the team or group.

Third Offense (and subsequent):

1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant. This bylaw is aligned with the MSHSL.
2. The student shall make arrangements with the respective coach or advisor to establish a plan for reentry with the team or group.
3. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties for Category II Activities and Clubs

Definition - Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments. Includes Fine Arts Activities:

1. Speech, Debate, Drama, Knowledge Bowl, Robotics, and Math Team, and One Act Play
2. Music Activities
3. Visual Arts Activities

Each member school shall develop penalties which it will apply to the participants in these activities.

Denial Disqualification - A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

This policy works in conjunction with the MSHSL policy and will supersede the State League's policy. There also may be other ramifications due to the violation, some being, but not limited to: consideration being eliminated for All Conference, Team Awards, and School Awards.

Academic Eligibility - At the conclusion of each grading period, a student cannot have an F on the report card and must not have a "U" in conduct given by the administration. If a student receives an F on the report card, the student is ineligible at least the first six weeks of the next grade period (as described below). Students must be making progress towards graduation.

B. Ineligibility Status

Report card issuance day is the Monday starting the second week of the marking period. Ineligibility is described as a period of time in which the student **may practice but not participate in activities/games/contests**. Grades will be reviewed the Friday of the fourth week of the marking period. The student must have no F's and no administrative "U" in conduct on that day to gain eligibility. For **consecutive grade period violations,** a student is **ineligible** to participate until the issuance of the next report card. Ineligibility is described as a time the student may continue to practice but may not participate in varsity games or contests. If an "F" is changed to a passing grade, the student can become eligible immediately. An "I" is considered a failing grade. If the "I" is changed to a passing grade, the student may gain eligibility.

Fall 2021:

Note: If a student failed a class the previous school year and/or credits do not meet district guidelines, completion of summer school course(s) may help student gain eligibility.

Eligibility review date for students who failed a class in Quarter 4 of the previous school year
Eligibility review date – **September 17**
End of 1st grade period November 5

Winter 2021-22:

Eligibility review date for students who failed a class in Quarter 1 – **December 3**
End of 2nd grade period – January 20 (All grades checked when report cards are issued)

Eligibility review date for students who failed a class end of Quarter 2 – **February 11**
End of 3rd grade period – April 1 (All grades checked when report cards are issued)

Spring 2022:

Eligibility review date for students who failed a class in Quarter 3 – **April 29**
End of 4th grade period – June 9 (All grades checked when report cards are issued)

Note: *A student who fails a class during the fourth grading period, but passes the class for the semester will be ineligible in the fall. Students may no longer take summer school to regain eligibility from a class failed in the spring. Term grades only count when considering penalties.*

Credit Eligibility - At the conclusion of the first semester and end of the school year, students must be making satisfactory progress toward graduation based on the credit schedule listed below. If a student falls below the credit requirements, they may be deemed ineligible for a period of time as determined by the building principal.

1. Incoming 10th grader (sophomore) – 5.25 credits, 8.0 credits at semester
2. Incoming 11th grader (junior) – 11.25 credits, 13.75 credits at semester
3. Incoming 12th grader (senior) – 16.50 credits, 19.00 credits at semester
4. 22.50 credits to graduate
    - Have not dropped out of school or repeated a grade while in high school and will not participate in more than six (6) seasons in any sport in grades 7-12
    - Will not have turned 20 before the start of the season in which they participate.

Less Than A Normal Course Load - All students must be fully enrolled (as defined by the Minnesota Department of Education) – minimum of four classes and one study hall. This includes students enrolled in PSEO classes. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the 7th grade.

Special Education Programs - These rules are applicable to students enrolled in Special Education programs; exceptions, with regard to academic performance and conduct, would be noted in the student's Individual Education Plan (IEP). An IEP cannot make exceptions to stated academic standards.

Administrative Prerogative - The Principal reserves the right to declare a student eligible or ineligible for any appropriate period.

Home School Eligibility is based on State Statute

- Student must reside in the school's home attendance area (ie - Denfeld or East)
- Home school must be registered with ISD 709

Online Eligibility

- Students enrolled in an online school like Academic Excellence Online (Duluth Public Schools) or Minnesota Virtual Academy (MNVA), they are fully eligible at either East or Denfeld - where their attendance area resides.
- If a student enrolls at an online charter school (Minnesota Transitions/Connections Academy) then that student is eligible to participate at that charter school.
- Not all online schools are created equally in the eyes of the MSHSL. Contact the activities director at East or Denfeld if you have any questions.

Cooperative Agreements - It is School District policy that ISD709 does not participate in cooperative agreements with charter or private schools. This is a decision by the school board.

- We do not offer cooperative sponsorship's or articulation agreements with private or charter schools; they would take opportunities to participate away from our own students.
- Students enrolled at other schools would be eligible at their own school, or if they co-oped with another MSHSL school.
- This includes students from; Edison, Lakeview Christian Academy, Holy Rosary (and other parochial schools), Catholic High School, Harbor City, Online Charter Schools, and Montessori etc.

Community Education/Out of School Time Programs and Services

Duluth Community Education - Community Education programs provide a variety of opportunities for learning, recreation and community involvement to learners of all ages from youth to senior citizens. Programs include Early Childhood Family Education (ECFE), school readiness/preschool, youth and adult enrichment and recreation programs, aquatics, driver education and more. General information, programs, classes and activities are promoted through school newsletters, social media and the Community Education Schedule. Registration information is available at www.duluthcommunityed.org or email us at communityeducation@isd709.org. Community Education contact information listed below:

- **District Office**
  (218) 336-8708
- **Ordean East Middle School**
  (218) 336-8760, extension 1
- **Early Childhood/PreKindergarten**
  (218) 336-8890
- **Denfeld High School/Project Access**
  (218) 336-8760, extension 2
- **Key Zone/School Age Care**
  (218) 336-8760, extension 6
- **Driver Education**
  (218) 336-8760, extension 3

- **Lincoln Park Middle School**
  (218) 336-8760, extension 5

K.E.Y. Zone/School Age Care - K.E.Y. Zone (Knowledge, Enrichment and Youth Development) in all Duluth elementary schools provides safe and supervised environments for youth to receive academic support and participate in life skill-building enrichment activities. The staff, program, and facilities create a warm, secure atmosphere for channeling children's energies and meeting individual needs. The programs are offered collaboratively with Duluth Community Education and the Duluth Area Family YMCA. For KEY Zone information or to register, visit www.isd709.org.

Program goals include enrichment and learning, encouraging the development of life skills, promoting regular attendance, and providing year-round opportunities for fun and adventure through the following activities: Academics, Creative Arts, Health and Wellness, Science, Technology, Engineering and Math (STEM), Service Learning Projects, Homework Help, Tutoring and Mentoring.

Program Hours of Operation: After school until 6:00 pm; Break weeks and summer 6:30 am – 6:00 pm
Community Use of School Facilities - School facilities are an integral part of the community and may be used to promote school, civic, or social goals in accordance with policies and regulations. The use of school facilities and grounds by community groups is coordinated and supervised by the Community Education Department. A permit application for the requested facility must be submitted to Community Education.

Emergency Response Information and Parents Right to Know Act 2000

School Emergency Information - A fundamental goal of the Duluth Schools is to provide students with an opportunity to learn and achieve in school environments that are safe and secure. An Emergency Response Crisis Management (ERCM) Plan guides district-wide efforts to maximize the safety and welfare of students, staff, and visitors. ISD 709 employees work with city, county, and state emergency management and response agencies to assure that schools are prepared for an emergency.

Emergency Response Procedures - Our top priority is the safety of each and every student. Emergency response procedures are in place at every school. Parents should be familiar with these procedures to help ensure the safety of their student(s). In the interest of student safety, the Duluth Police Department asks that you not attempt to call your student via cell phone or respond to the school site during emergency situations. Please listen to local TV/Radio alert stations or look online for up-to-date information and direction.

Active Threat Response - Duluth Schools has adopted the ALICE model for active threat response. ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. ALICE is a proactive, options-based plan that authorizes and empowers staff and students to make informed decisions during an active threat, removes as many people as possible from the danger zone, and provides options so those involved will have the best chance of surviving.

Lockdown - Lockdown is used to protect students and staff from a potentially dangerous event near or inside the school. Students and staff are in secured areas, all entrances to the building are locked, and no visitors other than appropriate emergency response personnel are allowed on campus unless authorized by the School Incident Commander (or designee).

Evacuation On-Site - The school building is deemed unsafe, but the grounds safe. Students are moved outside the building temporarily.

Evacuation Off-Site - The school building and grounds are unsafe. Students are moved to an alternate location. Use of personal vehicles is not allowed. When students are moved outside of the building, they are under staff supervision. Parents are not to prevent or obstruct the trained response of supervisory staff or emergency responders.

Parents Right to Know Act of 2000-The school district utilizes a licensed, professional pest-control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. The program consists of:

- Inspection and monitoring to determine whether pests are present and to determine the type of treatment required.

- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest-control materials.
- Utilization of non-chemical measures such as traps, caulking, screening and the application of EPA-registered pest-control materials when needed.

Since pests can sting, bite, and cause contamination, damage to property, and spread disease, the district will make every attempt to control them. Because the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood, the district will sparingly use chemicals to control pests. All pest control materials are chosen and applied according to label directions as per federal law. Facilities Management will schedule pest control response actions requiring the use of pesticides during days when school is not in session. Included in your packet is a school calendar listing those dates. In an emergency situation where this practice cannot be followed, parents of a student may request prior notification of the application of EPA Class I, II, and III pesticides. To receive prior notification, send a written request with a daytime phone number and a stamped, self-addressed envelope to Facilities Management, 215 North 1st Avenue East, Duluth, MN 55802

Asbestos Hazard Emergency Response Act (AHERA) -For years, asbestos was used in construction and building materials as a fire retardant and insulator to prevent building fires and to protect structural members that, if heat-damaged, could cause building collapse. Since inhalation of asbestos fibers can cause serious health risks, our greatest concern is asbestos-containing materials that could be easily crumbled by hand, located where it could be damaged or become airborne. Per AHERA requirements, a certified inspector has reviewed all Duluth Schools for the presence of asbestos-containing material. Findings of the original inspection, along with periodic re-inspections, are compiled in a report and kept in each building. This report describes the district's strategy for dealing with asbestos. Our programs are designed to create a fiber-free environment for occupants of all schools. We closely monitor any asbestos-containing material and use only AHERA Certified inspectors, management planners, project designers, contractors, supervisors, and workers to complete any asbestos related activities. Our district is committed not only to compliance with AHERA, but to a safe, quality environment for all students, parents, employees, and building occupants. If you have questions, please contact the district's AHERA Designated Coordinator of Health, Safety, and Environmental Management at (218) 336-8700 ext. 3240.

Dress Code Regulation

The staff, students, parents, and the Duluth Public Schools community recognize the importance and necessity for students' attire to be respectful and appropriate for school. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Dress code violations should be addressed using student/body-positive language to explain the code.
- Teachers should focus on teaching and students focus on learning without the distraction and often uncomfortable burden of addressing dress code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.

- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, weapons and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Duluth Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student; that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.

   All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

   - A Shirt (with fabric in the front, back and sides that covers the middle and lower torso) AND
   - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) AND
   - Weather appropriate shoes.

   *Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

   - Religious headwear
   - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
   - Ripped jeans, as long as underwear and buttocks are not exposed.
   - Tank tops, including spaghetti straps; halter tops
   - Athletic attire
   - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

   - Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
   - Swimsuits (except as required in class or athletic practice).
   - Accessories that could be considered dangerous or could be used as a weapon.
   - Any item that obscures the face or ears, including hoods (except as a religious observance).

- All jackets/coats intended for outerwear (for example: starter, letter, leather, trench coats, windbreakers, etc.) must be kept in the student's locker during regular school hours. Fleece vests are not considered outerwear.
- Hats, caps, and do-rags, not including religious headwear, must be stored in student's locker.
- Clothing that includes works or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors and illegal on school property, will not be allowed.
- Objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to any group, evidences of gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed.

Students who are in violation of the dress code will be asked to change clothes, cover up existing clothing if possible or go home and change so that they meet dress code. In the event a student must go home and change, the parent will be contacted. The student must sign in and out at the Attendance Office.

Harassment, Violence, and Bullying Behavior

Independent School District 709 is committed to creating and maintaining a learning and working environment where all individuals are treated with respect and dignity. Every individual has the right to learn/work in an environment free of harassment, violence, and bullying behavior.

PREVENTION - Preventing harassment, violence, and bullying behavior before it happens is always best. Prevention keeps us from experiencing adverse experiences in the first place, helps us focus on teaching and learning, and is an efficient and effective use of resources.

Efforts to intentionally develop a positive school climate and create positive relationships will work to prevent harassment, violence and bullying behavior. Furthermore, academic success is directly related to school engagement and school engagement is associated with peer and adult support and relationships. Nothing has a more positive impact in the life of a child than positive relationships.

PREPARATION - Preparing students, staff, and families for adverse experiences is also an important part of creating safe and welcoming environments for everyone. We should know what to do and have a plan in place to do it well. Preparation includes teaching students about these behaviors, the roles that people fulfill in an incident, what to do, and how to report it. We won't be able to plan for every situation yet we can teach some basic techniques that will help in most situations.

RESPONSE - When harassment, violence, or bullying behavior is reported or witnessed, responses include telling the person to stop, creating separation and safety, investigating incidents, planning and implementing interventions, and informing others. Each situation is unique and may require different and unique interventions, including student conferencing, parent involvement, school discipline, connection to other resources, and restorative practices.

RECOVERY - Even when prevention is done well and we prepare and respond effectively, students may still benefit from support and assistance in recovering from incidents of harassment, violence, and bullying behavior. Helping students recover may look different from child to child and from school to school. Schools have resources available in a crisis and can help families connect to on-going supports in the community. Many schools have "co-located" mental health services as well. The focus of recovery is to return students back to regular school activity in a safe and welcoming environment.

REPORTING HARASSMENT, VIOLENCE, AND BULLYING BEHAVIOR - Harassment, violence, and bullying behavior is a concern across our nation and here in Duluth. Reducing this behavior is important to Duluth Public Schools – we take it seriously.

Any time you witness or are involved in a situation involving harassment, violence, or bullying behavior it is important to report it. Help is available. Speak with your teacher, school principal, or another trusted adult at school, home, or in your community.

1. If someone is hurting you, tell them to stop, then walk away and talk to an adult about it.

2. Report it right away. A prompt report increases safety, reduces response time, and improves the results of the investigation and the intervention. Reporting forms can be located at the back of this handbook or online at www.isd709.org (scroll down to "Quick Links", select "Safe and Welcoming Schools", select "Bullying and Harassment", and select the appropriate school listed under "Report Bullying and Harassment").
3. Be specific. Share who was with you or might have seen something, who said or did what, and when and where it happened. Keep text messages and social media posts that contain harassing, violent, or bullying behavior so you can show them to an adult at school.

MINNESOTA LAW - Minnesota has passed the Safe Schools Act. We are working to adjust policy to align with requirements of the act as well as with model policies as they become available.

Standards of Conduct

Standards of conduct are developed to ensure a safe, equitable and welcoming environment that fosters growth in relationships, academics, social-emotional competency and life skills. We believe these are achieved through a culture that promotes positive relationships, mutual respect, repairing harm, and a belief in the potential of all members while engaging with families and community as partners.

Disciplinary policies within the elementary and secondary schools shall be enforced within the general guidelines as set forth in the grid below. These guidelines are designed to prevent student's inappropriate behavior from recurring through use of environmental, instructional, and/or restorative intervention and represent the majority of incidents that occur in schools. However other incidents may occur which warrant disciplinary action.

These guidelines describe the various administrative actions that may be taken for incidents that violate school district standards of conduct and/or the law. The listing of guidelines does not require that a "step-by-step" progression of increasing severity be employed by an administrator when addressing an incident.

Behavioral incidents requiring Office Intervention will be documented as an "office discipline referral" in Infinite Campus under the student behavior tab. Out-of-school suspension is used for the purpose of creating separation and safety for further investigation and intervention planning in response to a behavioral incident. At all age levels, use of out-of-school suspension should be paired with environmental, instructional, and/or restorative intervention. For students with a history of violent behavior, staff will be notified per Policy 5022.

The Principal's discretion regarding the enforcement of policy will be used when age, culture, and development/ability are factors in behavioral issues. There should be a logical relationship between the severity of the offense and the administrative action. Behaviors are grouped into four levels for the purpose of consistency and organization. Some behaviors will be severe or egregious enough to warrant disciplinary actions corresponding with a higher level. The Assistant Superintendent will be consulted if any site desires to implement discipline which exceeds the minimum guidelines.

Behavior Levels

LEVEL 1 **Behaviors are safe but disruptive to learning and addressed with simple de-escalation, support and/or redirection.**
• Staff use school wide and classroom practices to promote the development and use of behaviors that contribute to a safe, equitable, and welcoming school. • Staff observe the behavior, use a range of strategies to support the student(s) or de-escalate the situation, determine communication and documentation. • Behaviors are managed by the person supervising the area, no office discipline referral needed - commonly referred to as a "classroom managed" or "minor" behavior and not addressed further in this grid.

LEVEL 2

Behavior that disrupts the educational environment, student learning or staff working and is not corrected with simple support or redirection.

- Staff observe behavior, use a range of strategies to support the student(s) or de-escalate the situation, gain assistance if needed, write office referral, and use supportive and/or restorative practice intervention as needed.
- A more focused behavioral response or targeted intervention beyond response to the immediate incident may be warranted depending on the situation.

ACADEMIC DISHONESTY	A student shall not cheat in any form on school grounds or in any school-related activity. This includes plagiarizing (copying from print, the Internet, or other electronic resources, purchasing or copying another person's work, and paraphrasing without citing the source).		
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Teacher conference with student; teacher discretion for consequences	Notification of parent(s) or guardian(s) and/or conference; teacher discretion for consequences	Administrative conference; consideration for loss of credit; consideration for 1-3 day(s) suspension and intervention

ATTIRE	Attire or personal grooming that presents a risk to health, safety, property, interferes with education, or violates Policy 4015 and Regulation 4015R Prohibiting Harassment and Violence is prohibited. Please see entire ISD 709 Dress Code Regulation.		
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-5	Notification of parent(s) or guardian(s)	Notification of parent(s) or guardian(s); Administration discretion for consequences	Notification of parent(s) or guardian(s); Administration discretion for consequences
6-12	Student conference; Notification of parent(s) or guardian(s)	Notification of parent(s) or guardian(s)	Consideration for detention; Further incidents will result in consideration for suspension and intervention

CELL PHONES OR ELECTRONIC MOBILE DEVICES	Students may not use cell phones or personal electronic mobile devices during class time unless it is determined by the teacher that it is required for curriculum/course content. School will not be responsible for lost, damaged or stolen devices. School administration will not spend time investigating any lost or stolen electronic devices.		
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-5	Notification to parent(s) or guardian(s)	Notification to parent(s) or guardian(s); Administration discretion for consequences	Notification to parent(s) or guardian(s); Administration discretion for consequences
6-12	Student conference; Notification of parent(s) or guardian(s)	Notification to parent(s) or guardian(s); Administration discretion for consequences	Consideration for 1 day suspension and intervention

COMPUTER	Data tampering, unauthorized use of data, violations of Policy 3187-Use Policy for Internet Access and Regulation 3187R - Internet Use Regulations (e.g. software modification or copyright violation, any attempt to install or use software that has not been approved by the district, violation of district network security, hardware damage/vandalism, etc.) is prohibited.		
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resource; loss or restriction of technology use
3-5	*Notification of parent(s) or guardian(s)	*Loss or restriction of technology use	Loss or restriction of technology use; consideration for 1 day suspension and intervention

6-12	Student conference; loss or restriction of technology use; notification of parent(s) or guardian(s) and police or probation officer, if applicable; required restitution by parent(s) or guardian(s) and student; consideration for suspension and intervention	Loss or restriction of technology use; consideration for suspension and intervention; required restitution by parent(s) or guardian(s) and student	Consideration for expulsion
DISRUPTIVE/DISORDERLY CONDUCT AND INSUBORDINATION		A student shall not participate in actions, on or off campus, that interfere with the rights of others to an education, instruction, and/or with the effective operations of the school. Such actions include but are not limited to: Disruption: Any behavior that significantly interrupts the education, instruction or effective operations of the school and or classroom (and is not better coded as another behavior). Some examples of disruptive behavior include: Offensive language or gestures, profanity, explosive outbursts or rage. Leaving the classroom without permission or school grounds without proper authorization. Consensual intimate sexual behaviors. Distributing unauthorized materials on school property. Play-fighting, which can appear real and/or alarm students and staff and/or lead to real conflicts or injuries. Insubordination: Persistent refusal to follow school rules or regulations, persistent refusal to follow directions given by a staff member or persistent confrontational and aggressive arguing with a staff member.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; Consideration for notification of parent(s) or guardian(s); Consideration for 1-10 day(s) suspension and intervention; Consideration of expulsion		
GAMBLING		A student shall not gamble in any form on school grounds or at any school-related activity.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; consideration for notification of parent(s) or guardian(s).	Notification of parents; consideration for 1-3 day(s) suspension and intervention; consideration for notification of police or probation officer	Consideration for 3-5 days suspension and intervention
MOTOR VEHICLE INFRACTIONS		1. Parking - A student shall not park in an unauthorized area on school property or park on school property without a valid school permit, or violate any school district policy with his/her vehicle. 2. Reckless or Careless Driving - A student shall not drive on or near school property in such a manner as to endanger persons or property. 3. Student vehicles may not display or promote illegal activities or substances. This includes any symbols or graphics that are affiliated with hate groups (Example: confederate flag or swastika).	
Grades	**First Incident**	**Second Incident**	**Third Incident**
9-12	Parking ticket; consideration for loss of parking privileges and towing at owner's expense; consideration for suspension and intervention; consideration for notification of police and parent(s) or guardian(s)		

<table>
<tr><td colspan="2">OVER THE COUNTER MEDICATIONS AGAINST SCHOOL POLICY</td><td colspan="2">Refer to Regulation 6180R – Procedures of Administration of Medication During the School Day.</td></tr>
<tr><td>Grades</td><td>First Incident</td><td>Second Incident</td><td>Third Incident</td></tr>
<tr><td>K-2</td><td>*Notification of parent(s) or guardian(s)</td><td colspan="2">* Referral to building resources</td></tr>
<tr><td>3-5</td><td>*Notification of parent(s) or guardian(s)</td><td>*Referral to building resources</td><td>1-2 day(s) suspension and intervention</td></tr>
<tr><td>6-12</td><td>Student conference; notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention
Note: The school may revoke a student's privilege to possess and use non-prescription pain relievers if the school determines that the student is abusing the privilege</td><td colspan="2">3-5 days suspension and intervention; consideration for expulsion</td></tr>
<tr><td colspan="2">RECORD AND IDENTIFICATION FALSIFICATION</td><td colspan="2">A student shall not falsify signatures or data, refuse to give proper identification, give false identification when requested to do so by a staff member, or give a false name or date of birth to police.</td></tr>
<tr><td>Grades</td><td>First Incident</td><td>Second Incident</td><td>Third Incident</td></tr>
<tr><td>K-2</td><td colspan="2">*Notification of parent(s) or guardian(s)</td><td>*Referral to building resources</td></tr>
<tr><td>3-5</td><td>*Notification of parent(s) or guardian(s)</td><td>*Referral to building resources</td><td>1-2 day(s) suspension and intervention</td></tr>
<tr><td>6-12</td><td colspan="3">Student conference; notification of parent(s) or guardian(s); consideration for notification of police; detention/Saturday School, or other school consequence</td></tr>
<tr><td colspan="2">TOBACCO</td><td colspan="2">Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. In addition, it is prohibited to have tobacco products or tobacco related devises in public sight while in or on school district facilities.

<u>Exception</u> - (MN Statue 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support.

It shall not be a violation of this policy for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.</td></tr>
<tr><td>Grades</td><td>First Incident</td><td>Second Incident</td><td>Third Incident</td></tr>
<tr><td>K-2</td><td colspan="2">*Notification of parent(s) or guardian(s)</td><td>*Referral to building resources</td></tr>
<tr><td>3-5</td><td>*Notification of parent(s) or guardian(s)</td><td>1-2 day(s) suspension and intervention</td><td>1-3 day(s) suspension and intervention; notification of police</td></tr>
<tr><td>6-12</td><td>Mandatory notification of police; student conference; notification of parent(s) or guardian(s); tobacco ticket</td><td>1 day suspension and intervention</td><td>1-3 day(s) suspension and intervention</td></tr>
<tr><td colspan="2">TRANSPORTATION/BUS ISSUES</td><td colspan="2">Consequences for school bus/bus stop misconduct apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e., field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges. This is a general guideline and based on the severity of the incident may further restrict student's privilege of riding the bus. Assigned seating may be used at the full discretion of the driver or school</td></tr>
</table>

			administration. Refusal to comply with assigned seating may result in immediate loss of riding privileges. Depending on severity, a student not receiving a bus referral for 3+ months will start over with incidents. See Policy 3160-Student Transportation.		
Grades	**First Incident**	**Second Incident**	**Third Incident**	**Fourth Incident**	**Further Incident**
K-12	Verbal warning to student by the driver	Written warning to student and parent/guardian from the driver and building administration; may include meeting with student, driver, parent and administration	Possible but not limited to: - Lunch or after school detention - Up to 5 days suspension from the bus; suspension from riding the bus may require a parent/student meeting to return to full bus privileges	Possible: - Lunch or after school detention - Suspension and intervention - Up to 10 days suspension from the bus; parent/student meeting required to reinstate bus privileges	Individually considered. Students may be suspended for longer periods of time, up to and including the remainder of the school year. Serious misconduct may result in police action.

TRESPASSING			
	A student shall not be physically present in a school building without permission, after being requested to leave by a school official, or after suspension or expulsion.		
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s) and police; consideration for 1-2 day(s) suspension and intervention	Consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention

LEVEL 3

Behavior that may be illegal, disrupts the educational environment, student learning or staff working with significant risk of/harm to self or others.

- Staff observe behavior, gain assistance, de-escalate the situation, ensure separation and safety, write office referral and use support intervention and/or restorative practice intervention as needed.
- OSS, if used, is for the purpose of safety and intervention planning.

ALCOHOL			
	A student shall not possess, use, transmit, or be under the influence of alcoholic beverages of any kind: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. In a school zone as defined by Minnesota Statutes.		
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*IIU Report; referral to building resources		
3-5	*IIU Report; referral to building resources	Referral to building resources; notification of police	1 day suspension and intervention
6-12	Notification of parent(s) or guardian(s); notification of police or probation officer; 1 day suspension with consideration of 2-3 days suspension and intervention	1-3 day(s) suspension and intervention	3-5 days suspension and intervention; consideration for expulsion (fourth incident)

ASSAULT		"Assault" is acting to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1 day suspension and intervention	*1 day suspension and intervention; referral to building resources
3-5	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1 day suspension and intervention	1 day suspension and intervention; referral to building resources
6-12	Notification of parent(s) or guardian(s) and police or probation officer; 1-3 day(s) suspension and intervention	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 3-5 days suspension and intervention	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 3-5 days suspension and intervention; consideration for expulsion

BULLYING	Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: • There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and • The conduct is repeated or forms a pattern; or • The conduct materially and substantially interferes with a student's educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Note: Bullying and conflicts are different. Conflicts are to disagree, argue, or fight. Conflicts have an increased balance of power, are usually spontaneous, and mutual. See the Bullying Prohibition Policy 514 for further information.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		
3-5	*Notification of parent(s) or guardian(s)	1 day suspension and intervention; referral to building resources	1-3 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention; conference with parent(s) or guardian(s) if suspended	1-3 day(s) suspension and intervention	3-5 days suspension and intervention; consideration for expulsion

CONTROLLED SUBSTANCE (Prescription)	A student shall not possess, use, transmit or be under the influence of a controlled substance that is not prescribed to the student by a licensed health care professional: • In a school zone as defined by Minnesota Statutes immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. Refer to Regulation 6180R – Procedures of Administration of Medication During the School Day.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	Notification of parent(s) or guardian(s);County IIU Referral		
3-5	Notification of parent(s) or guardian(s); County IIU Referral	*Referral to building resources; 1 day suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); 1-3 day(s) suspension and intervention; referral to building resources; mandatory notification of police; consideration for expulsion. **NOTE**: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first incident.	3 days suspension and intervention; referral to building resources; consideration for expulsion	5 days suspension and intervention; consideration for expulsion

CYBER BULLYING		Cyber Bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data – including a post on a social network, website, or forum – that is transmitted through a computer, cell phone, or other electronic device. See "Bullying" violation or for bullying definition the Bullying Prohibition Policy 514 for further information.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		
3-5	*Notification of parent(s) or guardian(s)	1 day suspension; referral to building resources	1-3 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention	1-3 day(s) suspension and intervention	5 days suspension and intervention; consideration for expulsion
EXTORTION		A student shall not obtain property from another by verbal intimidation.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	Consideration for 1-2 day(s) suspension and intervention; referral to building resources	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention	Consideration for 3-5 days suspension and intervention; consideration for expulsion
FIGHTING		"Fighting" is mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1-3 day(s) suspension and intervention	*Referral to social worker; 1-3 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1-3 day(s) suspension and intervention	
6-12	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 1-3 day(s) suspension and intervention	3-5 days suspension and intervention	3-5 days suspension and intervention; consideration for expulsion
GANG ACTIVITY		Gang activity is strictly prohibited. A "gang" is herein identified as any group that participates in disruptive, intimidating, illegal, and/or violent activities as defined in this policy. This includes gang symbols, gestures, and attire.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to social worker
3-5	*Notification of parent(s) or guardian(s)	*Referral to social worker	
6-12	Student conference; notification of parent(s) or guardian(s) and police or probation officer; consideration for 1-3 day(s) suspension and intervention	1-3 day(s) suspension and intervention	3 days suspension and intervention **NOTE**: Repeated incidents involving assault, intimidation, or other illegal activity may result in recommendation for expulsion.

HARASSMENT		Physical or verbal conduct that: Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment. Or, has the purpose or effect of substantially interfering with an individual's work, business, or academic performance. Harassment may be sexual, related to "protected groups" (Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute) or general. Refer to Policy 413 and Regulation 413R Prohibiting Harassment and Violence for further information.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)	*Consideration for 1-2 day(s) suspension and intervention; referral to social worker	1-3 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s)	*Consideration for 1-2 day(s) suspension and intervention; referral to social school worker	1-3 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention; consideration for filing a complaint with ISD 709 Human Resources	Consideration for 1-3 day(s) suspension and intervention; mandatory filing of a complaint with ISD 709 Human Resources	Consideration for 3-5 days suspension and intervention
HAZING		"Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. "Student organization" means a group, club, or organization having students as its primary members or participants. Hazing may be reported to any staff member or administrator. Refer to Policy 5083 Hazing Prohibition.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)	*Referral to building resources	
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention	Consideration for 5 days suspension and intervention
ILLEGAL DRUG		A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicants of any kind, look-alike drugs, or substances that may have the appearance of an illegal substance, such as catnip, oregano, flour, saccharin, or other items or paraphernalia: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. • In a school zone as defined by Minnesota Statutes.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s); referral to building resources	* Referral to building resources	

3-5	*Notification of parent(s) or guardian(s); referral to building resources	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention; referral to building resources; notification of police. **NOTE**: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first incident.	1-3 day(s) suspension and intervention; referral to building resources	3-5 day suspension and intervention; consideration for expulsion
INTIMIDATION/THREAT		A student shall not use words or gestures to intimidate or incite fear in another person. Note: Differentiate from harassment with consideration of any sexual comments or behavior and/or inclusion or perceived inclusion in any "protected group". Note: As with all investigations regarding student behavior, include contextual factors and cultural considerations in the investigation, determination and resolution of any potential threat or act of intimidation.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources same/next day dismissal	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s), notification of police or probation officer; consideration for 1-3 day(s) suspension and intervention	3 days suspension and intervention	5 days suspension and intervention; consideration for expulsion
VERBAL ABUSE		A student shall not engage in name calling, insults, or otherwise obscene or harmful language/comments directed at someone or a group of people. Note: Need to differentiate from threats, bullying, harassment, and disruption/insubordination.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		
3-5	*Notification of parent(s) or guardian(s)	Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Parent(s) or guardian(s) conference; consideration for one (1) day suspension and intervention. **Note**: Engaging in obscene or abusive language directed towards a staff member will result in automatic mandatory suspension and intervention	2 days suspension and intervention	3 days suspension and intervention

PHOTOGRAPHIC OR RECORDING DEVICE MISUSE		Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. Use of device that incites or encourages violence is prohibited. This prohibition includes the distribution of a picture(s)/recording that impinges upon the personal privacy of another. Also included is the creation, possession, or dissemination of sexually explicit images, videos, text messages or emails, usually by digital medium. Receipt of inappropriate data should be reported to Administration immediately. Use of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process dependent upon severity of violation. Upon investigation by administration evidence may be reported to law enforcement and/or St. Louis County Initial Intervention Unit (IIU).	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-5	*Notification of parent(s) or guardian(s)	Consideration for 1 day suspension and intervention	Consideration for 1-3 day(s) suspension and intervention
6-8	Notification of parent(s) or guardian(s) and/or consideration for 1 day suspension and intervention	Consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention; Consideration for expulsion
9-12	Notification of parent(s) or guardian(s) and/or consideration for 1 day suspension and intervention	Consideration for 3-5 days suspension and intervention	Consideration for 5 days suspension and intervention; Consideration for expulsion
PYROTECHNICS		A student shall not possess or detonate fireworks.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention	1-3 day(s) suspension and intervention; consideration for expulsion	3-5 days suspension and intervention; consideration for expulsion
THEFT		A student shall not intentionally take, use, transfer, conceal, or retain possession of personal property of another without the other's consent and with intent to deprive the owner permanently of possession of the personal property.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s) and police, or probation officer, if applicable; required restitution by parent(s) or guardian(s) and student; consideration for 1-3 day(s) suspension and intervention. **Note**: Simple Theft: Items valued at less than $20; notification of parent(s) or guardian(s)	3 days suspension and intervention; required restitution by parent(s) or guardian(s) and student; consideration for expulsion	3-5 days suspension and intervention; required restitution by parent(s) or guardian(s) and student; consideration for expulsion

VANDALISM/PROPERTY RELATED		1. A student shall not willfully cut, deface, or otherwise damage in any way any property, real or personal. This includes school busses. 2. A fee will be charged for lost or destroyed textbooks, workbooks, library books or other school property.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s); restitution required		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 1-3 day(s) suspension and intervention	Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 3-5 days suspension and intervention	Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 5 days suspension and intervention

LEVEL 4

Behavior that is considered illegal or disrupts the educational environment, student learning, or staff working with risk of/severe harm to self or others.

- Staff observe behavior, gain assistance, de-escalate the situation, ensure separation and safety, contact support staff and/or authorities, write office referral and use support intervention and/or restorative practice intervention as needed.
- OSS is used for the purpose of safety and intervention planning.
- Consider expulsion.

ARSON		1. "Arson" is the intent or intentional destruction of or damage to any school building, school or personal property, injury to persons by means of fire or explosives. This includes all behaviors within the 'school zone' on school-sponsored/supervised activities. 2. Failure to exercise ordinary caution resulting in fire within any area identified in #1 above, damage to school or personal property, or injury to person(s). 3. False alarm or tampering with any part of a fire suppression system (including, but not limited to sprinklers, fire alarms, smoke detectors, fire extinguishers, or any other part of the fire suppression system). Giving a false alarm (police, fire, ambulance, 911) or tampering or interfering with any fire alarm system. 4. Matches, lighters, and other fire starting materials are not allowed on school premises.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s); IIU Report; referral to building resources	*1 day suspension and intervention	*3 days suspension and intervention
3-5	*Notification of parent(s) or guardian(s); IIU Report; referral to building resources	*1 day suspension and intervention	*3 days suspension and intervention
6-12	Mandatory notification of police and Fire Marshall, referral for F.I.R.S.T. Program attendance, notification of parent(s) or guardian(s), restitution if damage occurred; confiscation of materials; 3 days suspension and intervention; consideration for expulsion	3-5 days suspension and intervention; consideration for expulsion	

AGGRAVATED ASSAULT		"Aggravated assault" is committing an assault upon another person with a dangerous weapon or an assault that inflicts great bodily harm upon another person. (In cases involving harassment, as defined in the Harassment Policy, a district specialist will be consulted.)	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)	* Referral to building resources	
3-5	*Notification of parent(s) or guardian(s)	* Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); police or probation officer; 3-5 days suspension and intervention; consideration for expulsion depending on the severity of assault and past infractions		
BOMB		A student shall not possess or commit crimes of violence using explosive devices including, but not limited to, bombs, grenades, rockets and mines. This also means devices that produce a chemical reaction that result in destruction.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	Notification of parent(s) or guardian(s)	* Referral to building resources	1-2 day(s) suspension and intervention
3-5	Notification of parent(s) or guardian(s)	* Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); up to 5 days suspension and intervention; consideration for expulsion; mandatory notification of police or probation officer, if applicable	Consideration for expulsion	
BOMB THREAT		A student shall not threaten directly or indirectly, to commit any crime of violence with purpose to cause an emergency response of a school building or grounds or a school-related activity.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	Notification of parent(s) or guardian(s); referral to building resources	I day suspension and intervention	Notification of police; 1-3 day(s) suspension and intervention; referral to building resources
3-5	Notification of parent(s) or guardian(s); referral to building resources; 1 day suspension and intervention	1-3 day(s) suspension and intervention; referral to building resources	Police notification; 3-5 days suspension and intervention
6-12	Notification of parent(s) or guardians(s); 3-5 days suspension and intervention; consideration for expulsion; mandatory notification of police. **Note:** A plan for readmission must be developed, which may include a risk assessment if the student is to return to school.		
SEXUAL ASSAULT		"Sexual Assault" means "sexual contact" or "sexual penetration" without "consent," as those terms are defined in Minnesota Statutes Section 609.341.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	* Notification of parent(s) or guardian(s)		* Referral to building resources
3-5	Notification of parent(s) or guardian(s) and police; Consideration of 1-10 day(s) suspension and intervention; Consideration for expulsion		
6-12	Notification of parent(s) or guardian(s) and police; Consideration of 1-10 day(s) suspension and intervention; Consideration for expulsion		
HOMICIDE		A student shall not commit homicide, which means the killing of one human being by the act, procurement, or omission of another.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	Mandatory notification of police; move for expulsion		
3-5	Mandatory notification of police; move for expulsion		
6-12	Mandatory notification of police; move for expulsion		

ROBBERY		A student shall not obtain property from another by use of force or threat of force.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; consideration for 1-3 day(s) suspension and intervention, required restitution by parent	3-5 days suspension and intervention	Consideration for expulsion
TERRORISTIC THREATS		A student shall not threaten to commit any crime of violence with the purpose to terrorize another person(s).	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-2	*Notification of parent(s) or guardian(s)	*Referral to building resources	*1-2 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardians(s) and police; 3-5 days suspension and intervention; consideration for expulsion **Note:** A plan for readmission must be developed, which may include a risk assessment if the student is to return to school.		
WEAPON		"Dangerous weapon" means any firearm, whether loaded or unloaded, knives, stun guns, martial arts instruments, mace, any device designed as a weapon, or any other device or instrument which in the manner it is used or intended to be used is likely to produce death or great bodily harm. This includes any look-alike object that may have the appearance of a weapon or dangerous instrument. A student shall not knowingly possess, store, handle, transmit, use, or encourage or aid any other student to possess, store, handle, or transmit these weapons in: • Any school building. • On any school premises. • On any school-provided transportation. • Off the school grounds at any school-related activity, event, or function. • In a school zone as defined by Minnesota Statutes.	
Grades	**First Incident**	**Second Incident**	**Third Incident**
K-12	Mandatory notification of police or probation officer, if applicable; notification of parent(s) or guardian(s); consideration for 1-5 day(s) suspension and intervention; confiscation of weapon by building administration; consideration for expulsion. **Note**: A School Board must expel for a period of at least one school year a student who is determined to have brought a firearm to school. For the purpose of this section, firearm is defined in United States Code, Title 18, Section 921.		

***Indicates Disciplinary action assigned by building administrator.**

Definitions of Interventions and Disciplinary Actions

Message from the Community and District Leadership Committee:

Our Community and District Leadership Team on Use of Suspension and Disproportionality in Suspension is sharing the following beliefs on "interventions". Preventing incidents is of course preferable to needing to resolve them. To this end, the committee wants to reinforce the importance of educators getting to know students, noticing signs of agitation, and intervening prior to incidents occurring. When suspension is used, it needs to be paired with an intervention. Interventions work best when they take into consideration the student's culture, the context and function of the incident, are inclusive and supportive of families, and positive in nature. Positive interventions include but are not limited to; environmental modifications, teaching expectations and skills, redirection to positive behavior, developing or repairing relationships. It may be necessary to work with students 1 to 1, gain what they think they need, and involve all parties in resolving the situation and underlying issues. Helping a student identify a caring adult at school and providing regular check-ins or follow up after the incident is also important. Finally, when possible, it is important to invite involved staff to participate in the resolution, experience the repair of harm of the incident, and share messages of encouragement.

ANTECEDENT BASED & ENVIRONMENTAL INTERVENTIONS - Ways to change the environment that promote an increase of prosocial behaviors and simultaneously reduce the possibility of challenging behaviors to occur.

DETENTION - A student may be asked to come before school, stay in during lunch/recess, or remain after school by a teacher or principal for the purpose of correcting a violation. Any student who is instructed to report before or after school but is unable must obtain permission from the teacher or principal. Reasonable attempts will be made to contact parent(s) or guardian(s) prior to implementation.

EXPULSION OR EXCLUSION - "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to twelve months from the date the student is expelled. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. Expulsion and exclusion proceedings shall be in accordance with M.S. 121A.41, The Pupil Fair Dismissal Act. A School Board may expel for a period of at least one year a student who is determined to have brought a firearm to school. For the purposes of this section, a firearm is as defined in United States Code, Title 18, Section 921. In accordance with M.S. 121A.41, The Pupil Fair Dismissal Act, a student and his/her parent(s) or guardian(s) shall be served personally or by mail with notice of the expulsion hearing. The hearing will be held within ten days of service of the written note, unless continued pursuant to the statute. The recommendation of the hearing officer shall be made to the School Board within two days of the end of the hearing. The decision of the School Board shall be rendered at a special meeting within five days after receipt of the recommendation of the hearing officer. The student shall receive due process as set forth in M.S. 121A.41, The Pupil Fair Dismissal Act.

IN-SCHOOL SUSPENSION - An action by school administration where a child is temporarily removed from his or her regular classroom(s) but remains under the direct supervision of school personnel.

OFFICE INTERVENTION - Any disciplinary intervention resulting from a violation of district standards of conduct applied by building administration.

OUT-OF-SCHOOL SUSPENSION - An action by school administration prohibiting a student from attending school for a period of no more than 10 days. Each suspension action may include a re-entry meeting and readmission plan.

PARENT(S) OR GUARDIAN(S) CONFERENCE - A parent(s) or guardian(s) conference is required if a student has committed a serious rule violation or has been suspended out of school. If a parent or guardian is unable to be present, the principal shall contact the parent(s) or guardian(s).

REFERRAL TO SCHOOL BEHAVIOR TEAM OR CHILD STUDY TEAM - Schools use a multi-tiered system of support. Students can be referred to a small school team for academic or social-emotional-behavioral interventions. The process varies a bit at each school but includes a brief meeting, determining an intervention, trying it for approximately 30 school days, and reviewing outcomes.

REFERRAL TO COMMUNITY SERVICE(S) - School staff may work with parents or guardians to support the consideration of accessing community services. The process of helping a family connect to a community service, sharing information (with permission), or making introductions to a community service are all part of a "referral".

REFERRAL TO JUVENILE AUTHORITIES - If a student's behavior may be a violation of law, the principal or designated representative may contact juvenile authorities or police. If the officer indicates that he/she is arresting the student, with or without a warrant, he/she shall have complete jurisdiction and responsibility in the matter and the principal shall not interfere with the student's removal from the building. The student will, in all cases, be accorded the rights of due process.

RESTORATIVE PRACTICES - Restorative practices are an approach used with students that promotes inclusivity of all through relationship-building and problem-solving. Methods such as circles, restorative chats, mediations and conferencing may be used to resolve issues or conflicts as they arise and to bring those harmed, those who harmed, and their supports together to address any wrongdoings. Through this process, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm. Unlike punishment, when using restorative practices we attempt to resolve issues "with" students rather than doing something "to" them or "for" them.

RISK SCREENING & REFERRAL FOR ASSESSMENT - Students deemed to be a threat to themselves and/or others may be asked to undergo a risk screening and/or formal risk assessment by a district approved mental health professional before being readmitted to school.

REFERRAL TO BUILDING AND DISTRICT RESOURCES - Referral to building and district resources is to be made by school personnel, parent(s) or guardian(s), or community agencies. The parent(s) or guardian(s) shall be consulted if any special services are to be made available to a student. Reasonable attempts will be made to contact parent(s) or guardian(s) regarding referrals to building and district resources.

REMOVAL FROM CLASS - All students have the right to learn and teachers the right to teach. Disruption to the learning process may result in the loss of privilege to remain in the class. This removal is limited to a reasonable time-frame to be reinstated upon an agreed solution with the instructor and principal as necessary. Students shall be allowed the privilege of making up daily work, including tests and final exams, upon their return to class. Removal from class or dismissal for the day of students with disabilities is also governed by the Individuals with Disabilities Education Act, M.S. 125A.03, and Minnesota Rules. See the section of this policy entitled "Students with Disabilities."

TEACH / RETEACH / REINFORCE DESIRED SKILL OR BEHAVIOR - To identify and provide instruction of new skills or behaviors to replace challenging or harmful behaviors. New behaviors are most effective when considered "functional" and meet the same needs as the challenging or harmful behavior. Reinforcement of a desired skill or behavior is anything that comes after the behavior that makes it more likely to be used again. Reinforcement may be a tangible item or activity, verbal or non-verbal recognition, the experience of learning something new, or simply meeting the initial need.

TIER 2 FUNCTIONAL BEHAVIOR ANALYSIS AND BEHAVIOR SUPPORT PLAN - An attempt to determine the function or purpose of a behavior through interviews, review of available information and data, and maybe observation. The idea is to then create a plan to support desired behaviors that meet the same needs in a more prosocial manner.

ADDITIONAL INFORMATION:

INFORMATION AND REVIEW PROCESS – Students, parent(s) or guardian(s) who wish to discuss concerns or review disciplinary actions, except for expulsion or suspension, may request a conference with school personnel. It is recommended that conferences occur between personnel closest to the concern and be solution-based toward district aims and vision.

SCHOOL ZONE - Students are subject to all school disciplinary actions or violations while in a school zone. A school zone is defined as an area that begins at the boundaries of the school property and extends three hundred feet from that point, or one city block, whichever is greater. This zone includes school bus stops and the area within a school bus being used to transport one or more elementary or secondary school students. This zone also includes district contract parking.

STUDENT CONFERENCE - Depending on the violation and the seriousness of the action, a student may meet with the principal and/or a teacher to discuss the incident. During this conference, students may be asked to formulate a plan which addresses their behavior and a commitment to solutions for improvement.

Roles and Responsibilities

THE DULUTH SCHOOL BOARD shall carry out the educational requirements as expressed in law and formulate and adopt policies for the organization, management, and control of the school system, including policies applicable to its operation. The board, acting through the superintendent of schools, is responsible for the supervision of the behavior of students while legally under the supervision of the school.

THE SUPERINTENDENT OF SCHOOLS shall establish all necessary procedures, rules, and regulations to make effective the School Board policies relating to the standards of student behavior and shall be responsible to the board for discipline in the ISD 709 public schools.

THE ASSISTANT SUPERINTENDENT OF SCHOOLS shall be responsible to the superintendent and shall implement all necessary procedures, rules, and regulations to make effective the School Board policies relating to standards of student behavior in the schools and data collection regarding student behavior in the schools.

PARENT(S) OR GUARDIAN(S) have the legal responsibility for the behavior of their children as determined by law and community practice.

- Parent(s) or guardian(s) are expected to exercise required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's education program.
- Parent(s) or guardian(s) shall provide the school with information on how they may be contacted.
- Partnership between parent(s) or guardian(s) and school is essential in assisting students to work to the best of their ability and achieve a good school experience.
- Parent(s) or guardian(s) have a responsibility to help maintain communication with the school by participating in school community activities such as Parent-Teacher-Student Association (PTSA) meetings, attending scheduled individual conferences, and bringing matters of concern to the attention of the principal or faculty.
- Parent(s) or guardian(s) should report to school staff any information they have concerning illegal activities or any violations of school rules that threaten the health, safety, or property of others.

THE SCHOOL PRINCIPAL including both the principal and assistant principal(s) shall be responsible to the assistant superintendent of schools in implementing all necessary procedures, rules, and regulations to make effective the School Board policies relating to the standards of student behavior, and:

- Shall have the responsibility and the authority to formulate school expectations and regulations not in conflict with School Board policies relating to standards of student behavior and data collection regarding student behavior in the schools.
- Shall be responsible for disseminating the expectations and regulations currently in effect for the school to all faculty, students, parents / guardians, and interested community groups at the beginning of each school year, and to each new student upon registration.
- Has the authority to impose suspensions and/or recommend to the superintendent of schools the exclusion or expulsion of a student consistent with the guidelines of M.S. 121A.41, The Pupil Fair Dismissal Act, for violation of law or failure to comply with school regulations.

THE TEACHING STAFF has the responsibility/authority to:

- Make clear what standards of student behavior are required by the teacher. A copy of the teacher's expectations of acceptable behavior shall be posted in the teacher's classroom. These rules shall be consistent with district policy.
- Report any violations of the district and/or building discipline policy to the principal.
- Manage classroom privileges.
- Assign school classroom learning activities.
- Request a parent(s) or guardian(s) conference.
- Refer learning challenges to the building principal or for students with disabilities, to the Individual Education Plan (IEP) manager.
- Use reasonable measures as may be necessary to ensure an appropriate learning culture in the classroom, school, and on school grounds.

- Confront inappropriate behavior and respond pursuant to the ISD 709 Student Discipline Policy.

OTHER SCHOOL DISTRICT PERSONNEL

STAFF shall be responsible to the principal for implementing all necessary procedures, rules, and regulations to make effective the School Board policies relating to the standards of student behavior.

- When a staff member's efforts to solve a behavior problem are unsuccessful, the student shall be referred to the principal, who has the responsibility and authority to use such measures as may be necessary to maintain control within the classroom, school building, and on school property.
- All employees are expected to participate directly in the supervision and guidance of the behavior of all students within their scope of authority and responsibility. Principals will notify all personnel (including custodians, para-professionals, cafeteria personnel, and clerical staff) of their authority and responsibilities relating to student behavior.
- Staff is expected to deal with students in a fair, firm, and consistent fashion. It shall be the responsibility of the principal to assist all concerned parties with this task.

MEMBERS OF THE COMMUNITY are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

ALL STUDENTS shall be held individually responsible for their behavior and for knowing and obeying the district and building discipline policies.

THE SCHOOL RESOURCE OFFICER (SRO) is a police officer employed by the Duluth Police Department, not an employee of ISD 709. The officer is a resource to the school principal, staff, parent(s) or guardian(s), and students, and is available to talk to students about personal matters. When assisting the school in investigations initiated and conducted by the school district, the resource officer may speak with students who are victims, witnesses, and suspects. In such cases, questioning should take place in the presence of the school principal or designee, and the school will attempt to notify the student's parent(s) or guardian(s) if the student's actions could result in criminal charges.

District Policies

102 - Equal Educational Opportunity - The focus of the School District is on the learner/student. His/her educational development is the central concern and purpose of the School Board's policies and regulations. Each young person shall be given equal opportunity such that his/her development to the fullest can be achieved. The School Board will attempt to erase any limitations of facilities that may stand in the way of serving all citizens of the School District.

413 - Prohibiting Harassment, Violence, and Bullying/413R – Independent School District 709 (ISD 709) is committed to creating and maintaining a learning and working environment where all individuals are treated with respect and dignity. Every individual has the right to learn/work in an environment free of harassment and violence.

501 - School Weapons Policy - The purpose of this policy is to assure a safe school environment for students, staff and the public.

503 - Attendance - The School Board believes that regular school attendance is directly related to success in academic work. Absences, whether excused or unexcused, are detrimental to the learning process. Work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences, as defined below, may result in loss of credit. Such experiences as class discussion and student-teacher interaction are difficult to replicate outside the classroom or at a later time. In addition, regular attendance develops habits of dependability important to the future of the student.

503R - Attendance Regulation - Administration and staff will inform parents of the options available to them to excuse their child from school when necessary.

510 - School Activities - School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program and are integral in providing students with additional opportunities for growth and development. Every effort should be made to encourage participation of all students.

514 – Bullying Prohibition Policy - The purpose of this policy is to prohibit bullying behavior and assist the Duluth School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

521 - Student Disability Non-discrimination - The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free, appropriate public education.

533 - Wellness Policy - This policy ensures a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

1080 - Visits to Schools (and Sites) - Members of the community and other interested persons are welcome and encouraged to visit the schools. Both visitors and school personnel will make every effort to ensure that school visits will enhance the effect of the educational program. All school visitors, community persons, and/or School District staff are expected to identify themselves at the principal's office before visiting elsewhere in the building. All community visitors will be accompanied by the principal or by the principal's designee. Neither teachers nor students will be interviewed, questioned, or solicited by visitors without the permission of the principal.

1140 – Tobacco-Free School - The School Board has a responsibility to promote a safe and healthy environment for students, staff, and community members. Tobacco use is identified as a major health risk for both the users and the non-users. It is the intention of the School Board to provide school district sites that are tobacco-free and consistent with the messages of health education programs. The School Board believes this policy decision regarding tobacco accommodates the concerns expressed by parents, students, and community officials.

For the purpose of this policy, the terms “tobacco” and “tobacco related devices” shall have the meanings given them in Section 609.685 of the Minnesota Statutes, and as state statutes, may be amended by legislative action. Tobacco related devices include electronic cigarettes, electronic cigars, electronic pipes, or any other like products. Electronic cigarettes are defined as any electronic smoking device that can be used to deliver nicotine or any other substance to the person inhaling from the device.

Exception - (MN Statue 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural

ceremonial support. It shall not be a violation of this policy for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.

1155 - Police Department Relationship - The purpose of this policy is to clarify the responsibility of the principal when police officers want to interrogate a pupil in the course of their investigation of a violation of the law or want to take a pupil into custody.

2035 - Police School Liaison (School Resource Officer SRO) - For the positions of Police-School Officers, when mutually agreed upon by the School District and the City of Duluth, the candidates shall be selected by the Chief of Police, recommended by the Superintendent of Schools, and approved by the School Board. The principal of the school affected will consult with the Superintendent regarding the recommendation. It must be understood by all parties involved in the selection process of Police-School Liaison Officers that the candidate must have a particular interest in and aptitude for working with children.
The schools have an obligation to cooperate with police officers in law enforcement and crime prevention. A cooperative climate shall be maintained between School District officials and law enforcement agencies. The schools also have an obligation to protect the legal rights of children who are in their charge.

3180 - Child Nutrition - The School District's purpose in having a Child Nutrition program is to make it a consideration for all students to have a nutritionally adequate lunch and, in selected situations, breakfast. Breakfast programs will be provided at school sites where experimental programs sustained a participation of at least twenty-five (25) students.

3187 - Use Policy for Internet Access/3187R - This policy sets forth guidelines for access to, as well as for acceptable and safe use of the School District's electronic technologies, and access to state statutes.

4040 - Safety of Students, Staff, and Public - Every reasonable precaution must be taken to protect the safety of students, employees, and other citizens present on School District property or at school approved events. It is the basic responsibility of all supervisory personnel to assure that safe conditions exist and that those who they supervise use safe practices for the conduct of their work. In addition, all students and employees shall adhere to Occupational Safety and Health Act Rules, Right-to-Know laws and rules, and other such safety regulations as may be promulgated from time to time by the Superintendent. The rules and regulations are to be on file in the School District's Department of Human and Community Resources and Relations.

5040 - Student Transfers/5040R - The intent of the transfer policy is to minimize disruption of the education process for the student by maintaining continuous attendance in a school setting with his/her peers. Each school year requires extensive advance planning relative to projected enrollments, curriculum offerings, and staffing for each building. Approval of transfers from one building to another will be limited to reasonable requests following designated timelines.

5060 - Collection, Maintenance, and Retention of Student Records and Information - Schools maintain extensive and intimate information about students and their families for legitimate educational purposes, including instructional, guidance, evaluation, and research. The collection and maintenance of information about students or their families constitutes an intrusion into their privacy.

*Note: Additional to District Policy 5060 above: Students are able to request updates to their student records in our "student records system". Updates may include student name, gender, pronouns, email and/or household relationships. Requests are made through the use of the Student Records Update Form. This is not a legal name change and is not policy at this time.

5083 - Hazing Prohibition - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

5085 - School Discipline - The School Board believes that a self-disciplined citizenry is essential for the maintenance of a free society. The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and other school personnel. Efficient administration of student records is a fundamental responsibility of the School District.

5090 - Use of Cell Phones, Digital Imaging Devices, and Other Personal Electronics - The Duluth Public Schools holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies. Students who possess cell phones and other personal electronic devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and for the rights and privacy of all individuals within the school community.

5100 Student Dress (Grooming Code) - The dress and grooming of students becomes the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others.

5150 -Chemical Use, Abuse, and Dependency - The School Board recognizes the existence of conditions such as chemical use, abuse, and dependency which impede the educational process. Therefore, the School District shall assist in the prevention, identification, and response to chemical use problems in the early stages.

5165 - Distribution of Non-School Sponsored Materials on School Premises by Students and Employees - The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the School District.

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.

A full list of policies may be found at: www.isd709.org. District policies and regulations are subject to revision throughout the school year. Please refer to www.isd709.org for the most up-to-date information.

- 5015 – Age of Compulsory Attendance
- 5020 – Re-Admission of Students from Correctional Institutions
- 5022 – Staff Notification of Violent Students
- 5030 – Student Attendance Accounting
- 5035 – Non-Resident Enrollees
- 5042 – Open Enrollment
- 5045 – Foreign Exchange Students
- 5055 – Reporting to Parents
- 5060R – Collection, Maintenance, and Dissemination of Student Records and Information
- 5060.2R – Rights of Students and Parents or Guardians Regarding Data Collection
- 5060.3R – Transfer of Records and Release of Information
- 5060.4R – Electronic Access to Student Information Regulation
- 5065 – Awards for Achievement
- 5070 – Graduation, Diplomas, and Certificates
- 5075 – Area Learning Center
- 5080 – Student Expression of Opinion
- 5095 – Students Driving and Parking Vehicles at School
- 5105 – Student-Generated School Funds
- 5110 – Married Students, Pregnant Students
- 5115 – Elementary School Playgrounds
- 5120 – Emergency Procedures for Bodily Injuries
- 5123 – Crisis Management
- 5125 – Reporting Suspected Sexual Abuse, Physical Abuse, and Neglect-Reporting Deprivation of Parental Rights
- 5125R – Reporting Suspected Sexual Abuse, Physical Abuse, and Neglect-Reporting Deprivation of Parental Rights
- 5130 – Communicable Diseases and Handling Body Fluids
- 5135 – Physical Examinations
- 5140 – Immunization Requirements
- 5145 – Eye and Face Protection
- 5155 – Special Education Services for Students with Disabilities
- 5160 – Do Not Resuscitate/Do Not Intubate
- 5165 – Distribution of Non-school Sponsored Materials on School Premises by Students and Employees
- 511 – Fundraising
- 511R - Fundraising
- 513 – Student Promotion, Retention, and Program Design
- 513R – Student Promotion, Retention, and Program Design
- 532 – Use of Peace Officers and Crisis Teams to Remove Students from School Grounds
- 532R – Regulations and Restrictive Procedures Plan
- 534 – Unpaid Meal Charges
- 535 – Counseling Regarding Pre-Career and Technical Programs

503 STUDENT ATTENDANCE

PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

- It is the student's right to be in school.
- It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall.
- It is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to:

- Ensure the student is attending school
- Inform the school in the event of a student absence
- Work cooperatively with the school and the student to solve any attendance problems that may arise

3. Teacher's Responsibility

It is the teacher's responsibility to:

- Take daily attendance and to maintain accurate attendance records in each assigned class and study hall.
- Be familiar with all procedures governing attendance and to apply these procedures uniformly.
- Provide any student who has been absent with any missed assignments upon request.
- Work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to:

- Require students to attend all assigned classes and study halls.
- Be familiar with all procedures governing attendance and to apply these procedures uniformly to all students
- Maintain accurate records on student attendance
- Prepare a list of the previous day's absences stating the status of each
- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
b. The following reasons shall be sufficient to constitute excused absences:

(1) Absences where parent has notified school within 24 hours of absence.
(2) Illness.
(3) Serious illness in the student's immediate family.
(4) A death or funeral in the student's immediate family or of a close friend or relative.
(5) Medical, dental, orthodontic, mental health treatment.
(6) Court appearances occasioned by family or personal action.
(7) Religious instruction not to exceed three hours in any week.
(8) Physical emergency conditions such as fire, flood, storm, etc.
(9) Official school field trip or other school-sponsored outing.
(10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
(11) Family emergencies.
(12) Active duty in any military branch of the United States.
(13) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
(2) Student will be allowed 2 days to makeup work for every day absent upon return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedure including absences that are unreported.
(3) Work at home.
(4) Work at a business, except under a school-sponsored work release program.
(5) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
(6) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

   a. Students tardy at the start of school must report to the school office for an admission slip.
   b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

   Valid excuses for tardiness are:

   a. Illness.
   b. Serious illness in the student's immediate family.
   c. A death or funeral in the student's immediate family or of a close friend or relative.
   d. Medical, dental, orthodontic, or mental health treatment.
   e. Court appearances occasioned by family or personal action.
   f. Physical emergency conditions such as fire, flood, storm, etc.
   g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

   a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or 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.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions); Minn. Stat. § 120A.22 (Compulsory Instruction); Minn. Stat. § 120A.24 (Reporting);
Minn. Stat. § 120A.26 (Enforcement and Prosecution); Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act); Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975); Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978); Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Replacing: Policy 5025
Adopted: **04-19-2016 ISD 709**

503R STUDENT ATTENDANCE REGULATION

I. OFFICIAL RECORDS

The official attendance record will be kept by the attendance office.

II. SUPPLEMENTARY BUILDING REGULATIONS

Any individual building regulations developed by schools must be submitted to the Superintendent annually.

III. ATTENDANCE PROCEDURES AND PARENT NOTIFICATION

A. Elementary (K-5)

1. Any time a student is absent without prior notification, parents will receive a phone call from the school indicating the child has been absent.
2. After three (3) unexcused absences parents will receive a letter informing them of absences and possible consequences for continuation of unexcused absences.
3. After seven (7) unexcused absences, a student is deemed in educational neglect and the school attendance officer or other designated school officials will take appropriate action which may include a request to county social services.
4. After eleven (11) **excused and unexcused absences**, the students and family may be required to attend a meeting with administration, develop an attendance contract and/or be required to submit medical documentation for future absences in order to be excused.

Elementary School Tardiness

A student is considered tardy up to thirty (30) minutes late for the morning or afternoon section. If a student arrives to either section more than thirty (30) minutes late, the student is considered absent for the section.

B. Middle School (6-8)

1. Any time a student is absent without prior notification parents will receive a phone call from the school indicating the child has been absent.
2. After three (3) unexcused absences the parent/guardian will receive a letter informing them of absences and possible consequences for continuation of unexcused absences.
3. After seven (7) unexcused absences the student is deemed truant, the parent/guardian will receive a letter informing them of the absences, the student will be referred to the Truancy Action Project (TAP) advocate.
4. After fifteen (15) unexcused absences a student, the school attendance office or other designated school officials will take appropriate action which may include:
    - Student attendance contract
    - Mediation Contract through St Louis County court
    - Truancy referral to the Student Attendance Review Board (SARB)
    - Truancy court ticket issued by St Louis County Court.

Middle School Tardiness

A student is considered tardy up to 10 minutes late for a class. After 10 minutes a student is considered absent. When a student has accumulated three (3) unexcused tardies per course, disciplinary action may occur.

C. High School (9-12)

1. Any time a student is absent without prior notification, parents will receive a phone call from the school indicating the child has been absent.

2. After three (3) unexcused absences parents will receive a letter informing them of absences and possible consequences for continuation of unexcused absences.
3. After (5) unexcused absences a student will be placed on an attendance contract and may receive an incomplete for the course.
4. After seven (7) unexcused absences, a student is deemed truant and the school attendance officer or other designated school officials will take appropriate action which may include a request to the county attorney (503-4) to file a petition with the juvenile court, pursuant to Minnesota statutes.
5. After a student accumulates nine (9) unexcused absences in a course, a student will lose credit for the course.

High School Tardiness

A student is considered tardy up to 10 minutes late for a class. After 10 minutes it is considered an absence. Three (3) unexcused tardies will equal one (1) unexcused absence.

IV. DISTANCE LEARNING ATTENDANCE

During distance learning periods or digital learning days, attendance is recorded based on student participation or teacher confirmation of student participation, rather than on student absences. Students must have actual documented student-teacher contact on a given day to be reported as in attendance on that day, i.e., schools must take positive rather than passive attendance.

1. The expectation of the Minnesota Department of Education (MDE) is that "students receive daily interaction with their licensed teacher(s)".
2. Contact may be made with the student or parent through email, phone call, text, learning management system, shared electronic documents, student record of participation in the district's state reporting student information software system (SIS), face to face, or hardcopy documents returned to the teacher.
3. At the end of each work day, the classroom teacher must record student positive attendance in the district's state reporting student information software system (SIS).
4. Students may be working on content / contacting teachers outside of the teacher scheduled workday and such work will be reviewed and counted toward positive attendance for the day regardless of time of day submitted or completed.
5. When student work is submitted electronically or by other means, the teacher may, for the four previous days, retroactively update student positive attendance in the district's state reporting SIS to reflect a student's work.
6. Designated school officials will follow-up with students experiencing frequent absences to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved.
7. Procedures for parent/guardian notification and reporting of cumulative excused and unexcused absences apply to distance learning.

Replaced: Regulation 5025R
Adopted: 03-22-2016
Revised: 04-21-2020
06-16-2020
10-20-2020 ISD 709

5060 COLLECTION, MAINTENANCE, DISSEMINATION, AND RETENTION OF STUDENT RECORDS AND INFORMATION

Schools maintain extensive and intimate information about students and their families for legitimate educational purposes, including instructional, guidance, evaluation, and research. The collection and maintenance of information about students or their families constitutes an intrusion into their privacy. Therefore, efficient administration of student records is a fundamental responsibility of the School District.

The internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/ guardians, and the students' teachers.

The Duluth Public Schools manages student information electronically and will make the education records available for viewing only to authorized parents/guardians and students with a secure connection over the internet. All parents/guardians and students will comply with the internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

The purpose of a Records Retention policy is to provide a plan for managing student records by giving continuing authority to dispose of records under Minn. Statute 138.17. The responsible authority for the maintenance and security of student records shall be the Superintendent of Schools.

Previously, the School District adopted the Student Records section of the School District General Records Retention Schedule as developed and published by the Minnesota Department of Administration (School Board Resolution B-7-99-1913 dated July 20, 1999). The District will comply with all of the minimum standards set out in the Retention Schedule. Although the District reserves the right to retain certain records for a period longer than the State proposes, it will not shorten any retention period to less than what is recommended by the Department of Administration.

Special Education Records

All records of students receiving special education services will be retained for at least seven years following the last date of eligibility for services to the student. The “last date of eligibility for services” means either the student’s graduation or the last day on which the student was eligible for services from the District, whichever is later.

Reference: MN Data Practices Act, Chap 13

Adopted: 06-09-1970 ISD 709
Revised: 09-21-2010
05-17-2005
06-20-1995
05-09-1989
06-10-1986
05-11-1976
05-20-2014 ISD 709

5165 DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. **PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the School District.

II. **GENERAL STATEMENT OF POLICY**

A. The School District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.
B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the School District, the School Board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material.
B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, as well as tangible objects.
C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested.
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals.
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).
E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption that interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

   In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. **GUIDELINES**

A. Students and employees of the School District have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school sponsored material.

B. Requests for distribution of non-school sponsored material, other than union materials distributed by the Duluth Federation of Teachers, will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Prohibited material includes that which:

1. Is obscene to minors;
2. Is libelous or slanderous;
3. Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. Advertises or promotes any product or service not permitted to minors by law;
5. Advocates violence or other illegal conduct;
6. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. Is likely to disrupt the proper and orderly operation of the school or school activities.
8. Causes the commission of unlawful acts or violates lawful school regulations.

C. To the extent that the Duluth Federation of Teachers' Union distributes any political materials, the materials will be prepared in such a way that no political material is visible from the outside page(s) of any publication. The Union shall seal, fold, or staple the materials so political information may not be seen. Alternatively, political material may be included on an internal page so that it is not visible. Political material shall be defined consistent with the provisions of Minnesota Statute 211B.01, subd. 2, which defines campaign material as "any literature, publication, or material tending to influence voting at a primary or other election..."

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. No non-school sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
B. Distribution of non-school sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
C. No one shall coerce a student or staff member to accept any publication.
D. All employees and students shall comply with the provisions of Minnesota Law regarding distribution of political materials in a polling place on Election Day.
E. The district will allow the Duluth Federation of Teacher's Union access to teacher mailboxes as a mechanism to communicate with its members. All distribution of material through the mailboxes will be done by Union members.
F. For all employees including non-teacher members of the Duluth Federation of Teachers, any distribution of materials will be done outside of the normal paid workday. For teacher members, distribution may be done during non-assigned work time (e.g., lunch or preparation time) so long as any time spent is minimal. If the district has any concerns about the abuse of time by teacher members of the Duluth Federation of Teachers, it will notify the Union.

VI. PROCEDURES

A. Any student or employee wishing to distribute non-school sponsored material, other than union materials distributed by the Duluth Federation of Teachers, must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first period class.
2. Date(s) and time(s) of day intended for display or distribution.
3. Location where material will be displayed or distributed.
4. If intended for students, the grade(s) of students for whom the display or distribution is intended.

B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the School Board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of non-school sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the School District's Student Discipline Policy #5085
B. Distribution by any employee of non-school sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, School District policies and procedures, and/or governing statute.
C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks in the fall of each school year and posted in school buildings.

IX. IMPLEMENTATION

The School District administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines and procedures shall be an addendum to this policy.

References : MSBA/MASA Model Policy 505 - Distribution of Nonschool-Sponsored Materials on School Premises By Students and Employees
Settlement Agreement dated December 8, 1999 between ISD 709 and the Duluth Federation of Teachers, Local 692

Adopted: **2-15-2000 ISD 709**

5083 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate hazing.
C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
D. This policy applies to behavior that occurs on or off school property and during and after school hours.
E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism; that subjects a student to extreme mental stress, embarrassment, shame or humiliation; that adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club, or organization with students serving as its primary members or participants. This includes grade levels, classes, teams, activities, and particular school events. A student organization does not have to be an official school organization to fall within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the Superintendent.
C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert for situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. **SCHOOL DISTRICT ACTION**

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others, pending completion of an investigation of hazing.
C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.

VI. **REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. **DISSEMINATION OF POLICY**

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)

Adopted: **7-18-2000 ISD 709**

413 PROHIBITING HARASSMENT AND VIOLENCE

GENERAL STATEMENT OF POLICY

Independent School District 709 (ISD 709) is committed to creating and maintaining a learning and working environment where all individuals are treated with respect and dignity. Every individual has the right to learn/work in an environment free of harassment and violence.

In this school district, harassment and violence, whether verbal, physical, or cyber, which creates a hostile climate, is unacceptable and will not be tolerated. Harassment and violence are unlawful, hurt all people, and have no legitimate educational purpose. Any employee or student who engages in such conduct shall be disciplined as provided by law, District policies, and applicable labor agreements.

Therefore, it is the policy of ISD 709 to maintain a work and learning environment that is free of harassment and violence based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined in this policy.

Harassment based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute are also forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1965, as amended, 42 U.S.C. Section 2000e, et seq. and or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01 – 363.20, and may represent a criminal law violation.

Violence based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute is a physical act of aggression, intimidation, and/or degradation directed toward a person or group of persons because of their membership or perceived membership in a protected group.

It shall be a violation of this policy for any student or school personnel of ISD 709 to harass a pupil or other school personnel through conduct or communication of a sexual nature or regarding: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined by this Policy and Regulation 4015R. (For purposes of this policy, school personnel include: School Board members, administrators, teachers, all other school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of ISD 709.)

It shall be a violation of this policy for any student or school personnel of ISD 709 to inflict, threaten to inflict, or attempt to inflict violence relating to: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as any other forms of violence as defined by this policy upon any pupil or school personnel.

ISD 709 will act with reasonable diligence to take action to investigate, respond, remediate and discipline all complaints, either formal or informal, oral or written, of improper actions or statements which may constitute harassment and violence as defined in this policy and Regulation 4015R. Furthermore, ISD 709 intends to provide support for students identified as the victims of these acts in compliance with Minn. Statute Sections 121A.0695.

A report will be given to the School Board at the regular meeting in July, a summary of the number of harassment complaints, types of complaints and the action taken to resolve the complaint. This will be done without releasing any case specifics, information or personnel data.

For more detailed information on this policy, including definitions for terms used in this policy and the reporting procedures for this policy, please see Regulation 4015R.

Cross References: Resolution 413R (Prohibiting Harassment and Violence)
Resolution 413.1R (Harassment Complaint Form)
Adopted: 06-16-2015 ISD 709
Revised: 04-19-2016 *(Renumbering only)*
07-19-2016
08-16-2016 ISD 709

413R PROHIBITING HARASSMENT AND VIOLENCE

I. HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment

Definition. Sexual harassment consists of unwelcome sexual attention, unwelcome requests for sexual favors, unwelcome sexually motivated physical conduct, or other unwelcome verbal or physical conduct or communication of a sexual or gender biased nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education, or of transacting business with ISD 709; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, or business with ISD 709; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, education, business with ISD 709, or creating an intimidating, hostile, or offensive employment, educational, or business environment.

This policy pertains to students and school personnel. It equally protects students and personnel of all genders from harassment.

Sexual harassment may include but is not limited to the following behaviors:

1. Unwelcome verbal statements of a sexual nature;
2. Intimidation by words or actions of a sexual nature;
3. Unwelcome pressure for sexual activity;
4. Unwelcome sexually motivated or inappropriate touching, patting, pinching, or other physical contact that does not meet the definition of sexual assault; other than necessary restraint of pupil(s) by school personnel to avoid physical harm to persons or property; or
5. Unwelcome sexual behavior or words, including requests for sexual favors, accompanied by implied or overt threats concerning an individual's employment, business, or educational status; or
6. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, business, or educational status; or
7. Distribution or display of pornographic or other inappropriate written materials, pictures, graffiti, or other graphics of a sexual or gender-based nature; or
8. Unwelcome behavior or words directed at an individual because of gender, gender identity, or gender expression; or
9. Unwelcome behavior or words directed at an individual because of sexual experiences or perceived sexual experiences.

B. Protected Groups Harassment

Protected Groups: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute.

Definition. Harassment consists of physical or verbal conduct relating to an individual's membership or perceived membership in a protected group when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment;
2. Has the purpose or effect of substantially interfering with an individual's work, business, or academic performance; or

C. General Harassment

Definition. General harassment is defined as unwelcome repeated conduct or communication directed towards an individual which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment;
2. Has the purpose or effect of substantially interfering with an individual's work, business, or academic performance.

The District reserves the right to investigate any complaint filed under this section on a case-by-case basis.

D. Sexual Violence

Definition. Sexual violence is any sexual contact without consent. Sexual contact includes, but is not limited to, touching of either party's primary genital area, groin, inner thigh, buttocks, or breast, including the clothing covering these areas, as well as, anal, vaginal, or oral penetration, with a body part or an object. Sexual violence includes contact between individuals of all genders.

Consent is verbal active permission from both parties to engage in a particular sexual act without the presence of coercion, intimidation, physical force, or trickery. Consent is only applicable when there is a balance of power. Consent is not affected by a prior social relationship, nor is denial of consent contingent upon physical resistance to the act.

E. Protected Groups Violence

Protected Groups: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute.

Definition. Violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, his/her membership or perceived membership in a protected group.

F. Assault

Definition. Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

II. RETALIATION

Retaliatory or intimidating conduct against any individual who has made a harassment or violence complaint or who has testified or assisted in any manner in an investigation is specifically prohibited. ISD 709 will investigate and, if appropriate, discipline or take appropriate action against any students or school personnel who retaliates against any person because the person:

1. Reports sexual, sexual orientation, gender identity, gender expression, racial/ethnic, religious, or disability harassment or violence;
2. Testifies, assists, or participates in an investigation or in a proceeding or hearing relating to harassment or violence;
3. Opposes a practice prohibited by this policy; or
4. Associates with people who are specifically protected by this policy. (Based on sex, sexual orientation, gender identity, gender expression, race/ethnicity, religion, or religious practices, disability.)

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

III. CONFIDENTIALITY

ISD 709 will respect the confidentiality of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with ISD 709's legal obligations to investigate, to take appropriate disciplinary action, and to comply with any discovery or disclosure obligations, including valid requests for data under the Minnesota Government Data Practices Act.

IV. INDIVIDUALS COVERED BY THIS POLICY

All teachers, teaching assistants, coaches, administrators, School Board members, contract employees, guest speakers, volunteers, janitorial or cafeteria staff, independent contractors, community members participating in school activities, or any other school personnel, as well as

current students are bound by this policy. This policy equally protects male and female students/employees from harassment or violence - including when males harass males or when females harass females.

V. **FORMAL COMPLAINT PROCEDURES** (In cases of sexual harassment/violence, and sexual orientation harassment/violence, please utilize specific protocol.)

Any person who believes they have been the victim of sexual, sexual orientation, ethnic/racial, religious, and/or disability harassment or violence by a pupil or other school personnel of ISD 709, or any person with knowledge or belief of conduct which may constitute sexual, sexual orientation, ethnic/racial, religious, or disability harassment or violence toward a pupil or school personnel should report the alleged acts immediately to an appropriate ISD 709 official designated by this policy. Such persons are also encouraged to seek corrective action by telling the individual instigating the harassment to stop. Any third person with knowledge or belief of conduct, which may constitute sexual, sexual orientation, ethnic/racial, religious, or disability harassment or violence should report the alleged acts to an appropriate ISD 709 official as designated by this policy. ISD 709 encourages the reporting party or complainant to use the report form available from the principal of each building or available from the ISD 709 office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Senior Human Resources Manager or to the Superintendent.

A. **Form of Complaint**. Complaints of harassment will be accepted verbally or in writing. Anonymous complaints will be accepted and investigated to the extent possible. Complaint forms are available in the ISD 709 office, and in each school's principals' and counselors' office. A copy of the form can also be found in the student handbook. A report need not be made on an official form in order for the administration to accept it.

B. **Reporting the Complaint**.

1. A student, who believes they have been a victim of harassment or violence by any individual covered by this policy, may report the alleged harassing behavior to any school personnel.
2. Any person who believes he or she has been the victim of sexual, sexual orientation, gender identity, gender expression, ethnic/racial, or religious harassment or violence by a pupil or school personnel of ISD 709 should report the alleged acts immediately to an appropriate ISD 709 official designated by this policy.
3. ISD 709 encourages the reporting party or complainant:

a. Whenever it is a safe or reasonable alternative, to first seek corrective action by telling the individual initiating the harassment to stop.
b. To use the report form available from the principal of each building or available from the ISD 709 office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Senior Human Resources Manager or to the Superintendent.

4. The building principal is the person responsible for receiving oral or written reports of harassment or violence under this policy at the building level.
5. Any person with knowledge or belief of conduct which may constitute harassment or violence as defined in this policy should report the alleged acts immediately to an appropriate school district official designated by this policy.
6. Any ISD 709 personnel who receive a report of harassment or violence under this policy is obligated to report the incident in writing to the building principal immediately.
7. If a complainant is uncomfortable bringing the report to the building principal, he or she may report directly to the Senior Human Resources Manager or to the Superintendent.
8. Upon receipt of a complaint involving an ISD 709 personnel, the building principal must notify the Senior Human Resources Manager immediately. The principal may request, but may not insist upon a written complaint. A written statement of the alleged facts will be forwarded as soon as possible by the principal to the Senior Human Resources Manager. If the complaint was given verbally, the principal shall personally reduce the report to written form and file it with the Senior Human Resources Manager within 24 hours. Failure of the principal or other adult ISD 709 personnel to forward any harassment or violence report or complaint as provided herein may result in investigation and disciplinary action as appropriate.
9. If the report involves the building principal, it should be made or filed directly with the Superintendent or the Senior Human Resources Manager.
10. Failure to act on a report involving ISD 709 personnel will result in an investigation and disciplinary action as appropriate.

C. **Content of the Report**. A report of harassment or violence in violation of this policy shall include the following information, if known:

1. The name of the complainant;
2. A brief description of the offending behavior - including times, places, and names;
3. The name of or identifying information about the alleged perpetrator; and
4. The names or descriptions of any witnesses to the harassment or violence.

D. Processing of Complaints. The designated investigator for each report, whether a member of building administration, a third party, the Senior Human Resources Manager or the Superintendent, is responsible for overseeing the processing of the harassment or violence complaint. The investigator shall conduct an investigation of the charges and attempt to resolve the matter in a timely fashion.

1. Early Resolution. Early Resolution allows the parties (complainant and respondent an opportunity to resolve the complaint with a third party mediator. If both parties are willing to try this approach, and it is determined that early resolution is appropriate, mediation will be conducted. The scope and intent of mediation is to get the parties to understand each other, clarify the matter between them, and put an end to the alleged offensive behavior. It is not the mediator's role to determine fault or discipline, or damages.

   The third party mediator will be agreed upon by both parties and is most often the Building Principal, Human Resources Manager, Climate Coordinator, or Designee with mediation training. Agreements to resolve the complaint must be agreed upon and signed by all at the conclusion of the mediation meeting. A summary will be written by the mediator, shared with both parties, and kept with the documented complaint in Human Resources separate from Duluth School District Employment Personnel Records.

   It is within the mandate of the Mediator to receive and examine harassment complaints, to assist disputing parties in coming to resolution, and advise on actions needed to settle the complaint. Any alternative mediator or mediation process will be determined on a case by case basis and is subject to agreement by all parties including the Building Principal and/or Human Resources Manager, Climate Coordinator, or Designee.

   If, after having contacted the third party, either party decides not to proceed with the early resolution approach, his/her wishes will be respected. If no agreements are reached, or either party opts out of the mediation prior to agreements being made, the complaint will be processed subject to formal complaint procedures listed below.

2. Formal Process.

   a. Timing. The investigator should make a decision about whether the harassment or violence reported can be substantiated as soon as possible. If the investigation exceeds 30 calendar days, the investigator must report the reason that the investigation has exceeded 30 days to the Senior Human Resources Manager, and the Administrator may take over the investigation. If the Senior Human Resources Manager was the initial investigator, the Senior Human Resources Manager must report the reason that the investigation has exceeded 30 days to the Superintendent, and the Superintendent may take over the investigation. An impartial third party may also be appointed to complete the investigation if the 30 day limit is exceeded.
   b. Standard of Proof. In determining whether the alleged conduct can be substantiated, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. Allegations of the harassment and violence will be evaluated using a preponderance of the evidence standard - meaning that prior to imposing any sanctions the investigator must conclude that it is more likely than not that the harassment or violence occurred.
   c. School District Action. If warranted, based on results of the investigation, ISD 709 will take appropriate action. Such action will be taken in accordance with the Pupil Fair Dismissal Act, ISD 709 policies, any applicable Collective Bargaining Agreements, and other Minnesota and federal laws. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.
   d. Release of Data to the Complainant. Consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statute Section 13.01 et seq., the results of the School District's investigation will be made available to the complainant. The information provided to the complainant and the timing of the dissemination of information may be significantly limited by the requirements of the Minnesota Government Data Practices Act, and in certain circumstances, by the attorney-client privilege and/or the attorney-work product doctrine.
   e. Release of Data to the Subject of the Investigation and Others. The release of data regarding a harassment or violence complaint, including data regarding the resultant investigation and ISD 709 action, shall be governed by the requirements of the Minnesota Government Data Practices Act. In certain circumstances, the Government Data Practices Act may

require the classification of the data as private and/or confidential. In certain circumstances, data may also be protected by the attorney-client privilege and/or may constitute attorney-work product. When allegations of harassment are made against an employee, the employee does not have access to data that would identify the complainant or their witnesses if ISD 709 determines that the employee's access to the data would:

1) Threaten the personal safety of the complainant or witness; or
2) Subject the complainant or witness to harassment.

If the disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary to prepare for the proceeding.

f. Appeals. Either party involved in the report who is dissatisfied with the investigation or resolution of an allegation of harassment or violence may appeal in writing to the Senior Human Resources Manager or the Superintendent within ten (10) days of receiving written notice of the outcome of the investigation.

g. Submission of a Complaint or Report. Submission of a good faith complaint or report of sexual, sexual orientation, gender identity, gender expression, racial/ethnic, religious, or disability harassment or violence by a student or school personnel will not affect the complainant or reporter's future employment, grades, access to educational or school activities or work assignments. ISD 709 does not tolerate retaliation as a result of the submission of a complaint or report.

VI. NON EXCLUSIVITY

The internal procedures and remedies outlined in this policy are not the only options available to a complainant. Participation in the school's procedure is not a prerequisite to pursuing other legal or governmental remedies. In other words, a complainant may use the school's grievance procedure and then, whether they obtain a satisfactory finding or not, may file a suit in court under any applicable federal, state, or local law. He or she also may forego the internal procedure and directly pursue legal or administrative remedies, or may pursue both internal and external remedies simultaneously. External avenues of recourse may include filing charges with the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VII. INTENT

The fact that someone did not intend to harass or commit an act of violence against an individual is generally not considered a defense to a complaint of harassment or violence. In most cases, the effects and characteristics of the behavior determine if that behavior constitutes harassment or violence.

VIII. HARASSMENT VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, ISD 709 shall comply with mandatory reporting requirements under Minnesota Statute Section 626.556, Reporting of Maltreatment of Minors and Minn. Statute Sections 121A.0695, Prohibiting Intimidation and Bullying. The statutes can be found on the Internet at http://www.leg.state.mn.us/.

Nothing in this policy will prohibit ISD 709 from taking immediate action to protect victims of alleged sexual, sexual orientation, gender identity, gender expression, racial/ethnic, religion or religious practices, or disability harassment, violence as abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

This policy will be distributed to all students and volunteers and to all employees, administrators, and independent contractors at the time of entering into the person's employment contract.

A. This policy, or a summary of this policy, shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members. ISD 709 shall conspicuously post the name of the Senior Human Resources Manager and Climate Coordinator contact information, including mailing address and telephone number in each ISD 709 school building.
B. This policy shall be made available in each principal's office and in the ISD 709 Office.
C. This policy shall appear in the student handbook.
D. All ISD 709 employees and students who subsequently become part of the educational community shall be informed of this policy during their orientation. All non-student recipients of this policy, now or in the future, shall be required to sign an acknowledgment form indicating that they have read this policy, understand it, and agree to abide by it.

E. Each administrator shall be responsible for promoting understanding and acceptance, monitoring of, and compliance with state and federal laws, board policies, and procedures governing harassment and violence in his or her building.
F. ISD 709 will provide policy training, including discussions of this policy with students and school personnel.
G. This policy shall be reviewed at least annually for compliance with state and federal law.

Cross References: Policy 413 (Prohibiting Harassment and Violence)
Resolution 413.1R (Harassment Complaint Form)

Replacing: Regulation 4015R
Adopted: 05-19-2015
04-19-2016 ISD 709 (Renumbered only)

514 – BULLYING PROHIBITION POLICY

I. PURPOSE

The purpose of this policy is to prohibit bullying behavior and assist the Duluth School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

The Duluth School District strives to provide safe, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships.

This policy protects all students against bullying behavior including bullying behavior on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Minnesota Human Rights Act (Chapter 363A).

II. DEFINITIONS

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

A. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the conduct and the conduct is repeated or forms a pattern; or
B. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

Intimidating, threatening, abusive, or harming conduct" means; but is not limited to, conduct that does the following:

A. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

B. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

C. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic as defined in the MHRA. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

"Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

"Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

"Immediately" means as soon as possible but in no event longer than one school day.

"District employee" includes School Board members, administrators, educators, aides, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, or persons subject to the supervision and control of the district and its students.

"On Duluth School District property or at school-related functions" means all Duluth School District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Duluth School District purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Duluth School District property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the Duluth School District does not represent that it will provide supervision or assume liability at these locations and events.

"Building Report Taker" is language from the Safe and Supportive Schools legislation and in the Duluth School District means the Building Principal or Designee. This policy will refer to the "Building Report Taker" as "Principal or Designee" throughout the document.

III. STATEMENT OF PROHIBITION

An act of bullying, by either an individual student or a group of students, is expressly prohibited on Duluth School District property or at school-related functions. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

False accusations or reports of bullying against another student are also prohibited.

No District employee, volunteer, or contractor shall permit, condone, or tolerate bullying.

IV. REPORTING PROCEDURE

It is everyone's responsibility to report bullying behavior, not just the person targeted. Any student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to the Building Principal or designee, either verbally or in writing.

A person may make an initial report to any District Employee and may report bullying anonymously. However, the Duluth School District's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

The Duluth School District has made available to the reporting party or complainant the use of a report form. See the Parent & Student Handbook, contact the Principal, District Climate Coordinator, or visit www.isd709.org to access a "Bullying Report Form".

The building principal or designee is the person responsible for receiving reports of bullying at the building level. If the complaint involves the principal or designee, the complaint shall be made directly with the Assistant Superintendent or Superintendent of the Duluth School District. Please see our Parent & Student Handbook or Duluth School District Website at www.isd709.org for Principal and Duluth School District contact information.

The principal or designee shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The principal or designee or a third party designated by the school

district shall be responsible for the investigation. The principal or designee shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

A District employee, volunteer, or contractor shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall make reasonable efforts to address and resolve the prohibited conduct and inform the principal or designee immediately. District employees who fail to inform the principal or designee of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

The Duluth School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Duluth School District's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

V. PREVENTION, INVESTIGATION, AND RESPONSE

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report or office discipline referral. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

It is the Duluth School District's responsibility to prevent bullying and to take action to investigate, respond, remediate, and discipline those involved in acts of bullying which have not been successfully prevented - to the extent possible given that such conduct affects the educational environment of Duluth Schools and the rights and welfare of its students, and is within the control of Duluth School District in its normal operations.

Prevention - Each school will utilize research-based developmentally appropriate best practice prevention strategies. These prevention strategies may include but are not limited to: teaching respect and acceptance of difference between people, positive behavior interventions and supports, social emotional learning, intentionally creating positive student and staff relationships, and preparing students for when bullying behavior does occur.

Investigation - Investigation of a bullying incident shall be initiated as soon as possible but no later than three school days of receipt of a report. The Duluth School District may take immediate steps, at its discretion, to protect the target or victim of bullying or other prohibited conduct, the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law. When investigating a complaint, the principal or designee may take into account following factors:

- The developmental ages and maturity levels of the parties involved.
- The potential for culturally misinterpreting behavior.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

Remedial Response - Upon completion of the investigation, the Duluth School District will take appropriate action with the student harmed and with the student who violated the prohibited conduct policy.

- For the student harmed: Protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Support may include: safety planning, student conference(s), referral to student support staff for one-to-one support or social skills training; check-in and/or

check-out with a trusted adult in the school; and choice to participate in a restorative process - facilitated by a trained facilitator. When an incident includes documentation through an office discipline referral, information regarding the student harmed will be included on the referral.

- For the student who violated the prohibited conduct policy: Schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, and age-appropriate and should match the severity of the student's behavior and their developmental age. The response must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes. Responses may include but are not limited to:

    - Safety planning
    - Student conference(s)
    - Working with parents of involved students
    - Teaching/reteaching of desired skills or behavior
    - Reinforcing desired skills or behaviors
    - School disciplinary action (detention, suspension, etc.)
    - Connecting students/families to school, district, community resources
    - Consideration of a restorative process if all parties are prepared and willing

Duluth School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; Duluth School District policies; and regulations.

School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report. The Duluth School District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the Duluth School District.

In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the District shall, when determined appropriate by the child's individualized education program ("IEP") team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

Appeal - Any party who is not satisfied with the outcome of the investigation may appeal to the district's Office of the Assistant Superintendent within 10 school days of notification of the principal or designee's decision. The Assistant Superintendent or designee will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse or modify the findings of the report. The Assistant Superintendent or designee shall notify the party requesting the appeal and the principal that its decision is final and shall document that notification with the appeal.

District Employees - When it is determined that a district employee was aware prohibited conduct was taking place but failed to report it, the employee will be considered to have violated this policy. The employee's supervisor shall consider employee discipline for such violations, making reference to any applicable collective bargaining agreement. Remedies for offending contractors should be imposed according to their Duluth School District contracts.

VI. REPRISAL

The Duluth School District will take appropriate action against any student or District employee who retaliates against any person who testifies or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. RECORDS

Information gained when investigating and remediating reports of bullying will be recorded and kept by the Building Principal or designee. Information regarding the number of reports of bullying and the action taken to resolve the reports will be provided to Duluth School District Climate Coordinator by the Building Principal or designee annually.

Affected students and their parents may have rights under state and federal data practices laws to obtain access to data related to an incident and to contest the accuracy or completeness of the data.

VIII. PROFESSIONAL DEVELOPMENT AND EDUCATION

The District shall discuss this Policy with District employees, volunteers, and contractors, and provide appropriate training and professional development to district employees regarding this Policy.

Staff - Professional development will:

A. Be required on a three year cycle for all school personnel to prevent, identify, and respond to bullying behavior. Newly employed district employees must receive the training within the first year of their employment with the district or school. A district or school administrator may accelerate the training cycle or provide additional training based on particular needs or circumstances.

B. Require ongoing professional development, consistent with Minnesota Statutes Section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. The content of such professional development shall include, but not be limited to:

1. Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them in a manner that does not stigmatize the victim.
2. Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the bullying.
3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk and any specific interventions that may be particularly effective for addressing bullying behavior related to bias.
4. Recognizing, responding to and reporting bullying.
5. Information about the incidence and nature of cyber bullying.
6. Information about Internet safety issues as they relate to cyber bullying.
7. Student staff relationships and initial responses to students making a report.
8. A review of the district's reporting requirements related to bullying and cyber bullying.

Student Education - Each school shall incorporate into the school curriculum developmentally appropriate programmatic instruction to help students identify, prevent and reduce bullying and create a safe learning environment.

The Duluth School District will work with the Minnesota Department of Education Technical Assistance Center and provide resources for instruction and topics including but not limited to: evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct to engage all students in creating a safe and supportive school environment.

IX. NOTICE

The Duluth School District will give annual notice of this policy to students, parents or guardians, and staff through the following practices:

A. A script, orally or in writing, using age appropriate language, will be shared with all students during the fall of each school year.
B. This policy shall fully appear in the Parent/Student Handbook with notice of the policy in the Employee Handbook.
C. This policy shall be given to each district employee and independent contractor at the time of entering into the person's employment contract.
D. Information regarding this policy will be included in information communicated to volunteers at time of entering into volunteer agreement.
E. A report will be provided annually to the School Board at the July Education Committee Meeting, including a summary of the number of bullying reports submitted and the action taken to resolve reports. This will be done without releasing any case specific information or personnel data.
F. This policy must be available to all parents and other school community members in an electronic format in the languages appearing on the district or school Web site, consistent with the district policies and practices.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 121A.031 (Student Bullying Policy)

Cross References: MDE Model Policy, November 2014 (Model Student Bullying Prohibition Policy)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

Adopted: 08-19-2014 ISD 709
Revised: 06-16-2015
08-22-2017 ISD 709

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
C. For this policy, a learner who is protected under Section 504 is one who:
    1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
    2. has a record of such an impairment; or
    3. is regarded as having such an impairment.
D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.
E. Persons who wish to make a complaint regarding a disability discrimination matter may refer to District Policy 103 Complaints - Students, Employees, Parents, Other Persons for complaint and grievance procedures and form(s).

Claims of discrimination may also be pursued through the following agencies where appropriate:
U.S. Department of Education
Office of Civil Rights, Region V
500 W. Madison Street - Suite 1475
Chicago, IL 60661
312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
540 Fairview Ave N, Ste. 201
St. Paul, MN 55104
800-657-3704
651-296-5663
TDD: 651-296-1283

III. COORDINATOR

Persons who have questions or comments should contact the Office of the Assistant Superintendent, 215 N. 1st Ave E, Duluth, MN 55802, (218)336-8739, anthony.bonds@isd709.org. The Assistant Superintendent, Anthony Bonds, is the school district's Americans with Disabilities Act/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)
Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
ISD 709 Policy 103 Complaints - Students, Employees, Parents, Other Persons

Adopted: 12-20-2016
Revised: 9-17-2019
10-20-2020 ISD 709

5040 – TRANSFERS WITHIN THE SCHOOL DISTRICT

The intent of the transfer policy is to minimize disruption of the education process for the student by maintaining continuous attendance in a school setting with his/her 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 Transfer Requests

The Assistant Superintendent will allow or deny a transfer request after careful consideration of the application information. Guided by School Board Policy, District regulations, teacher/student ratio, class size, classroom space and building populations, the Assistant Superintendent will make the final ruling on a 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 transfers from one building to another 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's Supportive Services Team (SST), by the Special Education Child Study Team (CST), or by the principal.

Continuation of Approved Education Transfer

The student may complete all grades contained in the school to which he/she has transferred. To continue attendance from an elementary to a middle school or from a middle school to a high school, completion of a new transfer request will need to be submitted to the Office of the Assistant Superintendent by the due date.

Timelines for Transfer Requests

Student 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. Transfer requests for the upcoming school year must be submitted prior to April 30th. Second semester transfer requests must be submitted by December 1st. 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

5040R – STUDENT TRANSFERS

Process and Procedure

1. Initiation and Decision-Making on 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 Transfer form and submit it to the Assistant Superintendent.

2. Transfer Guidelines and Consideration
   The Assistant Superintendent will take into consideration teacher/student ratio, class size, and classroom space when making transfer decision. 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. 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 begins an educational program in a school and his/her parent(s) or guardian(s) move to another attendance area, the student may continue to attend the school in which he/she began. It is the responsibility of the parent to transport the student to and from the requested school or to and from the established bus stop serving the requested school.

   Only homeless students* will receive School District transportation to the school outside of their attendance area.

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 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

5090 – USE OF CELL PHONES, DIGITAL IMAGING DEVICES, AND OTHER PERSONAL ELECTRONIC DEVICES

Purpose

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cell phones, digital picture/video cameras and or camera phones, personal digital assistants, iPods, MP3s, pagers and other personal electronic devices.

General Statement of Policy

The Duluth Public Schools holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Standards for Responsible Use at School, on Buses, or at School Activities

A. Respect for the educational environment
   1. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
   2. Cellular phones or other personal electronic devices should be silent and kept out of sight in classrooms and during the school day in Media Centers, testing centers, and during fine arts performances.
   3. Students will not be allowed to leave class in response to electronic devices.
   4. In secondary schools only, cellular phones and other devices may be used appropriately and respectfully before and after classes and during lunch, in common areas-such as near lockers or the cafeteria-or outside on school grounds.
   5. Teachers may permit the purposeful use of personal electronic devices in support of curricular objectives and student supports.

B. Respect for Privacy Rights
   1. Students shall not photograph or videotape other individuals at school or at school activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
   2. Students shall not e-mail, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
   3. State law strictly prohibits the use of cellular phones or other personal electronic devices in locker rooms and restrooms.

C. Ensuring Academic Integrity
   Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

D. Compliance with Other District Policies
   Use of cellular phones or other personal electronic devices must not violate any other District Policy including those regarding student privacy, copyright, cheating, plagiarism, civility, student behavior, or harassment. If a violation occurs involving more than one district policy, consequences for each may apply.

Violations of this Policy

A. Inappropriate use of cellular phone or other electronic device - An employee shall direct the student to turn off the device and to store it appropriately.

B. Repeated infractions - Repeated infractions will be considered disruptive, disorderly, or insubordinate behaviors. Consequences of inappropriate use of cellular phones or other electronic devices that are in violation of other district policies can be referenced in the student discipline policy.

C. Severe or illegal infractions shall result in student referral to the office. Administration may confiscate the device, notify parents and/or police when appropriate. If cellular phones or other electronic devices are suspected to be used in the violation of other district policies or used in the process of illegal activity, the contents may be considered evidence and reviewed by school administration. Confiscated devices will be returned to a parent/guardian after the school day unless legal implications require otherwise.

Adopted: 07-19-2011 ISD 709
Revised: **07-21-2015 ISD 709**

District Forms

Bullying Report Form

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, interferes with students' ability to learn and teachers' ability to educate students in a safe and welcoming environment.

Any time you witness or are involved in a situation involving harassment, violence, or bullying behavior it is important to report it. Help is available; speak with your Teacher, School Principal, or another trusted adult at school, home, or in your community.

To the extent such conduct affects the educational environment of the Duluth School District and the rights and welfare of its students and is within the control of the Duluth School District in its normal operations, it is the Duluth School District's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Please type or print. Attach additional pages or information if necessary.

Name of person(s) making report: _____ School: _____

Name of student(s) you are reporting: _____

When did the bullying behavior occur: _____

Where did the bullying behavior occur: _____

What happened (be specific and describe what was said or done): _____

_____

_____

_____

List any witnesses who may have seen or heard what happened: _____

_____

By signing below, I acknowledge this report is made in good faith and is correct to the best of my knowledge. I understand that Duluth Public Schools does not permit reprisal or retaliation and will work to investigate and remediate this situation.

_____ _____

Signature of Reporter(s) Date Signature of Receiver Date

Submit to Building Principal or Designee at your School

ISD 709 Duluth Public Schools

INDEPENDENT SCHOOL DISTRICT NO. 709
HARASSMENT COMPLAINT FORM

Name of Person Filing Complaint (Complainant): _____

Address: _____

Telephone: _____ (Home) _____ (School/Work Location)

Status of Person Filing the Complaint: ☐ Student ☐ Employee ☐ Parent ☐ Other _____ (Specify)

Type of Complaint: ☐ Sexual ☐ General ☐ Protected Group (select group from list below)

Protected Group: ☐Race ☐Color ☐Creed ☐Religion ☐National Origin ☐Sex ☐Age ☐Marital Status ☐Disability ☐Public Assistance ☐Sexual Orientation ☐Gender Identity/Expression ☐Other Protected Group

Name of Person You Are Reporting (Respondent): _____

Status of Person You Are Reporting: ☐Student ☐Employee ☐Parent ☐Other _____ (Specify)

Statement of Complaint (Include type of harassment/violence, who was involved in the specific incidents in which it occurred, names of witnesses, etc.): _____

_____

_____

_____

_____

_____

(Continue on reverse side or attach pages as needed.)

I UNDERSTAND THAT IN ACCORDANCE WITH DISTRICT POLICY #413, INDEPENDENT SCHOOL DISTRICT 709 WILL ADDRESS THIS COMPLAINT.

Signature of Complainant: _____ Date: _____

Signature of Person Receiving The Complaint: _____ Date Received: _____

Printed Name of Person Receiving The Complaint: _____

Name of Building Administrator (if different from person receiving initial complaint): _____

☐ Original to Human Resources Date Distributed: _____
(Human Resources will distribute a copy to the District's Climate Coordinator)

Copies Distributed To: ☐Building Administrator Date Distributed: _____

(To be completed by Human Resources)

REPORT NUMBER: Year: _____ Building Code: _____ Number In Sequence By Year: _____

215 North First Avenue East, Duluth, MN 55802
(218) 336-8718, Ext. 1058 (218) 336-8785 Fax

Form 0413-R (Rev. 4/16) Item #35-05-004035

DEPARTMENT OF EDUCATION

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

DEPARTMENT OF EDUCATION

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date_____(This form is **only** applicable for the 20____to 20____school year.)

Student's Legal First Name_____ Student's Legal Middle Initial_____

Student's Legal Last Name_____ Student's Date of Birth_____

Student's District/School_____ Grade_____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE website (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2019

Human Resources / Business Services Regular School Board Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, April 26, 2022
Denfeld High School Media Center
401 N 44th Ave W
Duluth, MN 55807
6:30 PM

1. **Guest Presentations for this Meeting - None**
2. **Department Reports**
   - A. **Human Resources**
     - 1) HR Monthly Department Summary Report 3
   - B. **Business Services**
     - 1) Finance Department Report - Verbal
       - a. Finance Education: Special Services Cross Subsidy
     - 2) Enrollment Report 5
     - 3) Child Nutrition Department Report 7
     - 4) Facilities Department Report 8
     - 5) Technology Department Report 9
     - 6) Transportation Department Report 10
3. **Recommended Resolutions**
   - A. HR-4-22-3874 - Approval of the Paraprofessional Employees Collective Bargaining Agreement 11
   - B. HR-4-22-3381 - Approval of the Duluth Federation of Teachers Collective Bargaining Agreement 41
   - C. B-4-22-3882 - Acceptance of Grant Awards to Duluth Public Schools 105
   - D. B-4-22-3883 - Acceptance of Donations to Duluth Public Schools 107
   - E. B-4-22-3884 - Approve Clarification of Trail Easement on Central on the Hill Property 109
   - F. B-4-22-3885 - Redistricting School Board Election Districts 110
4. **Consent Agenda**
   - A. HR Staffing Report 111
   - B. Approval of Google Workspace Administrator Job Description 114
   - C. Approval of Field Support Technician - Food Service Job Description 118
   - D. Finances
     - 1) Financial Report 121
     - 2) Budget Revisions 122
     - 3) Fundraisers - None
   - E. Bids, RFPs, and Quotes - None
   - F. Contracts, Change Orders and Leases - None
5. **Miscellaneous Informational Items (no action required)**
   - A. **Preliminary FY23 Budget Information** - Attachment Pending
   - B. District Properties Update 162

C. Expenditure Contracts 165
D. No Cost Contracts - None
E. Revenue Contracts 284
F. Grant Applications 393
G. Change Orders Signed - None
H. Referrals to Policy Committee - None

Human Resources Report Summary
March 2022 Activities

1) **Staffing Updates:**
Number of staffing changes Received by HR during the month of March. This is a summary of the consent agenda.

	Certified	Non-Certified
# New Hires	**5**	**17**
# Retirements	**6**	**2**
# Resignations	**3**	**3**
# Leave of Absences	**2**	**15**

2) **HR Department Updates:**

Benefits Updates:
1095-C tax forms (for the Affordable Care Act - to provide monthly proof of insurance that meets Minimum Essential Coverage) have been mailed to employees/retirees and uploaded to the IRS. These forms were not required to file individual tax returns - the IRS lists several other forms of insurance confirmation accepted.

The teacher's deadline for turning in retirement for the end of the 21/22 school year has passed. Any retirements received going forward are subject to a delay in receiving their HCSP. Currently, there are 19 confirmed teachers retiring at the end of the year.

Renewal rates from PEIP have been received. Premiums are increasing about 6%. Single coverage is going from $904.34 to $958.60 and Family coverage is going from $2414.28 to $2559.14 per month. There are very minor changes to the Benefits Schedule. There is a small increase to the co-pay for Emergency Care and adjustment that it's "not subject to the annual First Dollar Deductible". All deductibles and Max out-of-pocket expenses remain the same. In turn, our HRA contributions will remain the same.

Online open enrollment for health insurance is tentatively planned for May 2 - 13, 2022.

A Health and Wellness program proposal for employee self-care was presented to Superintendent Magas, CFO Erickson, and HR Director Severance. One program supports mental health and wellbeing (Calm app) and the other supports physical wellbeing (Wellbeats app). Both are virtual on-demand app based programs.

Hiring Updates:
2022-2023 Staff Planning are underway.
HR is planning to start 2022-2023 certified hiring processes on April 15, 2022.

Current Openings as of Wednesday, April 6, 2022:

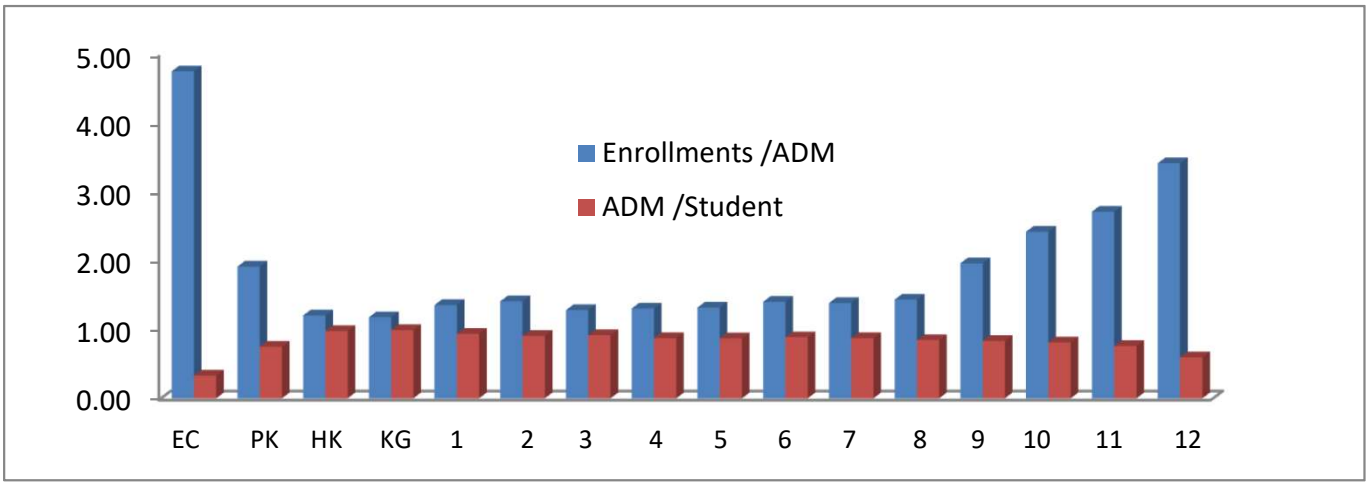
Licensed:
Athletics/Activities (1)
Elementary Teachers (1)
Secondary Teachers (2)
Special Education Teachers (4)
Teachers (1)

Non Licensed:
Food Service (10)
Administration (1)
Administrative/Management (2)
Clerical (1)
Maintenance/Transportation (3)
Paraprofessionals (33)

Non-certified hiring for school-year positions will cease after Spring Break.

Contract Negotiations:
We have a finalized 2021-2023 contract for the Paraprofessionals and Teachers. Those contracts will go for Board approval in April.

- Principal unit negotiations are continuing to move forward.
    - Next meeting is scheduled for April 14, 2022.
- Director negotiations are on hold per their request.
- Initial meeting with Fireman and Oilers (Maintenance) was held on April 4, 2022.
    - Next meeting is scheduled for April 18.
- The Clerical Unit initial negotiation meeting is scheduled for April 25, 2022.
- Dates are being confirmed for DDWIAA, NCBAA and EEA units.


5.00
4.00
3.00
2.00
1.00
0.00
Enrollments /ADM
ADM /Student
EC
PK
HK
KG
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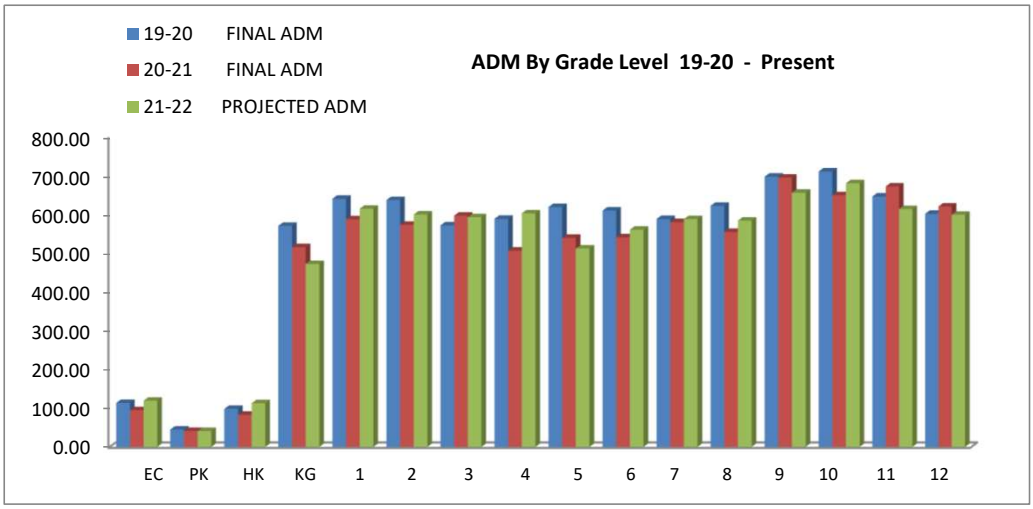
8
9
10
11
12

Duluth Public Schools Projected Average Daily Membership (ADM) Report
April 2022

Grade	Total Number of Enrollments	Unique Student Count	Current Enrollments	Projected ADM	Budgeted ADM	Enrollments /ADM	ADM /Student
EC	572	364	302	120.23	100.00	4.76	0.33
PK	79	55	63	41.23	52.00	1.92	0.75
HK	137	116	117	113.63	105.00	1.21	0.98
KG	558	477	481	473.39	501.00	1.18	0.99
1	836	657	622	615.42	615.00	1.36	0.94
2	848	662	607	600.58	603.00	1.41	0.91
3	762	646	600	593.65	598.00	1.28	0.92
4	789	689	615	603.51	603.00	1.31	0.88
5	678	589	523	513.23	512.00	1.32	0.87
6	789	632	572.05	561.36	556.00	1.41	0.89
7	816	674	606.4	588.85	593.00	1.39	0.87
8	840	690	602.25	584.82	585.00	1.44	0.85
9	1290	785	682.79	656.63	662.00	1.96	0.84
10	1651	837	708.1	680.97	685.00	2.42	0.81
11	1669	807	639.1	614.61	625.00	2.72	0.76
12	2052	1005	623.85	599.95	610.00	3.42	0.60
PS	523	415					
Total:	14366	9685	8364.54	7962.05	8005.00	1.80	0.82
			+proj-budg>	-42.95			

GRADE	19-20 FINAL ADM	20-21 FINAL ADM	21-22 PROJECTED ADM	Add'l Adjustments
EC	114.46	95.45	120.23	
PK	45.12	41.58	41.23	
HK	98.98	83.52	113.63	
KG	571.48	516.69	473.39	
1	641.06	588.40	615.42	
2	637.68	574.16	600.58	
3	572.54	597.62	593.65	
4	589.52	507.84	603.51	
5	619.65	540.73	513.23	
6	610.70	542.05	561.36	
7	589.04	581.07	588.85	
8	622.87	555.74	584.82	
9	697.70	695.44	656.63	
10	711.16	650.09	680.97	
11	646.82	672.61	614.61	
12	602.23	621.11	599.95	
Total:	8371.01	7864.10	7962.05	



Child Nutrition Report
March 2022

Human Resources Activity:

- **New Employees Hired**: 3
- **Employee Resignations**: 1

Jobs Open:

Denfeld	3 helpers
East	4 helpers
Lincoln Park	3 helpers
Lowell	1 helper
Congdon Park	1 helper
Ordean East	3 helpers
District-wide	1 helper
Stowe	1 helper
Subs	3 helpers

The employee shortage has affected our staffing needs since September 2021.

Meals and Food Production Activity:

Number of meals served in March 2022

	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Monthly	Monthly	Average Daily	Average Daily
Week of:	3/1/2022	3/1/2022	3/7/2022	3/7/2022	3/14/2022	3/14/2022	3/21/2022	3/21/2022	3/28/2022	28-Mar	B	L	Breakfast	Lunch
Congdon	210	1346	252	1500	237	1628	295	1707	175	976	1169	7157	53	325
Denfeld	717	1952	937	2438	875	2423	892	2470	599	1395	4020	10678	183	485
East High	945	1934	1171	2521	220	2462	1236	2571	761	1453	4333	10941	197	497
Homecroft	459	1136	606	1437	581	1407	632	1411	403	841	2681	6232	122	283
Lakewood	202	510	340	803	333	825	342	794	219	471	1436	3403	65	155
Lester Park	758	1197	1112	1804	1068	1646	1146	1792	661	1094	4745	7533	216	342
Lincoln park	598	1617	739	2084	689	1930	678	1932	424	1155	3128	8718	142	396
Lowell	895	1705	1176	1780	1179	2129	1169	2191	709	1230	5128	9035	233	411
Laura Macart	697	833	828	1032	819	1046	820	1043	498	624	3662	4578	166	208
Myers-Wilkin	781	1090	978	1376	919	1320	987	1359	598	813	4263	5958	194	271
Ordean/East	445	2245	459	2891	449	2712	496	2909	306	1688	2155	12445	98	566
Piedmont	1085	1217	1333	1534	1241	1483	1252	1433	739	865	5650	6532	257	297
Rockridge	89	84	105	107	104	115	103	90	41	40	442	436	20	20
Stowe	596	785	713	964	722	962	715	964	459	565	3205	4240	146	193
Unity	36	57	39	78	46	92	50	78	39	71	210	376	12	21
	4 days		5 days		5 days		5 days		3 days					
	8513	17708	10788	22349	9482	22180	10813	22744	6631	13281	46227	98262	2103	4470
Denfeld Supp	Mon-thurs	141		314		297		279		281		1312	TOTAL	
Daily average		141		157		149		140		140.5				

Food and Supplies availability:

Supply chain issues continue to affect our ability to get products. Paper goods and food supplies are sometimes unavailable and have all gone up in price. We continue to find suitable substitutions so that students will still get a nutritional lunch and breakfast. The USDA outlook appears to see this trend continue into the summer months.

Facilities Management & Capital Project Status Report
March 2022

Facilities Management – Maintenance and Operations - General

- In the past month, the Facilities maintenance crews have completed 137 work orders and are currently working on 206 open work orders.

- **Capital Construction**
  - Work is ongoing in the existing Facilities building on the hill. Much has been done, and the demo is completed and renovations are ongoing. The Print Shop is doing well in its renovated location.
  - Weather conditions will allow the Denfeld tower work to begin again shortly.
  - Congdon Park windows will be installed starting in early June.
  - MWE has a small roof section that will be completed this summer if materials are obtainable.

  Ongoing Discussion with Legal Representation
  - PSS Track Lane 1 Ponding Remediation. Final proposal is being sent to the contractor.

  Construction Tasks and Master Plan "On The Hill".
  - Multiple meetings every week are being conducted on all aspects of the project.
  - Twin Ports Testing is conducting an asbestos survey in CHS prior to development of the demo plan.

Building Operations

- Operations staff have been performing an excellent job at keeping our sites safe for students and staff.
- There are ongoing vacancies in the custodial ranks that we are working to fill.
- The contract negotiations process has begun with the Fireman and Oilers.

Health, Safety & Environmental Management

- FM Ladders were inspected and replaced as necessary
- Hot work program added to the safety website

Workers' Compensation Activities

March 2022

- First report of incidents:---------- 27
- OSHA recordable incidents:---------- 5
- Days away from work:---------- 25
- Days of restricted work:---------- 125

2022 YTD Incidents (January 1, 2022 - December 31, 2022)

- First report of incidents:---------- 53
- OSHA recordable incidents:---------- 12
- Days away from work:----------96
- Days of restricted work:---------- 148

Technology Department - March Report (3/1 - 3/22)

- **Cybersecurity**
  - Google Security
    - Gmail
      - 1.1M Emails Accepted
      - 33K emails rejected
        - 57K were identified as Spam
        - 4.1K were identified as Phishing
        - 7.5K K were identified as Spoofing
        - 0 emails were identified as Malware
    - Account Information
      - 10,617 Active Accounts
      - 24.05TB of storage
      - 295.4 Files shared externally
      - 243 Suspicious login attempts
      - 1.3K Failed user login attempts
    - Data Loss Prevention (DLP) policy
      - 29 High Severity Incidents that were blocked on Google Drive

- **E-Rate RFP/Bid**
  - None

- **Technology Help Desk Tickets (3/1 - 3/22)**
  - 457 New Technology Support Tickets Created
  - 415 Tickets were resolved
  - 487 Tickets remain unresolved
    - 197 Unresolved tickets are for Chromebook repairs
  - 14h 45m Average 1st response time
  - 85h 4m Average resolution time (This increase is due to the number of Chromebooks needing repairs)

- **Projects**
  - CDW-G Wireless Validation Survey was started on Monday, March 21. The on-site work should be completed by April 1. We will review the wireless survey results and look at our next steps to correct any areas that have no or weak wireless coverage.
  - Bluum/Tierney Brother will be on-site starting Monday, April 18, they will upgrade the AV in our K-2 Classrooms. The AV upgrades will include the following:
    - SMART Board MX-286-V3 Touch Display
    - SMART height adjustable wall mount for the display
    - Audio Enhancement Sentinel amplification system

Transportation Report
March 2022 Activities

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

The Transportation department uses Versatrans as its student transportation software. The department is busy building and/or updating about 430+ routes, many field trips and coordinating with Voyageur. There are *many* updates daily.

- 41 trips happened in March, 2022
- 50 scheduled so far for April, 2022

Two drivers have completed their training. One more is in the process of finishing. Unfortunately, one driver stayed through training only to quit on the day after his test. COVID continues to be a concern, due to quarantine time.

As of February 7th 2022, the FMCSA has instituted the ELDT program for entry level drivers. This is a far more complex system than the previous and has required that Steven Johnson take lead on training since this is a new system and the protocol needs to be set. Also, since the ELDT requires that anyone training other drivers have a license the same or better than the one they are teaching for, this has removed a trainer as our router/trainer (Tobin) has not made that deadline.

In terms of COVID response, drivers have access to a Hudson sprayer with Virex to be used between routes for disinfection. Additionally, they have alcohol wipes for their own disinfection purposes. All drivers have access to two electrostatic sprayers as well.

The Transportation Department is pleased to announce the replacement of one engine as we await final approval for the purchase of two new buses.

Routine general bus maintenance is ongoing (wiring/electrical, brakes, stop arms, belts, etc.).

With the addition of the two new buses mentioned above, the average fleet age is 6.6 years. Current average mileage is 76,962 (goal is 50,000 – 60,000).

COLLECTIVE BARGAINING AGREEMENT

Between

INDEPENDENT SCHOOL DISTRICT NO. 709
DULUTH, MINNESOTA

and

PARAPROFESSIONALS

EFFECTIVE DATES

July 1, 2021
to
June 30, 2023

Table of Contents

PREAMBLE	PREAMBLE	1
ARTICLE 1	Union Recognition and Unit Description	1
ARTICLE 2	Definitions	1
ARTICLE 3	Re-Employment Right	2
ARTICLE 4	Management Rights	3
ARTICLE 5	Seniority	3
ARTICLE 6	Probation	4
ARTICLE 7	Vacancies, Transfers, Promotions, Demotions, Reclassifications	4
ARTICLE 8	Displacement/Layoff Procedure	7
ARTICLE 9	Summer Work Assignments	9
ARTICLE 10	Suspensions	10
ARTICLE 11	Resignations	10
ARTICLE 12	Removals	11
ARTICLE 13	Grievance Procedure	12
ARTICLE 14	Leaves	15
ARTICLE 15	Employee Personnel Files and Policies	21
ARTICLE 16	Union Security	22
ARTICLE 17	Access to Premises	22
ARTICLE 18	No Strike Clause	22
ARTICLE 19	Savings Clause	23
ARTICLE 20	Insurance and Hospitalization Coverage	23
ARTICLE 21	Work Related Damage to Personal Items	25
ARTICLE 22	Professional Development	25
ARTICLE 23	Renewal	25
ADDENDUM A1	Job Classifications and Pay Rates/Longevity	27

AGREEMENT

Between

Paraprofessionals
and
Independent School District No. 709
St. Louis County, Minnesota

PREAMBLE

THIS AGREEMENT was entered into by and between ***AFSCME Council 5, Local 66 and Independent School District No. 709***, St. Louis County, Minnesota.

NOW, THEREFORE, in consideration of the mutual promises and agreements between the parties contained herein, the parties agree as follows:

ARTICLE 1

Union Recognition and Unit Description

Section 1 - The School District formally recognizes AFSCME Council 5, Local 66 as the exclusive bargaining agent for all paraprofessionals who work more than 12.5 hours per week or more than thirty-five percent (35%) of the normal work week within the bargaining unit, and more than sixty-seven (67) work days per year, excluding all other employees.

Section 2 - The Union shall be the duly authorized representative of said employees with respect to the terms and conditions of employment, including hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, and shall have the rights granted to it by the applicable laws of the State of Minnesota. It is agreed that the School District will not bargain individually or collectively in regard to any matter affecting conditions of employment of said employees, or affecting the role of the Union as exclusive bargaining agent, with any other organization or person, except as may be required by law.

ARTICLE 2

Definitions

The term ***"School Board"*** as used in this contract shall mean the School Board of Independent School District No. 709, St. Louis County, Minnesota.

The term ***"Employer"*** as used in this contract shall mean Independent School District No. 709, St. Louis County, Minnesota.

The term ***"School District"*** as used in this contract shall mean Independent School District No. 709, St. Louis County, Minnesota.

The term ***"Union"*** as used in this contract shall mean AFSCME Council 5, Local 66.

The term ***"Appointing Authority"*** as used in this contract shall mean the Human Resources Manager or a staff member delegated to perform those functions required of an appointing authority under this contract.

The term ***"Position"*** means any office or place of employment in the classified service of the School District with duties and responsibilities calling for the full-time or part-time of one (1) person in the performance and exercise thereof.

The term ***"Permanent Position"*** means any position in the classified service of the School District, which has required or which is likely to require the services of an incumbent without interruption for a period of sixty-seven (67) working days or more in any calendar year.

The term ***"Temporary Employee"*** means a person hired to fill any position in the School District, which requires or is likely to require the services of any incumbent for a period of less than sixty-seven (67) working days.

The term ***"Employee"*** means a person who is an incumbent of a position in the classified service of the School District or who is on leave of absence according to these rules and whose position is held for him/her pending his/her return.

The term ***"Substitute"*** means an appointment to fill a vacancy in a permanent position caused by the absence of a regular incumbent.

The terms ***"Class"*** or ***"Class of Positions"*** means a group of positions established under these rules sufficiently similar in respect to the duties, responsibilities, and authority thereof that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, knowledge, proficiency, ability, and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees, and that the same schedule of compensation can be made to apply with equity.

The terms ***"Title," "Class Title,"*** or ***"Classification Title"*** means the designation given under these rules to a class, to each position allocated to the class, and to the incumbent of each position allocated to the class.

ARTICLE 3

Re-Employment Right

Section 1 - Re-Employment List. The name of any person holding a permanent position in the classified service who has performed his/her duties satisfactorily and has been laid off without fault on his/her part, or of any person on probation who has performed his/her duties satisfactorily and has been laid off without fault on his/her part shall be placed on the re-employment list for the appropriate class; or whenever any person has taken leave of absence and is ready to return to duty when a position in the

class is open, or has resigned in good standing and, with the consent of the appointing authority and of the School Board, has withdrawn his/her resignation, and who has not been restored to his/her position.

Section 2 - Arrangement of Names on Re-Employment List. The names shall be arranged on the re-employment list in order of the employee's School District seniority; provided that after a period of two (2) years a name shall be removed from the list and the person notified of such action unless the two (2) year period is extended by the School Board. The appointing authority may remove from the list, the name of any person who, without giving a satisfactory reason, refused to accept an appointment offered to him/her or fails to respond within five (5) business days to the School District's attempts to contact them by regular mail. If an employee responds to the School District to say they are not interested in a posting and they provide a satisfactory reason for declining the vacant position they will stay on the re-employment list.

Section 3 - Persons who are on the re-employment list shall be re-employed ahead of employees from outside the bargaining unit, provided they satisfy the requirements of Sections 1 and 2 of this Article and meet the qualifications of the job.

ARTICLE 4

Management Rights

It is understood and agreed that the School District, on its own behalf and on behalf of the citizens whom it represents, hereby possesses, retains, and reserves unto itself the right to manage, direct and control all School District functions in all particulars except as limited by the terms of this Agreement or by applicable federal and state law.

ARTICLE 5

Seniority

Section 1 - Seniority shall be determined by date of hire in the unit.

Section 2 - Time spent on paid sick leave shall count toward seniority. Time spent on special leaves of absence over thirty (30) days, except military, union and maternity, shall not be counted toward seniority.

Section 3 - Seniority lists shall be available on-line and brought up to date February 1 of each year. Employees shall have fifteen (15) working days after the list is posted on-line to raise objections to their seniority rating. Any employee failing to protest his/her seniority as shown on such list within the fifteen (15) day period referred to above, shall be considered to have confirmed his/her seniority as listed.

Section 4 - In implementing any section of this Agreement where an action governed by seniority is to occur, including, but not limited to layoff or reduction, and where it is determined that two (2) or more persons in the class in which the action is to occur have the same seniority date the break in the tie shall be determined as follows. First, the employee with the earliest birth month; second, the employee with the earliest birthday in that month and; lastly, if still ties, by the flip of a coin.

ARTICLE 6

Probation

Section 1 - Probation Period. Any person when first appointed to a position in the unit shall be on probation for a period of one (1) calendar year. After completion of the one (1) year probationary period, the probation period for transfers, promotions, and demotions, whether voluntary or involuntary shall be for a period of six (6) months not counting time worked in a summer school assignment. If an employee is laid off or demoted without fault on his/her part during the initial probationary period, and such employee is appointed to a new position, that employee shall continue serving his/her remaining initial probation period, but in no case shall that probation period in the new position be less than six (6) months. Any person may be rejected on probation after the initial one (1) calendar year probationary period if he/she fails to complete all professional development requirements

Section 2 - Rejection on Probation. The appointing authority may at any time before the expiration of the probation period fixed according to these rules, reject any person appointed to a position, provided that the appointing authority shall forthwith inform the employee in writing such rejection on probation, stating the date the rejection becomes effective and the reasons for the rejection. If the appointing authority is not satisfied that a probationer's work or attitude is sufficiently satisfactory to warrant his/her recommending that the employee be granted permanent status, he/she may recommend extension of the employee's probationary period for a specified period of time not to exceed six (6) calendar months; provided the recommendation shall be reported to the employee in writing at least fifteen (15) days before the date the employee's probationary status expires. A copy of such recommendation for extension of probationary period shall be furnished to the Union. During the probationary period the District shall have the unqualified right to suspend without pay, terminate or otherwise discipline such employee. Additionally, during the probationary period the employee shall have no recourse to the grievance procedure insofar as suspension, termination or other discipline is concerned.

Section 3 - Name of Rejected Probationer May Be Placed on Re-Employment List. Any probationer rejected as provided in the preceding Section shall be considered permanently separated from the position he/she has held; provided, that an employee promoted and then rejected during the probation period shall have the right to assume the position from which he/she was promoted if it is not occupied by a permanent employee, and in case he/she is not restored to his/her former position, the appointing authority shall place his/her name on the re-employment list.

ARTICLE 7

Vacancies, Transfers, Promotions, Demotions, Reclassifications

Section 1 - Vacancies. A vacancy shall be any position open as a result of being newly created or because of resignation, retirement, transfer, promotion, or demotion. Any permanent position to which more than ten (10) hours per week per school year is added or any permanent position which moves from non-benefit to benefit eligible shall be considered a vacancy.

Section 2 - Vacancies from the first (1st) day of school with students, until the last day of the first (1st) Middle/High School term, shall be posted. Employees may bid on and accept only one (1) bid, unless bidding on and accepting a position that will move an employee's eligibility for benefits from non-eligible to eligible or increase their total number of hours by at least ten (10) hours per week. Vacancies occurring

from the first day of the second Middle/High School term through the last day of the school year will be considered temporary and will need to be posted for the following year. Vacancies shall be filled by most senior capable, qualified and eligible bidders. Internal applicants selected will be temporary appointees and will be placed on the re-employment list at the completion of their temporary appointment. They will then go through the displacement process conducted after the end of the school year.

External applicants who work in excess of the sixty-seven (67) day requirement will be placed on the re-employment list and are eligible to participate in the displacement process conducted after the end of the school year.

Vacancies shall be filled by the posting and bidding process until there is no bid, or until a maximum of two (2) such vacancies become filled, whichever comes first. The remaining vacancies will be filled from the re-employment list first and then the sub pool. Bids shall be awarded within fourteen (14) working days.

Option. The administration may deny a transfer and/or promotion under this Article to not more than four (4) posted positions occurring between September 1 of one year and September 1 of the following year. This denial shall be called an ***"option".*** Options shall not accumulate from one year to the next. When the District exercises an option under this Article, the employees affected and the union shall be notified.

All Paraprofessionals who applied for a vacancy shall be notified by School District email of all bid outcomes.

Section 3 – Posting Vacancies Will Occur as Follows. The first day of the school term through the last day of school, postings will be for seven (7) calendar days. Postings will go up at 4:00 p.m. and will come down at 4:00 p.m.

After the last day of the school year, postings from June through the end of the week before school starts will be seven (7) calendar days. Postings will go up at 4:00 p.m. and close at 4:00 p.m.

All postings shall be posted on the School District's website. In addition, Human Resources will notify employees on a weekly basis of all new job postings via email.

Any employee, who is not physically able to put in bids, may designate a proxy in writing to do so on his/her behalf with the Human Resources Department.

Section 4 – Temporary Re-Assignments. Any temporary re-assignments of twenty-four (24) hours or more and anticipated to last more than sixty-seven (67) days, shall be posted as a temporary re-assignment. The eligible bidder who accepts the position will be ineligible to bid again until the end of the temporary assignment or the April 1 postings. The School District will fill the position vacated for the temporary assignment by utilizing the re-employment list first, and then the sub pool list. Should there be no eligible bidders the re-assignment shall be filled first from the re-employment list and then the sub pool list.

In extreme staffing shortages, the School District reserves the right to temporarily reassign employee(s) for an undetermined period of time to cover the shortage. A list of volunteers will be created by the District. In there are no volunteers, placement will occur by inverse seniority from the closest District building. If the position of reassignment is in a higher pay grade, the employee will be paid at the rate of that pay grade.

Temporary positions anticipated to last less than sixty-seven (67) days will be filled first (1st) from the re-employment list and then from the sub pool list.

Any temporary military leave or special leave of absence shall be filled as above regardless of number of hours.

Section 5 - Overtime. Any employee within the bargaining unit required to work over forty (40) hours per week shall be paid time and one-half (1 ½) his/her regular rate of pay for each hour worked in excess of forty (40) hours. All overtime work must be approved in advance by the Superintendent of Schools or his/her designee. Overtime shall be computed to the nearest fifteen (15) minutes.

Section 6 – Lunch Period. Where a lunch period is scheduled, the employee shall be afforded a one-half (1/2) hour non-paid lunch time. The lunch period shall not be scheduled earlier than one-half (1/2) hour prior to their school's regularly scheduled period for children, nor later than one-half (1/2) hour after such regularly scheduled lunch period. Employees required to be on duty during their lunch period shall be paid for such time.

Section 7 – Classifications. The employer agrees to meet with the Union representative prior to the time a position in this unit is classified or reclassified in an effort to agree on an appropriate wage rate for the position. Should the parties not agree on such appropriate wage rate to be paid, either party may, in writing, appeal the dispute to the Human Resources Committee of the School Board of Independent School District No. 709. The decision of the Human Resources Committee shall be final and binding upon both parties. Thereafter, such final and binding decision shall be presented to the School Board for ratification without opposition by either party.

Section 8 – Pay Periods, Direct Deposit, Rates of Pay.

a. Employees shall be paid bi-weekly through the 2021-2022 contract year. The School District may pay such employees in the bargaining unit by depositing into such banks or credit unions as the employee shall designate, the net salary or wages owed to such employees. If the employee does not designate a bank or credit union, the School District will designate a bank or credit union for the employee, which allows the employee to withdraw such salary or wage payments from such bank or credit union without charge to the employee.
b. Twice-monthly Pay Schedule: Commencing July 1, 2022 or July 1 of any year thereafter, the School District will have the option of converting the pay periods for employees to a twice-monthly schedule in which there will be twenty-four (24) pay periods for payment of equal installments of salary in a fiscal year. Employees will be paid on the 15th of each month and the last day of each month. If the 15th day or last day of the month falls on a weekend or a holiday, the employee we be paid on the first business day prior to the 15th or the last day of the month. The District must provide employees at least two months' written notice prior to converting to a twice-monthly pay schedule.
c. Wage rates and step procedures shall be paid all employees as per Addendum A1.
d. When an employee is promoted to a position with higher pay, the employee's salary shall be increased to that salary in the new pay range, which is next over the salary the employee was receiving prior to promotion. An employee who is reclassified to a new pay group shall receive the hourly rate of pay which is in the same step column that they currently occupy. The employee shall then progress through the steps as provided in section d. However, if at any time an employee is promoted to a pay level previously held, the employee shall receive the same step in the wage schedule that they previously held. In no case will an employee who is promoted to a previously held position receive a

lower rate of pay than was paid before. These employees shall continue to progress through the pay steps as though they had not left the previous position.

When employees are demoted to a lower classified position, the employee shall remain at the same step in the new (lower) pay range, or be placed at a previously held step in the pay range, whichever is higher, and shall continue through the steps as though they had not been demoted.

When an employee is transferred to a new or formerly held classification within the same pay range, the employee will continue in the same step of the pay range and continue to progress through the steps as though there had been no transfer.

e. Beginning with the 2022-23 contract year, newly hired employees shall be hired on the salary schedule to which their education attainment and experience at the time of hiring entitles them to be placed. Any applicant failing to advise the School District at the time of hiring of their education or experience shall not be entitled to later use to obtain advancement on the salary schedule. Employees thereafter shall advance steps based on the timelines set forth in the salary schedule.

f. Except those specified to the contrary in Section c, employees shall remain in the first step as specified above until the beginning of the next pay period following completion of twelve (12) calendar months of service at which time he/she shall advance one (1) step in the pay schedule. After completion of two (2) calendar years of service, four (4), six (6), eight (8), ten (10), twelve (12) and fourteen (14) calendar years in a class, the employee shall advance to the next step in the pay schedule at the beginning of the next pay period.

g. This schedule is in compliance with the minimum wage requirements of the Federal Fair Labor Standard Act applicable to non-professional school employees. In no case shall any employee receive less than that required for non-professional school employees under the provisions of the Federal and State Fair Labor Standards Act, but this shall not affect the other rates provided herein.

h. Reduction Allowed. Upon the request of an employee or by the appointing authority, an employee may be reclassified from a higher to a lower classified position, which in the discretion of the appointing authority; the employee is eligible to fill.

i. Appointing authority shall make recommendations to School Board for demotion. The appointing authority proposing the demotion of an employee shall make his/her recommendation in writing to the School Board, and shall supply the employee with a copy of such recommendation, and such recommendation shall give the future date on which the proposed demotion is to become effective, the class to which it is proposed to demote the employee, the new rate of pay, and any other information that the School Board may require, including the specific reasons why such demotion is for the good of the School District; provided, that the recommendation shall also advise the employee that he/she may grieve pursuant to Article 13 if he/she does not agree with the appointing authority's recommendations.

ARTICLE 8

Displacement/Layoff Procedure

Section 1 - When it becomes necessary through lack of funds or for other cause for which the employee is not at fault to reduce the number of hours assigned to a position in excess of ten (10) hours per week

during a contract year, or results in a loss of health benefit eligibility or to reduce the number of employees in a given classification, the reduction shall occur in the following order and manner:

a. Those employees so affected, may bid for vacancies for which they are qualified in accordance with Article 7 of this Agreement;
b. Any permanent employee in an affected position shall be permitted to exercise School District seniority rights to replace an employee with less seniority in the same or another job classification. The affected employee may bump any employee who is less senior in School District seniority and who is one of the sixty (60) lowest senior employees on the seniority list, provided the employee has the physical fitness and ability and meets the minimum qualifications to perform the duties in the new position.

For the purposes of bumping, the following program classifications are established:

CLASSIFICATION I	
Instructional Paraprofessional (Headstart, Title I, ECFE, Learning Readiness)	Special Education Paraprofessional/ Student Specific
Health Paraprofessional	Special Education Paraprofessional/LPN
Health Paraprofessional/LPN	Special Education Program Paraprofessional
Media Paraprofessional	Supervisory Paraprofessional
Special Education Paraprofessional/BW	Early Childhood Supports and Screening Assistant

CLASSIFICATION II	
Asian Oriented Paraprofessional	Integration Specialist/ Cultural Facilitator Paraprofessional
Certified Lifeguard Paraprofessional	Licensed Cued Speech Transliterator
Certified Occupational Therapy Assistant (COTA)	Licensed Sign Language Interpreter/Transliterator
Child Care Paraprofessional	Management Information Systems
Community Liaison Paraprofessional	Mental Health Practitioner
Cultural Center Paraprofessional	Physical Therapy Assistant (PTA)
Cultural Immersion Program Paraprofessional	Pre-licensed ASL Interpreter
Cultural Liaison Paraprofessional	Pre-licensed Cued Speech Transliterator
ELL	Language Facilitator-Sign
Experience Center Manager	Special Education Paraprofessional/ RN
Family Service Workers	Technical Tutor
Graphic Artist	Technical Tutor/Auto Mechanic
Indian Oriented Paraprofessional	Technical Tutor//Evaluation & Testing
Indian Student Services Coordinator	Technical Tutor/Industrial Technician
American Indian Home School Liaison	Transition Liaison Paraprofessional

Classification I incumbents affected by position elimination or bumping may not bump less senior employees in Classification II. Classification II incumbents so affected may bump less senior employees in Classification I.

c. An employee displaced in the process shall have the rights as detailed above in 1(a) and 1(b).
d. During any layoff, no temporary or original probationary employee shall be employed while any permanent qualified employee under this bargaining unit is laid off and requests work.
e. An employee not assigned to a position under these provisions shall be placed on the re-employment list by School District seniority.

f. The School District shall give notice in writing to the employee or employees to be laid off and shall transmit to the Union the names of those so notified.
g. This Article shall be grieveable pursuant to Article 13 of this Agreement.

Section 2 - In implementing Section 1 of this Article, where it is determined that two (2) or more persons in the class in which the layoff or reduction is to be made have equal seniority, the order of layoff or reduction in such tie cases shall be determined in accordance with the process identified in Article 5, Section 4. If a coin flip occurs, a Union representative shall be present at such determination. The Union and affected employees shall be notified in writing of the outcome.

Section 3 - Employees Choosing Not to Exercise Their Bumping Rights. Employees who do not meet the minimum requirements of a position, or qualify for bumping rights under Article 8, but choose not to exercise their bumping rights will be placed on the re-employment list and will not be considered laid off. Such employees may apply for substitute positions but shall not be given first preference as covered by 1(e) of this Article.

Section 4 – The parties agree to meet and confer prior to March 1 regarding the process of posting, bidding and bumping related to projected school closures.

ARTICLE 9

Summer Work Assignments

Section 1 - Assignment of summer work shall be made to those employees who request to work during the summer recess on the following basis:

a. Employees who are regularly assigned to work within a program offered during the summer shall be assigned to such work before other persons. Where two (2) or more programs are identical and only one (1) is offered in the summer, the senior applicant applying using School District seniority shall be assigned.
b. By total School District seniority per request of those who qualify.
c. Employees shall be notified of their summer assignments at least two (2) weeks prior to the start of the summer session, if possible.

Section 2 - Assignment of summer work shall be made to those employees in Extended School Year Special Education programming as follows:

a. Offered first to the employee who performed the job during the school year.
b. Offered to the most senior employee in the program classification as defined in Article 8.
c. Offered to the most senior paraprofessional who meets the minimum qualifications of the position.
d. By total School District seniority.

All employees who are employed during the summer recess shall be paid at the rate of the classification in which they are assigned.

ARTICLE 10

Suspensions

Section 1 - Suspension. The appointing authority and, in his/her absence, the designee acting in his/her place, may for disciplinary purposes suspend without pay any employee under supervision from the performance of his/her duties for one (1) or more periods aggregating not more than thirty (30) days in a calendar year on account of inefficiency, incompetency, misconduct, negligence, insubordination, disloyalty, or other sufficient cause.

Section 2 - Employee to Be Notified of Suspension. In case the appointing authority or his/her designee acting in his/her place suspends any employee, he/she shall forthwith give written notice to the suspended employee stating the reason for the suspension and the duration thereof, and shall forthwith personally deliver such written notice to the employee or mail it to his/her last known address; he/she shall also forthwith send to the Union a copy of such notice sent to the employee. Such notice shall also advise the employee that he/she may grieve pursuant to Article 13 if he/she disagrees with the action of the appointing authority.

ARTICLE 11

Resignations

Section 1 - Resignations. Any employee in the classified service who wishes to resign in good standing shall give the appointing authority written notice of at least two (2) weeks, unless the appointing authority consents to his/her leaving on shorter notice.

Section 2 - Resignations Without Notice. If any employee resigns from the classified service without giving the required notice, the appointing authority shall enter that fact on his/her personnel file, and such failure to give the required notice may be considered sufficient reason for rejecting any future application from him/her for employment in the School District.

Section 3 - Resignations May Be Withdrawn. Any employee who has resigned after giving proper notice may, within thirty (30) days after termination of employment, and with the consent of the School Board and appointing authority, withdraw his/her resignation and be restored to the position vacated if it is still vacant or is filled by a temporary employee, and if it is not, he/she may, upon written request to the appointing authority, have his/her name placed on the re-employment list.

Section 4 - Resignation May Be Presumed in Certain Cases. Any employee who is absent from duty for three (3) consecutive business days without securing leave from his/her supervisor or without notifying him/her of the reason for his/her absence and the time when he/she expects to return, or who fails to notify the appointing authority of his/her readiness to resume his/her duties within five (5) business days after the expiration of a leave of absence, shall be considered to have resigned, and such resignation shall be treated as a resignation without notice, unless it can be proven that the employee had sufficient and good cause for not reporting for duty.

ARTICLE 12

Removals

Section 1 - Removals. Any employee holding a position in the classified service who has completed the probationary period prescribed in accordance with these rules may be removed only for cause; that in no case may an employee be removed on account of his/her religious or political opinions or affiliations or for refusing to contribute to a political fund or to render political service.

Section 2 - Causes for Removal. The following shall be sufficient cause for removal, though removals may be made for causes other than those enumerated:

a. That the employee is incompetent or inefficient in the performance of his/her duties.
b. That the employee has been wantonly careless or negligent in the performance of his/her duties.
c. That the employee has been brutal in his/her treatment of public charges, fellow employees, or other persons.
d. That the employee has been offensive in his/her conduct toward his/her fellow employees or the public.
e. That the employee has some permanent or chronic physical or mental ailment or defect, which incapacitates him/her for the proper performance of his/her duties.
f. That the employee has failed to obey reasonable direction given him/her by his/her supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in a lower morale in the organization or to result in loss, inconvenience, or injury to the School District or to the public.
g. That the employee has been convicted of a criminal offense.
h. That the employee, through negligence or willful conduct, has caused damage to public property or waste of public supplies.
i. Employee's job performance is impaired due to his/her tardiness or absence from work.
j. That the employee removed public or personal property from his/her place of employment without the owner's or supervisor's approval.
k. That the employee knowingly falsified any record or report required or authorized to be kept by the School District; or knowingly made a false statement, or misrepresented or concealed any material fact, or deceived or committed any fraud in any application for employment with the School District.

Section 3 - Who May File Removal Charges. The appointing authority may file written charges, in duplicate, for the removal of any employee in the classified service; provided that the appointing authority shall file charges against any employee in the classified service whose service ratings, as determined by the reports of the rating officers or by investigation are unsatisfactory for two (2) consecutive rating periods; and provided further, that the appointing authority may suspend without pay the employee against whom charges are filed, pending resolution of the matter through the grievance procedure of this Agreement should the employee file a grievance.

Section 4 - Charges to State Grounds for Removal. Any charges filed against any employee shall state specifically the cause or causes enumerated in this rule or other cause considered sufficient to constitute grounds for removal, and in addition, the specific act or acts of the employee constituting such cause; provided, that in no case shall such vague and indefinite charges as "for the good of the School District" be considered reason for removal.

Section 5 - Appointing Authority to Mail Notice of Charges to Employee. Upon receiving any charges, the Human Resources Manager shall forthwith mail one (1) copy by registered mail to the last known address of the employee against whom the charges are brought. Such notice shall also advise the employee that he/she may grieve the matter pursuant to Article 13 of this Agreement if he/she does not agree with the action of the appointing authority.

Section 6 - Removed Employee Not Eligible to Compete for Future Employment. Unless otherwise determined by arbitration or the appointing authority, no employee who has been removed from the classified service in the manner enumerated in these rules shall be allowed to compete in any future employment with the School District.

ARTICLE 13

Grievance Procedure

The purpose of this procedure is to provide a method whereby employees who are members of the appropriate bargaining unit may present their grievances concerning the interpretation or application of the terms of this Agreement. The School District and Union agree that the proceedings under this grievance procedure shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Definitions

A ***"Grievance"*** is an action instituted under this Article by an aggrieved employee or the Union in the belief that there has been a violation, misapplication or misinterpretation of the terms of this Agreement by the School District, School Board, its employees, agents or contractors.

The ***"Aggrieved Employee"*** is an employee within the appropriate bargaining unit as defined by the terms of this Agreement who has been directly affected by an alleged violation, misapplication, or misinterpretation of the terms of this Agreement.

The term ***"Days"*** when used in this grievance procedure shall refer to working days.

Representation Rights

Section 1 - The School District shall be a party to all grievances at all steps and may be represented by its designated representative.

Section 2 - The aggrieved employee reserves the right to be represented by a representative of his/her choice including a Union representative, at all steps of this grievance procedure, but the employee must be present at all meetings or hearings and accept that the Union shall be his/her designated representative in binding arbitration. The Union shall be notified and a representative of the Union may be present and express his/her views at all steps of this grievance procedure.

Step I

The aggrieved employee shall present his/her grievance within twenty (20) days of the time the employee knew or through the use or reasonable diligence should have known of the act, event, or default of the School District, School Board, its employees, agents or contractors, which is alleged to be a violation, misapplication or misinterpretation of the terms of this Agreement. The aggrieved employee shall file his/her grievance in writing with the principal or other head of a school, if assigned to a school, and if not assigned to a school, then his/her immediate supervisor, other than a member of the Teachers' Bargaining Unit, who is not a member of the Paraprofessional Bargaining Unit, and which writing shall state the nature and date of the violation to the best of the aggrieved employee's knowledge, the Article or Articles of this Agreement alleged to have been violated, misapplied, or misinterpreted, and the relief or action sought by the aggrieved employee. The principal or supervisor shall immediately set a hearing date within ten (10) days of filing and notify the Union and the aggrieved employee. A decision in writing by the principal or supervisor shall be rendered within ten (10) days of the hearing and communicated to the aggrieved employee, the Union, and the Human Resources Manager. Appeal from this decision shall be taken by the aggrieved employee within ten (10) days of the communication of the decision to him/her.

Step II

In the event the aggrieved employee is not satisfied with the decision at Step I, or at the option of the Human Resources Manager, the Human Resources Manager or his/her designee shall set a hearing within twenty (20) days of the filing of an appeal with him/her by the aggrieved employee, or within twenty (20) days of communication to him/her (the Human Resources Manager or his/her designee) of the decision at Step I, and shall so notify the aggrieved employee, principal, or supervisor, and the Union. The Human Resources Manager or his/her designee shall then proceed to such hearing and notify the aggrieved employee, principal or supervisor, and the Union, of his/her decision in writing within ten (10) days of the hearing.

Arbitration

The Union, through its appropriate officers, may appeal within thirty (30) days of the communication of the written decision at Step II. Such appeal shall be in writing and filed with the Human Resources Manager. The Human Resources Manager shall immediately make written request to the Director of the Bureau of Mediation Services for a list of five (5) arbitrators appointed pursuant to Minnesota Statutes, 179A.21, Subd. 2. Upon receipt of such list, and within five (5) days thereafter, the Union and the School District shall alternately strike four (4) names from such list, the first strike to be determined by the flip of a coin, unless the School District and Union can agree on the use of one of the arbitrators from the list. The remaining arbitrator shall be immediately notified of such selection and shall proceed to a hearing of the grievance and make his/her decision within thirty (30) days of the hearing. His/her written decision shall state the facts and Articles of the Agreement on which his/her decision relies, shall include his/her conclusions and the relief to be given, if any, and shall be final and binding on the Union and the School District.

The arbitrator shall first proceed to the question of arbitrability of the grievance if such issue is raised by the School District, and shall then proceed to hearing of the evidence and testimony on the grievance. The arbitrator shall not have authority to amend, alter, or in any way change the terms of this Agreement or to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of this Agreement, nor shall he/she have authority to determine whether any of the provisions of

this Agreement are unlawful. The Union and School District may present any evidence or testimony or raise any issues before the arbitrator whether or not presented or raised at any prior step of this procedure. Either the School District or the Union may request that a verbatim report of the hearing before the arbitrator be taken. The School District and Union shall share equally in the expenses and cost of the arbitration including the taking of a verbatim report, but each of them (the School District and Union) shall pay the cost of their own witnesses, the presentation of their own evidence before the arbitrator, and of any copies of a written transcript of the proceedings it shall request from the arbitrator. The arbitrator shall permit oral arguments if requested by one of the parties and shall determine whether written briefs may be filed at the time therefore.

Miscellaneous Provisions

Section 1 - The Union may file a group grievance on behalf of several employees of the bargaining unit at Step II of this procedure if the act, event, or default of the School District, School Board, it's employees, agents, or contractors is alleged to have violated, misapplied, or misinterpreted this Agreement so as to directly affect at least ten (10) employees in the bargaining unit on the same or similar issues under an Article or Articles of this Agreement. The grievance shall be filed in like manner and within the time limits provided under Step I of this procedure. Likewise, the School District or appropriate hearing officer may join for hearing separate grievances by employees involving the same or similar issues under an Article or Articles of this Agreement at any step of the grievance procedure and shall so notify the Union.

Section 2 – The days specified are working days. The time limits specified herein may be waived or extended by mutual agreement of the parties and notice to the Union if not a party, but such waiver or extension shall be in writing and signed by the parties following the time of decision at Step I. Failure of the appropriate hearing officer to render a decision within the time permitted herein shall be considered a denial of the grievance and permit the aggrieved employee or the Union as the procedure may provide to appeal to the next step within the time limits set, but this shall not apply to the decision of the arbitrator.

Section 3 - Access shall be given at the expense of the party requesting to all non-confidential information which is exclusively in the possession or available to either of the parties and necessary to the determination and processing of a grievance, but the determination of the confidentiality of the information by the party who has been requested to furnish the same shall be final except at the arbitration level where the decision of the arbitrator shall be final. This shall not apply to information or documents forbidden by law to be disclosed by either party.

Section 4 - Failure at any step of this grievance procedure to initiate or appeal a grievance within the time limits provided herein shall constitute a waiver of the grievance, but such waiver shall not bind the Union where the Union is not a party and does not have a right of appeal under the terms of this procedure. In the case of an event, act, or default which is of a continuing nature, the employee and Union shall waive their rights to any relief for any period during which the grievance has not been filed within the time limits specified within this grievance procedure.

Section 5 - All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the aggrieved employee.

Section 6 - All hearings through Step II shall be held during non-working hours of the aggrieved employee or employees, if possible; but in the event it is desired by the School District or hearing officer to hold the hearing during work hours of an aggrieved employee or employees, such employee or employees and the

Union representative shall be given time off without loss of pay to attend such hearing. The Human Resources Manager shall first authorize any hearings at Step I during work hours.

Section 7 - Any decision which is mailed shall be presumed to be communicated within three (3) days of mailing, and the filing or service of any appeal shall be considered timely if mailed and bearing a dated postmark of the United States mail within the time period specified in this procedure.

ARTICLE 14

Leaves

Section 1 - Sick Leave.

a. Employees holding a position in the classified service who have served at least six (6) months of the required probationary period shall be granted sick leave with full pay at the rate of accumulation of 0.06 times the regular scheduled number of hours paid, accumulative to a maximum equal to one-hundred seventy (170) times the scheduled number of hours worked per day. Such leave may not be used during the first six (6) months of active employment with the School District. Employees will not accrue sick leave during summer work assignments. However, employees may use accumulated sick leave when ill during summer work assignments. To obtain approval for use of sick leave, employees must notify their supervisors as soon as possible, but no later than the time they are scheduled to report for duty, except when past practice has established an earlier notifying time. Employees will obtain prior approval for the purpose of medical, dental, optical examinations or treatments, except where an emergency precluded prior notice and approval. (See Article 20, Insurance and Hospitalization Coverage regarding requirements for continuous insurance and hospitalization coverage.)

b. ***Sick Leave - Family Leave.*** Eligible employees under this Agreement shall be allowed a maximum of twenty (20) days per year for absences due to a serious illness, or injury in the immediate family requiring the care or attendance of employee, such allowance is to be charged against the current or accumulated sick leave. Such leave shall require the approval of the immediate supervisor of the employee. ***"Family"*** shall constitute members of the immediate family of an employee, spouse or registered domestic partner and for purposes of this regulation shall include parent, stepparent, mother-in-law, father-in-law, sibling, spouse, adult child, grandparent, and grandchild. This shall also apply to foster relationships of the above-listed categories. A ***"registered domestic partner"*** shall mean an individual who has been registered through the city of Duluth.as a domestic partner of an employee of the District. The School District may require a supporting written statement from the attending physician for any family medical leave. No employee, unless officially assigned to special duty, shall be granted sick leave for any injuries or illness resulting from any gainful employment on any job other than his/her regular School Board employment. Any employee removed from the payroll because he/she has used all accumulated vacation and sick leave shall be considered to be on leave not to exceed one (1) year and shall be reinstated in his/her position upon filing with the appointing authority a certificate of physical fitness to perform the duties of his/her position, signed by a doctor who shall be chosen and compensated by the School Board. In addition to the above, employees who work twenty (20) or more hours per week may use more than twenty (20) days of sick leave for absences due to an illness of the employee's dependent child in accordance with Minnesota State Statute §181.9413 (2013).

c. ***Death in Family.*** Full pay for absence not to exceed three (3) days for a death locally, and five (5) days if the funeral is held more than 150 miles from the City of Duluth, shall be granted to eligible persons

covered by this Agreement, to attend a funeral in their immediate family. This leave shall be deducted from sick leave.

1. An employee may be absent up to an additional three (3) days on account of death in the immediate family if necessary for travel or in connection with legal or business matters involving the estate or burial of the deceased.
2. Definition of ***"family"*** under death in the family shall constitute members of the immediate family including spouse, father, mother, brother, sister, child (biological, step, adopted or foster), grandparent, grandchild, in-laws, aunts, uncles, nieces and nephews. This shall also apply to domestic partners as defined by City of Duluth Legislative Code Chapter 29D, Section 29D 1 through 5.

d. ***Former Employee May Have Sick Leave Reinstated.*** A former employee in the classified service of the School Board, who is reinstated under Article 11 to a position in the classified service, shall have his/her previously accumulated and unused balance of sick leave reinstated and placed to his/her credit.

e. ***The Appointing Authority Shall Require Certificate of Sick Leave.*** If an employee is absent from duty because of personal illness for more than three (3) consecutive days, or absent the day before and/or the day after a holiday because of personal illness, it will be necessary for him/her to file a certificate of illness from a reputable medical professional.

In lieu of a medical certificate, when such certificate would normally be required, the employee's signed statement explaining the nature of his/her illness may be accepted when it is unreasonable to require a medical certificate because of shortage of physicians or remoteness of locality. If an employee is believed to be abusing sick leave privileges, he/she shall be advised that because of his/her questionable sick leave record, a medical certificate may be required for each subsequent absence of sick leave, whether or not such absence exceeds three (3) days; failure to furnish such written explanation shall preclude such employee from being allowed such absence as sick leave.

f. ***Sick Leave Bank.*** Each new contract employee, upon completion of six (6) months employment, shall contribute one (1) day to the sick leave bank. This deduction shall be deducted from such employee's accrued sick leave in either October 1 or May 1, whichever comes first. Employees who exhaust all accrued vacation, personal leave and sick leave, may borrow from the sick leave bank. The sick leave bank by-laws specify the required documentation to access the bank and rate of repayment. Human Resources and the Union will provide this information to employees upon request.

The sick leave bank shall be administered and be subject to the conditions, rules and regulations as adopted by the governing committee. The committee shall consist of three paraprofessionals appointed by the Union and three members appointed by the Superintendent, including the Human Resources Manager and/or his/her designee, who shall act as chairperson. The committee shall meet as needed. Meetings may be called by the Human Resources Manager or his/her designee or the Union to discuss the sick leave bank. The committee may modify the rules and regulations.

Section 2 - Special Leave of Absence.

a. Any employee holding a position in the classified service who desires to engage in a course of study such as will increase his/her usefulness on his/her return to the classified service, or who for any reason considered reasonable by the appointing authority desires to secure leave from his/her regular duties, may, on written request approved by the appointing authority and the School Board, be granted special leave of absence without pay for a period not exceeding one (1) year, which leave may be extended up to one (1) additional year. All employees with three (3) years of continuous service in the Unit shall qualify for a special leave of absence without pay if requested in accordance with this

Article. The leave of absence will be considered a "B" leave of absence. Such leave shall be granted only once every three (3) years per employee. The employee on such leave will be required to advise the School Board of his/her intention to return at least two (2) weeks before returning to work. Returning employees will be placed on the re-employment list and secure positions for the following school year according to Article 5, Section 2 of this Collective Bargaining Agreement.

b. Special leave to be in writing. Any employee asking for special leave without pay shall submit, on forms prescribed by the School District, his/her request for special leave stating the reason the request should be granted, the date when he/she desires the leave to begin, and the probable date of his/her return.

c. Union Leave. Upon the written request of the Union, leave shall be granted to employees who are elected or appointed by the Union to serve on a union negotiating team. Local union stewards, local union officers, union officers or other employees who may be elected or appointed by the Union or Local Union to perform duties for the exclusive representative shall be granted time off, provided that the granting of such time off does not adversely affect the operations of the School District. Requests for Union leave shall include the anticipated number of days requested, as well as the dates of the leave.

Upon the written request of the Union, leave shall be granted to employees who are appointed full-time representatives of the Union. Annually, the School District may request the Union to confirm the employee's continuation on Union leave.

Leave time for service on a union master negotiating team/assembly, supplemental negotiations, School District meet and confers, and attendance at meet and confers established by this Agreement shall be considered as paid leave for purposes of vacation leave and sick leave accrual. Leave time for service on a union master negotiating team and attendance at meet and confers established by this Agreement shall also be considered as paid leave for purposes of eligibility for holiday pay.

Reinstatement after leave. An employee on an approved leave of absence is required to contact the School District if an extension is being requested. Failure to contact the School District about an extension prior to the end of the approved leave shall be deemed to be a voluntary resignation, and the employee shall be severed from the School District.

Employees returning from extended leaves of absence (one month or more) shall notify the School District at least two (2) weeks prior to their return from leave. Employees may return to work prior to the agreed upon termination date with the approval of the School District. Employees returning from unpaid leave of absence shall be returned at the same rate of pay the employee had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence. No seniority will be lost.

Union leave of absences of less than one (1) school year shall be filled through the temporary assignment language in Article 7, Section 4.

When an employee returns from an approved leave of absence of more than one (1) school year, and there is a vacancy, the employee shall be reinstated to that vacancy, provided that no employee with more seniority has bid on the position. If a more senior employee has successfully bid on the position, the employee returning from the approved leave of absence shall be selected for the position vacated by the successful bidder.

Section 3 - Special Leave of Absence (FMLA & Parental).

a. ***Parental Leave.*** Up to six (6) months of unpaid parental leave shall be granted to a father or mother in conjunction with the birth or adoption of a child. However, if the employee requests, parental leave shall be granted to the end of the school year. In order to be eligible for a parental leave, the employee must request the parental leave in writing to the Human Resources Manager at least two (2) months in advance of the commencement of the leave and must commence the parental leave no more than six (6) weeks after the birth or adoption of the child, except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. Upon expiration of the parental leave and return to work, the employee shall be assigned to the employee's former position unless it has been eliminated.

   If during parental leave the School District experiences a layoff and the employee would have lost his/her position, pursuant to the layoff provisions of this Agreement, had the employee not been on parental leave, then the employee is not entitled to reinstatement in the employee's former position and, in such circumstances, the employee shall retain all rights under the layoff and re-employment provisions of this Agreement as if the employee had not been on parental leave.

   Any leave taken under this Section shall reduce the length of leave for which the employee is eligible under the Family and Medical Leave Act Policy for birth or placement of a child and any unpaid leave taken under the Family and Medical Leave Act Policy for birth or placement of a child shall reduce the length of leave for which the employee is eligible under this Section.

   Employees may request that parental leave be extended beyond six (6) months. Any such extension shall be subject to the mutual Agreement of the School District.

b. ***Special Leave of Absence (FMLA).*** Family and Medical Leave Act: Employees shall be eligible for leave in accordance with the School District's Family and Medical Leave Act Policy, which Policy shall be in compliance with the Family and Medical Leave Act.

Section 4 - School Board to Determine Status of Employee on Return.

a. For each separate case of special leave without pay, the School Board shall at the time it approves the leave, determine whether the employee granted such leave shall be entitled to his/her former position on his/her return from such leave or whether his/her name shall be placed on the re-employment list. Employees are normally reinstated to their original position where the leave is mandated by state statute.

Section 5 - Military Leave of Absence.

a. Any employee while holding a permanent position in the classified service of the School Board, who, shall become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, or who shall hereafter become a member of said armed forces during said time, shall be granted a leave of absence without pay for the term of said military service and shall, upon receiving a discharge from such military service, be reinstated to said position.
b. Reinstatement of employee on military leave of absence. Reinstatement of any employee on military leave of absence shall be at the same salary which he/she would have received had he/she not taken such leave and shall be upon the following conditions:
   1. That the position has not been abolished;

2. That the employee is not physically or mentally disabled from performing the duties of such position;
3. That the draftee or enlistee makes written application for reinstatement to the appointing authority within ninety (90) days after termination of service and the employee assigned to training duty, makes application for reinstatement within forty-five (45) days;
4. That he/she submits to the appointing authority an honorable discharge or other form of release by proper authority indicating that his/her military or naval service was satisfactory.

c. Upon reinstatement of any employee who has been on military leave of absence, said employee shall have such rights as provided in federal and state laws and regulations.

d. ***Employee on Probation May Receive Military Leave of Absence.*** Any employee who has been appointed to a permanent position in the classified service of the School Board who, subsequent to September 16, 1940, shall have become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, or who shall hereafter become a member of said armed forces during said time, who has not served the required probationary period for said position at the time of becoming a member of said armed forces shall, with the approval of the appointing authority and the School Board, at the date that he/she becomes a member of the armed forces of the United States, be considered to have completed said probationary period and shall thereafter have full status as though a full probationary period had been served and shall be granted a military leave of absence in accordance with the rules set out herein and shall, upon completion of such military service, if he/she is physically and mentally able to perform the duties of the position, be reinstated to the position which he/she held at the time of becoming a member of said armed forces in accordance with the rules herein before set out.

e. ***Vacancy Caused by Military or Special Leave of Absence to Be Known as Temporary Vacancy in Permanent Position.*** A vacancy created by an employee receiving a military or special leave of absence shall be filled by the provisions in Article 7, Section 4.

f. ***Name of Substitute to Be Placed on Re-Employment List.*** The name of any person appointed to a temporary vacancy in a permanent position as a substitute shall, upon the re-instatement of the regular incumbent, be placed upon the re-employment list.

g. ***Substitute May Be Appointed as Regular Incumbent.*** If it shall have been determined that the regular employee who has been on a leave of absence is physically or mentally unable or elects not to return to said permanent position said position shall be posted as a vacancy per Article 7.

h. ***Name of Substitute May Be Placed on Re-Employment List If Called into Armed Forces.*** The name of any substitute who, while acting as such, becomes a member of the armed forces of the United States in time of war or other emergency declared by proper authority, shall be placed upon the re-employment list for the proper class, if, within ninety (90) days after receiving an honorable discharge from said armed forces said substitute shall file a written request with the School Board and if said substitute is mentally and physically capable of handling said position, provided, that if the name of more than one (1) such substitute is placed upon said re-employment list, such names shall be arranged on said list in the order of original appointment.

i. Military leave of absence with pay up to fifteen (15) calendar days per year as required by Minnesota Statutes, Section 192.26 or any act amendatory thereof. Where possible, all military leave with pay shall be taken while the employee is not working, and no employee under this Agreement shall request of the military unit to which he/she is assigned, or the commander thereof, that he/she be assigned or authorized military duty for which he/she would be entitled to leave with pay from the School District during the time the employee is working.

Section 6 - Jury Duty.

a. When an employee is selected for jury duty, upon prompt notification to his/her supervisor, he/she shall be released from his/her regular assignment for such duty on those days the employee is directed by the court to report for duty. The employee, when selected to a jury panel, shall attempt to ascertain whether a trial will continue for more than five (5) days; if so, the employee shall make a request to the court for release from that assignment prior to being placed on the jury.
b. While on jury duty an employee will be paid the regular contractual salary of the job, which they were scheduled to work. However, his/her jury per diem pay excluding mileage and expense money received by the employee is to be surrendered to the School District.

Section 7 - Any other reason for which the granting of a leave of absence is required by law.

Section 8 - Any paraprofessional on leave of absence may, if he/she so elects, remain in the School District's hospitalization group provided he/she pays all the premiums in advance to the School District.

Section 9 – Holidays, Personal Leave Day, School Closings/Spring Break Make-up Time.

a. ***Holidays.*** All employees within the bargaining unit who are regularly scheduled to work on a holiday, shall receive as paid holidays:

   Labor Day
   Education Minnesota in October
   Thanksgiving -Fourth Thursday in November
   The day after Thanksgiving
   Christmas Eve – December 24
   Christmas Day – December 25
   New Year's Eve Day – December 31
   New Year's Day – January 1
   Presidents' Day – Third Monday in February
   First day of spring recess
   Memorial Day – Last Monday in May

   For those employees whose regular position calls for a work year which extends beyond forty-two (42) weeks, July 4th.

   Whenever a holiday falls on Saturday, the preceding day shall be a paid holiday instead; if on Sunday, the following day shall be a paid holiday instead.

b. ***Personal Leave.*** All employees within the bargaining unit may take three (3) personal leave days per year at a time approved by the employee's supervisor and agreeable with the employee. The days will be deducted from the employee's sick leave balance.
c. ***School Closing.*** When a school or schools are closed by order of the Superintendent or his/her designee because of snow or other emergency, the paraprofessionals assigned to the building or buildings shall be compensated for the first day with no deduction from the employee's sick leave balance. Any additional days will be deducted from the employee's sick leave balance at the employee's choice or the employee can choose to take leave without pay.
d. ***Spring Break Make-up Time. (Effective June 30, 2015, spring break make-up time will sunset at the end of the work day.)***

1. The Collective Bargaining Agreement between the parties is hereby revised to provide that the paraprofessionals shall have the option to make-up two (2) days' worth of time per school year as is currently being done as ***"Spring Break Make-Up Time"***. A day shall be defined as equal to the hours the individual paraprofessional regularly works in one (1) day.
2. The paraprofessionals who have previously qualified for the additional day will remain as negotiated.
3. Anyone hired with a hire date of September 1, 1999 or greater will only get two (2) days of make-up time.
4. If the School District returns to daytime conference, the members of the paraprofessional unit shall be allowed to work those days.

e. ***Two Hour Late Start.*** When a school or schools start two (2) hours late by order of the Superintendent or his/her designee because of snow or other emergency, the paraprofessionals assigned to the building or buildings shall be compensated for two (2) hours. Such hours will be deducted from the employee's sick leave balance at the employee's choice or employee can choose to take leave without pay.

Section 10 – Vacations. Employees in this unit shall not be entitled to vacation except as provided hereafter in this Article. Employees assigned to a position for forty-one (41) weeks or more per year, and those assigned for a thirty-eight (38) week work year who receive an assignment to be worked during the summer months that is an assignment designated as a contract extension, and work a minimum of ten (10) hours per week during the extension period shall be entitled to earn vacation in accordance with the following schedule:

Number of Weeks Worked	Vacation Earned
41	3 Days
42	3 Days
43	4 Days
44	4 Days
45 or More	5 Days

On September 1, a determination will be made as to the number of weeks worked in the previous contract year. Using the chart above, the number of days shall then be determined and credited to a vacation account for the individual in hours. The number of hours so credited may be taken as vacation during the succeeding twelve (12) month period at times that meet with the approval of the employee's supervisor.

ARTICLE 15

Employee Personnel Files and Policies

It is recognized by both parties that employee's personnel files may contain evaluations and material received from outside sources, which is solicited with the understanding that it will be kept confidential. It is further recognized that employees generally have the right to know how they stand with respect to evaluations made of their performance in this system.

Section 1 - Employees shall have the right to inspect and to obtain copies at their expense of all evaluations on file relating to the individual employee and submit for inclusion in the file written information in response to any such material.

Section 2 - All service ratings shall be reviewed with the employee by his/her supervisor prior to filing. The employee shall be requested to sign the evaluation to indicate that he/she has reviewed the same, and be given a copy upon request. Failure to sign the evaluation report, however, shall in no way detract from its effect or validity. Signatures shall not be construed as meaning agreement with the evaluation.

The employer may establish and enforce reasonable personnel policies that are not in conflict with the provisions of this Agreement. Such policies shall be applied and enforced without discrimination. The employer shall provide copies of any proposed changes in personnel policies to the Union prior to posting. New or amended personnel policies shall be posted on appropriate bulletin boards not less than fifteen (15) calendar days before their effective date.

ARTICLE 16

Union Security

Section 1 - Upon receipt from the Union of its membership list, the School District shall arrange to deduct from each such Union member's wages the monthly Union dues of such employee and shall remit the same to the appropriate Union representative or its assignee as may be properly designated. In addition, the School District shall check off from the earnings of any employee within the bargaining unit who is not a member of the Union the ***"fair share"*** fee required by law upon appropriate action being taken by the Union pursuant to law, such sum not to exceed the monthly dues of Union members.

Section 2 - The employer shall deduct from the wages of any employee who is a member of the Union, PEOPLE (Public Employees Organized to Promote Legislative Equality) program a deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer shall remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE 17

Access to Premises

Union representatives shall have access to the premises to meet and confer with the employee, but agree herein not to interfere with the employee during their scheduled working hours. Union representatives must sign in at the office of the building, which they are in.

ARTICLE 18

No Strike Clause

AFSCME Council 5, Local 66 and the employees covered under this Agreement agree that they will not call, engage in, or sanction any strike, stoppage of work or other concerted refusal to perform services during the term of this Agreement, except as otherwise permitted by law.

ARTICLE 19

Savings Clause

This Agreement is subject to the laws of the State of Minnesota and at any time any provision is in conflict and held to be contrary to law by a court of competent jurisdiction from which final judgment of decree no appeal has been taken within the time provided; such provision shall be void and inoperative. All other provisions shall continue in force and effect. The voided provision shall be renegotiated at the request of either party.

ARTICLE 20

Insurance and Hospitalization Coverage

Section 1 – Eligibility. The School District shall make available to each employee within this bargaining unit who regularly works twenty-four (24) or more hours per week during the school year the same group health insurance as is or are available to employees within the teacher bargaining unit of the School District and their dependents. The School District shall make the same employer contributions for employees in this bargaining unit and their dependents as are paid for employees within the teacher bargaining unit.

Any change to the coverage of the School District health insurance policy (as contracted with the School District's contribution to the premium), negotiated by the exclusive representative of the Duluth Federation of Teachers, during the term of the contract shall be promptly presented to the Union. Employees covered by this contract shall then vote on these changes.

Employees do not have to be enrolled in the medical/hospitalization insurance to be eligible for long-term disability, life insurance, and dental insurance.

Section 2 – Dental. The employer shall pay, on behalf of each employee in the unit who is eligible (20 or more hours per week) for medical/hospitalization coverage under Section 1 of this Article, a monthly premium for single basic dental insurance. The employee may augment this basic coverage by authorizing an additional premium amount to be deducted from his/her earnings to purchase additional single coverage and/or family coverage. Only such options as are available in the dental insurance plan mutually agreed to by representatives of the bargaining unit and the administration may be selected.

Section 3 – Life Insurance. The employer shall pay, on behalf of each employee in the unit who is eligible (20 or more hours per week) for medical/hospitalization coverage under Section 1 of this Article, a monthly premium for basic life insurance. The employee may augment this basic coverage by authorizing an additional premium amount to be deducted from his/her earnings to purchase additional life insurance. Only such options as are available in the life insurance plan mutually agreed to by representatives of the bargaining unit and the administration may be selected.

Section 4 – Long Term Disability (LTD). The School District will pay the cost of an LTD income protection plan for those eligible (20 or more hours per week) employees in the bargaining unit. This plan shall be continued in effect for employees with coverage to include provisions for payments of a benefit in the event of disability of two-thirds (2/3) of salary without any maximum salary limitation and shall provide for a ninety (90) day waiting period for commencement of benefits. In all other respects and level of benefits

the LTD coverage will remain at the same or improved level as the plan in effect on the date of this Agreement. Each employee may at his/her option elect to have the payments added to his/her taxable salary provided he/she authorizes a payroll deduction to pay the LTD premium. After the initial enrollment period, such election may be made annually during open enrollment for the next calendar year.

Section 5 – Leaves of Absence. An employee must be on a paid status on the first workday of each month in order to be eligible for the School District's insurance plans. The only exception is if they qualify for the Family Medical Leave Act (FMLA) due to medical reasons. Should the employee be on a leave of absence without pay at the beginning of any month, their insurance will be terminated the end of the month in which they last worked and/or were on paid status. The employee will be sent a COBRA notice. COBRA requires the employee to pay the full premium should they elect coverage.

Section 6 – Summer Coverage. Paraprofessional members who are eligible for School District insurance will receive coverage for the summer only if they complete the school year. These employees must be at work, on a paid leave, or FMLA on the last day of the school year to be eligible for July and August.

Section 7 - Health Care Savings Plan (HCSP).

1. ***Eligibility.*** Eligible employees shall receive a contribution of unused sick leave benefits, as defined below, to a Health Care Savings Plan (HCSP). To be eligible to receive the Health Care Savings Plan benefits, an employee must be immediately eligible for a Minnesota pension plan at separation of service.
2. ***Maximum Days.*** The number of unused and accumulated sick leave days up to a maximum of one-hundred fifty (150) times the scheduled number of hours worked per day times the hourly rate in effect at the time of retirement.
3. ***Discount Calculation.*** The amount of unused sick leave multiplied by the employee's daily rate of pay (DRP) excluding over time, will be discounted by three percent (3%). The discounted calculation of the value of the days will be contributed to the HCSP for the employee by the District.
4. ***Participation in the District Health Plan.*** Retired employees will be allowed to participate in the District's group health and dental plans at their own expense pursuant to applicable State and Federal laws. Monthly premiums will be paid one month in advance to the School District.

A HCSP is an individual tax-free account to be used for reimbursement of post-employment medical expenses per the laws/rules governing the HCSP. The HCSP is administered by the Minnesota State Retirement System (MSRS) and the utilization of the HCSP is governed by MSRS Plan policy.

Section 8 - Dental. The employer shall pay, on behalf of each employee in the unit who is eligible for medical/hospitalization coverage under Section 1 of this Article, a monthly premium for single basic dental insurance. The employee may augment this basic coverage by authorizing an additional premium amount to be deducted from his/her earnings to purchase additional single coverage and/or family coverage. Only such options as are available in the dental insurance plan mutually agreed to by representatives of the bargaining unit and the administration may be selected.

ARTICLE 21

Work Related Damage to Personal Items

When an employee, while on the job with ISD 709, suffers the loss of his/her eyeglasses or contact lenses or personal hearing devices, due to physical contact with a student, the School District shall reimburse such employee the fair and reasonable cost for repair or replacement of the item(s). The employee shall file an accident report for such reimbursement claim.

ARTICLE 22

Professional Development

Participation in the Professional Development program is required for all members of the bargaining unit of this agreement. All employees of the bargaining unit shall be offered at least three (3) days of job appropriate in-service training to be offered during student conferences or teacher in-service days. An employee shall be paid their regular rate of pay for all hours of in-service training attended, even if the training lasts longer than the employee's regularly scheduled day. During student contact days, f the in-service training is less than an employee's regularly scheduled number of hours, such employee shall return to work and be paid up to the employee's regular number of hours. By the last Monday of the current school year a schedule of training dates for the following school year will be provided by the District to all Paraprofessionals.

ARTICLE 23

Renewal

Section 1 - This Agreement shall continue and remain in full force and effect until the first day in July 2020, and from year to year thereafter unless either party hereto shall give written notice to the other not more than ninety (90) days nor less than sixty (60) days prior to June 30, 2020; of such party's desire to inaugurate collective bargaining discussions over changes of any one (1) or more Articles of this Agreement. Notice and substance of changes desired shall be included with the written notice. The other party shall have fifteen (15) days thereafter to respond with its proposals.

Section 2 - This Agreement is not subject to re-negotiation during the term hereof, unless mutually agreed upon between the parties; provided, however, this does not deny employees redress under the normal grievance procedure when it pertains to wages, hours, and terms and conditions of employment.

IN WITNESS WHEREOF, the parties have, by and through their duly authorized officers, executed this Agreement on the date first above mentioned.

AFSCME COUNCIL 5, LOCAL 66

By:
Field Representative

By:
Field Director

By:
Local 66 President

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____
Chairperson, School Board

By: _____
Clerk, School Board

ADDENDUM A1
2021-2022 WAGES

Pay Grp	Classifications	Step 1 0-12 mos.	Step 2 12+ mos.	Step 3 2+ yrs.	Step 4 4+ yrs.	Step 5 6+ yrs.	Step 6 8+ yrs.	Step 7 10+ yrs.	Step 8 12+ yrs.	Step 9 14+ yrs.
1	Instructional Paraprofessional	**15.03**	**15.83**	**15.98**	**16.12**	**16.31**	**16.54**	**16.76**	**16.99**	**17.31**
2	ECFE Paraprofessional Learning Readiness Paraprofessional Media Paraprofessional Title I Paraprofessional Early Childhood Support and Screening Assistant	**15.73**	**16.57**	**16.71**	**16.84**	**17.01**	**17.26**	**17.45**	**17.72**	**18.02**
3	Certified Lifeguard Paraprofessional Supervisory Paraprofessional	**16.44**	**17.32**	**17.43**	**17.60**	**17.76**	**18.01**	**18.21**	**18.43**	**18.77**
4	Asian Oriented Paraprofessional Headstart Paraprofessional Health Paraprofessional Indian Oriented Paraprofessional Sign Language Facilitator Special Education Building-wide Paraprofessional Special Education Student-Specific Paraprofessional Special Education Program Paraprofessional	**17.38**	**18.20**	**18.32**	**18.48**	**18.70**	**18.89**	**19.13**	**19.34**	**19.67**
5	American Indian Home School Liaison Child Care Paraprofessional Community Liaison Paraprofessional Cultural Center Paraprofessional Cultural Immersion Program Paraprofessional Cultural Liaison Paraprofessional Family Service Worker Indian Student Services Coordinator Integration Specialist/Cultural Facilitator Paraprofessional Management Information Systems Paraprofessional Technical Tutor Technical Tutor/Auto Mechanic Technical Tutor/Evaluation & Testing Technical Tutor/Industrial Technician Transition Liaison Paraprofessional	**18.49**	**19.28**	**19.43**	**19.61**	**19.74**	**19.93**	**20.23**	**20.41**	**20.74**
6	Certified Occupational Therapist (COTA) Experience Center Manager Graphic Artist Health Paraprofessional/LPN Physical Therapy Assistant (PTA) Special Education Paraprofessional/LPN	**22.29**	**23.09**	**23.28**	**23.44**	**23.56**	**23.81**	**24.02**	**24.22**	**24.51**
7	Mental Health Practitioner Pre-Licensed ASL Interpreter* Pre-Licensed Cued Speech Transliterator* *Must have completed certification as required for District reimbursement.	**23.43**	**24.17**	**24.34**	**24.47**	**24.62**	**24.90**	**25.07**	**25.33**	**25.61**
8	Licensed Cued Speech Transliterator Licensed Sign Language Interpreter/Transliterator Special Education Paraprofessional/RN	**28.11**	**28.60**	**29.67**	**30.77**	**31.83**	**32.92**	**34.00**	**35.10**	**36.20**

Longevity - Employees with twenty (20) years of service based on their seniority date will receive $360 per year to be paid in a lump sum amount on the second pay period in May of each year.

ADDENDUM A2
2022-2023 WAGES

Pay Grp	Classifications	Step 1 0-12 mos.	Step 2 12+ mos.	Step 3 2+ yrs.	Step 4 4+ yrs.	Step 5 6+ yrs.	Step 6 8+ yrs.	Step 7 10+ yrs.	Step 8 12+ yrs.	Step 9 14+ yrs.
1	Instructional Paraprofessional	**15.37**	**16.18**	**16.34**	**16.49**	**16.68**	**16.92**	**17.14**	**17.38**	**17.70**
2	ECFE Paraprofessional Learning Readiness Paraprofessional Media Paraprofessional Title I Paraprofessional Early Childhood Support and Screening Assistant	**16.08**	**16.95**	**17.08**	**17.22**	**17.40**	**17.65**	**17.85**	**18.12**	**18.42**
3	Certified Lifeguard Paraprofessional Supervisory Paraprofessional	**16.81**	**17.71**	**17.83**	**17.99**	**18.16**	**18.41**	**18.62**	**18.84**	**19.20**
4	Asian Oriented Paraprofessional Headstart Paraprofessional Health Paraprofessional Indian Oriented Paraprofessional Sign Language Facilitator Special Education Building-wide Paraprofessional Special Education Student-Specific Paraprofessional Special Education Program Paraprofessional	**17.77**	**18.61**	**18.74**	**18.89**	**19.12**	**19.31**	**19.56**	**19.77**	**20.12**
5	American Indian Home School Liaison Child Care Paraprofessional Community Liaison Paraprofessional Cultural Center Paraprofessional Cultural Immersion Program Paraprofessional Cultural Liaison Paraprofessional Family Service Worker Indian Student Services Coordinator Integration Specialist/Cultural Facilitator Paraprofessional Management Information Systems Paraprofessional Technical Tutor Technical Tutor/Auto Mechanic Technical Tutor/Evaluation & Testing Technical Tutor/Industrial Technician Transition Liaison Paraprofessional	**18.90**	**19.72**	**19.86**	**20.05**	**20.19**	**20.38**	**20.68**	**20.87**	**21.20**
6	Certified Occupational Therapist (COTA) Experience Center Manager Graphic Artist Health Paraprofessional/LPN Physical Therapy Assistant (PTA) Special Education Paraprofessional/LPN	**22.79**	**23.61**	**23.81**	**23.96**	**24.09**	**24.35**	**24.56**	**24.77**	**25.06**
7	Mental Health Practitioner Pre-Licensed ASL Interpreter* Pre-Licensed Cued Speech Transliterator* *Must have completed certification as required for District reimbursement.	**23.95**	**24.72**	**24.88**	**25.02**	**25.18**	**25.46**	**25.64**	**25.90**	**26.19**
8	Licensed Cued Speech Transliterator Licensed Sign Language Interpreter/Transliterator Special Education Paraprofessional/RN	**28.74**	**29.24**	**30.34**	**31.46**	**32.55**	**33.67**	**34.76**	**35.89**	**37.01**

Longevity - Employees with twenty (20) years of service based on their seniority date will receive $360 per year to be paid in a lump sum amount on the second pay period in May of each year.

ARTICLE I

Recognition

A. The School District hereby recognizes the Duluth Federation of Teachers, Local 692, as the exclusive bargaining representative of all teachers of the District as defined in this Agreement and in the Public Employment Labor Relations Act of 1971, as amended, and of all professional personnel employed as registered or public health nurses, physical therapists, occupational therapists, and Head Start teachers. Further: Any teacher represented by the D.F.T. shall have the right to meet with and consult with a Union representative at their worksite.

Access to membership lists
By October 1 of each school year, the district shall provide in electronic form to the Union the names, addresses, telephone numbers, email address, birthday, not including the year of birth, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed. On a quarterly basis of on request, the District shall provide the Union with a current bargaining unit list. Such requests shall be filled with in five days.

Access to worksites
Representatives of the Union shall have reasonable access to worksites and school facilities to investigate employee complaints, communicate with members, hold meetings, and conduct other business. Upon arrival at the worksite, Union representatives shall make their presence known to the worksite supervisor of his/her designee. Such visits shall not interrupt normal work responsibilities.

Maintenance of membership
Any member of the bargaining unit may authorize the District to deduct from his/her pay the amount of dues charged by the union. This authorization must be in writing and forwarded to the Payroll Office not less than two (2) weeks before the payday when it is to become effective. The district agrees to implement all the terms of dues-check off authorizations submitted to the District by the Union and agreed to by the Employee.

The Employer shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted, and all other provisions agreed to by the employee as stated on the authorization.

When a bargaining unit member has so authorized a dues deduction, such authorization cannot be canceled except during the week preceding October 1 each year. Cancellation must be in writing, and forwarded to the Payroll Office with in that week.

1. Teachers shall mean all persons in the unit employed by the School District in a position for which the person must be licensed by the State Board of Education, whether compensated according to Exhibit "B" or on a per diem, hourly or class rate basis, specifically including but not limited to:
   a. Classroom Teachers
   b. Counselors
   c. Media Specialists
   d. Psychologists
   e. Social Workers
   f. Work Experience Teachers (WECEP, WED, WEH)
   g. Special/Vocational Teacher Coordinators
   h. Speech Language Pathologists
   i. Curriculum Technology Integrators
   j. Vocational Education Advisors
   k. Teachers Employed Under Federal and/or State Grant Programs

l. Early Childhood Teacher
m. Parent Educator
n. Support Service Managers/Special Education Case Managers
o. Helping Teachers/Teachers on Special Assignment
p. Staff Developers
q. Nurses
r. Chemical Health Specialists
s. Activities Director
t. Facilitator for QSC
u. Elementary Specialists

2. Teachers shall not include:
   a. Superintendent
   b. Assistant Superintendents
   c. Principals
   d. Assistant Principals
   e. Administrative Assistants
   f. Confidential Employees as Defined in Minnesota Statutes 179A.03, Subd. 4
   g. Supervisory Employees as Defined in Minnesota Statutes 179A.03, Subd. 17
   h. Administrative Trainees
   i. Department heads who devote more than fifty percent (50%) of their time to administrative or supervisory duties.
   j. Employees hired to replace an absent teacher where the substitute is employed for thirty (30) or less working days as a replacement for that teacher.

B. Adult vocational teachers who work less than three hundred (300) hours in any school year. When a new classification requiring a license is to be established which is not clearly supervisory, the Union will be notified in writing not less than fifteen (15) days prior to the hiring of a person or persons to fill the position or positions and the parties shall promptly meet to agree whether such classification should be included or excluded under this Agreement, and if included, the terms and conditions of employment therefore. If no Agreement is reached regarding inclusion in, or exclusion from the bargaining unit, either party may petition the Minnesota Bureau of Mediation Services to make such determination subject to all rights of appeal under the PELRA. Pending the determination and resolution of all such issues, including the terms and conditions of employment, the School Board may appoint a person or persons to fill such position or positions, provided that the School District has posted notice of the availability of such positions to be filled and the parties have met at least once as provided above.

C. The Superintendent and the D.F.T. President will jointly establish an interview team to recommend the Facilitator for QSC.

ARTICLE II

Purpose And Scope Of Agreement

The School District and the Union recognize a common responsibility to work together toward the achievement of quality education. The attainment of this directive requires mutual cooperation between both parties and all members of the staff.

To promote this objective the parties have agreed upon the following terms relating to terms and conditions of employment which shall be applicable to all personnel of the School District covered under this Agreement. Neither the School District nor any employee covered by this Agreement shall enter into any agreement either written or unwritten which is in violation of this Agreement.

It is understood and agreed that the School District, on its own behalf and on behalf of the citizens whom it represents, hereby possesses, retains, and reserves unto itself the right to manage, direct and control all School District functions in all particulars except as limited by this Agreement or by applicable law or the regulations of the Minnesota State Board of Education.

In carrying out the terms and conditions of this Agreement, neither the Union nor the School District will discriminate for or against any person because of race, color, creed, national origin, sex, religion, age, sexual orientation or physical impairment to the extent prohibited by law.

ARTICLE III

Grievance Procedure And Arbitration

The purpose of this procedure is to provide a method whereby employees who are members of the bargaining unit may present their grievances concerning the interpretation or application of the terms of this Agreement.

A. ***Definitions***

1. A ***"grievance"*** is an action instituted under this Article by an aggrieved employee or the Union in the belief that there has been a violation, misapplication, or misinterpretation of the terms of this Agreement by the School District, School Board, its employees, agents or contractors.
2. The aggrieved employee is an employee within the appropriate bargaining unit as defined by the terms of this Agreement who has been directly affected by an alleged violation, misapplication, or misinterpretation of the terms of this Agreement.
3. The term ***"days"*** when used in this grievance procedure shall refer to calendar days, except that when the last day for doing any act under this grievance procedure falls on a Saturday, Sunday or such holidays as provided in this Agreement, the next calendar day which is not a Saturday, Sunday or such holiday shall be the last day for doing that which is required or is to be done under the terms of this procedure.

B. ***Representation Right***

1. The School District shall be a party to all grievances at all steps and may be represented by its designated representative.
2. The aggrieved employee reserves the right to be represented by a representative of his/her choice, including a Union representative, at all steps of this grievance procedure, including arbitration. The Union shall be notified and a representative of the Union may be present and express his/her views at all steps of this grievance procedure after Step I.

C. ***Procedure***

1. ***Step I*** - The aggrieved employee shall present his/her grievance within twenty (20) days of the time he/she knew or should have known of the act, event or default of the School District, the School Board, its employees, agents or contractors, which is alleged to be a violation, misapplication or misinterpretation of the terms of this Agreement.

   The grievance shall be presented in writing to his/her building Principal or other immediate supervisor who is not a member of the bargaining unit under this Agreement or when the act, event or default which is alleged is not the action or failure to act of a building Principal or other immediate supervisor, then the employee or employees may initially file a grievance at Step II of the grievance procedure in like manner and within the time limits provided in this Section.

   The written grievance shall state the nature and date of the violation to the best of the employee's knowledge, the Article or Articles of this Agreement alleged to have been violated, misapplied or misinterpreted and the relief or action sought by the aggrieved employee. The Principal, President or Supervisor shall immediately set a hearing date that is within five (5) days of the filing and notify the aggrieved employee and his/her designated representative. A decision in writing by the Principal, President or Supervisor shall be rendered within five (5) days of the hearing and communicated to the aggrieved employee, the Union, and the Superintendent of Schools. Any appeal from this decision shall be taken by the aggrieved employee within twenty (20) days of the communication of the decision to him/her.
2. ***Step II*** - In the event an appeal is filed from a decision at Step I, or in the event of a grievance initially filed at Step II under this Article, or at the option of the Superintendent, the Superintendent shall set a

hearing date that is within ten (10) days of the filing of such grievance or appeal, or within twenty (20) days of communication to the Superintendent of the decision at Step I, and so notify the aggrieved employee, the Union, and on an appeal the Principal, President or Supervisor rendering the decision at Step I. The Superintendent or his/her designee shall conduct such hearing and notify the aggrieved employee, the Union, and on an appeal the Principal, Director or Supervisor rendering the decision at Step I of his/her decision in writing within ten (10) days of the hearing.

D. ***Arbitration*** - The Union, through its appropriate officers, may appeal within thirty (30) days of the communication of the written decision at Step II, or if no decision has been made by the Superintendent, within forty (40) days of the Step II hearing. Such appeal shall be in writing and filed with the Superintendent of Schools. The Superintendent of Schools shall immediately make written request to the Director of the State Mediation Bureau for a list of five (5) arbitrators appointed pursuant to Minnesota Statutes, Section 179A.21, subd. 2. Upon receipt of such list and within five (5) days thereafter, the Union and School District shall alternately strike four (4) names from such list. The first strike to be determined by the flip of a coin, unless the School District and Union can agree on the use of one (1) of the arbitrators from the list. The remaining arbitrator shall be immediately notified of such selection and shall proceed to hearing of the grievance and decision within thirty (30) days of the hearing.

His/her written decision shall state the facts and Articles of the Agreement on which the decision relies, shall include conclusions and the relief to be given, if any, and shall be final and binding on the Union and School District.

The arbitrator shall first proceed to the question of arbitrability of the grievance if such issue is raised by the School District and shall then proceed to hearing of the evidence and testimony on the grievance. The arbitrator shall not have authority to amend, alter or in any way change the terms of this Agreement or to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement, nor shall he/she have authority to determine whether any of the provisions of this Agreement are unlawful. The Union and School District may present any evidence or testimony or raise any issues before the arbitrator whether or not presented or raised at any prior step of this procedure. Either the School District or the Union may request that a verbatim report of the hearing before the arbitrator be taken. The School District and Union shall share equally in the expenses and cost of the arbitration, but each of them (the School District and Union) shall pay the cost of their own witnesses except as otherwise provided herein, the presentation of their own evidence before the arbitrator, and of any copies of a written transcript of the proceedings it shall request from the arbitrator, and the cost of a verbatim report shall be borne by the party requesting the same. The arbitrator shall permit oral arguments if requested by one of the parties and shall determine whether written briefs may be filed and the time therefore.

For purposes of complying with Minnesota Statute with 572B.19(a), the arbitrator shall mail his/her decision by certified mail to the grievant and the representatives of the employer and the Union.

E. ***Miscellaneous Provision***

1. The Union may file a group grievance on behalf of several employees of the bargaining unit at Step II of this procedure if the act, event or default of the School District, School Board, it's employees, agents or contractors is alleged to have violated, misapplied or misinterpreted this Agreement so as to directly affect at least ten (10) employees in the bargaining unit on the same or similar issues under an Article or Articles of this Agreement. The grievance shall be filed in like manner and within the time limits provided under Step I of this procedure.
2. The Union may file a grievance when it is alleged that a member of the bargaining unit has violated this Agreement.
3. The Union may file a grievance concerning an alleged violation of this Agreement when the members of this unit would not reasonably be expected to have knowledge; e.g., failure to post a vacant or new position, failure to notify the Union of creation of new positions, failure to notify the Union of transfers denied.
4. The time limits specified herein may be waived or extended by mutual agreement of the parties, and notice to the Union after Step I if not a party, but such waiver or extension shall be in writing and

signed by the parties following the time of decision at Step I. Failure of the appropriate hearing officer to render a decision within the time permitted herein shall be considered a denial of the grievance and permit the aggrieved employee or the Union as the procedure may provide to appeal to the next step within the time limits set, but this shall not apply to the decision of the arbitrator.

5. Access shall be given at the expense of the party requesting to all non-confidential information which is exclusively in the possession or available to either of the parties and necessary to the determination and processing of a grievance, but the determination of the confidentiality of the information by the party who has been requested to furnish the same shall be final except at the arbitration level where the decision of the arbitrator shall be final. This shall not apply to information or documents forbidden by law to be disclosed by either party.
6. Failure at any step of this grievance procedure to initiate or appeal a grievance within the time limits provided herein shall constitute a waiver of the grievance, but such waiver shall not bind the Union where the Union is not a party and does not have a right of appeal under the terms of this procedure. Likewise, where the aggrieved employee has not appealed a decision at Step I for whatever reason, the School District shall not be bound by the decision at Step I in the case of other grievances on the same or similar issues by other employees, the same employee, or the Union. In the case of an event, act or default which is of a continuing nature, the employee and the Union shall waive their rights to any retroactive relief for any period during which the grievance has not been filed within the time limits specified within this grievance procedure.
7. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the aggrieved employee.
8. All hearings through Step II shall be held during non-working hours of the aggrieved employee or employees, if possible; but in the event it is desired by the School District or hearing officer to hold the hearing during work hours of the aggrieved employee or employees such employee or employees and the Union representative shall be given time off without loss of pay to attend such hearing. The Superintendent of Schools shall first authorize any hearings at Step I during working hours.
9. When arbitration hearings are held during normal working hours, employees who appear at the request of the Union and who shall not lose wages from the School District due to their participation in such hearings are as follows:
    a. The number of employees including the grievant or grievants equal to the number of persons testifying in the grievance proceeding on behalf of the public employer; or
    b. If the number of persons testifying on behalf of the public employer is less than three (3), three (3) employees including the grievant or grievants may still participate in the proceedings without loss of wages.
    c. The Union President may attend without loss of pay and shall not be counted in the numbers determined in a. and b. above.
10. Any decision which is mailed shall be presumed to be communicated within three (3) days of mailing, and the filing or service of any appeal shall be considered timely if mailed and bearing a dated postmark of the United States mail within the time period specified in this procedure.

ARTICLE IV

Assignment And Transfer

A. The School District recognizes that it is desirable in assigning personnel to consider the interests and aspirations of their employees. An attempt shall be made to place people in the school and class for which they are qualified and have the greatest interest, consistent with the needs and requirements of the School District.
B. Procedures for posting and application assignment and transfer:
    1. Posting
        a. Newly established positions or positions that are vacated during the school year by retirement, resignation or death shall be posted not more than fifteen (15) working days after it has been determined through official School Board action that such vacancy is about to occur.

b. Positions that are vacated during the school year resulting from a transfer to another position shall be posted not more than fifteen (15) days after acceptance of such transfer.
c. Positions that are vacant resulting from the incumbent being selected for another position effective with the next school year will be posted within ten (10) days after acceptance by the incumbent of a new position.
d. Positions which are vacated due to reasons listed above will be posted and filled in accordance with this Article with the successful applicant assuming the position with the start of either the semester or next school year.
e. When a position is awarded with the successful applicant assuming the position at a later date, the position may be filled on a temporary basis for the remainder of the semester or year by an employee hired in accordance with this contract and State statute.
f. All postings shall be posted outside of Human Resources of the administration building with a copy of each notice furnished to the Union posted on the School District's website and posting of vacancies that occur during the school year will be emailed to all sites for posting.
g. Positions posted on or after August 15 shall not be filled until after one working day has elapsed after the date of posting. Positions filled pursuant to a one (1) day posting on or after August 15 shall be re-posted prior to the beginning of the next school year.

2. Application Timeline
   a. Applications shall be submitted within five (5) working days of the posting to be considered for the vacancy except as provided in B.1.g. of this Article.
3. Posting Notices
   a. Each position that is posted shall be described with minimum qualifications and assigned building(s).

C. The following provisions shall apply in the filling of new or vacant positions:
1. Only applicants exceeding or meeting the minimum qualifications stated in the posting notice may be hired to fill a position.
2. The most senior applicant will be selected to fill the position except as follows:
   a. Newly established or vacant positions for Teachers on Special Assignment (TOSA), Curriculum Specialist, Activities Director and Assertive Discipline may be filled by the District based on the unique qualifications needed for the position.
   b. A less senior applicant may be chosen in a maximum of five percent (5%) of the positions posted to date in the current school year. A position filled with a less senior applicant pursuant to Section C.2.a., immediately above, does not count toward the five percent (5%) maximum.
3. An applicant will not be awarded more than two (2) transfers during any contract year.
4. Posting Timeline:
   a. Normal Posting Timeline: Once an applicant has been informed in person (i.e., face-to-face or telephone is acceptable; a voice message is unacceptable) that he/she is being offered the position, he/she will have two (2) District workdays to inform the District of his/her decision to accept the position. If the applicant does not notify the District of his/her decision to accept the position within two (2) District workdays, he/she waives any right to the position and the next most senior applicant (subject to the limitations contained in paragraphs 1., 2., and 3. above) will be offered the position and will be subject to the same timeline for acceptance of the position.
   b. One-Day Posting Timeline: An applicant offered a position as a result of a posting pursuant to Article IV. B.1.g. shall be subject to the timeline contained in Paragraph a. above, except that the applicant shall have until 9:00 a.m. the following District workday to notify the District of his/her decision to accept the position. If the applicant does not so inform the District, he/she waives any right to the position.
5. The administration shall keep accurate records which will identify the positions which were posted, the number and seniority rank of the applicants, those who were interviewed, and the successful applicant. This information shall upon request be made available to the Union.

D. Transfers necessitated by school closings or reduction of staff shall be accomplished by those employees so affected applying for vacancies for which they are qualified and being transferred in accordance with Paragraph D. of this Article.

Transfers due to reduction of staff shall be accomplished by retaining the senior employees in those positions which remain provided they are properly licensed for those positions, unless conditions exist justifying a variance from the normal rule. Conditions justifying a variance exist whenever:

1. An existing academic program would be eliminated by this process.
2. There would be a significant adverse impact upon an existing academic program for students.
3. There would be a significant adverse impact upon an existing extra-curricular program for students; e.g., no other teacher within the building is qualified to assume the extra-curricular assignment in which the teacher's presence in the building during the school day is needed; the continuity of the extra-curricular program is adversely affected. (The Principal shall have determined that a qualified replacement does not exist from within the building before initiating the transfer process.)

Whenever a less senior teacher is retained, written reasons for such variance shall be given to the teacher being transferred and the Union.

A senior teacher being transferred may appeal to a Transfer Review Committee and the decision of such committee shall be final and binding. The Transfer Review Committee shall be composed of five (5) members consisting of one (1) School Board member appointed by the Chairperson of the School Board; two (2) administrators appointed by the Superintendent; and two (2) persons appointed by the Union. Alternates for each of the five (5) members may also be appointed.

Transfers due to school closings shall be made prior to July 1 of each school year.

E. Transfers due to administrative requests shall be identified by April 1 by a letter of notification of such request, including the reason for said request. Such teachers may apply for vacant positions under Paragraph D. of this Article. If denied a position or if no application is made, administrative transfers up to three percent (3%) of the bargaining unit may be made. Administrative reassignments occurring pursuant to Paragraph D. of this Article or administrative realignment of the assigned schools of elementary media specialists, physical education specialists, art specialists, music specialists and music itinerant teachers shall not be considered as unrequested transfers.

The requirements of this Section do not apply to unrequested transfers made to accomplish realignment as described in Strand vs. Special School District No. 1. If a teacher is transferred to another licensure area as a result of such realignment and circumstances thereafter change that remove the necessity of the transfer the District shall give immediate notice to the teacher of the option to be reinstated to his/her former position. The teacher will have two (2) District workdays to inform the District of his/her decision to accept the position. If the applicant does not notify the District of his/her decision to accept the position within two (2) workdays, he/she waives any right to the position. Any teacher thereafter entitled to the position will be offered the position and will be subject to the same timeline for acceptance of the position.

F. ***Federal Grant and Special Services Departments***

1. New positions and vacancies shall be filled pursuant to Sections B and C of this Article.
2. The following staff may be affected by the provisions hereinafter stated:
   a. Head Start
   b. LD and EBD Teachers - Except secondary and elementary teachers assigned to self-contained classrooms are subject to transfer pursuant to Section D of this Article. Elementary teachers in self-contained classrooms may be reassigned due to the lack of physical space needed for primary subjects pursuant to Section F of this Article.
   c. Psychologists
   d. Social Workers
   e. Speech Language Pathologists
   f. Nurses
   g. Occupational Therapists
   h. Physical Therapists
   i. New positions placed in unit pursuant to Article I when assigned to two (2) or more buildings.
3. Staff referred to in Paragraph 2. above shall be subject to changes:

a. At any time during the school year, whenever increases and/or decreases in number of children identified for their services pursuant to the Regulations and Guidelines of the State Department of Education; or
b. Development of new programs; or
c. Increases and decreases in staff occur. (A decrease in staff does not occur allowing a permanent reassignment where there is a temporary decrease during the posting and hiring process to fill a vacancy.)

Whenever possible, reassignments for the following year shall be made prior to the close of the school year.

A written notice shall be given to the teacher(s) affected, stating the reason(s) for reassignment at least twenty (20) calendar days prior to reassignment, with a copy also going to the Senior Human Resources Manager and the Union.

4. Any teacher objecting to a transfer of assignment pursuant to this Section may appeal the decision to a Special Service Transfer Review Committee which shall be composed of five (5) members, two (2) administrators appointed by the Superintendent; two (2) employees appointed by the Union, and one (1) School Board member appointed by the Chairperson of the School Board. The decision of the Special Service Transfer Review Committee shall be final and binding.

G. In the interest of reducing travel time and cost, the D.F.T. and District agree that whenever two (2) teachers occupy the positions at two (2) buildings which total 2.0, the District, with agreement of the teachers, may combine part-time positions to constitute two (2) 1.00FTE positions. The most senior of the teachers will have his/her choice of position

ARTICLE V

Leaves Of Absence Without Pay

A. Leaves of absence without pay shall be granted upon written application to the Senior Human Resources Manager for the following reasons:
1. ***Military*** leaves of absence shall be granted to any teacher who shall be inducted for military duty in any branch of the armed forces of the United States pursuant to the provisions of Minnesota Statutes, Section 192.261.
2. ***Parental Leave:*** Up to six (6) months of unpaid parental leave shall be granted to a father or mother in conjunction with the birth or adoption of a child. In order to be eligible for parental leave, the teacher must request the parental leave in writing to the Senior Human Resources Manager at least two (2) months in advance of the commencement of the leave and must commence the parental leave no more than six (6) weeks after the birth or adoption of the child, except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. Upon expiration of the parental leave and return to work, the teacher shall be assigned to the teacher's former position unless it has been eliminated.

If during parental leave the District experiences a layoff and the teacher would have lost his/her position, pursuant to the layoff provisions of this Agreement, had the teacher not been on parental leave, then the teacher is not entitled to reinstatement in the teacher's former position and, in such circumstances, the teacher shall retain all rights under the layoff and re-employment provisions of this Agreement as if the teacher had not been on parental leave.

Any leave taken under this Section shall reduce the length of leave for which the teacher is eligible under the Family and Medical Leave Act policy for birth or placement of a child and any unpaid leave taken under the Family and Medical Leave Act policy for birth or placement of a child shall reduce the length of leave for which the employee is eligible under this Section.
Teachers may request that parental leave be extended beyond six (6) months. Any such extension shall be subject to the mutual agreement of the District and shall expire at the end of a semester or

academic school year unless mutually agreed by the teacher and the District that it expire at another time.

3. ***Family and Medical Leave Act:*** Teachers shall be eligible for leave in accordance with the District's Family and Medical Leave Act Policy, which policy shall be in compliance with the Family and Medical Leave Act.
4. ***Organizational:*** Employees who are elected or appointed representatives of the Union shall upon request be granted leaves of absence for the purpose of conducting the duties of the Union as required by Minnesota Statutes, Section 179A.07, subd. 6.
5. ***A full time program of study*** related to the employee's licensed field, provided application is made prior to April 1, or approved by the Superintendent if application is made after April 1, for the following school year. Such leave shall be for a period of one (1) school year. The number of such leaves shall be not more than ten (10) persons in any one school year, nor more than ten percent (10%) of the persons in any field of certification or one (1), whichever is greater.
6. ***Medical*** leave of absence up to two (2) years shall be granted while an employee is unable to perform the regular duties of his/her employment because of illness or injury. This leave may, at the option of the School Board, be extended for a maximum of an additional three (3) years upon request at the end of each prior year.
7. ***Other:*** Leaves of absence shall be granted for any other reason that is required by law. Leave may also be granted, at the discretion of the Superintendent, upon written request for purposes other than those enumerated.
8. All proposed changes in Board policy related to leaves of absence without pay shall be reviewed by a sub-committee of the District-wide Quality Steering Committee.

B. Upon termination of his/her leave of absence and return to the school system, the employee shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the District during such period if the leave was granted for any of the following purposes:
   1. Military leave, provided that the requirements of Minnesota Statutes, Section 192.261 are complied with.
   2. Medical and parental leave of absence of less than eighty (80) working days in any school year.
   3. Exchange teaching programs with schools in Minnesota or in other states, territories or countries.
   4. Federal, foreign or military teaching programs.
   5. The Peace Corps, Teacher's Corps, or Job Corps, if the individual is a full-time teacher in such program.
C. Any teacher on leave of absence may, if he/she so elects, remain in the School District's hospitalization group, provided he/she pays all premiums monthly.

ARTICLE VI

Personal Leave Day

A. Three (3) personal leave days to be used at the discretion of the teacher under the following guidelines:
   1. A written request shall be submitted to employee's Principal or other immediate supervisor at least five (5) days prior to the requested leave day.
   2. Upon confirmation of the leave by the Human Resources Department, the employee will request a substitute through the District's phone system. If no substitute is needed, the phone system shall be used to record the reason for the absence. Use of the phone system and recording of the absence will not authorize the leave unless it has been approved by the Human Resources Department.
   3. In emergency situations written requests may be submitted after the fact, however, it is understood that the teacher will assume the responsibility in such an emergency of notifying the building Principal or other immediate supervisor at the earliest possible time.
B. Deduction for personal leave shall be from accumulated sick leave.
C. No personal leave days may be carried over from one school year to the next school year.
   Not more than fifty (50) contract teachers of the bargaining unit may be allowed to take personal leave on the same day except that no more than forty (40) contract teachers may be allowed personal leave on Mondays and Fridays or a workday immediately preceding or following a holiday or recess period referred

to in Exhibit C of this Agreement. Requests will be honored on a first-come first-served basis upon receipt of the request in the Human Resources Department of the District.

D. Teachers with a balance to be paid to the sick leave bank will not be allowed to use personal leave until the balance is repaid.

ARTICLE VII

Leaves Of Absence With Pay

A. ***Absences with pay*** shall be granted for the following reasons:
   1. Time necessary to submit to one (1) Selective Service physical examination per year.
   2. Military leave of absence with pay as required by law.

B. ***Absences with pay*** may be granted by the Superintendent for the following reasons:
   1. Visits to another school
   2. Educational conference, workshop or convention
   3. Service as a member of a committee, task force or commission relating to education appointed by the Federal or State government.
   4. Reasonable time for Union business upon written request by the Union and payment by the Union of the cost of substitutes required.
   5. Other reasons deemed appropriate.

C. ***Sick Leave Allowance***
   1. ***Yearly allowance:*** Ten (10) days full pay for personal illness shall be allowed in any one (1) school year to eligible employees covered under this Agreement.
      Cumulative Plan: Unused allowance for personal illness shall be cumulative to a maximum of two hundred ten (210) days. (i.e. no buffer)
   2. Holidays which occur during absence on account of personal illness, death in family, or family leave shall be compensated for and shall not be deducted from sick leave.
   3. An employee who fails to report on the first day of the school year shall not receive salary for time previous to the date of reporting unless absence is due to personal illness or death in family, in which case salary shall be allowed for such period of time as may be due under the accumulated leave or sick leave bank.
   4. In no case shall the yearly allowance for personal illness or death in the family be credited until the employee reports for duty on or after the opening of school in the fall.
   5. An employee who has been absent for five (5) days or less may be required to sign a form stating that such absence was due to personal illness, and an employee who has been absent for more than five (5) consecutive working days may be required to submit a doctor's certificate covering such absence.
   6. A teacher who is injured due to a battery by a student shall be granted leave without loss of pay for a period not to exceed five (5) days, if a physician certifies that the injury precludes the teacher from performing the duties of his/her position. Such a leave shall not be deducted from the teacher's accumulated sick leave.
   7. ***Sick Leave Bank***
      a. A committee consisting of three (3) teachers appointed by the Union and three (3) members appointed by the Superintendent, shall adopt rules and regulations governing the sick leave bank, which is to be administered by the school district. The Superintendent shall appoint the chair from one of the six (6) members.
      b. All employees in the teachers' bargaining unit working under contract half time (1/2) or more, shall be members of the sick leave bank and shall contribute days pursuant to (c.) below and may use days pursuant to the Sick Leave Rules and Regulations.
      c. At such point that the bank becomes less than a total of three hundred (300) days, the process of deducting one (1) day shall be repeated from each member of the bargaining unit having more than five (5) days of accumulated leave remaining.
      d. The rules and regulations adopted may modify the provisions of this Article by reducing, if such committee deems proper, the amount of the deduction or the bank balance limitation contained above.

e. An employee is eligible to use the sick leave bank following the exhaustion of yearly and accumulative sick leave credited to their personal account and prior to the date they begin receiving benefits under the long term disability insurance program of the School District, but shall not be entitled to use the sick leave bank once they begin receiving benefits under the long term disability insurance program or any time thereafter for any one illness or injury. The employee shall not be eligible for the sick leave bank if he/she refuses to apply for long-term disability benefits within thirty (30) days of receiving the forms from the District.
f. The total maximum number of days that may be withdrawn by any employee from the sick leave bank at any one time shall be one hundred eighty (180).
g. Teachers who have borrowed days from the sick leave bank will repay days from their yearly allowance at the beginning of each school year until all days have been repaid. The maximum required repayment shall be five (5) days per year.
h. A teacher must have been employed for a minimum of three (3) continuous years to utilize the sick leave bank.

Death in Family Allowance

1. Full pay for absence not to exceed three (3) days for a death locally, and five (5) days if the funeral is held more than one hundred fifty (150) miles from the city of Duluth, shall be granted to eligible persons covered by this Agreement, to attend a funeral in their immediate family. This leave shall be deducted from sick leave.
2. An employee may be absent up to an additional three (3) days on account of death in the immediate family if necessary for travel or in connection with legal or business matters involving the estate or burial of the deceased. The cost of any substitute employee required shall be paid by the employee for such additional days as are missed; otherwise such additional days are to be deducted from sick leave.
3. Definition of ***"family"*** under death in family allowance shall constitute members of the immediate family of an employee, spouse or registered domestic partner and shall include father, mother, brother, sister, husband, wife, child, grandparent, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law and grandchild. This shall also apply to foster relationships of the above listed categories. A “registered domestic partner” shall mean an individual who has been registered through the city of Duluth as a domestic partner of an employee of the District.

E. ***Family Leave***

1. Eligible employees under this Agreement shall be allowed a maximum of twenty (20) sick leave days per year for absences due to a serious illness or injury in the immediate family requiring the care or attendance of the employee. Employees may use more than twenty (20) sick leave days per year for absences due to illness or injury of a child to the extent provided in Minnesota Statutes, Section 181.9413. Such allowance is to be charged against the current or accumulated sick leave. Such leave shall require the approval of the immediate supervisor of the teacher who is not a member of the bargaining unit.

2. **"Family"** shall constitute members of the immediate family of an employee, spouse or registered domestic partner and for purposes of this regulation shall include parent, mother-in-law, father-in-law, stepparent, sibling, spouse, adult child, grandparent and grandchild. This shall also apply to foster relationships of the above listed categories. A “registered domestic partner” shall mean an individual who has been registered through the employee’s political subdivision of residence as a domestic partner of an employee of the District.

F. ***Jury Duty***

1. When a teacher is selected for jury duty, upon notification to his/her supervisor, he/she shall be released from his/her regular assignment for such duty. The teacher, when selected to a jury panel, shall attempt to ascertain whether a trial will continue for more than five (5) days; if so, the teacher shall make a request of the court for release from that assignment prior to being placed on such jury.

2. The teacher will receive his/her regular contractual salary while on jury duty; however, his/her jury per diem pay excluding mileage and expense money received by the teacher is to be surrendered to the School District.

G. Eligible employees under Paragraphs C., D., E. and F. of this Article shall be those paid for one-half (1/2) time or more. Employees paid for less than full time shall accumulate and use sick leave on a pro-rata basis.

ARTICLE VIII

Teacher Personnel Files

A. A teacher shall have the right to inspect and to obtain copies at their expense of all evaluations and files within the School District and maintained at the Historic Old Central High School (HOCHS) or local school office relating to the individual teacher as provided by Minnesota Statutes, 122A.41, Subd. 15 and to submit for inclusion in the file written information in response to any such material.
B. Identification or written authorization shall be required before access is given to any file.
C. All evaluations of a teacher shall be reviewed with him/her by his/her Principal prior to filing. The teacher shall be requested to sign the evaluation to indicate that he/she has reviewed the same, and be given a copy upon request. Failure to sign the evaluation report, however, shall in no way detract from its effect or validity. Signatures shall not be construed as meaning agreement with the evaluation. Any form of evaluation shall be identified, and each teacher so evaluated shall be informed.
D. Official grievances filed by any teacher under the grievance procedure shall not be placed in the personnel file of the teacher nor shall such a grievance become a part of any other file or record utilized in personnel assignments; nor shall it be used in any recommendations for personnel assignment.
E. All materials received for inclusion in a personnel file shall be stamped with date received for filing.
F. An employee shall be notified whenever derogatory material, which does not contain his/her signature, is entered into the personnel file.
G. Each individual personnel file shall have a form placed in it to be used whenever someone outside the Human Resources Department is provided information or inspects that file. It shall have space for the date, name, and reason for inspection.

ARTICLE IX

Health Care Savings Plan (HCSP)

A. To be eligible to receive the Health Care Savings Plan (HCSP) benefits through the Minnesota State Retirement System (MSRS), a teacher (employee) must be immediately eligible for a Minnesota pension plan at separation of service and have fifteen (15) years of total service to the School District.
B. Employees shall be granted ten (10) days of sick leave per year, which may accumulate. Up to one hundred eighty (180) days of accumulated sick leave may be used for Plan purposes.
C. The daily rate of pay (DRP) shall be the basic daily rate at the time of termination (including longevity step) not including additional compensation for extra-curricular, extended employment or other additional compensation. The daily rate of pay will be determined by dividing the teacher's annual salary, plus longevity by 190 days. An employee must work until the end of the first semester in a school year to qualify for the daily rate of pay in that year, if not, the daily rate of pay shall be the rate of the prior contract year. The Superintendent may, at his/her discretion, make exception to these waiting periods. If termination occurs after service to the District ceases, the basic daily rate of pay shall be the rate of the last day of service, which follows eighty nine (89) calendar days of continuous service.
D. Determination of the first HCSP amount: Up to one hundred (100) days of accumulated sick leave x daily rate of pay at retirement shall be contributed to the HCSP as outlined in Section J below. Any accumulated sick leave days remaining, beyond one hundred (100) days will be used in Section E below.
E. Calculation of employee's second HCSP amount: The amount contributed by the District to the employee's account shall be determined as follows. Each employee will be credited one (1) day for each

year of service to the District. This total will be multiplied using a multiplier determined from the chart below. Formula days referred to in the chart shall be equal to the number of accumulated sick leave days at retirement. The number of days derived (1 day/year of service x multiplier) shall be added to any sick leave days remaining after subtraction of days determined in Paragraph D. placed in the HCSP The total will be multiplied by the employee's daily rate of pay and will be deposited in the employee's HCSP as outlined in Section J below.

HCSP Account Formula Multiplier Chart	
(Accumulated Sick Leave Days = Formula Days)	
Formula Days	**Multiplier**
150 to 180	3.35
125 to 149	3.25
100 to 124	3.15
75 to 99	3.05
50 to 74	2.95
25 to 49	2.85
0 to 24	2.75

F. Employees discharged for cause shall not be eligible for benefits under the HCSP payable at retirement or the Addendum, if applicable.

G. The employee must give written notice of resignation/retirement of employment to the Senior Human Resources Manager prior to February 1 if not returning for the following school year, or three (3) months prior to resignation/retirement if during the school year, whichever occurs earlier, except in cases of emergency involving serious illness or other justifiable cause, an employee may terminate employment after such time limits with the approval of the Superintendent and may receive benefits under the HCSP. Written notice of resignation/retirement received after February 1 for the following school year will result in a one year deferment of the District contribution as stated in paragraph J.

(In order for the one year deferment to become effective, the district must inform members via email of the February 1st deadline a minimum of 3 times prior to the 1st of the month beginning in November. Included in these email reminders shall be the deadline to receive an accurate HCSP estimate at least one month prior to the February 1st deadline. The one-year deferment set forth above will not apply under circumstances in which an employee submits a timely request for a HCSP estimate by the deadline established by the District and does not receive the requested HCSP estimate by January 1.)

H. To be eligible for benefits under the HCSP or the Addendum, if applicable, the employee must retire with an effective date the last day of a semester or another date with prior approval of the Superintendent.

I. If a retiring teacher meets the criteria of exemption from the HCSP according to Minnesota State Retirement System (MSRS) guidelines, the amount of the HCSP payment calculated in Article IX of the Collective Bargaining Agreement, shall be placed into a 403(b) account of the retiring teacher's choice of the allowed District vendors. The decision of the Minnesota State Retirement System (MSRS) shall not be grievable under the Collective Bargaining Agreement grievance process. The payments will be made in the same time line as defined in Section J below.

J. Payments made for the amount calculated in Section D and Section E above shall be as follows: One-third (1/3) at the time of retirement, one-third (1/3) one (1) year after the first payment and the final one-third (1/3) two (2) years after the first payment. If the individual is taking family insurance and one-third (1/3) of the amount is less than the yearly family premium, the deposit will be the amount of a yearly family premium. If a retired teacher dies before all or a portion of the benefit has been distributed, the balance due must be paid to the deceased's estate. At no time will the sum of the payments be greater than the sum of the amounts in Section D and Section E.

ADDENDUM TO ARTICLE IX

Health Care Savings Plan (HCSP)

A. Due to IRS regulations in effect at this time, the Memorandum of Understanding governing Article IX, HCSP, does not contain a 403(b) match provision. In the event that the IRS rules that a non-taxable benefit can retain its non-taxable designation when offset by a taxable benefit option, employees may choose to have their HCSP contributions reduced by contributions to their 403(b) plan pensions in the manner described below. In no event, however, will the provisions in this Addendum take effect before the effective date of the MOU, which is June 15, 2002.

1. Beginning the next calendar year following the completion of fifteen (15) years of service to the School District, an employee may elect annually to participate in a 403(b) match program. An employee may exchange up to one hundred (100) days of sick leave balance with employer match. The number of days exchanged and matched will be determined by the following schedule. To be eligible to participate in the match program the employee must have at least forty (40) days of accumulated sick leave immediately following that year's sick leave allocation. Should the employee have less than forty (40) days of accumulated sick leave, the employee will have to delay participation until this level is reached. To participate the employee must match the value of the days contributed.
2. Sick leave days which are matched will be deducted from: a. the portion of the one hundred (100) days to be contributed to the HCSP at the time of retirement, b. the maximum accumulation for determination of benefits, and c. the employee's total sick leave accumulation to date.
3. Match calculations shall be determined as follows: Members electing to participate in the match for a given year will do so according to the schedule with the amounts determined by years of service. Failure to participate in a given year will not cause the member to forfeit future participation. Those desiring to participate in the match will notify the District during open enrollment. Should the member's match calculation exceed the amount allowed by State law, the excess amount of District contribution will be credited to the individual to be taken in cash on the second pay period of the calendar year. In the event that a negotiated contract settlement is reached after the expiration of the current contract period, any amount due the employee as a result of an increase in salary as a part of the District match contribution will be paid in cash the second payday following acceptance of the new contract.

Years of Service	Days Matched At Daily Rate of Pay	Days Traded For Matched Days
16	3.75	7
17	4.00	7
18	4.25	7
19	4.50	7
20	4.75	7
21	5.00	7
22	5.25	7
23	5.50	7
24	5.75	7
25	6.00	7
26	6.25	7
27	6.50	7
28+	6.75	7

After exchanging ninety-eight (98) days of accumulated sick leave, the remaining two (2) days of sick leave available for exchange will be multiplied by 1.93 times daily rate of pay, to determine the match amount in the final year.

In no event may an employee trade more than one hundred (100) days of sick leave for purpose of the

403(b) match program.

The following Paragraph B. will replace Paragraph E. in the new Article IX language:

B. Calculation of employee's HCSP Account: The amount contributed by the District to the employee's account shall be determined as follows. Each employee will be credited one day for each year of service to the District. This total will be multiplied using a multiplier determined from the chart below. Formula days referred to in the chart shall be equal to the number of accumulated sick leave days plus traded match days. The number of days derived (1 day/year of service x multiplier) shall be added to any sick leave days remaining after subtraction of days determined in paragraph D. placed in the HCSP. The total will be multiplied by the employee's daily rate of pay and will be credited to the employee's HCSP Account.

HCSP Account Formula Multiplier Chart	
(Accumulated Sick Leave Days + Traded Match Days = Formula Days)	
Formula Days	**Multiplier**
150 to 180	3.35
125 to 149	3.25
100 to 124	3.15
75 to 99	3.05
50 to 74	2.95
25 to 49	2.85
0 to 24	2.75

ARTICLE X

Teacher Workday

High School Teacher Workday:

1. This language will apply to high schools consisting of grades 9, 10, 11 and 12. (Duluth East and Duluth Denfeld)
2. The high school teacher workday will be an eight (8) hour day, which may begin from 7:00 a.m. to 7:45 a.m. The usual starting time shall be 7:45 a.m. however, individual teachers and the building Principal may mutually agree upon starting times other than 7:45 a.m. The normal end of the teacher workday will be 3:45 p.m. or as determined in light of mutually agreed upon start times.
3. Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
4. High School Teacher Day:
   A. The high school teacher workday shall consist of six (6) academic class periods. A teacher may be assigned an average daily assignment not to exceed two hundred seventy (270) minutes of academic and WIN period time exclusive of passing times. A teacher shall not be assigned more than five (5) academic classes. All full time teachers will receive at least one (1) class period of duty free preparation time which may be scheduled before the student day as long as the total amount of preparation time is equal to one class period. (However-see Article XXI C.1)
   B. Non-academic assignments:
   The non-academic assignments in Article X - I A. 1. a. are no longer assignable. Instead if teachers have a preparation period during the student day their non-academic assignment shall be a Professional Learning Community (PLC) for one period per week prior to the student day (Zero Hour). Teachers who are assigned a Zero Hour class may have the opportunity for a common meeting time (PLC) within the school building/ and or across the district during the course

of the student day if they also have a preparation period. Teachers may also be asked to attend up to fifty (50) minutes of staff meeting time per month during the period prior to the student day. Part time teachers: Through mutual agreement between the teacher and administration, part time teachers PLC time will be created by coverage and/or pro-rata compensation depending what the teacher's individual schedule will allow. Otherwise PLC's are voluntary.

C. WIN (What I Need) Period:
All full time certified staff may be assigned a WIN period unless a non-academic assignment for the WIN period is mutually agreed to by administration and teachers. The high school WIN period shall be a maximum of thirty (30) minutes within the student day. Based on outcomes from PLCs and common assessment and input from the curriculum department the WIN period will be a structured supported guided study time, a non-preparation assignment.

Teachers whose assignment is at more than one site, and teachers with a 1/6 overload, Career & Technical Education teachers who teach (3) 2 hour blocks shall not be assigned a WIN period per semester.
Teachers whose academic assignment is speech, yearbook or newspaper may mutually agree to have a WIN / advisory period.

Special Education teachers may not have a WIN period in order to create PLC time that would ordinarily infringe on their due process and/or prep period. **(i.e. may be assigned either/or but not both.)**

Part time teachers: If a teacher is .8 or .9 FTE they may be assigned a WIN period. Teachers who are .7 FTE or less shall not be assigned a WIN period unless there is mutual agreement between the teacher and administration. All part time teachers will be paid pro-rata compensation if the advisory period is in addition to what the teacher's individual schedule will allow.

5. During the remaining teacher time at the high schools, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
6. The school Principal may request and the individual teacher may agree to supervise students prior to commencement or immediately following the regular school day provided such time shall be included in the teacher's eight (8) hour day and the teachers eight (8) hour day shall be adjusted accordingly.
7. Items not addressed in the High School Teacher Workday shall be subject to the provisions in Article X that apply to secondary teachers, contained in the currently applicable teachers' collective bargaining agreement.

Middle School Teacher Workday:

1. This language will apply to middle schools consisting of grades 6, 7 and 8.
2. The middle school teacher workday will be an eight (8) hour day, which may begin from 7:00 a.m. to 7:45 a.m. The usual starting time shall be 7:45 a.m. however, individual teachers and the building Principal may mutually agree upon starting times other than 7:45 a.m. The normal end of the teacher workday will be 3:45 p.m. or as determined in light of mutually agreed upon start times.
3. Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
4. Middle School Teacher Day:
   A. The middle school teacher workday shall consist of six (6) academic class periods. A teacher may be assigned an average daily assignment not to exceed two hundred seventy-six (276) minutes of academic and advisory time exclusive of passing times. A teacher shall not be assigned more than five (5) academic classes. All full time teachers will receive at least one (1) class period of duty free preparation time which may be scheduled before the student day as long as the total amount of preparation time is equal to one class period.
   B. Non-academic assignments:

The non-academic assignments in Article X - I A. 1. a. are no longer assignable. Instead if teacher has a preparation period during the student day their non-academic assignment shall be a Professional Learning Community (PLC) for one period per week prior to the student day. Teachers may also be asked to attend one (1) staff meeting per month during the period prior to the student day. Meetings during the period before the student day beyond required PLC's and staff meetings shall be considered voluntary.
Part time teachers: Through mutual agreement between the teacher and administration, part time teachers PLC time will be created by coverage and/or pro-rata compensation depending what the teacher's individual schedule will allow. Otherwise PLC's are voluntary.

C. WIN (What I Need) / Advisory Period:
All full time certified staff may be assigned a WIN period unless a non-academic assignment for the WIN/ advisory period is mutually agreed to by administration and teachers. The middle school WIN period shall be a maximum of thirty one (31) minutes within the student day. Based on outcomes from PLCs and common assessment and input from the curriculum department the WIN period will be a structured supported guided study time, a non-preparation assignment.
Teachers whose assignment is at more than one site and teachers with a 1/6 overload shall not be assigned a WIN / advisory period.
Special Education teachers may not have a WIN / advisory period in order to create PLC/staff meeting time that would ordinarily infringe on their due process and/or prep period. . **(i.e. may be assigned either/or but not both.)**
Part time teachers: If a teacher is .8 FTE or .9 FTE they may be assigned a WIN / advisory period. Teachers who are .7 FTE or less shall not be assigned a WIN / advisory unless there is mutual agreement between the teacher and administration. All part time teachers will be paid pro-rata compensation if the WIN / advisory period is in addition to what the teacher's individual schedule will allow.

D. A minimum of thirty (30) minutes of after school student programming time will occur after the student day and during the teacher workday. It is understood that teachers will be available for students after the student contact day. (i.e. homework help, IEP meetings, etc.) Also, it is understood that the teacher may accept reasonable responsibilities mutually agreed to by the teacher and administration related to middle school program activities. (i.e. Excel, academic clubs, intramural programs, coaching etc.)

E. Any or all of the periods of academic assignments may be utilized by administration for assignment of the teacher to supervise various school related non-academic activities.

5. During the remaining teacher time at the middle schools, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
6. It is understood that middle school teachers will accept reasonable responsibilities in connection with those types of co-curricular activities occurring after the teacher's workday, which are presently conducted.
7. The school Principal may request and the individual teacher may agree to supervise students prior to commencement or immediately following the regular school day provided such time shall be included in the teacher's eight (8) hour day and the teachers eight (8) hour day shall be adjusted accordingly.
8. Items not addressed in the Middle School Teacher Workday shall revert to the provisions in Article X that apply to secondary teachers, contained in the teachers' collective bargaining agreement.

Residential Teacher Workday:

1. This Language will apply to the following Residential and Day Treatment sites: Chester Creek Academy, Merritt Creek Academy, Woodland Hills Academy, Arrowhead Academy, Superior Academy, Bethany
2. All Residential Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
3. Residential Secondary Workday
   A. Work Day:

The Residential and Day Treatment teacher workday will be an eight (8) hour day, which may begin from 7:00 AM to 7:45 AM. The normal end time of the teacher work day will be from 3:00 PM - 3:45 PM or as determined in light of mutually agreed upon start times.

B. Academic Assignment:

The Residential teacher workday shall consist of six (6) academic class periods. A teacher may be assigned an average daily assignment not to exceed two hundred seventy (270) minutes of academic exclusive of passing times. A teacher shall not be assigned more than five (5) academic classes. All full-time teachers will receive at least one class period of duty-free preparation time per day. *including teachers of “hospitalization settings” or “short-term settings”

C. Non-Academic Assignments:

A teacher’s non-academic assignment shall be a Professional Learning Community (PLC) for one period per week. Teachers may also be asked to attend one (1) staff meeting per month. The non-academic assignments in Article X-IA. 1. a. are no longer assignable. Instead, if teachers have a preparation period during the student day their non-academic assignment shall be a Professional Learning Community (PLC) for one period per week.

Through mutual agreement between the teacher and administration, part time teachers PLC time will be created by coverage and/or pro-rata compensation depending what the teacher’s individual schedule will allow.

D. Home Room Period:

The Residential and Day Treatment home room period shall be a maximum of 25 minutes within the student day. This is considered a non-preparation assignment; i.e., the teacher will not be expected to prepare any material or presentation.

All full-time certified staff may be assigned an advisory period or an intervention period. Teachers whose assignment is at more than one site (within one contract day) shall not be assigned an advisory period in order to provide for travel time.

E. Special Education Teacher Due Process Time follows the terms and conditions of Article X contained in the currently applicable teachers’ collective bargaining agreement.

4. Residential Elementary Teacher Day

   The details of the elementary school day are as follows:

   A. The period of work for the elementary teacher may begin as early as 7:30 a.m. or as late as 8:15 a.m. The starting time shall be determined within these limits by the administration.
   B. All elementary teachers shall receive a 55 minute, uninterrupted prep period.
   C. Every elementary teacher shall have a maximum of 5.5 hours of instructional class time per teaching day.
   D. Teacher meetings called by the administration that would occur during the usual preparation period shall be held to a minimum, not to exceed two (2) per month.

5. Residential and Day Treatment teachers will not be available to students before or after school in order to create PLC and Due Process time.
6. During the remaining teacher time at the residential sites, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
7. Items not addressed in the Residential Teacher Workday shall be subject to the provisions in Article X that apply to secondary teachers, contained in the currently applicable teachers’ collective bargaining agreement.

AEO Academic Excellence Online (AEO) / Area Learning Center (ALC)Teacher Work Day/Week:

The schedule is as follows:

1. The work week shall be a four (4) day week, Monday through Thursday.
2. The typical teacher work day shall be 8:00 a.m. to 6:00 p.m. and shall include (1) class period of duty-free preparation time and thirty (30) minutes of duty free lunch time.
3. The maximum length of the teacher work week shall be forty (40) hours.

4. Variation from the normal AEO/ALC teacher work day or work week may be made by mutual consent of the teacher and the building administrator.
5. Duties may not be scheduled on holidays or recess days.
6. Licensed teaching positions are TOSA

Items not addressed above shall be subject to the following:

Secondary School Day

I. Because the single salary schedule is predicated on the principle of equal pay for equal work, the teacher's workday in both the elementary and secondary schools shall be of uniform length.

A. ***Secondary School Day:*** The usual or typical secondary workday is from 7:45 a.m. to 3:45 p.m., except at Ordean-East and Lincoln Park where the workday shall be from 7:30 a.m. to 3:30 p.m. During this period the teacher shall be entitled to a half-hour duty-free lunch period and approximately one (1) hour of preparation time. The secondary school day shall follow one of the following plans:

1. Seven (7) Period Day
   a. The teacher may be assigned a maximum of five (5) academic classes, a normal length class period of duty-free preparation time, plus a study hall, lunchroom supervision, hall duty, student council, student assistance program, in-school suspension supervision or other assignment mutually agreed upon by the teacher and the Principal. Effective July 1, 1988, hall duty would be assigned only by mutual agreement of the teacher and the Principal. Prior to the school year, teachers will be asked to volunteer for lunchroom supervision. If there are not sufficient volunteers the Principal may assign teachers. No teacher will be assigned to lunchroom supervision for more than one (1) semester per school year; a second semester may be assigned by mutual agreement. The number of students in any study hall shall be determined by the administration.
   b. They would also be responsible for a brief attendance period if so assigned by the Principal of up to eleven (11) minutes.
   c. Any or all of the five (5) hours of academic assignment may be utilized by the Principal for assignment of the teacher to supervise various school-related non-academic activities.
   d. No teacher shall be assigned more than thirty (30) minutes lunchroom supervision without his/her consent.
   e. Six (6) Period Student Day/Common Preparation Period Option: At the high school level, if the School District decides to establish a six (6) period student day, the School District may assign a common preparation period immediately before students are scheduled to arrive at school in the morning or after students are scheduled to depart school in the afternoon. The time from 7:45 a.m. to 8:02 a.m. and from 3:24 p.m. to 3:45 p.m. shall not be counted toward this preparation time.
2. During the remaining teacher time in any secondary school, the teacher shall be in the school and available to his/her students for student requested assistance; and available to the Principal in case of operational emergencies. This provision to apply to all secondary schools.
3. It is understood that the teacher will accept reasonable responsibilities in connection with those types of co-curricular activities occurring after the regular school day, which are presently conducted.
4. The school Principal may request and the individual teacher may agree to supervise students prior to commencement of or immediately following the regular school day, provided such time shall be included in the teacher's eight (8) hour day and the teacher's eight (8) hour day shall be adjusted accordingly.

B. ***Elementary School Day.*** The details of the elementary school day are as follows:

1. The period of work for the elementary teacher may begin as early as 7:30 a.m. or as late as 8:15 a.m. The starting time shall be determined within these limits by the administration.
2. All elementary teachers shall receive a one-half (1/2) hour duty-free lunch period, except in those programs now established (Head Start and Special Education classes) where educational

experiences are performed with the teacher-student lunch relationship. In those cases, the lunch period shall be considered a part of the teacher's assigned pupil contact time. Elementary teachers shall not be assigned lunchroom duties except in emergency.

Elementary teachers shall not be assigned playground supervision outside the school building except in those programs now established where educational experience are performed with the teacher-student relationship. In those cases, the playground supervision shall be considered a part of the teacher's assigned pupil contact time.

3. Every elementary teacher shall have a maximum of 5 1/2 hours of instructional class time per teaching day.
4. Each teacher shall have a minimum of fifty-five (55) continuous minutes of duty-free preparation time without students each day.
5. Each teacher may have up to fifty-five (55) minutes of time assignable to functions necessary for efficient operation of the school. Of the fifty-five (55) minutes, fifteen (15) minutes will usually be in the classroom prior to opening the morning session and fifteen (15) minutes prior to the opening of the afternoon session. The requirement that a teacher be in the classroom fifteen (15) minutes prior to the opening of the afternoon session will be waived in those situations where a teacher does not have more than a half (1/2) hour lunch period.
6. Teacher meetings called by the administration that would occur during the usual preparation period shall be held to a minimum, not to exceed two (2) per month. The administration may, when necessary, call meetings, which extend beyond the school days with the concurrence of a simple majority of those present at the meeting.
7. In those elementary schools, which have regular education split grades in grades one through six, the teacher who has a split grade class for the school year will receive $7,000 additional salary. Payment to be made half in January and half in May or paid over the year.

II. By mutual agreement between the teacher and Principal, a teacher in a secondary school may exceed the usual instructional hour load provided in Paragraph I of the Article; e.g., six (6) art classes. Provided such assignments are offered and accepted, the teacher shall be additionally compensated based on the following formula:

$$\left(\text{Hourly Instructional Load Per}\right) \left(\frac{5}{1}\right) \left(\frac{1/6 \text{ Teacher's Basic Annual Salary}}{1}\right) \times \left(\frac{\text{Week In Excess of 25 Hours}}{1}\right)$$

III. The basic hours worked per week by Special Education, Home Based, Head Start and Early Childhood teachers employed in excess of fourteen (14), but less than forty (40) hours per week may be increased, with the agreement of the teacher, not to exceed forty (40) hours per week on an assignment basis. Teachers working between fourteen (14) and twenty (20) hours shall be given first consideration in being offered any increased hours available where scheduling, programs and economic considerations permit. Upon completion of such assignment(s), the teachers' hours worked per week shall revert back to the original or basic hours of assignment. Such additional hours shall be assigned according to the following guidelines:

1. Hours of employment shall be performed during the regular workweek and workday.
2. Basic hours of assignment per week shall be set at the beginning of each school year. (Such hours of assignment shall not be less than the basic hours of assignment established the previous year, except as provided otherwise in this Agreement or by law.)

IV. When mutually agreed to by the teacher and the supervisor, the following positions may have flexible scheduling, Parenting Program, Teacher Specialist, Early Childhood Program, and Staff Developers according to the following guidelines:

1. The workweek shall begin on Monday and end on Friday.
2. The assignment will not usually exceed the equivalent of forty (40) hours in any one (1) week.
3. The assignment will not usually exceed eight (8) hours in any one day.
4. The assigned time will not be on holidays or recess days as provided in Exhibit "C".

5. Staff may exceed the daily assignment guidelines in item 3. above in order to attend regional in-service meetings provided compensatory time off is taken on a non-instructional (training) day within the same school year.

V. The following positions may have flexible work schedules according to the following guidelines (Arrowhead Academy):
   1. A teacher requested and agreeing to teach beyond the school calendar may contract for service and shall be compensated on a pro-rata basis for such service.
   2. The workweek will begin on Monday and end on Friday.
   3. The assignment will not exceed the equivalent of forty (40) hours in any one (1) week.
   4. The assignment will not exceed eight (8) hours in any one day.
   5. A mutual agreement between the staff members and the supervisor will be worked out so that coverage is maintained for all periods of recess time except a legal holiday.
   6. Up to four (4) workdays per school year involving staff associated with parent/teacher conferences may be modified according to the following guidelines:
      a. That the staff and the building administrator mutually agree to a modified workday.
      b. The workweek shall begin on Monday and end on Friday.
      c. The assigned time will not be on holidays or recess days as provided in Exhibit "C".

VI. All special education teachers will have time available within the contract day to enable them to meet the requirements of due process and IEP development.
   1. The teacher shall first use conference time for all due process, IEP, and other staffings not held during the teacher's contract day. Once the conference days have been used, the teacher shall be compensated pro-rata for such time.
   2. All full-time special education staff will have the following minutes per week for due process requirements:
      a. One hundred twenty five (125) minutes per week: Teachers in settings III and above or self-contained, D/HH teachers, ECSE teachers (birth through two years), psychologists and social workers.
      b. One hundred seventy five (175) minutes per week: POHL, OT, PT, DAPE (average caseloads of 27-40, but no case manager responsibilities); ECSE 3-6 years (average caseloads of 11-20 plus case manager responsibilities 9 to 16)
      c. Two hundred fifty (250) minutes per week: Speech/language pathologists (direct service provision ranging from 37-58 students plus case manager responsibilities ranging from 10-33 cases). Resources teachers (typical special education teachers).

VIII. Adult Basic Education & Area Learning Center (ALC):
   A. Adult Basic Education and ALC programs serve non-traditional learners and are by State rule "year-round learning programs." Flexible scheduling for learners, including evening hours, is another State expectation. To meet these rules, teachers may have flexible work schedules during the year and may be requested to teach beyond the regular school year to maintain continuity of service to learners. These guidelines will be followed:
      1. Regular school year:
         a. The workweek will begin on Monday and end on Friday.
         b. The assignment shall not exceed forty (40) hours per week.
         c. The workday will begin no earlier than 7:30 a.m. and end no later than 9:00 p.m.
         d. The assignment shall not exceed eight (8) hours a day unless mutually agreed upon by teacher and supervisor.
         e. The assigned time shall not be on holidays or recess days.
      2. Extended year:
         a. Teacher workdays during the summer session will not exceed eight (8) weeks.
         b. The workweek will begin no earlier than Monday and end no later than Thursday.
         c. Hours per week will range from five (5) to twenty five (25) except as otherwise agreed between supervisor and teacher.
         d. A schedule for this teaching shall be set by agreement with the supervisor, and ABE and ALC contract teachers shall be compensated on a pro-rata basis.

e. At the Habitat site, to accommodate childcare schedules, the program may be open five (5) days/week for up to seven (7) weeks, with a thirty five (35) hour workweek.

IX. Specialist's assignment and school day. The following govern the assignment and teaching load of teachers assigned as elementary specialists/district wide.
1. An elementary specialist is defined as a teacher in a specialty area (i.e. PE, Music, Art and Media) for grades K-5.
2. Specialists will function within the guidelines of the elementary day contract language (Article X.B.).
3. Specialists are entitled to preparation time, lunchtime and mileage reimbursement according to the elementary contract language. Travel time within the contact day will reduce assignable time.
4. Full-time specialists assigned to an early start school day and late start school day or to late start school day and an early start school day on the same day, will end their working day eight (8) hours from their start time.

X. The District and the Union recognize the necessity to develop innovative programs for the benefit of students. Programs with deviations from the contractual workday or school day may take place under the following conditions:
A. A plan for deviation has been developed by:
1. A committee consisting of teachers and administrator at a building; or
2. A plan for deviation has been developed by a committee established by the School District and the D.F.T. to create an innovative program. This committee must have representation determined by the D.F.T. and administration.
B. Once a plan for deviation has been developed, it must be submitted to the Quality Steering Committee which will make recommendation to the School Board and the D.F.T. Executive Board.
C. The proposal for change must be approved by the School Board and the D.F.T. Executive Board prior to implementation.
D. All deviations or changes will sunset at the completion of the school year unless a continuation is recommended by the Quality Steering Committee and approved by the D.F.T. and the School Board.

XI. The above provisions are intended to outline the requirements necessary to provide a good educational program, and nothing shall preclude the right of an individual teacher to exercise his/her own judgment in exceeding the assignment hours established herein.

XII. The District and the D.F.T. agree to meet and confer on issues related to the reporting and investigating of alleged assaults of teachers occurring while the teacher is performing his/her duties.

ARTICLE XI

Part-Time And Temporary Employees

A. Part-time/temporary employees under this Article are teachers whose services do not exceed the lesser of thirty-five percent (35%) of the normal workweek within the bargaining unit or fourteen (14) hours per week and those who hold positions of a temporary or seasonal character for a period not in excess of one hundred (100) working days in any calendar year. Furthermore, a temporary employee also includes a substitute teacher who is hired to replace an absent teacher where the substitute is employed more than thirty (30) working days as a replacement for that teacher except as otherwise provided in Article XX. A. 2.

B. All terms and conditions of employment (as defined in179A.03 for part-time and temporary employees except involving Grievance Procedures (Article III): Teachers Personnel Files (Article VIII); Payroll Deductions (Article XVI) and Paydays (Article XVII) shall be contained solely within this Article.

C. ***Terms and Conditions of Employment***

Subd. 1 Part-time and temporary employees service shall be paid in accordance with the hourly rates specified in Article XX (Special Compensation Groups) of this Agreement.

Subd. 2 Except as provided for long term substitute teachers in Article XX.A.2, part time and temporary employees shall not accrue seniority and have or establish any layoff or re-entry rights while employed as a part-time or temporary employee.

Subd. 3 For the purpose of transfer and assignment, (including summer employment) part-time and temporary employees may apply for new or vacant positions; however, their applications shall be considered on the same basis as "applicants new to the system".

Subd. 4 Except as it involves long-term substitute teachers [as provided in Article XX (Special Compensation Groups) A (2)] no fringe benefits are provided part-time or temporary employees. No leave benefits are provided except as required by law.

ARTICLE XII

Professional Development

Participation in the professional development program is a part of the requirements of the salary schedule. Regulations apply to all members of the bargaining unit under this Agreement.

A. The term, ***"Professional Development Period"***, is interpreted to mean the State licensure period for all teachers with the exception of those with life licenses. The professional development requirements shall be those listed by the Board of Teaching Rules and Regulations 87~~0~~10.
B. A student teacher shall not be assigned to work with a teacher in the School District without the consent of the teacher.
C. Local Committee for Continuing Education and Relicensure
   1. The teacher and School District recognize and will accept the official acts of the "Local Committees: Standard (Pre-K through grade 12 Secondary Vocational Post-Secondary Vocational)".
   2. In order to implement the Minnesota State Regulations for Renewal of Continuing Licenses:
      a. The Superintendent may grant one-half (1/2) day released time per month of the school year for purposes of the Renewal Committee.
      b. The Superintendent may provide space, secretarial help, necessary forms, record storage space and files necessary for the proper operation of this Committee.

ARTICLE XIII

Teacher Development Program

I. The Teacher Development Program supports professional growth. It offers an opportunity for certified staff to develop and deliver training for colleagues in content, instruction, assessment, technology, and leadership. This program has three (3) components:
   1. Training and development offerings:
      A. Content, instruction, assessment, technology, and leadership in-service offerings
      B. Staff publications
      C. Independent study
   2. Germane Schedule
   3. The “Teacher Development and Evaluation Plan”

      Evaluation, assistance and Peer review for licensed personnel are outlined on the Teacher Development and Evaluation Plan available on the district website.

      The program will be structured in the following manner:
      1. Standing Committee
         A. A Standing Committee of teachers and administrators will be formed for the purpose of establishing the program, reviewing the budgets, and evaluating the progress of the program. This committee will have monthly meetings scheduled at the discretion of the Teacher Coordinator.

            The Standing Committee will consist of seven (7) permanent members. Prior to September 1 of each year, four (4) teachers and two (2) alternates who would serve only in the absence of a regular member shall be appointed by the Union. The teacher members shall notify the Union by June 1, if they do not wish to continue in such a position. One of these will be designated as Teacher Coordinator. The Superintendent and the D.F.T. President will jointly establish an interview team to recommend the Teacher Coordinator.

The Administration will be represented on the Committee by three (3) administrators selected by the Superintendent.

B. The duties of the Standing Committee will be as follows:
   1. Annually assess training needs and formulate direction of the program.
   2. Coordinate and schedule teacher training and develop in-service offerings.
   3. Establish operational rules and time schedules for all in-service training and develop in-service courses under this Article. Insofar as possible, such schedules shall be available in each building by October 1, of each year.
   4. Develop in-service course application process.
   5. Identify, encourage, and approve training staff for in-service courses.
   6. Provide resources and consultants as needed.
   7. Monitor and evaluate courses.
   8. Publish and disseminate descriptive in-service course schedules.

   NOTE: Five (5) of the seven (7) voting members must approve any proposed in-service course.

C. The Teacher Coordinator will:
   - Chair all meetings of the Standing Committee
   - Direct all training and development offerings
   - Grant credits upon the recommendation of the trainers
   - Assure Germane Schedule annual review and communication to all certified staff
   - Facilitate the development and implementation of the responsibilities as outlined in the "Teacher Development and Evaluation Plan".

II. Determination of Credits

A. On-going and newly approved in-service courses:
   1. Ten (10) hours of Teacher Development Program in-service classroom training equals one (1) graduate credit for salary purposes.
   2. Maximum individual course credit equals six (6) credits per year.
   3. Credit granted upon full completion of course.
   4. Program Coordinator will have the discretion to determine the minimum number of participants.
   5. All participation will be voluntary and notices will be distributed to all staff members.

B. Newly approved site sponsored courses:
   1. Must have pre-approval of Teacher Development Committee.
   2. Participation may be limited to site members.
   3. Sites will assume all financial costs associated with courses/in-services.

C. Independent Study
   1. Application must be made thirty (30) days prior to the beginning of any Independent Study project. The applicant must give a description of the project, outline the objectives and estimate the time involved along with the number of credits requested.
   2. The project must be applicable to the teacher's assignment and of a quality satisfactory to use in other classrooms in the School District.
   3. Credits will be granted upon completion of the project and review by the Committee. Maximum credit for Independent Study is three (3) graduate credits per project.
   4. Articles published in professional journals may be considered for Independent Study.

III.

A. Number of credits granted to individual teacher:
   1. Maximum number per teacher per year equals six (6).
   2. Total maximum number per teacher for salary schedule equals twenty-one (21).
   3. Restrictions: M.A. degree or equivalency must be received or held to move beyond the B.A.+45 lane. Teachers hired on or after September 7, 1998, shall no longer have access to the M.A. Equivalent Lane of M.A.+15 or beyond.

B. All credits must be earned prior to September 1 to receive salary credit for coming year.
C. All licensed employees of the School District may apply for or request in-service training.

IV. Budget for Fiscal Year

		2017-2018 & 2018-2019?
1.	Coordinator	1/6 Overload
2.	Secretary	
3.	In-service Training	16,010
4.	Supplies	1,200

V. Control of Funds
A. The determination of the funds to be allocated to the Teacher Development Program will be made by the School Board. The committee will be authorized to make all expenditures within each budget classification.
B. The Committee shall maintain minutes of its meetings with all approved courses and expenditures fully noted in the minutes.
C. All requests for materials and equipment will follow the Board's established purchasing and payment procedures, even though the priorities for purchasing may be established by this Committee within its budget funds.

VI. In the event that State or Federal funds or other local funds within School District budgeted for other in-service training activities of the School District become available for the purposes of this teacher development program under this Article, the School District may allot such funds or additional funds for the purposes of this Article. In which case the Union and School District shall mutually agree upon any additional credits to be allotted to the total credits provided in each year under this Article.

VII. Germane Schedule: The Teacher Development Committee will review and update the Germane Schedule as necessary by May 1st of each year. The Committee will seek input from those they represent and the Senior Human Resources Manager.

ARTICLE XIV

Scholarships

A. ***Scholarships***
1. ***Applications*** by certified personnel for scholarships for each school year shall be submitted to the office of the Senior Human Resources Manager by November 1, for scholarships to be used during the fall, winter, and spring; and by April 1, for scholarships to be used during the summer. Scholarships to be used during the fall, winter and spring shall be awarded by December 1; and scholarships to be used during the summer shall be awarded by May 1. Upon announcement of the awards, a list of all persons, amount, and division shall be immediately forwarded to the President of the Duluth Federation of Teachers.
2. ***Selection:*** Scholarships shall be awarded in the following manner:
   a. Not more than twenty-seven (27) to be awarded for use during the fall and spring semesters, or fall, winter, and spring quarters at $150 divided as follows:
      I. Twelve (12) for elementary
      II. Twelve (12) for secondary
      III. Three (3) for vocational
   b. Twenty-three (23) shall be awarded for use during the summer at $175:
      I. Ten (10) for elementary
      II. Ten (10) for secondary
      III. Three (3) for vocational
   c. Scholarships shall be awarded in the order the applications are received and to those not previously receiving a scholarship within the past three (3) years if there are an excess of applicants, except no teacher shall receive a second scholarship during any school year. School year shall be defined as September 1 to August 31 of the following year.

If in any category, (elementary, secondary) applications are fewer than in the total number available, such open scholarships shall be awarded in the other categories to qualified applicants.

3. ***Payment:*** Such scholarship awards shall be paid by separate checks and not as part of a person's regular salary. Each person shall be paid within thirty (30) days following the filing of transcripts and a written request for payment with the Senior Human Resources Manager. To qualify for payment, the certified person must complete five (5) quarter hour credits during that portion of the year for which the scholarship is awarded.

ARTICLE XV

Summer School Compensation And Regulations

A. Summer School Calendar: Summer school programs of at least ten (10) days in elementary, secondary, middle may be offered during the period beginning with the closing of the regular school year and concluding with the beginning of the following school year. Specific beginning days may be offered for summer school in servicing. Summer school will not be offered on July 4 in each year. Whenever July 4th falls on a Saturday, the preceding day will be declared a non-workday, if on a Sunday, the following day will be taken off.
B. Teacher workday shall be a minimum of three (3) hours. For each twenty-five (25) minutes of instructional time, five (5) minutes of paid preparation time shall be provided by the District.
C. Pay Days: Paid in a manner as to prevent large withholding deductions.
D. Summer School Hiring Policy:
   1. Summer school openings will be posted on the School District's website and outside of the Human Resources Department no later than May 15.
   2. Applications will be submitted within five (5) working days of the posting to be considered for the vacancy.
   3. All summer school applicants shall receive:
      a. Written notice of appointment
      b. Written acceptance form

      Appointments shall be published in school bulletin following approval of Board.
   4. Selection Process:
      a. Only Duluth Public School teachers under contract will receive appointments to summer school teaching positions provided a sufficient number of qualified candidates apply and the acceptance form is returned within seven (7) days of notice of appointment.
      b. Candidates will be hired to teach in the area of regular teaching assignment provided a sufficient number of such applicants are available.
E. Summer school salary shall be at the hourly rate of $24.96 for the 2021-2022 school year and $25.52 for the 2022-2023 school year.
F. Teachers' workday in the Early Childhood Handicapped programs may start as late as 8:30 a.m. and operate Monday through Thursday.

ARTICLE XVI

Payroll Deductions

A. Payroll deductions shall be made in accordance with the following schedule:
   1. First payday of the month:
      a. Federal and State Taxes
      b. Annuities
      c. Teachers Retirement Association (TRA)
      d. Social Security
      e. Insurance Premiums

f. Duluth Federation of Teachers Dues
g. Harbor Pointe Credit Union

2. Second payday of the month:
   a. Federal and State Taxes
   b. Annuities
   c. Teachers Retirement Association (TRA)
   d. Social Security
   e. Insurance Premiums
   f. United Way
   g. Harbor Pointe Credit Union
   h. Duluth Federation of Teachers Dues
   i. C.O.P.E.
3. Third payday of the month (where applicable):
   a. Federal and State Taxes
   b. Teachers Retirement Association (TRA)
   c. Social Security
   d. Duluth Federation of Teachers Dues

B. ***Special Provisions*** which shall apply are:
1. United Way deductions shall be at a minimum of $10.00 and in regular payments of not less than $1.00 per month.
2. All insurance premiums shall be paid in advance of the month in which they are due.
3. Teachers Retirement Association (TRA) deductions shall be from each payroll period.

ARTICLE XVII

Paydays

A. ***Paydays:*** All employees covered under this Agreement shall be paid every other Friday for the 2021-2022 contract year.

B. ***Number of Paydays:*** The number of equal payments of salary shall be twenty-six (26) for all employees unless the District switches to a twice-monthly pay schedule as set forth in Paragraph E of this Article.

C. ***Method of Payment:*** The employer may pay employees in the bargaining unit by depositing in such financial institutions within the School District, as the employer shall designate the net salary or wages owing to such employees in an account provided for each employee. Employees not desiring to do their banking with such financial institutions as designated by the School District shall be permitted to withdraw such salary or wage payments from such financial institutions without charge to the employee.

D. Payments made on a twenty-six (26) payment schedule shall be twenty-seven (27) paydays for any school year in which twenty-seven (27) bi-weekly paydays exist.

E. ***Twice-monthly Pay Schedule*:** Commencing July 1, 2022 or July 1 of any year thereafter, the School District will have the option of converting the pay periods for employees to a twice-monthly schedule in which there will be twenty-four (24) pay periods for payment of equal installments of salary in a fiscal year. Employees will be paid on the 15th of each month and the last day of each month. If the 15th day or last day of the month falls on a weekend or a holiday, the employees will be paid on the first business day prior to the 15th or the last day of the month. The District must provide employees at least two months' written notice prior to converting to a twice-monthly pay schedule.

ARTICLE XVIII

Insurance

1. Basic Medical-Hospital Medical Plan.
   a. Level of Benefits. The level of benefits will be those offered through the Public Employees Insurance Program (PEIP) as determined by the State Employee Group Insurance Program High Advantage Plan.
   b. District Contribution – Single Coverage. The District will contribute 100% of the premium for all employees in the bargaining unit who are eligible (Article XVIII, Section 6) for and have enrolled in the PEIP High Advantage Health Plan.
   c. District Contribution – Family Coverage. The District will contribute 75% of the family premium for all employees in the bargaining unit who are eligible (Article XVIII, Section 6) for and have enrolled in the PEIP High Advantage Health Plan.
   d. District Contribution – Two Employee coverage with dependents. If two (2) employees, married to each other, are both eligible pursuant to Article XVIII, Section 6, the two (2) employees must take one (1) family PEIP High Advantage Health Plan for which the District will fully pay the insurance premium. Two (2) employees married to each other without dependents must each take the single PEIP High Advantage Health Plan if both are eligible (Article XVIII, Section 6)
2. Health Reimbursement Arrangement (HRA):
   a. Single Plan Contribution: For each employee who is enrolled in the single PEIP High Advantage Health Plan, the District shall contribute $2,000 or 95% (whichever is greater) of the single maximum out of pocket expenses (medical and prescription drugs) as determined by the PEIP High Advantage Health Plan Cost Level 2 into the employee's HRA account during a Plan year.
   b. Family Plan Contribution: For each employee who is enrolled in the Family PEIP High Advantage Health Plan the District shall contribute $4,000 or 95% (whichever is greater) of the family maximum out of pocket expenses (medical and prescription drugs) as determined by the PEIP High Advantage Health Plan Cost Level 2 into the employee's HRA account during a Plan year. Two employees married to each other with dependents will only have one (1) HRA account into which only one (1) contribution will be made.
   c. HRA Contributions: Annual contributions will be pro-rated monthly and will be made the first of each month. In the event the employee has a catastrophic medical expense during the year, the District shall contribute into the HRA of that employee an amount equal to the out of pocket expense incurred not to exceed the yearly limit in a. or b. above. The employee is required to show proof of the medical expense before any early contributions are made. Any expedited HRA payments made that are subsequently not earned shall be repaid to the District by the employee and may be deducted from his/her last salary payment.
   d. HRA Trust Adoption Agreement: The HRA Adoption Agreement will create a trust and will specify that eligible health expenses will be paid from the FSA first, until an individual's FSA account is exhausted, and from the HRA Plan second.
   e. HRA Accounts: The HRA will be composed of individual accounts for each eligible participant. Participants who leave employment will be permitted to continue accessing their individual HRA balances until the account is exhausted.
   f. Benefits of HRA: The HRA will reimburse all expenses eligible under IRS rules and regulations, without restrictions.
   g. Administrative Fees: Administrative fees allocable to individual accounts shall be paid from the account.
   h. Prorated Year: Any employee, who becomes eligible late or loses eligibility part way through the year, shall receive a prorated amount of benefit credit to reflect the prorated employment status. (e.g. a teacher who works 100 days of the year would receive 100/190 of the HRA contributions for the calendar year.)
   i. HRA Plan Year: The Plan year shall be January 1 through December 31.
   j. Carry Over: Any amount remaining in the individual account at the end of the HRA Plan year will carry forward to use by the participants.

3. Long-Term Disability: The School District shall provide a long-term disability (LTD) income protection insurance plan. This plan shall be continued in effect for employees with coverage to include provisions for payment of a benefit in the event of disability of two-thirds (2/3) of salary without any maximum salary limitation and shall provide for a ninety (90) day waiting period for commencement of benefits. In all other respects and level of benefits the LTD coverage will remain at the same or an improved level as the plan in effect on the date of this Agreement. Each employee may at his/her option elect to have the payment added to his/her taxable salary provided he/she authorizes a payroll deduction to pay the LTD premium. After the initial enrollment period, such election may be made annually during open enrollment for the next calendar year.
4. Life Insurance: The School District shall purchase $50,000 of group term life insurance protection for each employee. An employee may purchase up to $100,000.00 in $10,000 increments of additional coverage at the employee's own expense during open enrollment. Payment for the additional coverage will be through payroll deduction.
5. Dental Insurance: The School District shall provide for each employee, single dental insurance coverage. The School District shall continue the plan in effect, including a level of benefits the same as those provided under the Delta Basic Dental Core Program coverage. In all other respects the dental plan coverage shall remain at the same or an improved level as the plan in effect on the date of this Agreement. The District will offer a group dependent dental insurance option. Teachers electing this option will be responsible for paying any costs in excess of that paid by the District for single dental insurance.
6. For an employee to qualify for the insurance being provided in this Article, they must regularly work 0.6 FTE or more. Newly hired employees will be provided coverage as soon as they are entitled to under this Article effective the first day of the month following their date of employment. Except persons hired to start the first day of the school year shall be covered from the date of employment.
7. Employees meeting the eligibility requirements of Minnesota Statute 471.61, Subd. 2b shall be allowed to continue the group hospital and medical coverage by paying the full regular monthly premium in advance to the School District. To be eligible, such employees must notify the Senior Human Resources Manager of retirement prior to April 1 if not returning for the following year, or three (3) months prior to retirement if retiring during the school year, except in cases of emergency involving serious illness or other justifiable cause where the reason for retirement is not known sufficiently in time to give the proper notice, but in such case the retiree shall notify the School District as soon as the reason for retirement is known. The employee and employee's dependents may continue such coverage indefinitely, subject to the conditions and requirements of Minnesota Statute 471.61, Subd. 2b.
8. Flexible Spending Account (FSA): The District shall sponsor a FSA at no cost to the employee (IRS Code 125). The plan year will run January 1 - December 31.

ARTICLE XIX

Co-Curricular Activities

1. The Co-Curricular Compensation Schedule shall be as attached hereto as Exhibit "A" and made a part hereof.
2. Individuals who have a co-curricular assignment paying $1000 or more shall have the compensation for that assignment paid as a part of the bi-weekly salary. Assignments wherein the compensation is less than $1000 shall be paid at the completion of an activity.
3. A teacher wishing to resign a co-curricular activity position shall give written notice to the building Principal prior to April 1, to take effect the following school year. If a replacement acceptable to the administration and the Board is available, a teacher by mutual agreement with the administration may resign such position at any time. If such teacher has received payment for services not performed, the School Board shall be reimbursed.
4. Instructors for co-curricular activities must be qualified in the area of responsibility. Co-curricular assignments are usually made from within the affected school, then from among the feeder schools, and then from the remainder of the bargaining unit. If there are no applicants from within the bargaining unit, the School Board may appoint a person or persons from outside the bargaining unit if the position has been posted in the School Bulletin. Such appointments from outside the unit may be renewed from year to

year. The District agrees to send copies of Human Resources Committee agendas and Personnel Committee reports that contain proposed non-bargaining unit appointments to the Union at the same time these agendas and reports are mailed to School Board members.

Notwithstanding the above, up to ten percent (10%) of the co-curricular appointments may be made by the School Board without regard to bargaining unit membership, from persons recommended by a committee consisting of three (3) administrative appointees, three (3) D.F.T. appointees and a community member. The D.F.T. and the administration will meet and confer to determine the process of selection to be used by the committee.

5. If a staff member is not appointed to an activity, compensation will not be received for said activity. Co-curricular compensation will not be paid if the job description for the activity is not fulfilled in accordance with the expectations of the building Principal.
6. All assistants must report at the same time as the person in charge of the activity, unless specifically excepted by said person in charge; if an assistant reports late, his/her salary will be pro-rated for days worked.~~.~~
7. In the event that new activities are added to the co-curricular program by the School District, each will be studied jointly and placed on the schedule with appropriate compensation mutually agreed upon.
8. Participants in all activities must be accompanied by, and under the supervision of, a coach, faculty sponsor, or advisor.
9. If a teacher or an Activities Director is not to be reassigned a co-curricular activity position the following school year, he/she shall be notified in writing by the building Principal prior to the last day of the school year, if it is an activity that has been completed prior to that date and prior to July 1, for other co-curricular positions.
10. Activities Directors shall have a regular assignment of not more than five (5) hours of student contact time.
11. Academic clubs noted in the Co/Extra Curricular Compensation Schedule are identified as student activities recommended by the building administrator and approved by the Assistant Superintendent requiring teacher time beyond the school day for advising/coaching students.

ARTICLE XX

Special Compensation Groups

A. ***Substitute Teaching***

1. Long-term substitutes may be hired in the following cases:
   1) Teachers hired to replace permanent staff on parental or military leaves of absence
   2) Teachers hired to replace permanent staff who are on a leave of absence of at least thirty (30) working days, but less than one (1) year who have rights to reinstatement to a position

   Such long-term substitutes shall be hired under the following provisions:
   a. Salary shall be based on the beginning step of the correct lane on the salary schedule as provided in this Agreement, unless it is a teacher returning from layoff to a long-term substitute position which is a semester or longer in duration or where in the opinion of the School Board and the Superintendent of Schools it is desirable to grant a higher step placement because of either the difficulty of filling a position with a qualified candidate or the unique qualifications of the applying candidate.
   b. Insurance, sick leave (except sick leave bank), and all other benefits except as provided in this Article, shall be the same as for regular employees except that salary and insurance benefits shall not be retroactive beyond the date that it was known by the School District that the permanent staff members would be absent for over thirty (30) working days.
   c. Teachers referred to in subsection d (1-2) below shall be eligible for step increases if hired as a permanent staff member or long term substitute for subsequent years and worked at least one hundred (100) working days the previous school year.
   d. Persons employed in a long-term substitute capacity shall accrue seniority only under the following conditions:

1) Any service in a single position for more than thirty (30) days within a twenty-four (24) month period immediately prior to becoming a permanent (contract) staff member.
2) Teachers on layoff who are placed in long-term substitute positions.
3) For the time worked in the school year immediately prior to becoming a permanent (contract) staff member in the case of a teacher hired to fill a vacancy created after the beginning of the school year.

e. When a teacher on leave remains on leave beyond one (1) year the position will be posted as a permanent position.
f. Long-term substitutes will be considered applicants new to the system when applying for contract posted positions.

2. Recall of laid off teachers to long-term substitute positions which are in the bargaining unit:

Employees desiring to be employed in long-term substitute assignments must maintain a letter of intent to accept a long term substitute assignment prior to the start (by August 15) of each school year with the Human Resource Department and be able to respond to a job within three (3) days of initial contact. It shall be the responsibility of the employee to maintain, in writing, a current telephone number at all times so that he/she can be reached within 48 hours (between the hours of 8:00 a.m. and 5:00 p.m. of each workday.)

A teacher, referred to in this sub-section, completing a term as a long-term substitute will continue to gain seniority equal to that of a less senior teacher in the same licensure area who is still employed in a long-term substitute position until such time as the more senior teacher refuses to accept another assignment during the same school year. Bumping between long-term substitute assignments is expressly prohibited.

B. ***Homebound Teachers.*** The hourly rate for homebound teaching shall be $24.96 per hour for the 2021-2022 school year and $25.52 per hour for the 2022-2023 school year.

C. ***In-Service Training.*** The hourly rate for in-service training (other than the teacher development program under Article XIII) shall be $22.58 per hour for the 2021-2022 school year and $23.09 per hour for the 2022-2023 school year.
New teacher induction day (not to exceed 8 hours) $22.58 per hour for the 2021-2022 school year and $23.09 per hour for the 2022-2023 school year.

D. ***Driver Training.*** The driver training hourly rate shall be $25.82 per hour for the 2021-2022 school year and $26.40 per hour for the 2022-2023 school year.

E. ***Other Hourly.*** Teaching adult education classes when teachers' licensure is required, (except post-secondary vocational and extension classes) hourly paid special education teachers and those other salaries applicable to the hourly rate shall be $22.58 per hour for the 2021-2022 school year and $23.09 per hour for the 2022-2023 school year.

F. ***Excel Courses.***
1. Excel summer school salary shall be at the hourly rate of $24.96 for the 2021-2022 school year and $25.52 for the 2022-2023 school year.
2. Teachers teaching Excel shall be paid a co-curricular stipend of $1,715.13, per semester.

G. ***Curriculum Writing.*** Curriculum writing rate shall be $32.72 per hour for the 2021-2022 school year and $33.46 per hour for the 2022-2023 school year outside of the teacher contract day.

H. ***Counselors, Social Workers Activities Directors And Nurses.*** Counselors and social workers shall work two (2) weeks in addition to the school year. The scheduling of the two (2) weeks shall be arranged through mutual agreement between the counselor, or social worker and his/her supervisor. School Nurses shall work two (2) additional days at the beginning of the school year. Activities Directors shall work four (4) weeks in addition to the school year. The scheduling of the four (4) weeks shall be arranged through mutual agreement between the Activities Director and his/her supervisor.

I. Employees may contract for services beyond the term of the school calendar and shall be paid on the teachers' salary schedule for the terms of the school calendar and for services beyond such time the additional salary shall be based on the ratio that the number of weeks of additional employment bears to the number of weeks in the school calendar, and may contract for services beyond forty-two (42) weeks for a minimum of four and one-half (4 ½) hours per day for five (5) days a week.

J. The mileage rate to employees shall be that established by the IRS. If the mileage rate is increased by the School District for employees not covered by this Agreement, the same increase shall be granted employees under this Agreement.
K. Contract teachers, licensed for and agreeing to teach fee generating post-secondary vocational credit classes and/or hourly extension classes beyond their teacher contract day shall be paid on a pro-rata basis or on the School Board approved hourly extension pay schedule, whichever is greater.
L. Parking Fees: Teachers will not be required to pay District-imposed parking fees.

ARTICLE XXI

Vocational

Vocational salary schedule shall be identical to the basic teacher salary schedule as to lanes, steps, and compensation on each step.

A. The following provisions shall apply to vocational employees assigned to the Secondary Vocational Center:
   1. The School District may employ a vocational teacher on any step of the salary schedule based on work training and teaching experience. Non-degree teachers with appropriate vocational licensure shall be employed on the Bachelors lane. Effective July 1, 1979, non-degree vocational teachers will be allowed to advance to the BA+15, 30, 45 and MA Equivalency with all credits earned after securing their five (5) year license and appropriate credits in accordance with the lane requirement schedule provided below. Advancement beyond the MA equivalency requires a four (4) year BA (teaching) license and the appropriate additional credits (54 credits or a Masters Degree).

      College credit for advancement beyond the BA degree must be secured through an accredited college in methods, educational psychology, education and vocational education.

      Relicensure credits, which can be used for State relicensure, may also be used for lane movement. Relicensure credit which can be used for lane movement shall only be in the following areas: college courses, teacher development credits under Article XIII, industrial conferences, and workshops having pre-approval of the vocational relicensure committee. Relicensure credits used for lane change may only be credits earned beyond a teacher's workday/year. Credits shall be given to course work, which extends beyond a normal workday on a pro-rata basis. Teachers must provide necessary written documentation (official transcripts and original certificates) from the workshop sponsor supporting any credit claimed for lane movement.

      Credits applied for lane movement shall be germane to the individual's present teaching assignment. College and teacher development credits used for lane change may only be credits earned beyond a teacher's workday/year unless prior approval, in writing, is secured from the Superintendent of Schools.

      Workshop clock hours shall be given credit on the basis that twelve (12) clock hours shall equate to one (1) quarter hour credit for lane change purposes. Advancement onto the Ph.D. lane of the salary schedule shall be satisfied only if all requirements of Article XXII are attained in order to secure a Ph.D.

      Approved workshop clock hour credits for the purpose of lane credit shall be considered graduate.

      Official transcripts and original licenses substantiating any change in classification on the salary schedule for course work must be filed in the office of the Senior Human Resources Manager by October 15th of the school year in which the change is to become effective. Monetary adjustments in the contract salary retroactive to a teacher's first day of work during the current contract year will be made on the next payroll following approval of the change in classification.

Lane requirements for degreed and non-degreed vocational teachers:

CLASS.	DEGREE & NUMBER OF COLLEGE CREDITS NEEDED TO ACQUIRE THE LANE	MINIMUM NUMBER OF COLLEGE CREDITS (GRAD. & UNDER GRAD.) & TEACHER DEVELOPMENT CREDITS	MAXIMUM NUMBER OF WORKSHOP CLOCK HOUR CREDITS
III+15	Bachelors Degree Plus 15 Credits	12	3
III+30	Bachelors Degree Plus 30 Credits	12	3 (Or Total of 6)
III+45	Bachelors Degree Plus 45 Credits	12	3 (Or Total of 9)
IV	1) Masters Degree 2) Bachelors Degree Plus 54 Credits (Masters Equivalency)	9	3 (Or Total of 9)
IV +15	Masters or Equivalency Plus 15 Credits	12 (Graduate Only)	3
IV +30	Masters or Equivalency Plus 30 Credits	12 (Graduate Only)	3
IV +45	Masters or Equivalency Plus 45 Credits	12 (Graduate Only)	3

Sections A., B. (1), (2), (3), (4), (5), (8), (10), and D. through J. of Article XXII are also applicable to the vocational division.

Lane change requirements as provided herein pertain only to teachers assigned to the Secondary Vocational Center. Secondary Vocational Center is located where students from across the District may attend as opposed to Secondary Vocational Programs, which are located in a secondary building for which usually students from only that building attend and are instructed by staff which must always be degreed personnel. Secondary Vocational Program teachers' lane change requirements are provided only in Article XXI of this Agreement except for non-degreed teachers employed and assigned to a Secondary Vocational Program prior to July 1, 1979.

2. All vocational employees shall be employed for the same number of days as those employed on the school calendar. Vocational employees requested and agreeing to teach beyond the school calendar may contract for services and shall be compensated on a pro-rata basis for such additional services and the workday shall be the same as during the regular school year. Leave time for persons employed as counselors in student personnel services may be arranged by mutual consent of the employer and employee so as to allow for scheduled employment beyond the end of the normal school calendar.

B. ***Secondary Vocational Centers***
   1. All Secondary Vocational Center teachers may be allowed two one-half hour preparation periods so as not to conflict with the three (3) two (2) hour blocks of teaching. The workday for employees newly assigned to a Secondary Vocational Center after July 1, 1978, may provide six (6) hours of student contact time without additional compensation, provided two (2) hour blocks of time are required by the State plan.
   2. The school day shall be between 7:45 a.m. and 3:45 p.m.

C. ***Secondary Vocational Program***
   1. Secondary Vocational Program teachers' workday shall be consistent with the high school location to which they are assigned. Teachers in these locations, teaching the six (6) hour day, will be compensated in accordance with Section II of Article X.

D. Teachers without a degree but teaching with vocational licensure and assigned to secondary vocational educational programs and centers shall be based on the Class I and II lane, plus an additional one-sixth (1/6) pay for each hourly instructional load per week in excess of twenty-five (25) hours in accordance with

Section II of Article X, or shall be based on the Class III lane or Class III+15 lane or +30 lane or +45 lane on the appropriate step, whichever method of calculation is the greater.

Any teacher holding a four (4) year degree or beyond shall continue to be compensated based on the appropriate lane and step of the salary schedule for other secondary teachers and shall be compensated for assignments beyond the normal instructional load in accordance with Section II of Article X.

E. The School District shall attempt to establish training programs in the local community for secondary teachers who are teaching vocationally reimbursable courses but who are not vocationally licensable. Teachers volunteering to enter this program of training may be granted a leave of absence with pay, with the School Board's approval, for that period of time necessary to secure such licensure.

ARTICLE XXII

Salary Schedule And Regulations

A. The following conditions and rules apply to all employees except as otherwise provided in this Agreement.
   1. Salaries shall be as set forth in Exhibit "B" attached hereto and incorporated herein by reference.
   2. Pro-rata additions or subtractions shall be based on 1/192nd of an employee's base salary per day.
   3. Employees working half time or more shall be paid pro-rata on the salary schedule during the term of the school calendar and if their normal employment is extended beyond thirty-eight (38) weeks.
   4. Employees working less than half time shall be compensated in accordance with the applicable hourly rate.

B. Credits to be allowed for application on the salary schedule shall be germane to the individual's teaching or extra-curricular assignment subject to the following guidelines:
   1. All credits earned or completed prior to winter quarter of the 1974-1975 school year shall qualify for advancement on schedule under the salary schedule regulations contained in the 1972-1974 Labor Agreement. All credits earned or completed prior to summer quarter 1978 shall qualify for advancement on schedule under the salary schedule regulations contained in the 1975-1977 Labor Agreement. Credits so qualifying shall not be lost or affected by this Article.
   2. Employees having completed fifteen (15) credits on an approved graduate program by the end of the fall quarter of 1974 may continue to complete such program and receive credit for advancement on the salary schedule notwithstanding the requirements of this Article if such program is completed by September 1, 1976.
   3. Credits once granted for advancement on the salary schedule shall not be affected by any change in an employee's teaching assignment.
   4. Credit will not be granted for a course that has been previously taken unless a request to duplicate such course has been approved by the Teachers' Development Committee.
   5. For those employed before the 1974-1975 school year, courses taken after fall quarter of 1974 qualify for advancement if such course work is required to retain licensure in the minor field.
   6. Movement beyond Class IV with a Master's equivalent or for nurses shall not be more than one (1) lane a year.

   7. Lane Requirements:

CLASS	DEGREE & NO. OF CREDITS NEEDED TO ACQUIRE THE LANE	NO. OF UNDER GRADUATE CREDITS ALLOWED PER LANE	NO. OF EXTRA CURRICULAR CREDITS ALLOWED PER LANE	NO. OF CREDITS FIELDS OF LICENSURE ALLOWED PER LANE (EFFECTIVE 07/01/88)
III+15	Bachelor Degree Plus 15 Credits	3	3	3
III+30	Bachelor Degree Plus 30 Credits	3 (Or Total of 6)	- (Or Total of 3)	3
III+45	Bachelor Degree Plus 45 Credits	3 (Or Total of 9)	- (Or Total of 3)	3**
IV	*(a) Master Degree, (b) Bachelor Degree Plus 54 Credits (Masters Equivalency)	3 (Or Total of 9)	3 (Or Total of 6)	3**
IV+15	Master or Equivalency Plus 15 Credits	3	3	3
IV+30	Master or Equivalency Plus 30 Credits	3 (Or Total of 6)	- (Or Total of 3)	3
IV+45	Master or Equivalency Plus 45 Credits	3 (Or Total of 9)	3 (Or Total of 6)	3

* At the discretion of the college granting the Master Degree. An approved Master program may include more than nine (9) undergraduate credits. However, these additional undergraduate credits can only be used at this class and not to attain previous or subsequent lanes.

** Can use the three (3) credits for Class III+45 or IV, not both

8. All credits referred to in this schedule are quarter hour credits.
9. Courses required by the State for continued licensure in the field of teaching assignment shall be considered to be germane; (for example, Human Relations training.)
10. The Superintendent or his/her designee may approve courses that are not germane to the individual's teaching field or extra/curricular assignment in advance of taking the course.
11. Teachers newly hired as of September 1998 shall no longer have access to the MA Equivalent Lane of MA+15 or beyond.

C. Official transcripts substantiating any change in classification on the salary schedule and application for lane change must be filed in the office of the Senior Human Resources Manager by October 15 of the school year in which the change is to become effective. Monetary adjustments in the contract salary, retroactive to the opening of school, will be made on the next payroll following approval of the change in classification (normally in the month of November).

D. It is required that teachers entering into a graduate program submit the plan to the Teacher Development Committee, including a course listing, before embarking upon the graduate program. Once a new graduate program is approved, all credits taken through that program will be considered to be germane.

E. Increments for teachers employed during the school year:
   1. Teachers who begin their service in the local School District on or before February 3rd of the school year will receive the full increment the following year.
   2. Teachers who begin their service after February 3rd will receive no increment the following year.

F. Formula for determining the placement of newly-hired teachers on the salary schedule:
   1. Newly hired teachers shall be hired on the salary schedule on the salary lane to which their educational attainment (degree plus subsequently earned germane credits) at the time of hiring entitles them to be placed. Any applicant failing to advise the School District at the time of hiring of any credits or degrees for which he/she had earned or received credit at the time of application, shall not be entitled to later use such credits or degrees to obtain advancement on the lane of the salary schedule.

      The method of initial placement on the appropriate step within the lane shall be determined by School Board policy.

2. When a war veteran is hired as a teacher, if he/she was a full-term teacher at the time he/she entered the military service and has a continuous teaching and service record, he/she shall be given the same credit in the hiring formula for the time he/she was in the military service as if he/she had been teaching.

G. Period of Service: The contract period for employees paid on the salary schedule shall, except for the period designated school not in session, be for the term of the school calendar unless otherwise provided in this Agreement, or unless assigned to positions in which the State Department of Education requires services beyond the term of the School Calendar and in such cases the contract period shall be extended for the additional weeks required according to the State guidelines. The school calendar shall be as attached hereto as Exhibit "C" for illustrative purposes. The school calendar is subject to change by the School Board consistent with the Board's authority to establish the annual school calendar as set forth in Minnesota Statutes section 120A.40 and 120A.41.

H. Physical Examination: Every employee within the bargaining unit shall be required to submit to a tuberculin test or chest x-ray as required by Minnesota Stature 144.441, subd 4, and the School District will assume the payment of the services necessary for such diagnosis and report, but shall not pay any travel or incidental expenses in connection therewith. Such test or x-ray shall be performed by such person or persons designated by the School District and shall be conducted within the School District if the necessary services are available within the School District.

Any other medical examination which may in the future be required by law or requested by the School District shall be paid for by the School District, including necessary travel and incidental expenses in connection therewith, except as such examination may in the future be required for continued licensure of such employees within the bargaining unit as are required to be licensed pursuant to rules or regulations established by the Minnesota State Board of Education.

I. ***Teachers' Meetings:*** Teachers' meetings are not to be called during the school year on days when school is not in session.

J. ***Filing of Licenses - TRA and PERA Deduction:*** Employees covered under this Agreement agree to present for filing with the office of the Senior Human Resources Manager prior to the beginning of the school year, if required and if not already done, a presently valid license or copy thereof, authorized by the Minnesota State Board of Education and issued by the Commissioner of Education for the State of Minnesota to perform the services for the position to which the employee is assigned. If not a member of the Teachers Retirement Association or the Public Employees' Retirement Association, the employee's contribution to said association will be deducted from the employee's salary payments, along with all deductions required by law and all deductions authorized in advance by the employee, in writing, and approved by the School District.

K. ***Education District:*** All teaching positions resulting from Education District implementation shall be made by contracting with the individual school districts. The teacher so contracted, whether full or part-time, will continue on the seniority list of that teacher's home district and the salary schedule of that district. No combined Education District seniority list will be used.

ARTICLE XXIII

Seniority - Tenure

A. ***Seniority*** shall be established for all employees in the bargaining unit based upon their years of service as calculated under the following rules:

1. In calculating service for seniority purposes, all service within the bargaining unit will be counted as well as all leave time granted by the School Board to a bargaining unit employee, provided that such leave time is immediately followed by continued employment and shall not include any time on leave while an employee of the School Board in a position not in this bargaining unit.

   In the case of part-time employees, service time prior to July 1, 1983, will be calculated by accumulating hours worked in the school year with each hour of time worked being equivalent to 1/5 of a day, except for Head Start teachers, where one (1) hour of time will be equivalent to 1/8 of a day.

The accumulated number of days, rounded to the nearest full day, will be related to one hundred eighty (180) workdays representing a full work year and credited to service time. Effective July 1, 2014, no person shall be given credit for more than 38.4 weeks in a work year. The work year shall be defined as September 1 through August 31.

Effective July 1, 1983, service time involving all employees covered by this Agreement will be calculated only for those weeks of the school year in which the employee worked more than fourteen (14) hours per week converted to weeks (with a week constituting no more than forty (40) hours) rounded off to the nearest hundredth. Seniority shall not be counted for an additional assignment by a teacher performed outside the regular school day, or for a homebound assignment, or for long-term substitutes except:

a. Persons who have established seniority standing as of June 30, 1983, pursuant to Article XX-A (2) of the 1981-1983 Agreement;
b. Teachers on layoff who are placed in long-term substitute positions pursuant to Article XX of this Agreement;
c. For teachers hired on and after July 1, 1985, any service in a single position for more than thirty (30) days within a twenty-four (24) month period immediately prior to becoming a permanent (contract) staff member.

or temporary employees except any seniority an employee may have accrued or established as a part-time or temporary employee during the period May 1, 1980, to July 1, 1981, shall be retained and included in determining seniority if such persons are employed under a contract for regular employment prior to July 1, 1983. Effective July 1, 2014, no person shall be given credit for more than 38.4 weeks in a work year. The work year shall be defined as September 1 through August 31.

2. In calculating seniority an employee who is re-employed in the bargaining unit whose continuous service has been interrupted for any reason, including transfer to non-bargaining unit employment or termination, will be granted credit for prior service only if the return to bargaining unit service is within two (2) years of the date of such interruption if the employee had previously accumulated bargaining unit seniority of two (2) years or more and, if less, the return to bargaining unit service must be within a period of time not greater than the equal to the amount of accumulated seniority at the time his/her continuous service was interrupted, provided this limitation is not applicable to teachers holiday re-employment rights under "C" of this Article.
3. Seniority will apply on a district-wide basis; i.e., a teacher may apply all services as defined in 1. above to any teaching assignment for which he/she is licensed at the time of layoff or reassignment resulting from layoff.
4. Where two (2) or more employees with the same amount of seniority commenced their employment on the same date the following shall apply in this order; the date of Board action, the date of acceptance and the date of oldest application. In calculating seniority, extra-curricular, summer school work, will be specifically excluded in calculating time worked and date of commencement of employment.
5. An updated seniority list shall be provided to the Union by the first day of school following winter recess and posted in each school building.

The list shall include name, number of weeks worked, date of employment or re-employment, date of Board action, acceptance date, date of oldest application and areas of licensure. Any employee whose name appears on such list, or may have been omitted from such list, and who may disagree with the findings of the School District and the order of seniority in said list shall have the opportunity to challenge by supplying documentation and proof of their request to change.

Upon failure of employee and Senior Human Resources Manager to agree to said change within ten (10) workdays of receipt of said documentation, proof and request of such change, the employee or the Union shall have five (5) workdays to file a grievance with the Superintendent. The grievance shall then be handled in accordance with Step II of the grievance procedure in this Agreement, subject further to the right of arbitration provided in the grievance procedure of this Agreement.

A supplemental list involving corrections shall be provided the Union representative and reposted by March 15.

Effective with the posting of the seniority list on the first day of school following winter recess in school year 1983-1984, any employee failing to protest their seniority as shown on such list within the period of time specified above shall be considered to have confirmed their seniority as listed. Challenge to seniority after school year 1983-1984 shall be limited only to the current year's seniority accrual.

B. ***Layoffs*** necessitated because of discontinuance of position or lack of pupils, shall be in the reverse order of seniority with the last senior teacher to be the first laid off, provided in all cases that the teacher must be licensed for a newly sought position.

In any year in which a reduction in teaching staff is occurring, and the School District is placing teachers on layoff, only those licenses actually received by the Human Resources Department by March 1 shall be considered for purposes of determining layoff within areas of licensure for the following school year. A license filed after such time shall be utilized for purposes of recall to vacated or new positions but not to the current reduction.

C. ***Re-employment:*** Any teacher having been laid off due to staff reduction shall have re-employment rights for a period of four (4) school years following layoff, and re-employment, shall be in the reverse order of layoff, providing in all cases the teacher must be licensed for the position for which re-employment is sought. Re-employment rights may be exercised as vacancies occur. No employed teacher will be required to transfer to another licensure area or building in a realignment of positions to accommodate re-employment of teachers on layoff. Re-employed teachers shall be reinstated with full credit for seniority, salary, sick leave, and all other benefits as though their service was not interrupted, except that the aforementioned shall not accrue during the time they were not under contract because of layoff. If re-employment is offered under the provisions of this Section, the teacher must return to employment with the District not later than the commencement of the next beginning school year; provided, a teacher laid off from a full-time position may decline an offer of re-employment to a part-time position without loss of his/her relative position on the re-employment list. A teacher who accepts an offer of re-employment to a part-time position pursuant to this paragraph or who is reduced from a full-time position to a part-time position involuntarily in lieu of layoff shall not relinquish his/her right to reinstatement into a full-time position based on his/her seniority and qualifications thereafter. When placed on layoff, a teacher shall file his/her name and address with the School District's Human Resources Department to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher by certified mail at the last known address shall be sufficient and it shall be the responsibility of any teacher on layoff to provide for forwarding of mail or for address change. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein. The teacher receiving notice shall give written acceptance of the offer of re-employment within one-half the time remaining between the date of mailing of the offer and the date school commences, but in any event the teacher shall have not less than ten (10) days from the date of mailing to respond.

A teacher who returns to a part-time position involving less hours than their tenure right would permit of permanent nature from layoff status will have the option of staying in that position even if another position for which a license is held of more hours opens in that year. Should the more senior teacher remain in the part-time position, he/she will be granted seniority equal to the less senior teacher who assumes that position of more hours per week. A permanent position is defined as a position, which is permanently vacated by its incumbent for which seniority is accrued and which is not a long-term substitute position.

D. ***Tenure Rights:*** Any employee within the appropriate bargaining unit who is not otherwise covered by the provisions of Minnesota Statutes, Section 122A.41 or any act amendatory or in place thereof, shall during the first three (3) years of consecutive employment with the School District be in a probationary status during which time said employee may be discharged for any constitutionally permissible reason upon thirty (30) days written notice of said discharge. Following said three (3) consecutive years of employment with the School District without notice of termination or discharge as stated above, said employee shall not be

discharged, suspended or demoted except for just cause which shall include, but not be limited to, the causes specified in Minnesota Statutes, Section 122A.41. Notice of said discharge, suspension or demotion after the probationary period shall be given in writing to the employee with the reasons and causes stated therefore, and the employee if not satisfied with the reasons given or causes stated shall have the right to have his/her status reviewed within the time limits and pursuant to the grievance procedure provided in this Agreement.

ARTICLE XXIV

Savings Clause

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and all other provisions of this Agreement shall continue in effect.

ARTICLE XXV

Site Based Decision Making

The Duluth Federation of Teachers (D.F.T.) and Independent School District No. 709 agree to implement a labor management process to be known as the Quality Leadership Initiative comprised of a central steering committee called the Quality Steering Committee with subcommittees including the High School Quality Leadership Team, the Middle School Quality Leadership Team, the Elementary School Quality Leadership Team, the Special Education Quality Leadership Team, and building level leadership teams. The Quality Steering Committee will create additional special purpose committees as appropriate to address issues such as insurance, assignment and transfer and co-curricular.

The number of members and duties of the leadership teams and committees will be determined by the Quality Steering Committee with the D.F.T. selecting teacher members and administration selecting administration members.

The President of the D.F.T. and the Superintendent will jointly select and appoint two (2) co-facilitators from the D.F.T. and administration. The D.F.T. Facilitator will be a 0.2 FTE position. The D.F.T. President's District assignment will include Quality Process responsibilities. Release time will be afforded the D.F.T. President, not to exceed one (1) class period (.2 FTE) for the purpose of working with the District Administration on the Labor Management Process. The Superintendent and the D.F.T. President will serve on the Quality Steering Committee and with the Facilitator, will determine agendas.

In addition, The Duluth Federation of Teachers (D.F.T.) and Independent School District No. 709 agree to implement a Continuous Improvement Process (CIP). CIP leadership teams and the meeting calendar will be developed jointly between the D.F.T. President, D.F.T. Facilitator, district administration and building principals. The intent of CIP will be to provide support and training for district wide initiatives.

Budget and cost of both the Quality Leadership Initiative and Continuous Improvement Process (CIP) will be the responsibility of the District. Certified teaching staff who agree to serve on a site Continuous Improvement Team (CIT) will receive a stipend of $500 per school year to be a member of the CIT. Being a member of the CIT will require meetings outside of the teacher work day not to exceed two (2) times per month.

ARTICLE XXVI

Term Of Agreement

This Agreement represents the full and complete Agreement between the parties and supersedes all previous Agreements between the parties. The parties agree to faithfully execute all the provisions of this Agreement. The teachers agree that they will not call, engage in, or sanction any strike, stoppage of work or other connected refusal to perform services during the term of this Agreement.

This Agreement shall be effective on July 1st, except as otherwise provided herein. The term of this Agreement shall be from July 1, 2021, to June 30, 2023, except as otherwise provided herein, and thereafter according to law.

Contracts: Following ratification, the 2021-2023 Collective Bargaining Agreement will be placed on the District's Internet site. One hundred (100) copies of the Collective Bargaining Agreement will be printed for the D.F.T.

Dated at Duluth, Minnesota, on April 26, 2022.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____
Chairperson of the School Board President

By: _____
Clerk of the School Board

DULUTH FEDERATION OF TEACHERS LOCAL NO 692

By: _____

EXHIBIT "A"		
STIPENDS ARE PER SCHOOL, PER PROGRAM UNLESS NOTED		
POSITION	***RATE FOR STAFF MEMBER/SCHOOL***	***RATE FOR STAFF MEMBER/SCHOOL***
SENIOR HIGH ATHLETICS	***2021-2022***	***2022-2023***
Activities Director	$6,177	$6,316
HEAD COACHES		
Basketball	$5,957	$6,091
Football	$5,957	$6,091
Hockey (1 program per school boys, 1 program in District girls)	$5,957	$6,091
Swimming (1 program in District boys, 1 program per school girls)	$4,764	$4,871
Track (1 boys & 1 girls head coach per school)	$4,917	$5,028
Volleyball	$5,065	$5,179
Baseball	$4,806	$4,914
Softball	$4,806	$4,914
Cross-Country (1 program per school boys/girls combined)	$4,239	$4,334
Tennis	$3,903	$3,991
Golf (1 program per school boys/girls combined)	$3,123	$3,193
Skiing Alpine (1 program per school boys/girls combined)	$3,712	$3,795
Skiing Nordic (1 program per school boys/girls combined)	$4,055	$4,146
Soccer	$4,205	$4,300
Dance Team	$4,806	$4,914
Robotics Team	$4,031	$4,122
Lacrosse (1 Program in District boys, 1 program in District girls)	$3,943	$4,031
ASSISTANT COACHES	***2021-2022***	***2022-2023***
Football (3)	$3,881	$3,968
Basketball (1 Boys & 1 Girls)	$3,881	$3,968

Hockey (1 Boys, 1 Girls)	$3,881	$3,968
Swimming (1 Boys, 1 Girls)	$3,169	$3,240
Track (4 assistant coaches per school boys/girls combined)	$3,215	$3,287
Baseball	$3,040	$3,108
Volleyball	$3,189	$3,261
Softball	$3,040	$3,108
Cross-Country (1 program per school boys/girls combined)	$2,876	$2,941
Golf (1 program per school boys/girls combined)	$1,846	$1,887
Tennis (1 Boys, 1 Girls)	$2,485	$2,541
Soccer (1 Boys, 1 Girls)	$2,762	$2,824
Nordic Ski (1 program per school boys/girls combined)	$2,702	$2,762
Alpine Ski (1 program per school boys/girls combined	$2,032	$2,077
Dance Team	$3,041	$3,109
Lacrosse (1 Program in District boys, 1 program in District girls)	$2,681	$2,741
ADVISORS/COACHES NINTH GRADE	***2021-2022***	***2022-2023***
Football - Assistant (2)	$2,882	$2,947
Basketball - Assistant (1 Boys, 1 Girls)	$3,036	$3,104
Track - Assistant (1 program per school boys/girls combined)	$2,508	$2,565
Volleyball - Assistant	$2,522	$2,579
Intramural	$2,137	$2,185
INTRAMURALS	$3,794	$3,879
SENIOR HIGH ACTIVITIES	***2021-2022***	***2022-2023***
Head Cheerleader Advisor	$3,657	$3,739
Assistant Cheerleader Advisor	$2,377	$2,431
Band	$4,440	$4,540
Vocal	$1,534	$1,569
Orchestra	$1,447	$1,479

Plays (Per Act, 10 Act Maximum)	$638	$653

EXHIBIT "A"		
Page 2 of 3		
STIPENDS ARE PER SCHOOL, PER PROGRAM UNLESS NOTED		
POSITION	***RATE FOR STAFF MEMBER/ SCHOOL***	***RATE FOR STAFF MEMBER/ SCHOOL***
SENIOR HIGH ACTIVITIES (CONTINUED)	2021-2022	2022-2023
Plays (Stage, Lighting & Sound)	$1,174	$1,200
Speech Head Coach	$4,032	$4,123
Speech Assistant Coach	$1,414	$1,446
Debate Head Coach	$3,490	$3,569
Debate Assistant Coach	$1,864	$1,906
Academic Clubs (5 Per School)	$1,084	$1,108
Mathematics Coach	$2,242	$2,292
Knowledge Bowl	$2,213	$2,263
Special Olympics Coach	$3,768	$3,853
Jazz Band Director	$1,534	$1,569
Newspaper	$4,032	$4,123
Annual	$3,089	$3,159
Technology	$4,226	$4,321
Musical Director	$3,312	$3,386
Musical Tech. Director	$994	$1,017
Musical Costumer	$397	$406
Musical Choreographer	$397	$406
Stage (For School Events)	$2,410	$2,464
Clubs That Travel (e.g. BPA, FFA, HOSA, FCCLA-HERO) Max. 3	$3,445	$3,523
CLASS ADVISOR	2021-2022	2022-2023
Senior Class	$1,275	$1,303
Junior Class	$956	$977

Sophomore Class	$689	$704
Freshman Class	$587	$600
MIDDLE SCHOOL ATHLETICS	2021-2022	2022-2023
Activities Director	$1,237	$1,265
HEAD COACHES	2021-2022	2022-2023
Cross-Country	$986	$1,008
Skiing	$378	$387
Head Boys Basketball - Grade 8	$1,523	$1,557
Head Boys Basketball - Grade 7	$1,523	$1,557
Head Girls Basketball - Grade 8	$1,523	$1,557
Head Girls Basketball - Grade 7	$1,523	$1,557
Head Boys/Girls Swimming	$1,218	$1,245
Asst. Boys/Girls Swimming	$853	$872
Asst. Boys/Girls Swimming	$853	$872
Head Boys/Girls Track	$1,218	$1,245
Asst. Boys/Girls Track	$853	$872
Asst. Boys/Girls Track	$853	$872
Head Girls Volleyball - Grade 8	$1,218	$1,245
Head Girls Volleyball - Grade 7	$1,218	$1,245
INTRAMURALS PROGRAM (8)	$957	$978

EXHIBIT "A"

Page 3 of 3

STIPENDS ARE PER SCHOOL, PER PROGRAM UNLESS NOTED

POSITION	***RATE FOR STAFF MEMBER/ SCHOOL***	***RATE FOR STAFF MEMBER/ SCHOOL***
MIDDLE SCHOOL ACTVITIES	2021-2022	2022-2023
Band	$757	$774
Vocal	$757	$774

Orchestra	$757	$774
Plays (Per Act, 3 Act Maximum)	$593	$607
Plays (Stage, Lighting & Sound)	$596	$610
Newspaper (Per Issue, Max. of 6 Issues Per Year)	$437	$447
Academic Clubs (Max 5)	$1,084	$1,108
Special Olympics Coach	$1,155	$1,181
Annual	$1,068	$1,092
Technology	$3,563	$3,643
Musical Director	$3,312	$3,386
Musical Tech. Director	$994	$1,017
Musical Costumer	$397	$406
Musical Choreographer	$397	$406
Stage	$1,194	$1,221
ELEMENTARY SCHOOL ATHLETICS	2021-2022	2022-2023
Choir Director	$732	$748
Elementary Clubs (6)	$662	$676
Technology	$2,897	$2,962
School Patrol Advisor 0-10 Corners	$897	$917
10+ Corners	$956	$977

HIGH SCHOOL ADDITIONAL ASSISTANT COACHES
Add an assistant coach for approximately every twenty (20) participants for non-cut activities. (track, cross country, nordic skiing, speech)
MIDDLE SCHOOL ADDITIONAL ASSISTANT COACHES
Add an assistant coach for approximately every twenty (20) participants for non-cut activities. (track, cross country, nordic skiing, speech)
Add an assistant coach if participation is above 90 and every additional twenty (20) participants beyond that for non-cut activities (track, cross country, swimming)
SITE COUNCIL STIPENDS
Site council team members shall receive an annual stipend of $315 for the 2021-2022 school year and $322 for the 2022-2023 and the site council chair shall receive a annual stipend of $525 for the 2021-2022 school year and $537 for the 2022-2023 school year. The stipends are subject to availability of funding out of staff development funds, if any, and are payable to a maximum of ten (10) participants per site.
All Item shaded in grey are funded for the duration of the most recent collective bargaining agreement

TEACHERS' SALARY SCHEDULE
DULUTH PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 709
EFFECTIVE 2021-2022

STATE CODE	***3 III***	***4 III + 15***	***5 III + 30***	***6 III + 45***	***8 IV***	***9 IV + 15***	***10 IV + 30***	***11 IV + 45***	***14 PhD***
STEP	BA OR BS CLASS III	CLASS III PLUS 15	CLASS III PLUS 30	CLASS III PLUS 45	MA CLASS IV	CLASS IV PLUS 15	CLASS IV PLUS 30	CLASS IV PLUS 45	CLASS V
1	$40,160	$40,683	$41,426	$42,165	$46,599	$47,866	$49,135	$50,400	$51,666
2	$40,748	$41,490	$42,231	$42,969	$48,543	$49,843	$51,114	$52,383	$53,652
3	$42,481	$43,223	$43,964	$44,707	$50,737	$52,010	$53,280	$54,552	$55,820
4	$44,236	$44,983	$45,719	$46,464	$53,140	$54,414	$55,689	$56,959	$58,228
5	$46,204	$46,948	$47,689	$48,432	$56,396	$57,664	$58,941	$60,217	$61,486
6	$48,457	$49,200	$49,945	$50,692	$59,949	$61,225	$62,500	$63,779	$65,055
7	$51,381	$52,127	$52,873	$53,621	$64,501	$65,783	$67,065	$68,345	$69,628
8	$54,304	$55,055	$55,802	$56,549	$69,531	$70,870	$72,209	$73,544	$74,832
9					$74,560	$75,957	$77,354	$78,744	$80,034

Career Increment: Employees after 15 years of seniority will receive an additional increment of $1,400.00
Employees after 20 years of seniority will receive an additional increment of $2,200.00
Employees after 25 years of seniority will receive an additional increment of $3,100.00

TEACHERS' SALARY SCHEDULE
DULUTH PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 709
EFFECTIVE 2020-2021

STATE CODE	***3 III***	***4 III + 15***	***5 III + 30***	***6 III + 45***	***8 IV***	***9 IV + 15***	***10 IV + 30***	***11 IV + 45***	***14 PhD***
STEP	BA OR BS CLASS III	CLASS III PLUS 15	CLASS III PLUS 30	CLASS III PLUS 45	MA CLASS IV	CLASS IV PLUS 15	CLASS IV PLUS 30	CLASS IV PLUS 45	CLASS V
1	$41,063	$41,599	$42,358	$43,114	$47,648	$48,943	$50,241	$51,534	$52,828
2	$41,664	$42,424	$43,181	$43,935	$49,635	$50,964	$52,264	$53,561	$54,859
3	$43,437	$44,196	$44,954	$45,713	$51,879	$53,181	$54,479	$55,780	$57,076
4	$45,232	$45,995	$46,748	$47,510	$54,336	$55,639	$56,942	$58,241	$59,538
5	$47,243	$48,004	$48,762	$49,521	$57,665	$58,961	$60,267	$61,572	$62,869
6	$49,548	$50,307	$51,069	$51,833	$61,298	$62,603	$63,907	$65,214	$66,518
7	$52,537	$53,300	$54,063	$54,827	$65,953	$67,263	$68,574	$69,883	$71,195
8	$55,526	$56,294	$57,057	$57,822	$71,095	$72,465	$73,834	$75,199	$76,515
9					$76,237	$77,666	$79,095	$80,515	$81,835

Career Increment: Employees after 15 years of seniority will receive an additional increment of $1,500.00
Employees after 20 years of seniority will receive an additional increment of $2,300.00
Employees after 25 years of seniority will receive an additional increment of $3,200.00

DATES ARE NOT FINAL AND ARE SUBJECT TO CHANGE.

EXHIBIT C

CALENDAR
School Year 2021-2023
Independent School District #709
Duluth, Minnesota

	2021-2022	2022-2023
School Year Begins	August 31, 2021	August 30 ,2022
School Year Closes	June 10, 2022	June 9, 2023
Opening of School	September 7, 2021	September 6, 2022

School Not In Session

	2021-2022	2022-2023
Staff Meeting/Professional Development	August 31 & September 1, 2021	August 30 & 31, 2022
(*no more than a total of 12 hours of Building and District meetings for the above two days*)		
Teacher Preparation Day	September 1 & 2, 2021	August 31 & September 1, 2022
No School Staff/Students (Non-Contract Day)	September 3, 2021	September 2, 2022
Labor Day	September 6, 2021	September 5, 2022
Teachers Convention (MEA)	October 21 & 22, 2021	October 20 & 21, 2022
Thanksgiving & Friday following	November 25 & 26, 2021	November 24 & 25, 2022
Winter Recess	December 23-31, 2021	December 23-30, 2022 and and January 2, 2023
	Resumes January 3, 2022	Resumes January 3, 2023

	2021-2022	2022-2023
Martin Luther King Day	January 17, 2022	January 16, 2023
End of Semester Records Day	January 21, 2022	January 23, 2023
Presidents' Day	February 21, 2022	February 20, 2023
Winter Break	February 24 & 25, 2022	February 23-24, 2023
Spring Break	April 20-22, 2022	April 12-14, 2023
Memorial Day	May 30, 2022	May 29, 2023

Legal holidays not shown above as holidays or recess days are teaching days with students in session. The equivalent of two (2) school days are also to be scheduled for evening and/or other non-duty hours for fall and spring conferencing/counseling. Bargaining unit members who do not participate in conference/counseling are to work the equivalent of two (2) school days in what would otherwise be non-duty hours with the tasks to be performed and the schedule of times to be agreed upon by the unit member and the immediate supervisor.

Emergency Closing

In the event that more than two (2) teacher workdays in session with students are lost due to an emergency, teachers may be required to perform duties on other days or days in lieu thereof. There shall be consultation with the Union in the re-scheduling of said days. Teachers shall not be required to be present on days when school is closed due to emergencies.

Daylight Savings Time

Starting and closing times may be adjusted by no more than one (1) hour if daylight savings time is in effect

between December 1 and January 31 of the following year with prior consultation with the Union.

Two Hour Late Start

Teachers who are scheduled at the beginning of the school day will start two hours later than their regularly scheduled reporting time. i.e.: Elementary teachers who report at 7:15 am will now report at 9:15 am. All Schools will dismiss at their regular times.

Open House

Certified teaching staff shall participate in a building open house not to exceed (2) hours. These hours will be flexed by agreement with teachers and building administration. (i.e. flexible work day, in lieu of conference time, etc.)

EXHIBIT "D"

Special Education Caseload Process

The Duluth School District and the Duluth Federation of Teachers have established a list of guidelines for teachers and administrators to use in addressing caseload concerns. If an individual and/or group has a caseload concern, the first need will be to gather data based on those guidelines. If, after reviewing the gathered data, the individual and/or group still has concerns regarding the caseload, they will then meet as a Building Special Education Team and include the respective Pyramid Supervisor and the Building Level Administrator.

If a satisfactory resolution is not obtained, a formal written review will be developed and forwarded to the Director of Special Education and the D.F.T. for information and possible action.

If a satisfactory explanation or resolution is not obtained, the matter will be reviewed by a Special Education Review Board, consisting of one (1) School Board Member, the Director of Special Education and a D.F.T. Representative.

A written report will then go to the Superintendent, School Board and D.F.T.

Guidelines That May Relate To Caseloads

1. State rules and regulations.
2. Collective bargaining agreement regarding teachers' workday.
3. Total number of students for whom responsible.
4. Time involved in meeting due process requirements for students.
5. Number of students receiving direct vs. indirect service.
6. Student contact hours per teacher.
7. Number of students in each class.
8. Variations in degree of services provided to students.
9. Amount of service to be provided, as stated in IEP's.
10. Services provided in more than one location.
11. Preparation time.
12. Severity of handicaps of students.
13. Turnover rate of caseload.
14. Travel schedule.
15. Representative caseloads of other staff in similar teaching situations.
16. Recommended caseload maximums as provided by governing/accrediting/advocacy or other agencies, for example, Speech and Hearing Association.
17. Extent of other student related tasks, such as, curriculum adaptations, Planned Documented Intervention, conferring with regular education staff, etc.

Memorandum of Agreement
One-Time Recruitment/Retention Stipend

This Memorandum of Agreement ("MOA") is entered into by and between Independent School District No. 709, Duluth ("District") and the Duluth Federation of Teachers ("Union").

WHEREAS, the Union and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers and other individuals employed in positions within the teacher's bargaining unit;

WHEREAS, the COVID-19 pandemic has caused staffing shortages and the District would like to offer retention incentives to respond to and address this problem;

WHEREAS, the District is willing to agree, on a one-time basis, to pay a $600 longevity and retention stipend during the 2021-22 school year to employees within the payment schedule and eligibility criteria defined below;

WHEREAS, during negotiations for the 2021-2023 CBA, the parties agreed to document the one-time longevity and retention stipend in a memorandum of agreement separate from the CBA;

NOW, THEREFORE, the Union and the District agree as follows:

1. For purposes of this MOA, the term "Employee" refers to individuals employed in a position that is in the teachers' bargaining unit represented by the Union.

2. Employees who meet the eligibility criteria set forth in Paragraph 3 will receive a one-time longevity and retention stipend in the amount of $600 for the 2021-22 school year.

3. An Employee is eligible to receive the longevity and retention stipend if one of the following two criteria are met:

    a. Employees hired and employed on or prior to June 30, 2021 are eligible if they have remained in active and eligible status through both parties' ratification of the 2021-2023 CBA. Employees who meet this eligibility standard will receive the stipend with the next available payroll cycle following both parties' ratification of the contract.

    b. Employees hired and employed after June 30, 2021 will be eligible if they remain in active and eligible status through June 10, 2022. Employees who meet this eligibility standard will receive the stipend with the next available payroll cycle after June 10, 2022.

4. Employees who do not meet the requirements set forth in Paragraph 3 are not eligible for the one-time longevity and retention stipend.

This MOA is separate from and not part of the CBA. This MOA does not establish any precedent or practice that will continue after June 30, 2022. No party may present or rely on this MOA as establishing any precedent or practice extending beyond June 30, 2022. This MOA will expire on June 30, 2022.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on the dates set forth below.

Independent School District No. 709	**Duluth Federation of Teachers**
_____	_____
School Board Chair	President
_____	
School Board Vice Chair	
Dated: _____	Dated: _____

MEMORANDUM OF UNDERSTANDING

Co-Curricular Activities

The Duluth Federation of Teachers (“DFT”) and Independent School District No. 709 (“District”) agree to this Memorandum of Understanding pertaining to the below language regarding the following co-curricular items.

1. Once hired, head coaches will appoint assistant coaches with the approval of the activities director and/or building principal.
2. Stipends for coaching staff(s) cannot exceed amounts listed in the Co/Extra Curricular Compensation Schedule.
3. Academic clubs noted in the Co/Extra Curricular Compensation Schedule are identified as student activities shall be appointed from within the school by the building principal.
4. Plays that are extended beyond a reasonable per act basis may be approved for additional per act stipends (not to exceed 10 Act Maximum). Pre-approval must first be made with building principal and activities director.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709	DULUTH FEDERATION OF TEACHERS
By: _____	By: _____
Dated: _____	Dated: _____

MEMORANDUM OF UNDERSTANDING

Digital Learning Workload

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the certified teaching staff at Academic Excellence Online (AEO) and Area Learning Center (ALC) regarding the digital learning work load.

The basic week for the certified teaching staff at Academic Excellence Online (AEO) and Area Learning Center (AIC) is considered forty (40) hours. These hours may be flexible upon mutual agreement with their building administrator. The teacher positions at Academic Excellence Online (AEO) and Area Learning Center (ALC) are considered TOSA (Teacher on Special Assignment) positions.

Full time AEO/ALC positions

1. The work week shall be a four (4) day week, Monday through Thursday.
2. The typical teacher work day shall be 8:00 a.m. to 6:00 p.m. and shall include one (1) class period of duty-free preparation time and (30) minutes of duty-free lunch time.
3. Duties may not be scheduled on Holidays or recess days.
4. A teacher work day may be a digital learning or a combination of digital learning and the ALC seat based program.
5. Each seat based ALC class shall be considered a .2 FTE.

Digital Learning student enrollment consists of students enrolled in courses at Academic Excellence Online (AEO) and Area Learning Center (ALC) Credit recovery and independent Study. A teacher's workload shall follow state online guidelines limiting the number of students per section. A teacher teaching 3+ digital classes (majority of their assignment being digital) shall not have a total student roster exceeding 200 active students at any one time. This roster shall include students in additional classes taught such as seat-based, independent study, and credit recovery assignments. As a TOSA the number of preparations shall be considered but not limited to the Article X limits. Upon mutual agreement by the principal and teacher, the above limits may be adjusted and other duties may be considered to equate or adjust staffing percentage.

As part of a teacher's assignment at Academic Excellence Online (AEO) and Area Learning Center (ALC) administration may assign AEO, Credit Recovery and Independent Study support at another district site. Every period assigned at another site within the student day shall equate to .2 FTE of their assignment. If assigned the extended day period before school (Zero Hour), it shall also equate to .2 FTE of their assignment. If assigned the extended day period after school (3:45-5:00), it shall equate to .2 FTE of their assignment as well. This support will follow the AEO/ALC work week schedule of Monday through Thursday, A teacher will not be required to travel more than once per day and a minimum of 30 minutes will be allowed to travel between sites.

ALC/AEO staff meetings shad be scheduled as needed as mutually agreed upon by staff and ALC/AEO principal.

Part time AEO/ALC Teachers (including ones who travel between buildings as well as hourly teachers.)

1. Each seat based ALC class shall be considered a .2 FTE including the extra or 5th period per week. (This extra or 5 th period is assignable by administration to facilitate non-academic responsibilities or other duties as required).
2. Digital learning responsibilities for part-time teachers shall be staffed at a .2 for every 40 students according to State Statute.
3. A part time teacher work day may be all digital learning or a combination of digital learning and the ALC seat based program.
4. If a part time teacher's digital learning responsibilities involve online (AEO) and/or extended day programing (i.e. credit recovery and/or independent study) they will be responsible to maintain office hours for student support during designated extended day support times that occur outside the seat-based student day. Each .1 or tenth of the AEO/ALC assignment will result in one office hour. (i.e. a .4 FTE = 4 office hours per week).
5. Hourly AEO/ALC Teachers whose total assignment is less than .5 will be paid at their pro rata hourly rate.

AEO Course Creation

A mutual agreement of time during the work day between administration and teaching staff could be made in lieu of payment for approved course creation. If approved course creation occurs outside the teacher work day the teacher will be paid based on the following stipend guidelines once the course is completed and meets MDE, NCAA and district standards and requirements. Courses built for AEO will be compensated at a rate not to exceed $2,500 per semester course and not to exceed $5,000 per year long course.

Courses must be pre-approved by April 1st of the previous year to be built the following calendar year by mutual agreement of the teacher, principal and curriculum coordinator All courses are ISD 709 property.

Digital courses that do not have existing MDE, NCAA, or district curriculum standards and requirements, which are built outside of the teacher work day, shall be compensated the current curriculum writing hourly rate. The maximum number of hours allotted for course creation shall be pre-approved by April 1st of the previous year with the intent that the course will be built the following calendar year. This approval shall be by mutual agreement of the teacher, principal and curriculum coordinator. All courses are property of ISD 709.

Items not addressed in the Digital Learning Workload Memorandum of Understanding shall revert to the provisions in Article X that apply to secondary teachers, contained in the currently applicable teachers' collective bargaining agreement.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signatures below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____

Dated: _____

DULUTH FEDERATION OF TEACHERS

By: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING
Early Childhood Programs

The Duluth Federation of Teachers ("D.F.T.") and Independent School District No. 709 ("District") agree to this Memorandum pertaining to Early Childhood Programs

Early Childhood Programs serve children birth to five years and their families. Flexible scheduling, including evening hours, is an expectation for this service provision. To meet these expectations, teachers may have flexible work schedules during the school year and may be requested to teach beyond the regular school day to maintain continuity of service.

These guidelines will be followed:

1. The workweek will begin on Monday and end on Friday.
2. The assignment will not exceed forty (40) hours per week.
3. The workday will begin no earlier than 7:30 a.m. and end no later than 9:00 p.m. unless a deviation from this is mutually agreed on between teacher and supervisor.
4. Requirements of the program may result in the typical work day being up to 9 hours per day with one day per week being up to 12 hours per day. Any further work day deviation requires mutual agreement between teacher and supervisor.
5. The assignment shall not be on holidays or recess days.
6. The teacher shall have a minimum of thirty (30) minutes for a duty free meal during their workday.
7. The teacher shall have a minimum of two hundred fifty (250) minutes of preparation time per week.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____

Dated: _____

DULUTH FEDERATION OF TEACHERS

By: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING
Elementary Teacher Workday

1. The period of work for the elementary school teacher workday may begin as early as 7:15 am or as late as 8:15 am. The starting time shall be determined within these limits by administration.

2. Teacher preparation time of a continuous fifty-five (55) minute block will be scheduled before or after the student day, four days per week. One day per week, to be specified by each building, forty-five minutes of the time outside of the student day will be PLC time.

3. The classroom teachers will have no more than thirty (30) minutes of assignable time per day. The time will usually be in the classroom prior to opening the morning session, prior to the opening of the afternoon session or immediately after the end of the student day. Specialists may be given assignable time beyond class and passing time, up to the maximum 5.5 student contact hours of the elementary contract. Assignable time will be determined by the building administrator.

4. Teachers will be assigned no more than 5.5 hours of instructional time, inclusive of the time in which the students are entering the classroom.

5. Specialists shall not be assigned more than nine (9) thirty (30) minute, six (6) forty-five (45) minute or five sixty (60) minute blocks exclusive of a five (5) minute passing time between blocks per day. Teachers assigned thirty (30) and forty-five (45) minute class in one day, without travel, may have the following as maximum classes scheduled, exclusive of passing time:
   - 8 - 30 minute classes and 1 - 45 minute class
   - 6 - 30 minute classes and 2 - 45 minute classes
   - 5 - 30 minute classes and 3 - 45 minute classes
   - 3 - 30 minute classes and 4 - 45 minute classes

6. In order to provide for grade level meetings which will be held outside the student contact day, specialist schedules should have classes of the same grade level “blocked,” or consecutive classes of upper grade levels or lower grade levels whenever possible.

7. If Specialist schedule allows forty-five minutes of non-instructional time within the work day during an eight-day rotation, the Specialist may follow the same protocol of exchanging prep time for PLC time on a weekly basis.

8. No less than forty five (45) minutes will be given for a teacher to travel from one building to another during the student day. The forty five (45) minutes begin five (5) minutes after the last class leaves his/her room and ends with the beginning of the next class.

9. If a Specialist is assigned more than 4.8 hours of student contact time on a day in which they travel during the student contact day, he/she will be compensated their pro-rated salary for the period of extra duty. (30 minute block, compensation of 35 minutes, 45 minute block, compensation of 50 minutes, 60 minute block, compensation of 65 minutes).

10. As the PLCs will be scheduled once a week, instead of every eight days, teacher meetings called by the administration that would occur during the usual preparation period shall be held to a minimum, not to exceed two (2) per month.

11. All elementary buildings will have forty-five (45) minutes of student recess/lunch time per school day, including passing time.

12. It is understood by the parties that the teacher preparation time in this Agreement does not meet the language of Article X.I.B, and that it is the goal of the parties to achieve the contractual agreed to fifty-five (55) minutes of continuous preparation time within the student day for each day in the 2021-2023 school years.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT No. 709 **DULUTH FEDERATION OF TEACHERS**

By:_____ By: _____

Dated: _____ Dated:_____

MEMORANDUM OF UNDERSTANDING
Instructional Leadership Positions

The Duluth Federation of Teachers ("D.F.T.") and Independent School District No. 709 ("District") agree to this Memorandum pertaining to instructional leadership positions.

Staff hired for instructional leadership and curriculum positions will have look back rights for a one (1) year term in these leadership positions. If they do not return to his/her former position after the first year, his/her previous position could be posted.

After working in the leadership position for three (3) years, the position may be reposted. Staff in these leadership positions who have been in the position may choose to reapply for the special assignment position.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____

Dated: _____

DULUTH FEDERATION OF TEACHERS

By: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING
Part-time Postings/Traveling Teachers

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the following language regarding part-time postings and traveling teachers.

1. .1 and .2 FTE positions may not be posted and may be assigned by the Senior Human Resource Manager to fill out certified staff teaching positions.
2. .3 FTE positions and above shall be posted and following the guidelines set forth in the most recently approved teacher collective bargaining agreement.
3. All full and part time TOSA positions must follow the posting and interviewing guidelines set forth in the most recently approved teacher collective bargaining agreement.
4. A certified staff member may agree to take a .1 and .2 position as an overload if they hold the appropriate teaching license.
5. .1 and .2 FTE positions may be assigned to a certified teacher on a variance only if an appropriately licensed teacher at the site refuses to teach the .1 and/or .2 FTE position as an overload and/or an appropriate licensed teacher could not be hired from a posting.
6. A traveling teacher shall receive a minimum of 30 minutes between district sites to allow for safe travel, wrap up responsibilities and preparation for the next class. If this is not possible due to scheduling, the teacher shall receive a pro-rata 1/6 overload upon mutual agreement of the schedule with the Senior Human Resources Manager. If the teacher's schedule is between three or more sites, the teacher shall receive a pro-rata 1/6 overload upon mutual agreement of the schedule with the Senior Human Resource Manager.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____

Dated: _____

DULUTH FEDERATION OF TEACHERS

By: _____

Dated: _____

Memorandum of Understanding
Additional Professional Development for 2022-2023 school year

This Memorandum of Understanding ("MOU") is entered into by and between Independent School District No. 709, Duluth ("District") and the Duluth Federation of Teachers ("Union").

WHEREAS, the Union and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers and other individuals employed in positions within the teacher's bargaining unit (referred to herein as "Employees");

WHEREAS, during negotiations for the 2021-23 CBA, the parties agreed to execute this MOU outlining the parties' agreement to add an additional professional development day to the calendar for the 2022-23 school year;

NOW, THEREFORE, the Union and the District agree as follows:

1. The District will schedule up to 8 hours for additional professional development beyond what is currently set forth in the 2022-23 school calendar. This will be scheduled on Monday, August 29, 2022 or another weekday prior to the start of the 2022-2023 school year in the event unforeseen circumstances prevent scheduling on August 29. This additional professional development will be mandatory.

2. Employees who are unable to attend due to illness or other excused absence will not receive the stipend, but will not have their absence charged against any available leave.

3. The Union and the District have a shared expectation that employees will participate in the additional PD day to the maximum extent possible.

4. Employees will receive a stipend of $480 for this additional 8 hours of professional development.

5. Employees who do not complete the professional development for any reason will not be eligible for the stipend.

6. The stipend will be paid with the next available payroll cycle following the professional development day.

7. The District will explore connecting the professional development to re-licensure components.

8. The MOU will sunset upon expiration of the 2021-23 collective bargaining agreement, and will be non-precedent setting.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on the dates set forth below.

Independent School District No. 709	**Duluth Federation of Teachers**
_____	_____
School Board Chair	President
_____	
School Board Vice Chair	
Dated: _____	Dated: _____

MEMORANDUM OF UNDERSTANDING
Sub Coverage

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the following language regarding certified teaching staff covering classes when a substitute teacher is not available.

1. At the secondary level the teacher shall be paid a pro-rata 1/6 overload for each period of coverage provided for the teacher who is absent or unavailable.
2. At the elementary level the teacher shall be paid a pro-rata 1/6 overload for a morning coverage assignment and a pro-rata 1/6 overload for an afternoon coverage assignment if provided for a teacher who is absent or unavailable.
3. A certified teacher staff member can receive a maximum of two (2) pro-rata 1/6 overloads per day for coverage assignments on days where students are in attendance.
4. Certified staff who have been excused from their regular duty for the day in order to cover an assignment will not receive a 1/6 overload (i.e. interventionalist, TOSA) provided the assignment does not exceed a normal work day.
   Volunteers will be requested before a teacher will be excused from their normal assignment.
5. Staff substitute coverage will not deny a teachers right to a duty free lunch period.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____

Dated: _____

DULUTH FEDERATION OF TEACHERS

By: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING
Teacher Summer School Pay Adjustment

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the certified teaching staff regarding summer school pay.

1. The hourly rate for teaching summer school will increase to the rate of $30 per hour.
2. For year around programs offered by the district (Area Learning Center, Residential Sites, etc.) that currently receive hourly pro-rata pay for teaching summer programs, they will receive the higher of the two rates. (Pro-rata or the above rate of $30 per hour)
3. This MOU can be extended upon mutual agreement by Independent School District No. 709 administration and the Duluth Federation of Teachers; otherwise the teacher summer school pay will revert back to the provisions contained in the teachers' currently applicable collective bargaining agreement.
4. The parties agree that nothing in this Agreement may be deemed to establish a precedent or practice or to alter any existing precedent or practice arising out of or relating to any collective bargaining agreement. No party may refer to this Agreement or submit it in any proceeding or case as evidence of a precedent or practice.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709	DULUTH FEDERATION OF TEACHERS
By: _____	By: _____
Dated: _____	Dated: _____

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	Authors or Contacts	School	Award Amount	Terms
Northern Regional Implementation Project/ MN Dept of Education	Barry Fischer/Rachel Thapa	LPMS	$1,000	We intend to build on our efforts from last year to provide shirts with our universal ROAR (Responsible, Open-Minded, Accepting, Restorative) expectations for all students and staff.
Northland Foundation	Jeremy Rupp	Denfeld	$10,000	OEE is working in partnership with the DCSC to design, develop, implement and host a *Summer Arts, Cultural, SEL, and Academic Camp*. This project intends to provide a midsummer check-in, support, and supplemental service to approximately seventy students from the Duluth School District area.
Minnesota Department of Education	Rebecca & Jason Crane	Early Childhood/ Director of Special Services	$18,625	EQIP would allow our children in Early Intervention to also receive high quality services and ultimately this will lead to better outcomes as children enter preschool, kindergarten, and the rest of their educational journey. We feel we have done what we can to further our knowledge regarding Early Intervention, but we need support going to the next step at this time. The framework, structure, ongoing professional development, and coaching with the EQIP innovation would support our program improvement.

Minnesota Department of Education	Tawnyea Lake	Director of Assessment of Evaluation	$100,000 for two years	MDE makes this federal funding available for the purpose of State Systemic Improvement Plan (SSIP) evaluation by 2015-2021 State Personnel Development Grant (SPDG) subgrantee school districts to continue and sustain improvement of graduation rates for American Indian and Black students with disabilities (SPDG Evaluation and Improvement Grant)

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
Lakewood	Raymond P. Bjornson Trust	$5,114.30		
Homecroft	King Solutions INC	$52.98		
Denfeld	Irving Community Assn.	$1,500	Golf Team	
Denfeld	Irving Community Assn.	$2,000	Choir	
Ordean-East	Phillip A, Rebecca L Davidson	$50.00	Choir as needed	
Ordean-East	Friday Properties Management LLC	$75.00	Choir as needed	
Ordean-East	Melissa A Grumdahl	$50.00	Choir as needed	
Ordean-East	Todd R Hurley, April A Frinkenhoefer	$150.00	Choir as needed	
Ordean-East	Nathan, Rebekah Johnson	$50.00	Choir as needed	
Ordean-East	Judd W, Jennifer M Medak	$100.00	Choir as needed	
Ordean-East	Medak Medical LLC	$100.00	Choir as needed	Choir did check with the person about the two checks and they stated to keep both checks.
Lincoln Park	Larry, Donna Pulkrabek Foundation	$1,934.87	Ski Club	Purchased ski clothing for the kids. In kind, they donated free ski rental, free lift passes and provided free transportation for many kids to ski on Wednesdays for several weeks at Mont du lac Ski resort.
Ordean-East	Nick D Campanario, Noah Cooper	$150.00	Choir as needed	

Ordean-East	Halon and Associates LLS	$100.00	Choir as needed	410
Ordean-East	Odin M, Sally A Oase	$50.00	Choir as needed	
Ordean-East	Jaek R, Anya Powell	$20.00	Choir as needed	
Ordean-East	Jamie R, Lea Nicol Prochnow	$100.00	Choir as needed	

RESOLUTION

Approval of Trail Easement Clarification on Central on the Hill Property

RESOLVED, that the Independent School District 709, St. Louis County, approves of the easement clarification provided by the City of Duluth related to trails on property currently owned by the District currently designated at 800 East Central Entrance, and directs the school board chair to sign the easement with the City of Duluth. This agreement does not materially change the current approved easement, rather, it provides clarification on trail designation on the property.

R E S O L U T I O N

Redistricted School Board Election Districts

BE IT RESOLVED, by the School Board of Independent School District No. 709, St. Louis County, State of Minnesota, acting pursuant to the provisions of Minnesota Statute 204B.135, Subdivision 2, et seq, that the School Board redefines the following school board election districts as follows:

District 1: **Shall include the townships of Gnesen, Lakewood, Normanna, and North Star, the City of Rice Lake, and voting precincts 1 through 5, and 7 in the City of Duluth.**

District 2: **Shall include voting precincts 6, and 8 through 14 in the City of Duluth.**

District 3: **Shall include voting precincts 15 through 19, and 22 through 25 in the City of Duluth.**

District 4: **Shall include voting precincts 21, 26 through 30, and 32 through 34 in the City of Duluth.**

HUMAN RESOURCES CORRECTIONS FROM: MARCH 15, 2022

CERT RETIREMENT	POSITION	EFFECTIVE DATES
GORDON, CYNTHIA J	SPEC ED SMI/LAURA MACARTHUR	6/10/2022
NELSON, COLLEEN O	VISUAL ARTS/DENFELD	6/10/2022
RUDOLPH, JOHN W	SCIENCE BIOLOGY/EAST	6/17/2022
STAUDUHAR, PENELOPE L	ENGLISH/DENFELD	6/10/2022
STROM, ANNETTE B	LIFE SCIENCE/ORDEAN EAST, PREVOUSLY ON LWOP	2/21/2022
SWEDBERG, JUDITH M	PRE-KINDERGARTEN/DISTRICT WIDE	6/10/2022

Total: 6

HUMAN RESOURCES ACTION ITEMS FOR: APRIL 26, 2022

CERT APPOINTMENT	POSITION	EFFECTIVE DATES	
BELL, JONAH W	SPEC ED SETTING III/STOWE, (BA)III 1, TEMP POS, K HATFIELD	2/28/2022	6/10/2022
BONDS, TONI A	TEMP ASSIGNABLE TEACHER/DW, (BA)III 1, TEMP POS, ESSER FUNDS	3/17/2022	6/10/2022
HAZELTON, DIANNA J	DEAN OF LEADERSHIP SUPP TOSA/ORDEAN EAST, (MA)IV+30 9, NEW TEMP POS, ESSER FUNDS	2/28/2022	6/10/2022
HILLIKER, ROSE M	SCHOOL PSYCHOLOGIST/DW, IV+45 5, G BENTON	8/31/2022	
WILLIAMS, ROBIN L	TEMP ASSIGNABLE TEACHER/DW, (BA) 5, TEMP POS, ESSER FUNDS	3/07/2022	6/10/2022
Total: 5			

CERT LEAVE	POSITION	EFFECTIVE DATES	
HELLA, LINDSEY J	MATH/DENFELD	3/10/2022	
RICHARDS, ANASTASIA K	OCCUPATIONAL THERAPIST/DW	4/14/2022	6/07/2022
Total: 2			

CERT LONG TERM SUB	POSITION	EFFECTIVE DATES	
HAMUS, ELIZABETH A	.4 OCCUPATIONAL THERAPIST/DW, (MA)IV 6, A RICHARDS	3/08/2022	3/31/2022
HAMUS, ELIZABETH A	.6 OCCUPATIONAL THERAPIST/DW, (MA)IV 6, A RICHARDS	4/01/2022	6/07/2022
Total: 2			

CERT RESIGNATION	POSITION	EFFECTIVE DATES
ENGLAND-SULLIVAN, CHRISTIAN J	KINDERGARTEN/MYERS WILKINS	6/10/2022
OLIVIER AGUILAR, MARIA GUADALUPE	SPANISH IMMERSION GRADE 3/LOWELL	3/25/2022
WARD, JACKIE L	ASST DIRECTOR SPECIAL SERVICES/UHG	6/30/2022
Total: 3		

CERT RETIREMENT	POSITION	EFFECTIVE DATES
BERGERSON, KRISTIN A	ELEMENTARY PHY ED/LOWELL	6/10/2022
BERGMAN, LISA M	GRADE 3/CONGDON	6/10/2022
CHEDERQUIST, KEVIN J	INDUSTRIAL ARTS/LINCOLN PARK	9/28/2022
COURAGE, MARY C	MEDIA SPECIALIST/LINCOLN PARK	6/10/2022
DAMOUR, GLENN R	FAMILY CONSUMER SCIENCE/ORDEAN EAST	6/10/2022
EVAVOLD-BOLF, KIMBERLY J	GRADE 3/LAKEWOOD	6/10/2022
Total: 6		

CERT TEMP INCREASE	POSITION	EFFECTIVE DATES	
AHERN, JENNIFER J	MATH/ALC, 1/6 OVERLOAD	1/24/2022	6/10/2022
CRESCENZO GOMEZ, WENDY N	READING INTERVENTION/MATH INTERVENTION/MYERS-WILKINS, .5 TO 1.0	2/23/2022	6/10/2022
FRANCKOWIAK, KIMBERLY C	SOCIAL STUDIES/ALC, 1/6 OVERLOAD	1/24/2022	6/10/2022
LUNDEEN, THORVO N	MUSIC SPEC/LESTER PARK/LOWELL, .8 TO .9	2/28/2022	6/10/2022
MENEGHINI, CARLA D	MATH/ALC, 1/6 OVERLOAD	1/24/2022	6/10/2022
MOZOL, DIANE L	ECFE PARENT EDUCATOR/DW, 1/6 OVERLOAD	1/31/2022	6/10/2022
O'BRIEN, ELIZABETH A	SPEECH LANGUAGE PATHOLOGIST/MYERS-WILKINS, 1/6 OVERLOAD	2/28/2022	6/10/2022
Total: 7			

NON CERT APPOINTMENT	POSITION	EFFECTIVE DATES
CHUMICH, MEGAN M	HR ASST/HUMAN RESOURCES/UHG, 40/52WKS, $20.51/HR	3/07/2022
DAIGLE, BETHANY R	SPEC ED PROG PARA/LAURA MACARTHUR, 31.25/38WKS, $16.40/HR, TEMP POS, J BERGESON	3/21/2022
DAWSON, SHARON M	SPEC ED BW PARA/ORDEAN EAST, 32.5/38WKS, $16.40/HR, TEMP POS, K CANAVAN	3/21/2022
DOUGLAS, JESSICA N	OSS ATTENDANCE/DENFELD, 40/44WKS, $18.09/HR, G RAPP	2/18/2022
GODFREY, CORA F	SPEC ED STUD SPEC PARA/EAST, 32.5/38WKS, $16.40/HR, NEW TEMP POS	3/14/2022
JOHNSTON, STEPHANI	SPEC ED BW PARA/LAKEWOOD, 31.25/38WKS, $16.40/HR, TEMP POS	1/18/2022
JOY, STEPHANIE G	OSSS/HOMECROFT, 40/45WKS, $18.96/HR, REVISED WEEKS WORKED	1/26/2022
KONCZAK, DEBRA L	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, $19.54/HR, M BELLARIO	2/28/2022
LEE, YU L	SPEC ED BW PARA/MYERS-WILKINS, 31.25/38WKS, $16.40/HR, TEMP POS, S COLEMAN	2/18/2022
O'BRIEN, AMY J	OSSX PAYROLL/FINANCE/UHG, 40/52WKS, $22.38/HR, P PAQUETTE	3/03/2022
OSUCHUKWU, CHIBUZO	CHECK & CONNECT PARA/LINCOLN PARK, 40/38WKS, $22.31/HR	1/31/2022
SEWARD, STEVEN	FOOD SERVICE HELPER/DW, 30/38WKS, $11.78/HR	1/24/2022
SMITH, STEVEN W	PHYSICAL THERAPY ASST PARA/DW, 24/38WKS, $20.45/HR, NEW TEMP POS	3/21/2022
SODERLIND, ADAM	SPEC ED BW PARA/CONGDON, 31.25/38WKS, $16.40/HR	1/18/2022
SZAFLARSKI, ERICA E	SPEC ED STUD SPEC PARA/CHESTER CREEK, 31.25/38WKS, $16.40/HR, NEW POS	2/28/2022
TOMCZAK, STEPHANIE A	EARLY CHIDHOOD SCRNR/DW, 18/38WKS, $16.40/HR, NEW TEMP POS	2/28/2022
WANG, MEI	EARLY CHILDHOOD SPEC ED PARA/DW, 31/38WKS, $16.40/HR, TEMP POS, L ANDERSON	3/21/2022
Total: 17		

NON CERT LEAVE	POSITION	EFFECTIVE DATES	
ANDERSON, KAREN M	SPEC ED PARA/MYERS-WILKINS	3/21/2022	3/25/2022
ANDERSON, KRISTI J	SPEC ED PARA/DENFELD	3/15/2022	3/28/2022
BUETTNER, MOLLY T	SPEC ED PARA/CHESTER CREEK	2/28/2022	3/03/2022
CACKOWSKI, TED R	CUSTODIAN II/MYERS-WILKINS	2/07/2022	
DOWD, LORI J	ECSE PARA/STOWE	2/28/2022	
FIELDS, DYLAN D	SUPV PARA/LINCOLN PARK	3/16/2022	3/25/2022
HAMSMITH, KAYLEE E	CUSTODIAN I/ORDEAN EAST	2/07/2022	2/11/2022
HARDEN, STEPHANIE J	SPEC ED PARA/LESTER PARK	2/28/2022	3/03/2022
ISAACSON, KIM L	ECFE PARA/PIEDMONT	2/28/2022	3/04/2022
LINDGREN, KYOSTI G	SPEC ED PARA/ORDEAN EAST	4/13/2022	4/15/2022
MARPLE, BROOKE K	TECH TUTOR CULINARY/DENFELD	2/14/2022	2/17/2022
SWARD, CINDY L	ECFE PARA/LESTER PARK	2/28/2022	3/07/2022
TORGERSEN, GERALDINE M	FOOD SERVICE HELPER/EAST	2/28/2022	3/16/2022
TUURA, JILL D	SPEC ED PARA/DISTRICT WIDE	8/31/2021	6/09/2022
WHITE, KEVIN M	SUPV PARA/ORDEAN EAST	2/08/2022	2/15/2022
Total: 15			

NON CERT RESIGNATION	POSITION	EFFECTIVE DATES
JONES, CARMEN A	CULTURAL IMMERSION PARA/LOWELL	3/11/2022
PRUDEN, MICHAEL D	BUS DRIVER II/TRANSPORTATION	3/09/2022
THOMAS, TIFFANI L	FOOD SERVICE HELPER/ORDEAN EAST	3/25/2022
Total: 3		

NON CERT RETIREMENT	POSITION	EFFECTIVE DATES
NELSON, SUSAN L	OSSI/DENFELD	6/30/2022
TOSO, SCOTT L	ENGINEER I/ROCKRIDGE	4/01/2022
Total: 2		

NON CERT TEMP INCREASE	POSITION	EFFECTIVE DATES	
MEECE, ERIKA	FOOD SERVICE HELPER/LINCOLN PARK, .56375 TO .6625	1/24/2022	6/30/2022
Total: 1			

DULUTH PUBLIC SCHOOLS

CLASSIFICATION DESCRIPTION
TITLE: Google Workspace Administrator

Title of Immediate Supervisor:	**Department:**	**FLSA Status**:
Manager of Technology	Technology	Exempt
Accountable For (Job Titles):		Non-Certified Business Division, Administrators' Association, Pay Class 8

General Summary or Purpose Of Job:

Responsible for the operation of the ISD 709 Google Workspace and related Google Cloud services, including data loss prevention, data backups, secure email services, account creation as well as public and internal data request services. Responsibilities include designing, implementing, and maintaining Google Workspace and related Google Cloud services to support the district curriculum and administrative requirements; leading and coordinating the work of the district technical support staff to provide the highest quality of system reliability, support and services to ISD 709 students and staff; providing assistance to ISD 709 staff with technology problems requiring expert troubleshooting and problem analysis.

Duty No.	Essential Duties: (These duties and frequencies are a representative sample; position assignments may vary)	Frequency
1.	Oversee and maintain Google Workspace productivity and collaboration suite, including evaluating and implementing new features in coordination with district admin staff to meet the needs of end users. Monitor and resolve problems with mail flow and secure email services. Oversee, review and coordinate with district admin staff on complex issues involving potential data loss, Personal Identifiable Information (PII), Payment Card Industry (PCI) and other district specific requirements related to student data or student communications.	35% daily
2.	Subject matter technical expert: assists district employees and technology support staff with questions related to Google Workspace, district technology help desk, Google account creation and synchronization, Security Assertion Markup Language (SAML), Single Sign-On (SSO) authentications and cloud security monitoring. Manage backups for critical Software as a Service (SaaS) applications.	35% daily

3.	Analyze and resolve complex end-user issues that includes interpreting very large data log files; solicit vendor support when necessary	10% daily
4.	Provide scripting services to enhance Google Workspace operations for district employees and technology support staff.	10% weekly
5.	Collaborate with Systems Specialist Network, Systems Specialist Security and Technology Manager regarding access rights, security issues, storage, web filtering and firewall issues.	10% monthly
6.	Perform data requests and substantiate results to ensure that the district's legal obligations are met for public requests. Perform data searches for district leadership or legal counsel that may involve highly sensitive/ confidential personnel information. Data request outcomes may result in discourse, including sworn testimony with public officials, legal counsel and local or federal law enforcement agencies.	10% annually
7.	Oversee and coordinate district technical guidance for online mandatory state testing programs.	10% annually
8.	Ascertain functionality of technology components of new district curriculum software, apps and web based products, advise curriculum content specialists on technical specifications, make recommendations and guide district deployments.	5% annually
9.	Train Field Support Technicians on day-to-day technical processes and duties.	5% annually
10.	Analyze and audit Google Workspace settings annually to ensure data security, avoid conflicts and maintain overall stability of operations for end users.	5% annually

Minimum Qualifications: (necessary qualifications to gain entry into the job)

- Bachelor's degree (B.S. or B.A.) from a four-year College or University in Computer Science, MIS, Business Technology, or 5 years direct related experience.
- A minimum of 3 years experience as a Google Administrator or Google Engineer in a company or district comparable in size. Cloud administration experience is highly desirable.

Certification or Licensing Requirements (desirable):

Google Administration Certifications
Cloud Security Certifications

Knowledge and Ability Requirements:

Requires knowledge of:

- Strong communication and listening skills
- Excellent organizational skills
- Excellent interpersonal skills, both oral and written
- Demonstrated leadership ability
- Ability to maintain confidentiality when necessary
- Ability to manage projects
- Proven leadership ability in dynamic complex technical environment
- Ability to communicate to management and vendor personnel regarding technical issues

Skill Requirements:

Skilled in:

- Experience with the specific operating systems, applications, or cloud systems used within the district:
  - Google G Suite Administration at a Super Admin level; including Google Vault
  - Thorough knowledge of GAM or a comparable cloud based scripting product
  - Experience administering cloud backup solutions, data loss retention and cloud security monitoring products
  - Thorough knowledge of Chromebook deployment and management
  - Experience with Google Developer console
  - Experience with various cloud-based tools to troubleshoot mail delivery problems with DKIM/DMARC, DNS and phishing/spam issues.
  - Experience with cloud based data loss prevention tools
  - Experience with public data requests and confidential files
  - Experience with Data Studio and Big Query
- Familiarity with most basic system administration tools and process
  - Chromebook management tools
- Ability to write scripts using one of more of the following
  - GAM
  - PowerShell
  - Shell scripting (batch files to set permissions)
- Ability to write technical documentation

Physical Requirements: Indicate according to the requirements of the essential duties

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		☒		
Walk		☒		
Sit			☒	
Use hands dexterously (use fingers to handle, feel)				☒
Reach with hands and arms				☒

	Talk and hear				☒
Lift & Carry:	Up to 10 lbs.		☒		
	Up to 25 lbs.		☒		
	Up to 50 lbs.		☒		

General Environmental Conditions:

Majority of work time is spent either sitting or standing to accomplish day to day tasks and there are minimal environmental risks or disagreeable conditions.

General Physical Conditions:

Work can be generally characterized as:

Light Duty Physical Work: Daily work is performed either sitting or standing for long periods of time while interacting in a cloud computing environment.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	☒	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Draft February 17, 2022

DULUTH PUBLIC SCHOOLS

CLASSIFICATION DESCRIPTION

TITLE: Field Support Technician – Food Service

Title of Immediate Supervisor: Food Service Supervisor	**Department:** Child Nutrition	**FLSA Status**: Exempt
Accountable For (Job Titles):		Non-Certified Business Division, Administrators' Association, Pay Class 3

General Summary or Purpose Of Job:

Under the direction of the Supervisor of Child Nutrition, provide troubleshooting support to cafeteria managers. Provides technical expertise in commercial kitchen equipment hardware and operating systems. Inspect equipment, diagnose issues, execute repair, install and perform preventative maintenance on commercial kitchen equipment as required throughout the district and provide for the safe condition and operation of all food service (kitchen) equipment in the district.

Duty No.	Essential Duties: (These duties and frequencies are a representative sample; position assignments may vary)	Frequency
1.	Installs and configures, administers and maintains software and hardware of commercial food service equipment and operating systems	
2.	Create and maintain a periodic preventive maintenance schedule and perform all preventive maintenance and cleaning on all kitchen equipment throughout the district	
3.	Provide troubleshooting assistance to managers to resolve computer software and hardware problems of kitchen equipment	
4.	Record keeping of PM's & TM repairs	
5.	Receive, prioritize and complete work orders in a timely manner	
6.	Collaborate and advise Child Nutrition Administration and staff to effectively provide solutions to maintenance problems and repairs	
7.	Research, advise and make recommendations of new equipment purchases to Child Nutrition Administration	
8.	Make recommendations for improvements of commercial equipment	
9.	Perform equipment diagnostics and repairs when needed at each district facility	

10.	Follow manufacturers preventative maintenance schedules provided owner manuals and give instruction on daily and weekly operator maintenance as needed	
11.	Perform tests and diagnostics to ensure software and hardware is in good working order	
12.	Track maintenance and repairs in database	
13.	Work independently without direct supervision	
14.	Perform other duties of a comparable level or type as assigned	

Minimum Qualifications: (necessary qualifications to gain entry into the job)

- Documented training or certification in commercial equipment hardware and operating systems; or a minimum of 5 years experience in commercial food service equipment
- EPA Certified
- RCI - Rational Combi Oven Certified
- Valid Mn driver's license

Preferred Qualifications:

- 5 to 7 years experience in commercial food service equipment

Knowledge and Ability Requirements:
Requires knowledge of:

- 5 to 7 years experience in commercial food service equipment
- Knowledge of commercial kitchen equipment hardware, repairs, maintenance, and installation techniques
- Strong ability to read and comprehend blueprints, diagrams, schematics, written reference material and to follow manuals on operations and installations
- Strong Excellent written and verbal communication skills

Skill Requirements:
Skilled in:

- Exceptional ability to work independently without direct supervision and collaboratively with peers
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Experience with diagnostic tools and computer skills and aptitude for navigating software

Physical Requirements: Indicate according to the requirements of the essential duties

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Talk and hear				X
Lift & Carry: Up to 10 lbs.				X
Up to 25 lbs.				X
Up to 50 lbs.		X		

General Environmental Conditions:

Majority of work time will be spent working in school cafeterias.

General Physical Conditions:

Work can be generally characterized as providing technical expertise with commercial kitchen equipment.

Vision Requirements: Check box if relevant

	Yes	No
No special vision requirements	X	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
Created January 25, 2022
Banded & Graded by Bjorklund Compensation Consulting, LLC March 4, 2022

ISD 709 Duluth Public Schools

HR/Finance Committee Monthly Fund Balance Report
July 1 2021 - June 30 2022

12-Apr-22 4/1/2022

REVENUES	21-22 CURRENT YEAR R ADOPTED BUDGET		REVISED BUDGET	21-22 RECEIVED TO YEAR TO DATE		21-22 RECEIPTS ENCUMBERED		21-22 BUDGET BALANCE	
	FUND	July - June 2022	July -June 2022		July -June 2022		July -June 2022		July- June 2022
General	1	$ 101,087,520.51	$ 112,573,569.55	$	65,193,360.71			$	47,380,208.84
Food Service	2	$ 3,945,850.00	$ 3,945,850.00	$	3,042,140.38			$	903,709.62
Transportation	3	$ 6,504,716.31	$ 6,529,716.31	$	2,545,235.12			$	3,984,481.19
Community Ed	4	$ 7,830,758.86	$ 8,175,808.40	$	4,887,364.02			$	3,288,444.38
Operating Captial	5	$ 7,387,117.02	$ 7,387,117.02	$	3,693,357.41	$	-	$	3,693,759.61
Building Construction	6		$ 31,497,610.17	$	31,497,610.17			$	-
Debt Service Fund	7	$ 22,660,833.56	$ 22,660,833.56	$	2,303,689.48			$	20,357,144.08
Trust Fund	8	$ 251,075.00	$ 251,075.00					$	251,075.00
Dental Insurance Fund	20	$ 817,000.00	$ 817,000.00	$	660,392.85			$	156,607.15
Student Acitivity Co-Curric	71		$ -	$	-			$	-
Student Acitivity	79		$ 114,131.73	$	114,131.73			$	-
	98	$ -	$ -	$	-			$	-
	99	$ -	$ -	$	-			$	-
REVENUE	**TOTALS:**	**$ 150,484,871.26**	**$ 193,952,711.74**	**$**	**113,937,281.87**	**$**	**-**	**$**	**80,015,429.87**

EXPENSES	21-22 CURRENT YEAR R ADOPTED BUDGET		REVISED BUDGET	21-22 EXPENSES TO YEAR TO DATE		21-22 EXPENSES ENCUMBERED		21-22 BUDGET BALANCE	
	FUND	July -June	July -June		July - June		July -June		July-June
General	1	$ 100,806,716.16	$ 112,246,540.10	$	69,276,730.36	$	2,365,224.87	$	40,604,584.87
Food Service	2	$ 4,243,339.99	$ 4,243,339.99	$	2,605,181.61	$	654,070.96	$	984,087.42
Transportation	3	$ 6,110,465.19	$ 6,135,465.19	$	4,803,219.67	$	131,475.04	$	1,200,770.48
Community Ed	4	$ 8,233,997.45	$ 8,610,508.98	$	4,790,207.52	$	37,062.16	$	3,783,239.30
Operating Captial	5	$ 8,055,997.62	$ 8,055,997.62	$	5,003,371.97	$	428,948.15	$	2,623,677.50
	6	$ -	$ 3,861,874.48	$	3,630,513.68	$	231,360.80	$	-
Debt Service Fund	7	$ 23,166,651.00	$ 23,166,651.00	$	25,056,577.81			$	(1,889,926.81)
Trust Fund	8	$ 250,000.00	$ 250,000.00					$	250,000.00
Dental Insurance Fund	20	$ 817,000.00	$ 817,000.00	$	534,544.95			$	282,455.05
Student Acitivity Co-Curric	71							$	-
Student Acitivity	79		$ 39,382.73	$	39,382.73			$	-
	98							$	-
	99								
EXPENSE	**TOTALS**	**$ 151,684,167.41**	**$ 167,426,760.09**	**$**	**115,739,730.30**	**$**	**3,848,141.98**	**$**	**47,838,887.81**

Esser 11	Expenses
Fin 155	$ 5,303,986.26

Fund 06	Expenses	
debt serv payment/prof serv course 000/000	$	1,205,056.21
admin owner pymnt course 800	$	112,732.69
admin design serv course 801	$	671,423.65
admin constru mngmt course 802	$	335,698.00
admin commissions course 803	$	6,387.90
interior surf constr costs course 804	$	1,487,562.21
admin site services 805	$	42,326.32
long term lease 806	$	687.50
	$	**3,861,874.48**

Fund 01 Student Activity		
Prog 291-298	Revenue	$ 887,017.10
Prog 291-298	Expenses	$ 1,246,339.38

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
04 R 005 590 350 301 000	FD NOPUB HLT DW NONPUBLIC AID	0.00	268,399.54	03/01/2022	Christopher Peterson	030122CP
04 R 005 590 351 301 000	FD NOPUB TEXTBOOKS DW NONPUBLIC AID	103,027.26	0.00	03/01/2022	Christopher Peterson	030122CP
04 R 005 590 353 301 000	FD NOPUB GUIDANCE DW NONPUBLIC AID	142,989.66	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 154 000	FD NOPB HLT MRSH SCHL NURSE SAL	0.00	29,935.13	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 210 000	FD NOPB HLT MRSH FICA/MEDICARE	0.00	2,289.85	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 218 000	FD NOPB HLT MRSH PENS CERT TRA	0.00	2,433.35	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 270 000	FD NOPB HLT MRSH WORKERS COMP	0.00	181.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 280 000	FD NOPB HLT MRSH UNEMPLOYMNT COMP	0.00	18.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 375 000	FD NOPB HLT MRSH LIC SCHOOL NURSE	22,981.53	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 351 460 000	FD NOPB TXT MRSH TEXTS-WKBK-EBOOK	0.00	1,745.85	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 353 401 000	AID NOPBGD MRSH GENERAL SUPPLY	0.00	12,760.70	03/01/2022	Christopher Peterson	030122CP
04 E 003 590 351 460 000	FD NOPB TXT HLYR TEXTS-WKBK-EBOOK	1,572.84	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 004 590 351 460 000	FD NOPB TXT LKVA TEXTS-WKBK-EBOOK	1,157.81	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 004 590 353 165 000	AID NOPUBGD LKVA SCHL COUNS SALRY	3,277.88	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 005 590 350 895 000	NON PUBLIC HLTH INDIRECT COST	3,963.21	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 005 590 351 895 000	NON PUBLIC TXT - INDIRECT COSTS	5,151.36	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 005 590 353 895 000	NON PUBLIC GUIDANCE - INDIRECT COSTS	7,149.48	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 007 590 351 460 000	FD NOPB TXT STJM TEXTS-WKBK-EBOOK	0.00	1,477.94	03/01/2022	Christopher Peterson	030122CP
04 E 007 590 353 165 000	FD NOPUB GD STJM SCHL COUNS SALRY	2,214.44	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 009 590 351 460 000	FD NOPB TXT STJH TEXTS-WKBK-EBOOK	930.14	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 009 590 353 165 000	AID NOPUBGD STJ SCHL COUNS SALRY	16,135.02	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 014 590 351 460 000	FD NOPB TXT MONT TEXTS-WKBK-EBOOK	74.52	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 014 590 353 165 000	AID NOPUBGD MRM SCHL COUNS SALRY	3,616.47	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 017 590 351 460 000	NP TXT/SPIRIT TEXTS-WKBK-EBOOK	0.00	35.70	03/01/2022	Christopher Peterson	030122CP
04 E 017 590 353 165 000	AID NOPUBGD SOL SCHL COUNS SALRY	2,225.52	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 702 590 351 460 000	FD NOPB TXT MONT TEXTS-WKBK-EBOOK	0.00	439.26	03/01/2022	Christopher Peterson	030122CP
04 E 710 590 350 154 000	FD NOPUB HLT SCHL NURSE SAL	0.00	3,324.33	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 350 401 000	FD NOPUB HLT HMX GENERAL SUPPLY	3,235.29	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 350 899 000	FD NOPUB HLT HMX MISC-REALLOCATN	0.00	7,453.00	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 351 460 000	FD NOPB TXT HMX TEXTS-WKBK-EBOOK	0.00	359.36	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 353 401 000	FD NOPUB GD HMX GENERAL SUPPLY	0.00	2,152.67	03/01/2022	Christopher Peterson	030122CP

Budget Changes Report

Duluth Public Schools ISD #709 **4/1/2022 12:42:27 PM**

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	645.57	0.00	03/01/2022	Thomas Rusk	2TR03012022
02 E 220 770 701 401 000	FS SCH LNCH EAST GENERAL SUPPLY	0.00	645.57	03/01/2022	Thomas Rusk	2TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	38.80	0.00	03/01/2022	Thomas Rusk	3TR03012022
02 E 225 770 701 401 000	FS SCH LNCH LPMS GENERAL SUPPLY	0.00	38.80	03/01/2022	Thomas Rusk	3TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	220.29	0.00	03/01/2022	Thomas Rusk	4TR03012022
02 E 335 770 701 401 000	FS SCH LNCH OEMS GENERAL SUPPLY	0.00	220.29	03/01/2022	Thomas Rusk	4TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	434.06	0.00	03/01/2022	Thomas Rusk	5TR03012022
02 E 435 770 701 401 000	FS SCH LNCH CGDN GENERAL SUPPLY	0.00	434.06	03/01/2022	Thomas Rusk	5TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/01/2022	Thomas Rusk	6TR03012022
02 E 475 770 701 401 000	FS SCH LNCH HMCR GENERAL SUPPLY	0.00	500.00	03/01/2022	Thomas Rusk	6TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	136.55	0.00	03/01/2022	Thomas Rusk	7TR03012022
02 E 500 770 701 401 000	FS SCH LNCH LKWD GENERAL SUPPLY	0.00	136.55	03/01/2022	Thomas Rusk	7TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	303.04	0.00	03/01/2022	Thomas Rusk	TR03012022
02 E 215 770 701 401 000	FS SCH LNCH DFLD GENERAL SUPPLY	0.00	303.04	03/01/2022	Thomas Rusk	TR03012022
01 R 005 203 868 400 180	TTL HOMELESS DW FED AID-THRU MDE	25,000.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 140 180	TTL MV HOMELESS DW SALARY-LIC TCHR	0.00	15,215.10	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 143 180	TTL MV HOMELESS DW LIC INST SUP	12,225.70	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 210 180	TTL MV HOMELESS DW FICA/MEDICARE	0.00	225.33	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 218 180	TTL MV HOMELESS DW PENS CERT TRA	0.00	285.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 220 180	TTL MV HOMELESS DW HLTH INS PRIMARY	797.70	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 230 180	TTL MV HOMELESS DW LIFE INSURANCE	3.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 235 180	TTL MV HOMELESS DW DENTAL INSURANCE	18.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 240 180	TTL MV HOMELESS DW LTD INSURANCE	6.95	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 251 180	TTL MV HOMELESS DW HRA PLAN	175.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 252 180	TTL MV HOMELESS DW OPEB TRUST CONT.	0.00	157.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 270 180	TTL MV HOMELESS DW WORKERS COMP	0.00	13.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 280 180	TTL MV HOMELESS DW UNEMPLOYMNT COMP	17.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 303 180	TTL MV HOMELESS DW FED CONT <25K	0.00	7,000.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 360 180	TTL MV HOMELESS DW TRANSP-PRIVATE	0.00	100.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 366 180	TTL MV HOMELESS DW MILEAGE	0.00	500.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 401 180	TTL MV HOMELESS DW GENERAL SUPPLY	0.00	592.00	03/02/2022	Christopher Peterson	030222CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	333.14	0.00	03/02/2022	Thomas Rusk	2TR03022022
02 E 520 770 701 401 000	FS SCH LNCH LWLL GENERAL SUPPLY	0.00	333.14	03/02/2022	Thomas Rusk	2TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	3TR03022022
02 E 525 770 701 401 000	FS SCH LNCH LMAC GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	3TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	4TR03022022
02 E 540 770 701 401 000	FS SCH LNCH MWKN GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	4TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	5TR03022022
02 E 550 770 701 401 000	FS SCH LNCH PDMT GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	5TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	6TR03022022
02 E 565 770 701 401 000	FS SCH LNCH STOW GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	6TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	7TR03022022
02 E 580 770 701 401 000	FS SERV/RRA GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	7TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	8TR03022022
02 E 611 770 701 401 000	FS SCH LNCH ALC GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	8TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	462.01	0.00	03/02/2022	Thomas Rusk	TR03022022
02 E 510 770 701 401 000	FS SCH LNCH LSTR GENERAL SUPPLY	0.00	462.01	03/02/2022	Thomas Rusk	TR03022022
01 E 005 605 320 366 340	IE DW MILEAGE	7,000.00	0.00	03/03/2022	Olivia Kinsley	OK030322
01 E 005 605 320 369 340	IE DW ENTRY FEE/STDNT	0.00	7,000.00	03/03/2022	Olivia Kinsley	OK030322
01 E 005 401 740 433 000	SPSV SPCH ST DW INDIV INSTR SUPP	200.00	0.00	03/07/2022	Angela Sepp	Clean up
01 E 005 402 740 433 000	SPSV DCDMST DW INDIV INSTR SUPP	0.00	200.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 305 000	SPSV DHH ST DW CONTRACTED SERV	5,000.00	0.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 305 000	SPSV DHH ST DW CONTRACTED SERV	1,000.00	0.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 433 000	SPSV DHH ST DW INDIV INSTR SUPP	0.00	1,000.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 530 000	SPSV DHH ST DW EQUIPMENT PURCHA	0.00	5,000.00	03/07/2022	Angela Sepp	Clean up
01 E 005 407 740 433 000	SPSV SLD ST DW INDIV INSTR SUPP	1,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 305 000	SPSV SMI ST DW CONTRACTED SERV	0.00	10,000.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 392 000	SPSV SMI ST DW ED PAY-OUT STATE	1,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 394 000	SPSV SMI ST DW - PAYMENTS TO OTHER	6,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 420 740 405 000	SPSV AGG ST DW SOFTWARE & LIC	2,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 305 000	SPSV SMI ST DW CONTRACTED SERV	10,000.00	0.00	03/07/2022	Angela Sepp	Correct1
01 E 005 420 740 305 000	SPSV AGG ST DW CONTRACTED SERV	0.00	10,000.00	03/07/2022	Angela Sepp	Correct1

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 550 620 000 140 000	EDUC MEDIA PDMT SALARY-LIC TCHR	0.00	41,133.05	03/07/2022	Simone Zunich	shz30722
01 E 550 620 000 143 000	EDUC MEDIA PDMT LIC INST SUP	41,133.05	0.00	03/07/2022	Simone Zunich	shz30722
01 E 550 203 317 430 000	ELE CMPED-D PDMT CLASSROOM SUPPLY	9,450.00	0.00	03/09/2022	Simone Zunich	shz30922
01 E 550 640 150 401 000	ARP STAFF ENGAGEMENT PIED - SUPPLIES	500.00	0.00	03/09/2022	Simone Zunich	shz30922.2
01 E 540 298 000 401 429	SA XCUR - MWKN SCIENCE ENDOWMENT GEN	1,000.02	0.00	03/09/2022	Simone Zunich	shz30922.3
01 E 540 605 075 430 000	STEM/VERIZON CLASSROOM SUPPLY	0.00	1,000.02	03/09/2022	Simone Zunich	shz30922.3
01 E 540 620 000 140 000	EDUC MEDIA MWKN SALARY-LIC TCHR	10,729.18	0.00	03/09/2022	Simone Zunich	shz30922.4
01 E 540 620 000 143 000	EDUC MEDIA MWKN LIC INST SUP	0.00	10,729.18	03/09/2022	Simone Zunich	shz30922.4
01 R 215 610 000 099 151	BARR GRANT DFLD MISC REV LOCAL	9,140.76	0.00	03/10/2022	Christopher Peterson	031022CP
01 E 215 610 000 401 151	BARR GRANT DFLD GENERAL SUPPLY	9,140.76	0.00	03/10/2022	Christopher Peterson	031022CP
01 R 005 204 414 400 000	FD TTL IITCH DW FED AID-THRU MDE	145,915.50	0.00	03/10/2022	Christopher Peterson	031022CPA
01 R 005 204 414 400 011	T2 PRT A-CARRYOV FED AID-THRU MDE	331,052.58	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 303 000	TTL2 ITQ MRSH FED CONT <25K	0.00	1,000.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 366 000	TTL2 ITQ MRSH REG/LODG/MEALS	3,973.62	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 366 011	TTL2 ITQ PY MRSH REG/LODG/MEALS	15,727.59	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 368 000	TTL2 ITQ MRSH FED AIRFARE	0.00	6,300.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 470 000	TTL2 ITQ MRSH LIBRARY/MEDIA	0.00	2,200.00	03/10/2022	Christopher Peterson	031022CPA
01 E 003 204 414 366 000	TTL2 ITQ HLYR MILEAGE	464.78	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 003 204 414 366 011	TTL2 ITQ HLYR MILEAGE	2,591.91	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 003 204 414 401 000	TTL2 ITQ HLYR GENERAL SUPPLY	0.00	1,500.00	03/10/2022	Christopher Peterson	031022CPA
01 E 004 204 414 366 011	TTL2 ITQ LKVA MILEAGE	1,471.97	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 004 204 414 401 000	TTL2 ITQ LKVA GENERAL SUPPLY	0.00	1,987.98	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 110 000	FD TTL II DW ADMIN SALARY	0.00	17,545.63	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 140 011	FD TTL II PY DW CLASSROOM, LICENSED	44,400.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 143 000	FD TTL II DW LIC INSTR SUP	0.00	135,215.95	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 143 011	T2 PRT A-CARRYOV LIC INST SUP	155,800.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 145 000	FD TTL IITCH DW SUB TEACHER-LIC	0.00	205.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 170 000	FD TTL IITCH DW NONINST SUPP	0.00	5,291.05	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 185 000	FD TTL IITCH DW EXT YR HRLY CERT	47,900.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 210 000	FD TTL II DW FICA/MEDICARE	0.00	8,124.68	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 210 011	FD TTL II DW FICA/MEDICARE	15,400.00	0.00	03/10/2022	Christopher Peterson	031022CPA

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 005 204 414 214 000	FD TTL IITCH DW PENS NCRT PERA	0.00	396.68	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 218 000	FD TTL II DW CERT TRA	0.00	8,112.13	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 218 011	FD TTL II DW CERT TRA	16,700.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 220 000	FD TTL II DW HLTH INS PRIMARY	0.00	39,900.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 220 011	FD TTL II DW HLTH INS PRIMARY	41,700.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 230 000	FD TTL IITCH DW LIFE INSURANCE	0.00	130.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 230 011	FD TTL II PY DW LIFE INSURANCE	300.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 235 000	FD TTL II DW DENTAL INSURANCE	0.00	650.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 235 011	FD TTL II PY DW DENTAL INSURANCE	900.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 240 000	FD TTL II DW LTD INSURANCE	0.00	223.90	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 240 011	FD TTL II PY DW LONG TERM DISABILITY	400.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 251 000	FD TTL II DW HRA PLAN	0.00	9,400.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 251 011	FD TTL II DW HRA PLAN	9,200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 252 000	FD TTL IITCH DW OPEB TRUST CONT.	0.00	12,200.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 252 011	FD TTL IITCH DW OPEB TRUST CONT.	13,000.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 270 000	FD TTL II DW WORKERS COMP	0.00	597.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 270 011	FD TTL II PY DW WORKERS COMPENSATION	1,100.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 280 011	FD TTL II PY DW UNEMPLOYMENT	200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 303 000	FD TTL IITCH DW FED CONT <25K	0.00	20,000.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 366 000	FD TTL IITCH DW MILEAGE	20,200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 366 011	T2 PRT A-CARRYOV REG/LODG/MEALS	11,529.01	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 368 000	FD TTL IITCH DW FED-MILEAGE	0.00	16,500.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 401 000	FD TTL IITCH DW GENERAL SUPPLY	19,776.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 406 000	TITLE II DW INSTR SOFTWARE	32,078.11	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 460 000	TITLE II DW TEXTBOOKS	32,200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 895 000	FD TTL IITCH DW INDIRECT COSTS	30,805.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 007 204 414 366 000	FD TTL2 ITQ SJM MILEAGE	0.00	745.43	03/10/2022	Christopher Peterson	031022CPA
01 E 009 204 414 366 000	FD TTL2 ITQ SJH MILEAGE	0.00	2,658.11	03/10/2022	Christopher Peterson	031022CPA
01 E 010 204 414 366 000	FD TTL2 ITQ SMI MILEAGE	0.00	700.00	03/10/2022	Christopher Peterson	031022CPA
01 E 010 204 414 368 000	FD TTL2 ITQ SMI FED-O/S CONF EXP	0.00	2,400.00	03/10/2022	Christopher Peterson	031022CPA
01 E 014 204 414 366 000	FD TTL2 MR MONT MILEAGE	2,797.96	0.00	03/10/2022	Christopher Peterson	031022CPA

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 014 204 414 366 011	FD TTL2 MR MONT MILEAGE	114.78	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 017 204 414 401 000	FD TTL2 SPIRIT L GENERAL SUPPLY	0.00	68.38	03/10/2022	Christopher Peterson	031022CPA
01 E 702 204 414 366 000	TL2 ITQ MONT MILEAGE	0.00	521.07	03/10/2022	Christopher Peterson	031022CPA
01 E 702 204 414 366 011	TL2 ITQ PY MONT TRAVEL/CONFERENCE	517.32	0.00	03/10/2022	Christopher Peterson	031022CPA
01 R 005 211 155 400 000	ESSER II REVENUE	8,650,310.52	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 110 000	ESSER II TECHNOLOGY	100,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 143 000	ESSER II TECHNOLOGY LICENSED INSTR	65,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 465 000	ESSER II TECHNOLOGY NON-INSTRUCTIONAL	670,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 466 000	ESSER II TECHNOLOGY INSTR. TECHNOLOGY	250,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 556 000	ESSER II TECHNOLOGY - INSTRUCTIONAL TECH	1,349,750.29	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 203 155 170 000	ESSER II DW ELEMENTARY NONINSTR SUPPORT	60,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 140 000	ESSER II DW SECONDARY CLASSROOM	3,212,335.23	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 145 000	ESSER II DW SECONDARY SUBSTITUTE TEACHER-	600,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 165 000	ESSER II DW SECONDARY SCHOOL COUNSELOR	100,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 185 000	ESSER II DW SEC STIPEND SALARY-	1,225,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 210 000	ESSER II DW SECONDARY FICA/MEDICARE	250,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 218 000	ESSER II DW SECONDARY PENSION TRA	261,876.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 220 000	ESSER II DW SECONDARY HEALTH INSURANCE	320,015.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 230 000	ESSER II DW SECONDARY LIFE INSURANCE	8,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 235 000	ESSER II DW SECONDARY DENTAL INSURANCE	10,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 240 000	ESSER II DW SECONDARY LONG TERM DISABILITY	18,212.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 810 155 350 000	ESSER II DW MAINTENANCE	50,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
03 R 013 760 155 400 000	ESSER II REVENUE - TRANSPORTATION	25,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
03 E 013 760 155 170 000	TRS REG TO-F ESSR II 90% NONINSTR SUPPORT	25,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 520 203 000 470 000	ELE ED LWLL LIBRARY/MEDIA	1,000.00	0.00	03/10/2022	Rachel Beilke	rb31022
01 E 520 276 317 430 000	CMPED LWLL ELEM INDIV INSTR - CLASSROOM	0.00	1,000.00	03/10/2022	Rachel Beilke	rb31022
01 E 565 640 150 401 000	ARP STAFF ENGAGEMENT STOWE - SUPPLIES	0.00	500.00	03/10/2022	Simone Zunich	shz31022
01 R 215 298 000 099 421	SA XCUR DHS GRANTS - MISC REV	1,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 220 298 000 099 421	SA XCUR EHS GRANTS - MISCELLANEOUS	619.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 225 298 000 099 421	SA XCUR- LPMS GRANTS MISC REVENUE	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 225 298 000 099 421	SA XCUR- LPMS GRANTS MISC REVENUE	1,600.00	0.00	03/11/2022	Christopher Peterson	031122CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 R 335 298 000 099 421	SA XCUR- OEMS GRANTS MISC REVENUE	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 335 298 000 099 421	SA XCUR- OEMS GRANTS MISC REVENUE	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 335 298 000 099 421	SA XCUR- OEMS GRANTS MISC REVENUE	3,278.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 435 298 000 099 421	SA XCUR- CGDN GRANTS MISC REVENUE	1,200.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 475 298 000 099 421	SA XCUR HMCR GRANTS - MISCELLANEOUS	500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 525 298 000 099 421	SA XCUR- LMAC GRANTS MISC REVENUE	3,500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 540 298 000 099 421	SA XCUR MWKN GRANTS - MISCELLANEOUS	4,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 215 298 000 401 421	SA XCUR DHS GRANTS - SUPPLIES	1,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 220 298 000 401 421	SA XCUR EHS GRANTS - SUPPLIES	619.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 225 298 000 401 421	SA XCUR- LPMS GRANTS GEN SUPPLIES	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 225 298 000 401 421	SA XCUR- LPMS GRANTS GEN SUPPLIES	1,600.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 335 298 000 401 421	SA XCUR- OEMS GRANTS GEN SUPPLIES	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 335 298 000 401 421	SA XCUR- OEMS GRANTS GEN SUPPLIES	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 335 298 000 401 421	SA XCUR- OEMS GRANTS GEN SUPPLIES	3,278.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 435 298 000 401 421	SA XCUR- CGDN GRANTS GEN SUPPLIES	1,200.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 475 298 000 401 421	SA XCUR - HMCR GRANTS GENERAL SUPPLIES	500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 525 298 000 401 421	SA XCUR- LMAC GRANTS GEN SUPPLIES	3,500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 540 298 000 401 421	SA XCUR - MWKN GRANTS GENERAL SUPPLIES	4,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 005 740 499 430 000	PROJECT AWARE MDE - CLASSROOM SUPPLIES	0.00	40,000.00	03/14/2022	Christopher Peterson	031422CPA
01 E 215 740 499 530 000	PROJECT AWARE MDE DFLD - OTHER	8,512.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 220 740 499 530 000	PROJECT AWARE MDE EAST - OTHER	13,412.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 225 740 499 530 000	PROJECT AWARE MDE LPMS - OTHER	5,960.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 335 740 499 530 000	PROJECT AWARE MDE OEMS - OTHER	10,040.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 580 740 499 530 000	PROJECT AWARE MDE RESID ACAD - OTHER	1,006.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 611 740 499 530 000	PROJECT AWARE MDE ALC - OTHER EQUIPMENT	1,070.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 005 204 414 303 000	FD TTL IITCH DW FED CONT <25K	32,200.00	0.00	03/16/2022	Christopher Peterson	031622CP
01 E 005 204 414 460 000	TITLE II DW TEXTBOOKS	0.00	32,200.00	03/16/2022	Christopher Peterson	031622CP
01 R 540 610 000 370 000	FSCS GRANT MWKN - MISC REV-MDE	132,645.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 160 000	FSCS GRANT MWKN - MENTAL HLTH	18,800.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 210 000	FSCS GRANT MWKN - FICA/MEDICARE	1,500.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 214 000	FSCS GRANT MWKN - PENSION PERA	1,400.00	0.00	03/17/2022	Christopher Peterson	031722CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 540 610 000 220 000	FSCS GRANT MWKN - HEALTH INSURANCE	5,500.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 230 000	FSCS GRANT MWKN - LIFE INSURANCE	100.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 235 000	FSCS GRANT MWKN - DENTAL INSURANCE	100.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 240 000	FSCS GRANT MWKN - LONG TERM DISABILITY INS	35.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 251 000	FSCS GRANT MWKN - HRA HLTH REIMB	1,300.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 270 000	FSCS GRANT MWKN - WORKERS COMPENSATION	100.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 280 000	FSCS GRANT MWKN - UNEMPLOYMENT	10.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 303 000	FSCS GRANT MWKN - FED CONTRACTS UNDER	16,700.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 304 000	FSCS GRANT MWKN - FED CONTRACTS OVER	75,000.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 360 000	FSCS GRANT MWKN - TRANSPORTATION-PRIVATE	8,800.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 401 000	FSCS GRANT MWKN - GENERAL SUPPLY	3,300.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 225 292 000 305 712	BOYS/GIRLS- LPMS SWIM CONTRACT SERVICES	450.00	0.00	03/17/2022	Simone Zunich	shz31722
01 E 225 292 000 305 714	BOYS/GIRLS- LPMS TRACK CONTRACT SERVICES	1,100.00	0.00	03/17/2022	Simone Zunich	shz31722
01 E 335 292 000 305 712	BOYS/GIRLS- OEMS SWIMMING CONTRACT	450.00	0.00	03/17/2022	Simone Zunich	shz31722
01 E 335 292 000 305 714	BOYS/GIRLS- OEMS TRACK CONTRACT SERVICES	1,100.00	0.00	03/17/2022	Simone Zunich	shz31722
01 R 005 720 170 400 000	MN COVID-19 TESTING PRG - FEDERAL AID THRU	444,699.76	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 155 000	MN COVID-19 TESTING PRG - LICENSED NURSING	51,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 170 000	MN COVID-19 TESTING PRG - NON INSTR	75,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 210 000	MN COVID-19 TESTING PRG - FICA	9,800.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 214 000	MN COVID-19 TESTING PRG - PERA	5,700.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 218 000	MN COVID-19 TESTING PRG - TRA	4,300.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 220 000	MN COVID-19 TESTING PRG - HEALTH INS	21,200.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 230 000	MN COVID-19 TESTING PRG - LIFE INS	195.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 235 000	MN COVID-19 TESTING PRG - DENTAL INS	600.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 240 000	MN COVID-19 TESTING PRG - LTD INS	250.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 251 000	MN COVID-19 TESTING PRG - HRA	5,200.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 270 000	MN COVID-19 TESTING PRG - WORKERS COMP	660.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 280 000	MN COVID-19 TESTING PRG - UNEMPLOYMENT	90.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 401 000	MN COVID-19 TESTING PRG - GENERAL SUPPLIES	100,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 405 000	MN COVID-19 TESTING PRG - NON INSTR	50,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 465 000	MN COVID-19 TESTING PRG - NON INSTR TECH	120,704.76	0.00	03/18/2022	Christopher Peterson	031822CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 050 000 305 000	SCH ADMIN LPMS CONTRACTED SERV	0.00	1,020.00	03/22/2022	Susan Archambeau-	SB032222
01 E 225 050 000 490 000	SCH ADMIN LPMS FOOD	1,020.00	0.00	03/22/2022	Susan Archambeau-	SB032222
01 E 081 203 317 143 000	ELEM CMPED-DMRCK LIC INST SUP	0.00	48,581.93	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 145 000	ELEM CMPED-DMRCK SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 185 000	ELEM CMPED-DMRCK STPD SAL-LIC/CRT	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 210 000	ELEM CMPED-DMRCK FICA/MEDICARE	0.00	3,755.60	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 218 000	ELEM CMPED-DMRCK PENS CERT TRA	0.00	3,991.35	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 220 000	ELEM CMPED-DMRCK HLTH INS PRIMARY	0.00	14,121.86	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 230 000	ELEM CMPED-DMRCK LIFE INSURANCE	0.00	57.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 235 000	ELEM CMPED-DMRCK DENTAL INSURANCE	0.00	177.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 240 000	ELEM CMPED-DMRCK LTD INSURANCE	0.00	92.25	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 251 000	ELEM CMPED-DMRCK HRA PLAN	0.00	3,396.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 270 000	ELEM CMPED-DMRCK WORKERS COMP	0.00	287.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 280 000	ELEM CMPED-DMRCK UNEMPLOYMNT COMP	0.00	29.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 140 000	COMP HLT PHYED MRCK SALARY-LIC TCHR	0.00	77,595.58	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 145 000	COMP HLT PHYED MRCK SUB TEACHER	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 210 000	COMP HLT PHYED MRCK FICA	0.00	6,014.70	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 218 000	COMP HLT PHYED MRCK TRA	0.00	6,391.90	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 220 000	COMP HLT PHYED MRCK HLTH INS	0.00	16,288.61	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 230 000	COMP HLT PHYED MRCK LIFE INS	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 235 000	COMP HLT PHYED MRCK DENTAL INS	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 240 000	COMP HLT PHYED MRCK LTD INS	0.00	149.65	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 251 000	COMP HLT PHYED MRCK HRA	0.00	3,920.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 270 000	COMP HLT PHYED MRCK WORKERS COMP	0.00	460.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 280 000	COMP HLT PHYED MRCK UNEMP COMP	0.00	46.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 140 000	CMPED MRCK REMEDIAL OTHER - SALARY-LIC	77,595.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 145 000	CMPED MRCK REMEDIAL OTHER - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 210 000	CMPED MRCK REMEDIAL OTHER -	6,014.70	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 218 000	CMPED MRCK REMEDIAL OTHER - TRA	6,391.90	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 220 000	CMPED MRCK REMEDIAL OTHER - HEALTH INS	16,288.61	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 230 000	CMPED MRCK REMEDIAL OTHER - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 081 273 317 235 000	CMPED MRCK REMEDIAL OTHER - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 240 000	CMPED MRCK REMEDIAL OTHER - LTD INS	149.65	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 251 000	CMPED MRCK REMEDIAL OTHER - HRA	3,920.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 270 000	CMPED MRCK REMEDIAL OTHER - WORKERS	460.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 280 000	CMPED MRCK REMEDIAL OTHER - UNEMPLOY	46.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 143 000	CMPED MRCK ELEM INDIV INSTR - LIC INSTR	48,581.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 145 000	CMPED MRCK ELEM INDIV INSTR - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 185 000	CMPED MRCK ELEM INDIV INSTR - STIPEND -	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 210 000	CMPED MRCK ELEM INDIV INSTR -	3,755.60	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 218 000	CMPED MRCK ELEM INDIV INSTR - TRA	3,991.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 220 000	CMPED MRCK ELEM INDIV INSTR - HEALTH INS	14,121.86	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 230 000	CMPED MRCK ELEM INDIV INSTR - LIFE INS	57.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 235 000	CMPED MRCK ELEM INDIV INSTR - DENTAL INS	177.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 240 000	CMPED MRCK ELEM INDIV INSTR - LTD INS	92.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 251 000	CMPED MRCK ELEM INDIV INSTR - HRA	3,396.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 270 000	CMPED MRCK ELEM INDIV INSTR - WORKERS	287.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 280 000	CMPED MRCK ELEM INDIV INSTR - UNEMPLOY	29.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 143 000	SEC CMPED-D DFLD LIC INST SUP	0.00	81,088.78	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 145 000	SEC CMPED-D DFLD SUB TEACHER-LIC	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 210 000	SEC CMPED-D DFLD FICA/MEDICARE	0.00	7,378.98	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 214 000	SEC CMPED-D DFLD PENS NCRT PERA	0.00	577.08	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 218 000	SEC CMPED-D DFLD PENS CERT TRA	0.00	7,217.03	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 220 000	SEC CMPED-D DFLD HLTH INS PRIMARY	0.00	75,269.15	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 230 000	SEC CMPED-D DFLD LIFE INSURANCE	0.00	600.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 235 000	SEC CMPED-D DFLD DENTAL INSURANCE	0.00	1,637.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 240 000	SEC CMPED-D DFLD LTD INSURANCE	0.00	183.48	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 251 000	SEC CMPED-D DFLD HRA PLAN	0.00	16,500.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 270 000	SEC CMPED-D DFLD WORKERS COMP	0.00	565.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 280 000	SEC CMPED-D DFLD UNEMPLOYMNT COMP	0.00	56.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 366 000	SEC CMPED-D DFLD MILEAGE	0.00	3,000.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 140 000	DENFLD/COMP ED D SALARY-LIC TCHR	0.00	74,741.98	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 215 220 317 145 000	DENFLD/COMP ED D SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 210 000	DENFLD/COMP ED D FICA/MEDICARE	0.00	5,757.43	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 218 000	DENFLD/COMP ED D PENS CERT TRA	0.00	6,118.23	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 220 000	DENFLD/COMP ED D HLTH INS PRIMARY	0.00	21,849.40	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 230 000	DENFLD/COMP ED D LIFE INSURANCE	0.00	44.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 235 000	DENFLD/COMP ED D DENTAL INSURANCE	0.00	136.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 240 000	DENFLD/COMP ED D LTD INSURANCE	0.00	142.48	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 251 000	DENFLD/COMP ED D HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 270 000	DENFLD/COMP ED D WORKERS COMP	0.00	441.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 280 000	DENFLD/COMP ED D UNEMPLOYMNT COMP	0.00	44.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 140 000	MTH CMPED DFLD SALARY-LIC TCHR	0.00	19,398.13	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 145 000	MTH CMPED DFLD SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 210 000	MTH CMPED DFLD FICA/MEDICARE	0.00	1,523.15	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 218 000	MTH CMPED DFLD PENS CERT TRA	0.00	1,618.48	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 220 000	MTH CMPED DFLD HLTH INS PRIMARY	0.00	3,254.94	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 230 000	MTH CMPED DFLD LIFE INSURANCE	0.00	26.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 235 000	MTH CMPED DFLD DENTAL INSURANCE	0.00	82.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 240 000	MTH CMPED DFLD LTD INSURANCE	0.00	37.93	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 251 000	MTH CMPED DFLD HRA PLAN	0.00	784.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 270 000	MTH CMPED DFLD WORKERS COMP	0.00	117.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 280 000	MTH CMPED DFLD UNEMPLOYMNT COMP	0.00	12.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 140 000	CMPED DFLD REMEDIAL READING - SALARY-LIC	74,741.98	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 145 000	CMPED DFLD REMEDIAL READING - SUB	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 210 000	CMPED DFLD REMEDIAL READING -	5,757.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 218 000	CMPED DFLD REMEDIAL READING - TRA	6,118.23	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 220 000	CMPED DFLD REMEDIAL READING - HEALTH INS	21,849.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 230 000	CMPED DFLD REMEDIAL READING - LIFE INS	44.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 235 000	CMPED DFLD REMEDIAL READING - DENTAL INS	136.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 240 000	CMPED DFLD REMEDIAL READING - LTD INS	142.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 251 000	CMPED DFLD REMEDIAL READING - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 270 000	CMPED DFLD REMEDIAL READING - WORKERS	441.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 215 271 317 280 000	CMPED DFLD REMEDIAL READING - UNEMPLOY	44.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 140 000	CMPED DFLD REMEDIAL MATH - SALARY-LIC	19,398.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 145 000	CMPED DFLD REMEDIAL MATH - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 210 000	CMPED DFLD REMEDIAL MATH - FICA/MEDICARE	1,523.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 218 000	CMPED DFLD REMEDIAL MATH - TRA	1,618.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 220 000	CMPED DFLD REMEDIAL MATH - HEALTH INS	3,254.94	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 230 000	CMPED DFLD REMEDIAL MATH - LIFE INS	26.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 235 000	CMPED DFLD REMEDIAL MATH - DENTAL INS	82.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 240 000	CMPED DFLD REMEDIAL MATH - LTD INS	37.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 251 000	CMPED DFLD REMEDIAL MATH - HRA	784.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 270 000	CMPED DFLD REMEDIAL MATH - WORKERS COMP	117.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 280 000	CMPED DFLD REMEDIAL MATH - UNEMPLOY	12.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 143 000	CMPED DFLD SECD INDIV INSTR - LIC INSTR	81,088.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 145 000	CMPED DFLD SECD INDIV INSTR - SUB TEACHER-	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 210 000	CMPED DFLD SECD INDIV INSTR - FICA/MEDICARE	7,378.98	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 214 000	CMPED DFLD SECD INDIV INSTR - PERA	577.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 218 000	CMPED DFLD SECD INDIV INSTR - TRA	7,217.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 220 000	CMPED DFLD SECD INDIV INSTR - HEALTH INS	75,269.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 230 000	CMPED DFLD SECD INDIV INSTR - LIFE INS	600.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 235 000	CMPED DFLD SECD INDIV INSTR - DENTAL INS	1,637.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 240 000	CMPED DFLD SECD INDIV INSTR - LTD INS	183.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 251 000	CMPED DFLD SECD INDIV INSTR - HRA	16,500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 270 000	CMPED DFLD SECD INDIV INSTR - WORKERS	565.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 280 000	CMPED DFLD SECD INDIV INSTR - UNEMPLOY	56.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 366 000	CMPED DFLD SECD INDIV INSTR -	3,000.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 220 211 317 366 000	SEC CMPED-D EAST REG/LODG/MEALS	0.00	500.00	03/25/2022	Christopher Peterson	032522CP
01 E 220 277 317 366 000	CMPED EAST SECD INDIV INSTR -	500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 143 000	COMPED LPMS LIC INSTR SUP	0.00	90,641.78	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 144 000	COMPED LPMS NON-LIC SUP	0.00	45,113.33	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 145 000	MS CMPED-D LPMS SUB TEACHER-LIC	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 185 000	MS CMPED-D LPMS STPD SAL-LIC/CRT	0.00	7,700.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 211 317 186 000	MS CMPED-D LPMS STPD SAL-NONLIC	0.00	500.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 210 000	COMPED LPMS FICA/MEDICARE	0.00	11,169.43	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 214 000	COMPED LPMS PERA	0.00	3,573.15	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 218 000	MS CMPED-D LPMS PENS CERT TRA	0.00	8,202.05	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 220 000	COMPED LPMS HLTH INS PRIMARY	0.00	36,751.29	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 230 000	COMPED LPMS LIFE INSURANCE	0.00	600.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 235 000	COMPED LPMS DENTAL INSURANCE	0.00	1,883.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 240 000	COMPED LPMS LTD INSURANCE	0.00	261.38	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 251 000	COMPED LPMS HRA PLAN	0.00	8,950.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 270 000	COMPED LPMS WORKERS COMP	0.00	855.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 280 000	COMPED LPMS UNEMPLOYMENT COMP	0.00	85.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 366 000	MS CMPED-D LPMS MILEAGE	0.00	1,572.31	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 140 000	MTH CMPED-D LPMS SALARY-LIC TCHR	0.00	40,847.28	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 145 000	MTH CMPED-D LPMS SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 210 000	MTH CMPED-D LPMS FICA/MEDICARE	0.00	3,164.18	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 218 000	MTH CMPED-D LPMS PENS CERT TRA	0.00	3,363.03	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 230 000	MTH CMPED-D LPMS LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 235 000	MTH CMPED-D LPMS DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 240 000	MTH CMPED-D LPMS LTD INSURANCE	0.00	78.93	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 270 000	MTH CMPED-D LPMS WORKERS COMP	0.00	242.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 280 000	MTH CMPED-D LPMS UNEMPLOYMNT COMP	0.00	24.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 140 000	NAT SCI/LINC-COM SALARY-LIC TCHR	0.00	88,901.33	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 145 000	NAT SCI/LINC-COM SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 210 000	NAT SCI/LINC-COM FICA/MEDICARE	0.00	6,879.80	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 218 000	NAT SCI/LINC-COM PENS CERT TRA	0.00	7,311.33	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 220 000	NAT SCI/LINC-COM HLTH INS PRIMARY	0.00	21,702.81	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 230 000	NAT SCI/LINC-COM LIFE INSURANCE	0.00	174.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 235 000	NAT SCI/LINC-COM DENTAL INSURANCE	0.00	546.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 240 000	NAT SCI/LINC-COM LTD INSURANCE	0.00	171.18	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 251 000	NAT SCI/LINC-COM HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 270 000	NAT SCI/LINC-COM WORKERS COMP	0.00	526.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 260 317 280 000	NAT SCI/LINC-COM UNEMPLOYMNT COMP	0.00	53.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 140 000	SOC SCI/LINC-COM SALARY-LIC TCHR	0.00	51,506.25	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 145 000	SOC SCI/LINC-COM SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 210 000	SOC SCI/LINC-COM FICA/MEDICARE	0.00	4,019.03	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 218 000	SOC SCI/LINC-COM PENS CERT TRA	0.00	4,271.18	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 220 000	SOC SCI/LINC-COM HLTH INS PRIMARY	0.00	14,484.59	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 230 000	SOC SCI/LINC-COM LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 235 000	SOC SCI/LINC-COM DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 240 000	SOC SCI/LINC-COM LTD INSURANCE	0.00	99.43	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 251 000	SOC SCI/LINC-COM HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 270 000	SOC SCI/LINC-COM WORKERS COMP	0.00	308.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 280 000	SOC SCI/LINC-COM UNEMPLOYMNT COMP	0.00	31.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 140 000	CMPED LPMS REMEDIAL MATH - SALARY-LIC	40,847.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 145 000	CMPED LPMS REMEDIAL MATH - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 210 000	CMPED LPMS REMEDIAL MATH - FICA/MEDICARE	3,164.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 218 000	CMPED LPMS REMEDIAL MATH - TRA	3,363.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 230 000	CMPED LPMS REMEDIAL MATH - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 235 000	CMPED LPMS REMEDIAL MATH - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 240 000	CMPED LPMS REMEDIAL MATH - LTD INS	78.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 270 000	CMPED LPMS REMEDIAL MATH - WORKERS COMP	242.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 280 000	CMPED LPMS REMEDIAL MATH - UNEMPLOY	24.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 140 000	CMPED LPMS REMEDIAL OTHER - SALARY-LIC	88,901.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 140 000	CMPED LPMS REMEDIAL OTHER - SALARY-LIC	51,506.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 145 000	CMPED LPMS REMEDIAL OTHER - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 145 000	CMPED LPMS REMEDIAL OTHER - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 210 000	CMPED LPMS REMEDIAL OTHER - FICA/MEDICARE	6,879.80	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 210 000	CMPED LPMS REMEDIAL OTHER - FICA/MEDICARE	4,019.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 218 000	CMPED LPMS REMEDIAL OTHER - TRA	7,311.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 218 000	CMPED LPMS REMEDIAL OTHER - TRA	4,271.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 220 000	CMPED LPMS REMEDIAL OTHER - HEALTH INS	21,702.81	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 220 000	CMPED LPMS REMEDIAL OTHER - HEALTH INS	14,484.59	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 273 317 230 000	CMPED LPMS REMEDIAL OTHER - LIFE INS	174.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 230 000	CMPED LPMS REMEDIAL OTHER - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 235 000	CMPED LPMS REMEDIAL OTHER - DENTAL INS	546.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 235 000	CMPED LPMS REMEDIAL OTHER - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 240 000	CMPED LPMS REMEDIAL OTHER - LTD INS	171.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 240 000	CMPED LPMS REMEDIAL OTHER - LTD INS	99.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 251 000	CMPED LPMS REMEDIAL OTHER - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 251 000	CMPED LPMS REMEDIAL OTHER - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 270 000	CMPED LPMS REMEDIAL OTHER - WORKERS	526.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 270 000	CMPED LPMS REMEDIAL OTHER - WORKERS	308.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 280 000	CMPED LPMS REMEDIAL OTHER - UNEMPLOY	53.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 280 000	CMPED LPMS REMEDIAL OTHER - UNEMPLOY	31.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 143 000	CMPED LPMS SECD INDIV INSTR - LIC INSTR	90,641.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 144 000	CMPED LPMS SECD INDIV INSTR - NON-LIC INSTR	45,113.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 145 000	CMPED LPMS SECD INDIV INSTR - SUB TEACHER-	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 185 000	CMPED LPMS SECD INDIV INSTR - STIPEND -	7,700.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 186 000	CMPED LPMS SECD INDIV INSTR - STIPEND - NON	500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 210 000	CMPED LPMS SECD INDIV INSTR - FICA/MEDICARE	11,169.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 214 000	CMPED LPMS SECD INDIV INSTR - PERA	3,573.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 218 000	CMPED LPMS SECD INDIV INSTR - TRA	8,202.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 220 000	CMPED LPMS SECD INDIV INSTR - HEALTH INS	36,751.29	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 230 000	CMPED LPMS SECD INDIV INSTR - LIFE INS	600.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 235 000	CMPED LPMS SECD INDIV INSTR - DENTAL INS	1,883.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 240 000	CMPED LPMS SECD INDIV INSTR - LTD INS	261.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 251 000	CMPED LPMS SECD INDIV INSTR - HRA	8,950.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 270 000	CMPED LPMS SECD INDIV INSTR - WORKERS	855.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 280 000	CMPED LPMS SECD INDIV INSTR - UNEMPLOY	85.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 366 000	CMPED LPMS SECD INDIV INSTR -	1,572.31	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 210 000	SEC CMPED-D OEMS FICA/MEDICARE	0.00	1,304.83	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 214 000	SEC CMPED-D OEMS PENS NCRT PERA	0.00	1,279.20	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 218 000	SEC CMPED-D OEMS PENS CERT TRA	0.00	1,385.80	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 335 211 317 220 000	SEC CMPED-D OEMS HLTH INS PRIMARY	0.00	2,169.96	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 230 000	SEC CMPED-D OEMS LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 235 000	SEC CMPED-D OEMS DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 240 000	SEC CMPED-D OEMS LTD INSURANCE	0.00	32.80	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 251 000	SEC CMPED-D OEMS HRA PLAN	0.00	523.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 270 000	SEC CMPED-D OEMS WORKERS COMP	0.00	100.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 280 000	SEC CMPED-D OEMS UNEMPLOYMNT COMP	0.00	10.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 140 000	ENG CMPED OEMS SALARY-LIC TCHR	0.00	39,147.83	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 145 000	ENG CMPED OEMS SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 210 000	ENG CMPED OEMS FICA/MEDICARE	0.00	3,034.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 218 000	ENG CMPED OEMS PENS CERT TRA	0.00	3,224.65	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 220 000	ENG CMPED OEMS HLTH INS PRIMARY	0.00	10,914.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 230 000	ENG CMPED OEMS LIFE INSURANCE	0.00	70.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 235 000	ENG CMPED OEMS DENTAL INSURANCE	0.00	218.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 240 000	ENG CMPED OEMS LTD INSURANCE	0.00	75.85	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 251 000	ENG CMPED OEMS HRA PLAN	0.00	2,613.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 270 000	ENG CMPED OEMS WORKERS COMP	0.00	232.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 280 000	ENG CMPED OEMS UNEMPLOYMNT COMP	0.00	23.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 140 000	CMPED OEMS REMEDIAL READING - SALARY-LIC	39,147.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 145 000	CMPED OEMS REMEDIAL READING - SUB	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 210 000	CMPED OEMS REMEDIAL READING -	3,034.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 218 000	CMPED OEMS REMEDIAL READING - TRA	3,224.65	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 220 000	CMPED OEMS REMEDIAL READING - HEALTH INS	10,914.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 230 000	CMPED OEMS REMEDIAL READING - LIFE INS	70.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 235 000	CMPED OEMS REMEDIAL READING - DENTAL INS	218.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 240 000	CMPED OEMS REMEDIAL READING - LTD INS	75.85	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 251 000	CMPED OEMS REMEDIAL READING - HRA	2,613.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 270 000	CMPED OEMS REMEDIAL READING - WORKERS	232.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 280 000	CMPED OEMS REMEDIAL READING - UNEMPLOY	23.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 210 000	CMPED OEMS SECD INDIV INSTR -	1,304.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 214 000	CMPED OEMS SECD INDIV INSTR - PERA	1,279.20	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 335 277 317 218 000	CMPED OEMS SECD INDIV INSTR - TRA	1,385.80	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 220 000	CMPED OEMS SECD INDIV INSTR - HEALTH INS	2,169.96	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 230 000	CMPED OEMS SECD INDIV INSTR - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 235 000	CMPED OEMS SECD INDIV INSTR - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 240 000	CMPED OEMS SECD INDIV INSTR - LTD INS	32.80	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 251 000	CMPED OEMS SECD INDIV INSTR - HRA	523.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 270 000	CMPED OEMS SECD INDIV INSTR - WORKERS	100.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 280 000	CMPED OEMS SECD INDIV INSTR - UNEMPLOY	10.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 140 000	ELE CMPED-D CGDN SALARY-LIC TCHR	0.00	16,217.55	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 143 000	ELE CMPED-D CGDN LIC INST SUP	0.00	10,653.85	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 145 000	ELE CMPED-D CGDN SUB TEACHER-LIC	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 185 000	ELE CMPED-D CGDN STPD SAL-LIC/CRT	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 210 000	ELE CMPED-D CGDN FICA/MEDICARE	0.00	2,385.18	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 214 000	ELE CMPED-D CGDN PENS NCRT PERA	0.00	169.13	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 218 000	ELE CMPED-D CGDN PENS CERT TRA	0.00	2,351.35	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 220 000	ELE CMPED-D CGDN HLTH INS PRIMARY	0.00	7,416.17	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 230 000	ELE CMPED-D CGDN LIFE INSURANCE	0.00	35.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 235 000	ELE CMPED-D CGDN DENTAL INSURANCE	0.00	109.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 240 000	ELE CMPED-D CGDN LTD INSURANCE	0.00	55.35	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 251 000	ELE CMPED-D CGDN HRA PLAN	0.00	2,205.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 270 000	ELE CMPED-D CGDN WORKERS COMP	0.00	182.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 280 000	ELE CMPED-D CGDN UNEMPLOYMNT COMP	0.00	18.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 140 000	CMPED CGDN ELEM INDIV INSTR - SALARY-LIC	16,217.55	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 143 000	CMPED CGDN ELEM INDIV INSTR - LIC INSTR	10,653.85	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 145 000	CMPED CGDN ELEM INDIV INSTR - SUB TEACHER-	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 185 000	CMPED CGDN ELEM INDIV INSTR - STIPEND -	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 210 000	CMPED CGDN ELEM INDIV INSTR -	2,385.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 214 000	CMPED CGDN ELEM INDIV INSTR - PERA	169.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 218 000	CMPED CGDN ELEM INDIV INSTR - TRA	2,351.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 220 000	CMPED CGDN ELEM INDIV INSTR - HEALTH INS	7,416.17	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 230 000	CMPED CGDN ELEM INDIV INSTR - LIFE INS	35.00	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 435 276 317 235 000	CMPED CGDN ELEM INDIV INSTR - DENTAL INS	109.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 240 000	CMPED CGDN ELEM INDIV INSTR - LTD INS	55.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 251 000	CMPED CGDN ELEM INDIV INSTR - HRA	2,205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 270 000	CMPED CGDN ELEM INDIV INSTR - WORKERS	182.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 280 000	CMPED CGDN ELEM INDIV INSTR - UNEMPLOY	18.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 140 000	ELE CMPED-D HMCR SALARY-LIC TCHR	0.00	31,127.20	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 145 000	ELE CMPED-D HMCR SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 210 000	ELE CMPED-D HMCR FICA/MEDICARE	0.00	2,381.08	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 218 000	ELE CMPED-D HMCR PENS CERT TRA	0.00	2,530.73	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 220 000	ELE CMPED-D HMCR HLTH INS PRIMARY	0.00	4,882.41	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 230 000	ELE CMPED-D HMCR LIFE INSURANCE	0.00	39.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 235 000	ELE CMPED-D HMCR DENTAL INSURANCE	0.00	123.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 240 000	ELE CMPED-D HMCR LTD INSURANCE	0.00	59.45	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 251 000	ELE CMPED-D HMCR HRA PLAN	0.00	1,176.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 270 000	ELE CMPED-D HMCR WORKERS COMP	0.00	182.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 280 000	ELE CMPED-D HMCR UNEMPLOYMNT COMP	0.00	18.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 140 000	CMPED HMCR ELEM INDIV INSTR - SALARY-LIC	31,127.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 145 000	CMPED HMCR ELEM INDIV INSTR - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 210 000	CMPED HMCR ELEM INDIV INSTR -	2,381.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 218 000	CMPED HMCR ELEM INDIV INSTR - TRA	2,530.73	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 220 000	CMPED HMCR ELEM INDIV INSTR - HEALTH INS	4,882.41	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 230 000	CMPED HMCR ELEM INDIV INSTR - LIFE INS	39.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 235 000	CMPED HMCR ELEM INDIV INSTR - DENTAL INS	123.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 240 000	CMPED HMCR ELEM INDIV INSTR - LTD INS	59.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 251 000	CMPED HMCR ELEM INDIV INSTR - HRA	1,176.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 270 000	CMPED HMCR ELEM INDIV INSTR - WORKERS	182.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 280 000	CMPED HMCR ELEM INDIV INSTR - UNEMPLOY	18.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 140 000	CMPED-D K LKWD SALARY-LIC TCHR	0.00	27,293.70	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 145 000	CMPED-D K LKWD SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 210 000	CMPED-D K LKWD FICA/MEDICARE	0.00	2,096.13	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 218 000	CMPED-D K LKWD PENS CERT TRA	0.00	2,169.93	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 500 201 317 220 000	CMPED-D K LKWD HLTH INS PRIMARY	0.00	3,952.58	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 230 000	CMPED-D K LKWD LIFE INSURANCE	0.00	40.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 235 000	CMPED-D K LKWD DENTAL INSURANCE	0.00	109.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 240 000	CMPED-D K LKWD LTD INSURANCE	0.00	52.28	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 251 000	CMPED-D K LKWD HRA PLAN	0.00	800.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 270 000	CMPED-D K LKWD WORKERS COMP	0.00	200.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 280 000	CMPED-D K LKWD UNEMPLOYMNT COMP	0.00	67.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 140 000	CMPED LKWD KGR INDIV INSTR - SALARY-LIC	27,293.70	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 145 000	CMPED LKWD KGR INDIV INSTR - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 210 000	CMPED LKWD KGR INDIV INSTR - FICA/MEDICARE	2,096.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 218 000	CMPED LKWD KGR INDIV INSTR - TRA	2,169.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 220 000	CMPED LKWD KGR INDIV INSTR - HEALTH INS	3,952.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 230 000	CMPED LKWD KGR INDIV INSTR - LIFE INS	40.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 235 000	CMPED LKWD KGR INDIV INSTR - DENTAL INS	109.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 240 000	CMPED LKWD KGR INDIV INSTR - LTD INS	52.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 251 000	CMPED LKWD KGR INDIV INSTR - HRA	800.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 270 000	CMPED LKWD KGR INDIV INSTR - WORKERS	200.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 280 000	CMPED LKWD KGR INDIV INSTR - UNEMPLOY	67.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 145 000	ELE CMPED-D LSTR SUB TEACHER-LIC	0.00	2,152.50	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 210 000	ELE CMPED-D LSTR FICA/MEDICARE	0.00	909.18	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 214 000	ELE CMPED-D LSTR PENS NCRT PERA	0.00	153.75	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 218 000	ELE CMPED-D LSTR PENS CERT TRA	0.00	175.28	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 220 000	ELE CMPED-D LSTR HLTH INS PRIMARY	0.00	535.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 230 000	ELE CMPED-D LSTR LIFE INSURANCE	0.00	10.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 235 000	ELE CMPED-D LSTR DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 240 000	ELE CMPED-D LSTR LTD INSURANCE	0.00	4.10	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 251 000	ELE CMPED-D LSTR HRA PLAN	0.00	250.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 270 000	ELE CMPED-D LSTR WORKERS COMP	0.00	696.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 280 000	ELE CMPED-D LSTR UNEMPLOYMNT COMP	0.00	70.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 145 000	CMPED LSTR ELEM INDIV INSTR - SUB TEACHER-	2,152.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 210 000	CMPED LSTR ELEM INDIV INSTR - FICA/MEDICARE	909.18	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 510 276 317 214 000	CMPED LSTR ELEM INDIV INSTR - PERA	153.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 218 000	CMPED LSTR ELEM INDIV INSTR - TRA	175.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 220 000	CMPED LSTR ELEM INDIV INSTR - HEALTH INS	535.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 230 000	CMPED LSTR ELEM INDIV INSTR - LIFE INS	10.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 235 000	CMPED LSTR ELEM INDIV INSTR - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 240 000	CMPED LSTR ELEM INDIV INSTR - LTD INS	4.10	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 251 000	CMPED LSTR ELEM INDIV INSTR - HRA	250.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 270 000	CMPED LSTR ELEM INDIV INSTR - WORKERS	696.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 280 000	CMPED LSTR ELEM INDIV INSTR - UNEMPLOY	70.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 140 000	CMPED-D K LWLL SALARY-LIC TCHR	0.00	84,141.23	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 145 000	CMPED-D K LWLL SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 210 000	CMPED-D K LWLL FICA/MEDICARE	0.00	6,514.90	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 218 000	CMPED-D K LWLL PENS CERT TRA	0.00	6,923.88	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 220 000	CMPED-D K LWLL HLTH INS PRIMARY	0.00	21,703.88	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 230 000	CMPED-D K LWLL LIFE INSURANCE	0.00	174.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 235 000	CMPED-D K LWLL DENTAL INSURANCE	0.00	546.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 240 000	CMPED-D K LWLL LTD INSURANCE	0.00	161.95	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 251 000	CMPED-D K LWLL HRA PLAN	0.00	7,838.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 270 000	CMPED-D K LWLL WORKERS COMP	0.00	499.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 280 000	CMPED-D K LWLL UNEMPLOYMNT COMP	0.00	50.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 140 000	ELE CMPED-D LWLL SALARY-LIC TCHR	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 145 000	ELE CMPED-D LWLL SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 185 000	ELE CMPED-D LWLL STPD SAL-LIC/CRT	0.00	4,100.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 210 000	ELE CMPED-D LWLL FICA/MEDICARE	0.00	863.05	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 214 000	ELE CMPED-D LWLL PENS NCRT PERA	0.00	384.38	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 218 000	ELE CMPED-D LWLL PENS CERT TRA	0.00	500.20	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 220 000	ELE CMPED-D LWLL HLTH INS PRIMARY	0.00	8,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 230 000	ELE CMPED-D LWLL LIFE INSURANCE	0.00	150.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 235 000	ELE CMPED-D LWLL DENTAL INSURANCE	0.00	409.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 240 000	ELE CMPED-D LWLL LTD INSURANCE	0.00	10.25	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 251 000	ELE CMPED-D LWLL HRA PLAN	0.00	3,000.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 520 203 317 270 000	ELE CMPED-D LWLL WORKERS COMP	0.00	38.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 280 000	ELE CMPED-D LWLL UNEMPLOYMNT COMP	0.00	13.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 140 000	CMPED LWLL KGR INDIV INSTR - SALARY-LIC	84,141.23	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 145 000	CMPED LWLL KGR INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 210 000	CMPED LWLL KGR INDIV INSTR - FICA/MEDICARE	6,514.90	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 218 000	CMPED LWLL KGR INDIV INSTR - TRA	6,923.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 220 000	CMPED LWLL KGR INDIV INSTR - HEALTH INS	21,703.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 230 000	CMPED LWLL KGR INDIV INSTR - LIFE INS	174.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 235 000	CMPED LWLL KGR INDIV INSTR - DENTAL INS	546.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 240 000	CMPED LWLL KGR INDIV INSTR - LTD INS	161.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 251 000	CMPED LWLL KGR INDIV INSTR - HRA	7,838.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 270 000	CMPED LWLL KGR INDIV INSTR - WORKERS COMP	499.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 280 000	CMPED LWLL KGR INDIV INSTR - UNEMPLOY	50.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 140 000	CMPED LWLL ELEM INDIV INSTR - SALARY-LIC	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 145 000	CMPED LWLL ELEM INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 185 000	CMPED LWLL ELEM INDIV INSTR - STIPEND - CERT	4,100.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 210 000	CMPED LWLL ELEM INDIV INSTR - FICA/MEDICARE	863.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 214 000	CMPED LWLL ELEM INDIV INSTR - PERA	384.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 218 000	CMPED LWLL ELEM INDIV INSTR - TRA	500.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 220 000	CMPED LWLL ELEM INDIV INSTR - HEALTH INS	8,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 230 000	CMPED LWLL ELEM INDIV INSTR - LIFE INS	150.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 235 000	CMPED LWLL ELEM INDIV INSTR - DENTAL INS	409.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 240 000	CMPED LWLL ELEM INDIV INSTR - LTD INS	10.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 251 000	CMPED LWLL ELEM INDIV INSTR - HRA	3,000.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 270 000	CMPED LWLL ELEM INDIV INSTR - WORKERS	38.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 280 000	CMPED LWLL ELEM INDIV INSTR - UNEMPLOY	13.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 140 000	ELE CMPED LWLL SI SALARY-LIC TCHR	0.00	13,222.50	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 210 000	ELE CMPED LWLL SI FICA	0.00	1,011.68	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 218 000	ELE CMPED LWLL SI TRA	0.00	1,075.23	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 220 000	ELE CMPED LWLL SI HLTH INS	0.00	571.38	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 240 000	ELE CMPED LWLL SI LTD INS	0.00	25.63	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 521 203 317 270 000	ELE CMPED LWLL SI WORKERS COMP	0.00	77.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 280 000	ELE CMPED LWLL SI UNEMPLOYMENT COMP	0.00	8.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 140 000	CMPED LWLL SI ELEM INDIV INSTR - SALARY-LIC	13,222.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 210 000	CMPED LWLL SI ELEM INDIV INSTR -	1,011.68	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 218 000	CMPED LWLL SI ELEM INDIV INSTR - TRA	1,075.23	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 220 000	CMPED LWLL SI ELEM INDIV INSTR - HEALTH INS	571.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 240 000	CMPED LWLL SI ELEM INDIV INSTR - LTD INS	25.63	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 270 000	CMPED LWLL SI ELEM INDIV INSTR - WORKERS	77.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 280 000	CMPED LWLL SI ELEM INDIV INSTR - UNEMPLOY	8.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 140 000	ELE CMPED-D LMAC SALARY-LIC TCHR	0.00	342,126.55	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 143 000	ELE CMPED-D LMAC LIC INST SUP	0.00	52,319.08	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 144 000	ELE CMPED-D LMAC CS,NON-LIC SAL	0.00	10,706.13	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 145 000	ELE CMPED-D LMAC SUB TEACHER-LIC	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 210 000	ELE CMPED-D LMAC FICA/MEDICARE	0.00	31,464.43	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 214 000	ELE CMPED-D LMAC PENS NCRT PERA	0.00	879.45	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 218 000	ELE CMPED-D LMAC PENS CERT TRA	0.00	32,485.33	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 220 000	ELE CMPED-D LMAC HLTH INS PRIMARY	0.00	75,996.75	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 230 000	ELE CMPED-D LMAC LIFE INSURANCE	0.00	550.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 235 000	ELE CMPED-D LMAC DENTAL INSURANCE	0.00	1,500.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 240 000	ELE CMPED-D LMAC LTD INSURANCE	0.00	780.03	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 251 000	ELE CMPED-D LMAC HRA PLAN	0.00	18,326.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 270 000	ELE CMPED-D LMAC WORKERS COMP	0.00	2,408.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 280 000	ELE CMPED-D LMAC UNEMPLOYMNT COMP	0.00	2,408.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 140 000	CMPED LMAC ELEM INDIV INSTR - SALARY-LIC	342,126.55	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 143 000	CMPED LMAC ELEM INDIV INSTR - LIC INSTR	52,319.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 144 000	CMPED LMAC ELEM INDIV INSTR - NON-LIC INSTR	10,706.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 145 000	CMPED LMAC ELEM INDIV INSTR - SUB TEACHER-	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 210 000	CMPED LMAC ELEM INDIV INSTR - FICA/MEDICARE	31,464.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 214 000	CMPED LMAC ELEM INDIV INSTR - PERA	879.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 218 000	CMPED LMAC ELEM INDIV INSTR - TRA	32,485.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 220 000	CMPED LMAC ELEM INDIV INSTR - HEALTH INS	75,996.75	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 525 276 317 230 000	CMPED LMAC ELEM INDIV INSTR - LIFE INS	550.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 235 000	CMPED LMAC ELEM INDIV INSTR - DENTAL INS	1,500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 240 000	CMPED LMAC ELEM INDIV INSTR - LTD INS	780.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 251 000	CMPED LMAC ELEM INDIV INSTR - HRA	18,326.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 270 000	CMPED LMAC ELEM INDIV INSTR - WORKERS	2,408.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 280 000	CMPED LMAC ELEM INDIV INSTR - UNEMPLOY	2,408.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 140 000	CMPED-D K MWLK SALARY-LIC TCHR	0.00	173,667.80	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 145 000	CMPED-D K MWLK SUB TEACHER-LIC	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 210 000	CMPED-D K MWLK FICA/MEDICARE	0.00	13,442.88	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 218 000	CMPED-D K MWLK PENS CERT TRA	0.00	14,285.43	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 220 000	CMPED-D K MWLK HLTH INS PRIMARY	0.00	43,429.16	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 230 000	CMPED-D K MWLK LIFE INSURANCE	0.00	261.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 235 000	CMPED-D K MWLK DENTAL INSURANCE	0.00	819.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 240 000	CMPED-D K MWLK LTD INSURANCE	0.00	334.15	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 251 000	CMPED-D K MWLK HRA PLAN	0.00	10,472.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 270 000	CMPED-D K MWLK WORKERS COMP	0.00	1,029.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 280 000	CMPED-D K MWLK UNEMPLOYMNT COMP	0.00	103.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 140 000	ELE CMPED-D MWKN SALARY-LIC TCHR	0.00	221,400.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 141 000	ELE CMPED-D MWKN SALARY-NON LICEN	0.00	65,600.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 145 000	ELE CMPED-D MWKN SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 210 000	ELE CMPED-D MWKN FICA/MEDICARE	0.00	18,897.93	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 214 000	ELE CMPED-D MWKN PENS NCRT PERA	0.00	4,920.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 218 000	ELE CMPED-D MWKN PENS CERT TRA	0.00	14,749.75	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 220 000	ELE CMPED-D MWKN HLTH INS PRIMARY	0.00	109,482.40	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 230 000	ELE CMPED-D MWKN LIFE INSURANCE	0.00	800.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 235 000	ELE CMPED-D MWKN DENTAL INSURANCE	0.00	2,183.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 240 000	ELE CMPED-D MWKN LTD INSURANCE	0.00	469.45	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 251 000	ELE CMPED-D MWKN HRA PLAN	0.00	24,000.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 270 000	ELE CMPED-D MWKN WORKERS COMP	0.00	1,446.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 280 000	ELE CMPED-D MWKN UNEMPLOYMNT COMP	0.00	145.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 140 000	CMPED MWLK KGR INDIV INSTR - SALARY-LIC	173,667.80	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 540 275 317 145 000	CMPED MWLK KGR INDIV INSTR - SUB TEACHER-	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 210 000	CMPED MWLK KGR INDIV INSTR - FICA/MEDICARE	13,442.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 218 000	CMPED MWLK KGR INDIV INSTR - TRA	14,285.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 220 000	CMPED MWLK KGR INDIV INSTR - HEALTH INS	43,429.16	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 230 000	CMPED MWLK KGR INDIV INSTR - LIFE INS	261.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 235 000	CMPED MWLK KGR INDIV INSTR - DENTAL INS	819.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 240 000	CMPED MWLK KGR INDIV INSTR - LTD INS	334.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 251 000	CMPED MWLK KGR INDIV INSTR - HRA	10,472.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 270 000	CMPED MWLK KGR INDIV INSTR - WORKERS	1,029.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 280 000	CMPED MWLK KGR INDIV INSTR - UNEMPLOY	103.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 140 000	CMPED MWLK ELEM INDIV INSTR - SALARY-LIC	221,400.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 141 000	CMPED MWLK ELEM INDIV INSTR - EDUC ASST-	65,600.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 145 000	CMPED MWLK ELEM INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 210 000	CMPED MWLK ELEM INDIV INSTR -	18,897.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 214 000	CMPED MWLK ELEM INDIV INSTR - PERA	4,920.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 218 000	CMPED MWLK ELEM INDIV INSTR - TRA	14,749.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 220 000	CMPED MWLK ELEM INDIV INSTR - HEALTH INS	109,482.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 230 000	CMPED MWLK ELEM INDIV INSTR - LIFE INS	800.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 235 000	CMPED MWLK ELEM INDIV INSTR - DENTAL INS	2,183.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 240 000	CMPED MWLK ELEM INDIV INSTR - LTD INS	469.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 251 000	CMPED MWLK ELEM INDIV INSTR - HRA	24,000.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 270 000	CMPED MWLK ELEM INDIV INSTR - WORKERS	1,446.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 280 000	CMPED MWLK ELEM INDIV INSTR - UNEMPLOY	145.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 140 000	KGR CMPED-D PDMT SALARY-LIC TCHR	0.00	103,012.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 145 000	KGR CMPED-D PDMT SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 210 000	KGR CMPED-D PDMT FICA/MEDICARE	0.00	7,959.13	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 218 000	KGR CMPED-D PDMT PENS CERT TRA	0.00	8,458.30	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 220 000	KGR CMPED-D PDMT HLTH INS PRIMARY	0.00	32,578.29	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 230 000	KGR CMPED-D PDMT LIFE INSURANCE	0.00	174.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 235 000	KGR CMPED-D PDMT DENTAL INSURANCE	0.00	546.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 240 000	KGR CMPED-D PDMT LTD INSURANCE	0.00	197.83	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 550 201 317 251 000	KGR CMPED-D PDMT HRA PLAN	0.00	7,854.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 270 000	KGR CMPED-D PDMT WORKERS COMP	0.00	609.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 280 000	KGR CMPED-D PDMT UNEMPLOYMNT COMP	0.00	61.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 140 000	ELE CMPED-D PDMT SALARY-LIC TCHR	0.00	257,388.78	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 145 000	ELE CMPED-D PDMT SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 146 000	ELE CMPED-D PDMT SUB NON-LIC.CLAS	0.00	205.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 185 000	ELE CMPED-D PDMT STPD SAL-LIC/CRT	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 186 000	ELE CMPED-D PDMT OVERTIME,SHIFT	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 210 000	ELE CMPED-D PDMT FICA/MEDICARE	0.00	20,380.08	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 214 000	ELE CMPED-D PDMT PENS NCRT PERA	0.00	584.25	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 218 000	ELE CMPED-D PDMT PENS CERT TRA	0.00	20,466.18	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 220 000	ELE CMPED-D PDMT HLTH INS PRIMARY	0.00	88,954.45	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 230 000	ELE CMPED-D PDMT LIFE INSURANCE	0.00	500.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 235 000	ELE CMPED-D PDMT DENTAL INSURANCE	0.00	1,606.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 240 000	ELE CMPED-D PDMT LTD INSURANCE	0.00	506.35	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 251 000	ELE CMPED-D PDMT HRA PLAN	0.00	19,500.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 270 000	ELE CMPED-D PDMT WORKERS COMP	0.00	1,968.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 280 000	ELE CMPED-D PDMT UNEMPLOYMNT COMP	0.00	650.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 140 000	CMPED PDMT KGR INDIV INSTR - SALARY-LIC	103,012.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 145 000	CMPED PDMT KGR INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 210 000	CMPED PDMT KGR INDIV INSTR - FICA/MEDICARE	7,959.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 218 000	CMPED PDMT KGR INDIV INSTR - TRA	8,458.30	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 220 000	CMPED PDMT KGR INDIV INSTR - HEALTH INS	32,578.29	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 230 000	CMPED PDMT KGR INDIV INSTR - LIFE INS	174.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 235 000	CMPED PDMT KGR INDIV INSTR - DENTAL INS	546.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 240 000	CMPED PDMT KGR INDIV INSTR - LTD INS	197.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 251 000	CMPED PDMT KGR INDIV INSTR - HRA	7,854.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 270 000	CMPED PDMT KGR INDIV INSTR - WORKERS	609.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 280 000	CMPED PDMT KGR INDIV INSTR - UNEMPLOY	61.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 140 000	CMPED PDMT ELEM INDIV INSTR - SALARY-LIC	257,388.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 145 000	CMPED PDMT ELEM INDIV INSTR - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 550 276 317 146 000	CMPED PDMT ELEM INDIV INSTR - SUB NON-LIC	205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 185 000	CMPED PDMT ELEM INDIV INSTR - STIPEND -	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 186 000	CMPED PDMT ELEM INDIV INSTR - STIPEND -	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 210 000	CMPED PDMT ELEM INDIV INSTR - FICA/MEDICARE	20,380.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 214 000	CMPED PDMT ELEM INDIV INSTR - PERA	584.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 218 000	CMPED PDMT ELEM INDIV INSTR - TRA	20,466.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 220 000	CMPED PDMT ELEM INDIV INSTR - HEALTH INS	88,954.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 230 000	CMPED PDMT ELEM INDIV INSTR - LIFE INS	500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 235 000	CMPED PDMT ELEM INDIV INSTR - DENTAL INS	1,606.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 240 000	CMPED PDMT ELEM INDIV INSTR - LTD INS	506.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 251 000	CMPED PDMT ELEM INDIV INSTR - HRA	19,500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 270 000	CMPED PDMT ELEM INDIV INSTR - WORKERS	1,968.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 280 000	CMPED PDMT ELEM INDIV INSTR - UNEMPLOY	650.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 140 000	ELE CMPED-D STOW SALARY-LIC TCHR	0.00	194,382.03	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 143 000	ELE CMPED-D STOW LIC INST SUP	0.00	15,065.45	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 145 000	ELE CMPED-D STOW SUB TEACHER-LIC	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 210 000	ELE CMPED-D STOW FICA/MEDICARE	0.00	16,414.35	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 218 000	ELE CMPED-D STOW PENS CERT TRA	0.00	17,444.48	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 220 000	ELE CMPED-D STOW HLTH INS PRIMARY	0.00	43,429.16	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 230 000	ELE CMPED-D STOW LIFE INSURANCE	0.00	261.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 235 000	ELE CMPED-D STOW DENTAL INSURANCE	0.00	819.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 240 000	ELE CMPED-D STOW LTD INSURANCE	0.00	407.95	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 251 000	ELE CMPED-D STOW HRA PLAN	0.00	10,472.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 270 000	ELE CMPED-D STOW WORKERS COMP	0.00	1,256.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 280 000	ELE CMPED-D STOW UNEMPLOYMNT COMP	0.00	1,256.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 140 000	CMPED STOW ELEM INDIV INSTR - SALARY-LIC	194,382.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 143 000	CMPED STOW ELEM INDIV INSTR - LIC INSTR	15,065.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 145 000	CMPED STOW ELEM INDIV INSTR - SUB TEACHER-	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 210 000	CMPED STOW ELEM INDIV INSTR -	16,414.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 218 000	CMPED STOW ELEM INDIV INSTR - TRA	17,444.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 220 000	CMPED STOW ELEM INDIV INSTR - HEALTH INS	43,429.16	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 565 276 317 230 000	CMPED STOW ELEM INDIV INSTR - LIFE INS	261.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 235 000	CMPED STOW ELEM INDIV INSTR - DENTAL INS	819.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 240 000	CMPED STOW ELEM INDIV INSTR - LTD INS	407.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 251 000	CMPED STOW ELEM INDIV INSTR - HRA	10,472.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 270 000	CMPED STOW ELEM INDIV INSTR - WORKERS	1,256.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 280 000	CMPED STOW ELEM INDIV INSTR - UNEMPLOY	1,256.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 140 000	ELEM CMPED-DCHCK SALARY-LIC TCHR	0.00	48,582.95	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 143 000	ELEM CMPED-DCHCK LIC INST SUP	0.00	63,101.05	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 145 000	ELEM CMPED-DCHCK SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 185 000	ELEM CMPED-DCHCK STPD SAL-LIC/CRT	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 186 000	ELEM CMPED-DCHCK EXT YR NONCERT	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 210 000	ELEM CMPED-DCHCK FICA/MEDICARE	0.00	8,566.95	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 214 000	ELEM CMPED-DCHCK PENS NCRT PERA	0.00	8.20	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 218 000	ELEM CMPED-DCHCK PENS CERT TRA	0.00	9,096.88	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 220 000	ELEM CMPED-DCHCK HLTH INS PRIMARY	0.00	15,836.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 230 000	ELEM CMPED-DCHCK LIFE INSURANCE	0.00	80.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 235 000	ELEM CMPED-DCHCK DENTAL INSURANCE	0.00	218.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 240 000	ELEM CMPED-DCHCK LTD INSURANCE	0.00	212.18	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 251 000	ELEM CMPED-DCHCK HRA PLAN	0.00	2,094.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 270 000	ELEM CMPED-DCHCK WORKERS COMP	0.00	656.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 280 000	ELEM CMPED-DCHCK UNEMPLOYMNT COMP	0.00	66.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 140 000	CMPED CHCK ELEM INDIV INSTR - SALARY-LIC	48,582.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 143 000	CMPED CHCK ELEM INDIV INSTR - LIC INSTR	63,101.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 145 000	CMPED CHCK ELEM INDIV INSTR - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 185 000	CMPED CHCK ELEM INDIV INSTR - STIPEND -	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 186 000	CMPED CHCK ELEM INDIV INSTR - STIPEND -	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 210 000	CMPED CHCK ELEM INDIV INSTR - FICA/MEDICARE	8,566.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 214 000	CMPED CHCK ELEM INDIV INSTR - PERA	8.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 218 000	CMPED CHCK ELEM INDIV INSTR - TRA	9,096.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 220 000	CMPED CHCK ELEM INDIV INSTR - HEALTH INS	15,836.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 230 000	CMPED CHCK ELEM INDIV INSTR - LIFE INS	80.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 575 276 317 235 000	CMPED CHCK ELEM INDIV INSTR - DENTAL INS	218.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 240 000	CMPED CHCK ELEM INDIV INSTR - LTD INS	212.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 251 000	CMPED CHCK ELEM INDIV INSTR - HRA	2,094.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 270 000	CMPED CHCK ELEM INDIV INSTR - WORKERS	656.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 280 000	CMPED CHCK ELEM INDIV INSTR - UNEMPLOY	66.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 143 000	CMPED-DROCK LIC INST SUP	0.00	53,825.83	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 145 000	CMPED-DROCK SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 210 000	CMPED-DROCK FICA/MEDICARE	0.00	4,156.38	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 218 000	CMPED-DROCK PENS CERT TRA	0.00	4,417.75	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 220 000	CMPED-DROCK HLTH INS PRIMARY	0.00	15,208.98	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 230 000	CMPED-DROCK LIFE INSURANCE	0.00	61.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 235 000	CMPED-DROCK DENTAL INSURANCE	0.00	191.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 240 000	CMPED-DROCK LTD INSURANCE	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 251 000	CMPED-DROCK HRA PLAN	0.00	3,665.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 270 000	CMPED-DROCK WORKERS COMP	0.00	318.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 280 000	CMPED-DROCK UNEMPLOYMNT COMP	0.00	32.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 366 000	CMPED-DROCK MILEAGE	0.00	1,100.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 140 000	ART CMPED-DROCK SALARY-LIC TCHR	0.00	12,931.40	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 145 000	ART CMPED-DROCK SUB TEACHER-LIC	0.00	205.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 210 000	ART CMPED-DROCK FICA/MEDICARE	0.00	1,004.50	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 218 000	ART CMPED-DROCK PENS CERT TRA	0.00	1,068.05	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 220 000	ART CMPED-DROCK HLTH INS PRIMARY	0.00	2,169.96	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 230 000	ART CMPED-DROCK LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 235 000	ART CMPED-DROCK DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 240 000	ART CMPED-DROCK LTD INSURANCE	0.00	24.60	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 251 000	ART CMPED-DROCK HRA PLAN	0.00	523.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 270 000	ART CMPED-DROCK WORKERS COMP	0.00	77.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 280 000	ART CMPED-DROCK UNEMPLOYMNT COMP	0.00	8.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 140 000	MTH CMPED-DROCK SALARY-LIC TCHR	0.00	46,316.68	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 145 000	MTH CMPED-DROCK SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 210 000	MTH CMPED-DROCK FICA/MEDICARE	0.00	3,621.33	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 580 256 317 218 000	MTH CMPED-DROCK PENS CERT TRA	0.00	3,848.88	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 220 000	MTH CMPED-DROCK HLTH INS PRIMARY	0.00	10,850.87	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 230 000	MTH CMPED-DROCK LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 235 000	MTH CMPED-DROCK DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 240 000	MTH CMPED-DROCK LTD INSURANCE	0.00	90.20	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 251 000	MTH CMPED-DROCK HRA PLAN	0.00	2,613.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 270 000	MTH CMPED-DROCK WORKERS COMP	0.00	277.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 280 000	MTH CMPED-DROCK UNEMPLOYMNT COMP	0.00	28.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 140 000	CMPED ROCK REMEDIAL MATH - SALARY-LIC	46,316.68	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 145 000	CMPED ROCK REMEDIAL MATH - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 210 000	CMPED ROCK REMEDIAL MATH - FICA/MEDICARE	3,621.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 218 000	CMPED ROCK REMEDIAL MATH - TRA	3,848.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 220 000	CMPED ROCK REMEDIAL MATH - HEALTH INS	10,850.87	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 230 000	CMPED ROCK REMEDIAL MATH - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 235 000	CMPED ROCK REMEDIAL MATH - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 240 000	CMPED ROCK REMEDIAL MATH - LTD INS	90.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 251 000	CMPED ROCK REMEDIAL MATH - HRA	2,613.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 270 000	CMPED ROCK REMEDIAL MATH - WORKERS COMP	277.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 280 000	CMPED ROCK REMEDIAL MATH - UNEMPLOY	28.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 140 000	CMPED ROCK REMEDIAL OTHER - SALARY-LIC	12,931.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 145 000	CMPED ROCK REMEDIAL OTHER - SUB TEACHER-	205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 210 000	CMPED ROCK REMEDIAL OTHER - FICA/MEDICARE	1,004.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 218 000	CMPED ROCK REMEDIAL OTHER - TRA	1,068.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 220 000	CMPED ROCK REMEDIAL OTHER - HEALTH INS	2,169.96	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 230 000	CMPED ROCK REMEDIAL OTHER - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 235 000	CMPED ROCK REMEDIAL OTHER - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 240 000	CMPED ROCK REMEDIAL OTHER - LTD INS	24.60	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 251 000	CMPED ROCK REMEDIAL OTHER - HRA	523.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 270 000	CMPED ROCK REMEDIAL OTHER - WORKERS	77.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 280 000	CMPED ROCK REMEDIAL OTHER - UNEMPLOY	8.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 143 000	CMPED ROCK SECD INDIV INSTR - LIC INSTR	53,825.83	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 580 277 317 145 000	CMPED ROCK SECD INDIV INSTR - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 210 000	CMPED ROCK SECD INDIV INSTR -	4,156.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 218 000	CMPED ROCK SECD INDIV INSTR - TRA	4,417.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 220 000	CMPED ROCK SECD INDIV INSTR - HEALTH INS	15,208.98	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 230 000	CMPED ROCK SECD INDIV INSTR - LIFE INS	61.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 235 000	CMPED ROCK SECD INDIV INSTR - DENTAL INS	191.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 240 000	CMPED ROCK SECD INDIV INSTR - LTD INS	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 251 000	CMPED ROCK SECD INDIV INSTR - HRA	3,665.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 270 000	CMPED ROCK SECD INDIV INSTR - WORKERS	318.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 280 000	CMPED ROCK SECD INDIV INSTR - UNEMPLOY	32.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 366 000	CMPED ROCK SECD INDIV INSTR -	1,100.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 140 000	CMPED-D ARTS AJC SALARY-LIC TCHR	0.00	28,237.73	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 145 000	CMPED-D ARTS AJC SUB TEACHER-LIC	0.00	256.25	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 210 000	CMPED-D ARTS AJC FICA/MEDICARE	0.00	2,180.18	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 218 000	CMPED-D ARTS AJC PENS CERT TRA	0.00	2,316.50	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 220 000	CMPED-D ARTS AJC HLTH INS PRIMARY	0.00	21,849.40	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 230 000	CMPED-D ARTS AJC LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 235 000	CMPED-D ARTS AJC DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 240 000	CMPED-D ARTS AJC LTD INSURANCE	0.00	54.33	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 251 000	CMPED-D ARTS AJC HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 270 000	CMPED-D ARTS AJC WORKERS COMP	0.00	167.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 280 000	CMPED-D ARTS AJC UNEMPLOYMNT COMP	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 140 000	CMPED AJC REMEDIAL OTHER - SALARY-LIC	28,237.73	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 145 000	CMPED AJC REMEDIAL OTHER - SUB TEACHER-	256.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 210 000	CMPED AJC REMEDIAL OTHER - FICA/MEDICARE	2,180.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 218 000	CMPED AJC REMEDIAL OTHER - TRA	2,316.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 220 000	CMPED AJC REMEDIAL OTHER - HEALTH INS	21,849.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 230 000	CMPED AJC REMEDIAL OTHER - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 235 000	CMPED AJC REMEDIAL OTHER - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 240 000	CMPED AJC REMEDIAL OTHER - LTD INS	54.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 251 000	CMPED AJC REMEDIAL OTHER - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 605 273 317 270 000	CMPED AJC REMEDIAL OTHER - WORKERS COMP	167.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 280 000	CMPED AJC REMEDIAL OTHER - UNEMPLOY	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 140 000	COMPED ALC SALARY-LIC TCHR	0.00	16,402.05	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 141 000	COMPED ALC SALARY-NON LIC	0.00	20,720.38	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 145 000	SEC CMPED-D ALC SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 210 000	COMPED ALC FICA/MEDICARE	0.00	2,918.18	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 214 000	COMPED ALC PERA	0.00	1,553.90	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 218 000	SEC CMPED-D ALC PENS CERT TRA	0.00	3,021.70	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 220 000	COMPED ALC HLTH INS PRIMARY	0.00	10,165.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 230 000	COMPED ALC LIFE INSURANCE	0.00	61.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 235 000	COMPED ALC DENTAL INSURANCE	0.00	191.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 240 000	COMPED ALC LTD INSURANCE	0.00	72.78	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 251 000	COMPED ALC HRA PLAN	0.00	2,743.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 270 000	COMPED ALC WORKERS COMP	0.00	223.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 280 000	COMPED ALC UNEMPLOYMENT COMP	0.00	22.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 140 000	ENG CMPED ALC SALARY-LIC TCHR	0.00	88,341.68	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 145 000	ENG CMPED ALC SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 210 000	ENG CMPED ALC FICA/MEDICARE	0.00	6,836.75	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 218 000	ENG CMPED ALC PENS CERT TRA	0.00	7,265.20	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 220 000	ENG CMPED ALC HLTH INS PRIMARY	0.00	15,956.91	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 230 000	ENG CMPED ALC LIFE INSURANCE	0.00	96.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 235 000	ENG CMPED ALC DENTAL INSURANCE	0.00	300.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 240 000	ENG CMPED ALC LTD INSURANCE	0.00	170.15	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 251 000	ENG CMPED ALC HRA PLAN	0.00	4,310.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 270 000	ENG CMPED ALC WORKERS COMP	0.00	523.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 280 000	ENG CMPED ALC UNEMPLOYMNT COMP	0.00	52.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 140 000	FL CMPED ALC SALARY-LIC TCHR	0.00	9,714.95	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 145 000	FL CMPED ALC SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 210 000	FL CMPED ALC FICA/MEDICARE	0.00	751.33	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 218 000	FL CMPED ALC PENS CERT TRA	0.00	798.48	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 220 000	FL CMPED ALC HLTH INS PRIMARY	0.00	2,900.77	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 230 317 230 000	FL CMPED ALC LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 235 000	FL CMPED ALC DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 240 000	FL CMPED ALC LTD INSURANCE	0.00	18.45	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 251 000	FL CMPED ALC HRA PLAN	0.00	784.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 270 000	FL CMPED ALC WORKERS COMP	0.00	57.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 280 000	FL CMPED ALC UNEMPLOYMNT COMP	0.00	6.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 140 000	HLTH CMPED ALC SALARY-LIC TCHR	0.00	12,931.40	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 145 000	HLTH CMPED ALC SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 210 000	HLTH CMPED ALC FICA/MEDICARE	0.00	997.33	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 218 000	HLTH CMPED ALC PENS CERT TRA	0.00	1,059.85	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 220 000	HLTH CMPED ALC HLTH INS PRIMARY	0.00	2,900.77	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 230 000	HLTH CMPED ALC LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 235 000	HLTH CMPED ALC DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 240 000	HLTH CMPED ALC LTD INSURANCE	0.00	24.60	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 251 000	HLTH CMPED ALC HRA PLAN	0.00	784.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 270 000	HLTH CMPED ALC WORKERS COMP	0.00	76.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 280 000	HLTH CMPED ALC UNEMPLOYMNT COMP	0.00	8.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 140 000	MATH CMPED ALC SALARY-LIC TCHR	0.00	10,887.55	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 143 000	MATH CMPED ALC LIC INST SUP	0.00	16,338.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 145 000	MATH CMPED ALC SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 210 000	MATH CMPED ALC FICA/MEDICARE	0.00	2,121.75	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 218 000	MATH CMPED ALC PENS CERT TRA	0.00	2,255.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 220 000	MATH CMPED ALC HLTH INS PRIMARY	0.00	8,703.38	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 230 000	MATH CMPED ALC LIFE INSURANCE	0.00	52.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 235 000	MATH CMPED ALC DENTAL INSURANCE	0.00	164.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 240 000	MATH CMPED ALC LTD INSURANCE	0.00	52.28	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 251 000	MATH CMPED ALC HRA PLAN	0.00	2,351.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 270 000	MATH CMPED ALC WORKERS COMP	0.00	162.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 280 000	MATH CMPED ALC UNEMPLOYMNT COMP	0.00	16.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 140 000	SCI CMPED ALC SALARY-LIC TCHR	0.00	17,737.63	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 145 000	SCI CMPED ALC SUB TEACHER-LIC	0.00	205.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 260 317 210 000	SCI CMPED ALC FICA/MEDICARE	0.00	1,372.48	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 218 000	SCI CMPED ALC PENS CERT TRA	0.00	1,458.58	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 220 000	SCI CMPED ALC HLTH INS PRIMARY	0.00	5,802.61	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 230 000	SCI CMPED ALC LIFE INSURANCE	0.00	35.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 235 000	SCI CMPED ALC DENTAL INSURANCE	0.00	109.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 240 000	SCI CMPED ALC LTD INSURANCE	0.00	33.83	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 251 000	SCI CMPED ALC HRA PLAN	0.00	1,567.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 270 000	SCI CMPED ALC WORKERS COMP	0.00	105.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 280 000	SCI CMPED ALC UNEMPLOYMNT COMP	0.00	11.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 140 000	SOC SCI C ED ALC SALARY-LIC TCHR	0.00	61,699.88	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 145 000	SOC SCI C ED ALC SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 210 000	SOC SCI C ED ALC FICA/MEDICARE	0.00	4,759.08	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 218 000	SOC SCI C ED ALC PENS CERT TRA	0.00	5,058.38	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 220 000	SOC SCI C ED ALC HLTH INS PRIMARY	0.00	13,055.07	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 230 000	SOC SCI C ED ALC LIFE INSURANCE	0.00	78.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 235 000	SOC SCI C ED ALC DENTAL INSURANCE	0.00	246.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 240 000	SOC SCI C ED ALC LTD INSURANCE	0.00	117.88	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 251 000	SOC SCI C ED ALC HRA PLAN	0.00	3,526.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 270 000	SOC SCI C ED ALC WORKERS COMP	0.00	364.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 280 000	SOC SCI C ED ALC UNEMPLOYMNT COMP	0.00	36.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 140 000	CMPED ALC REMEDIAL READING - SALARY-LIC	88,341.68	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 145 000	CMPED ALC REMEDIAL READING - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 210 000	CMPED ALC REMEDIAL READING -	6,836.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 218 000	CMPED ALC REMEDIAL READING - TRA	7,265.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 220 000	CMPED ALC REMEDIAL READING - HEALTH INS	15,956.91	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 230 000	CMPED ALC REMEDIAL READING - LIFE INS	96.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 235 000	CMPED ALC REMEDIAL READING - DENTAL INS	300.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 240 000	CMPED ALC REMEDIAL READING - LTD INS	170.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 251 000	CMPED ALC REMEDIAL READING - HRA	4,310.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 270 000	CMPED ALC REMEDIAL READING - WORKERS	523.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 280 000	CMPED ALC REMEDIAL READING - UNEMPLOY	52.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 272 317 140 000	CMPED ALC REMEDIAL MATH - SALARY-LIC TCHR	10,887.55	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 143 000	CMPED ALC REMEDIAL MATH - LIC INSTR	16,338.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 145 000	CMPED ALC REMEDIAL MATH - SUB TEACHER-LIC	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 210 000	CMPED ALC REMEDIAL MATH - FICA/MEDICARE	2,121.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 218 000	CMPED ALC REMEDIAL MATH - TRA	2,255.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 220 000	CMPED ALC REMEDIAL MATH - HEALTH INS	8,703.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 230 000	CMPED ALC REMEDIAL MATH - LIFE INS	52.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 235 000	CMPED ALC REMEDIAL MATH - DENTAL INS	164.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 240 000	CMPED ALC REMEDIAL MATH - LTD INS	52.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 251 000	CMPED ALC REMEDIAL MATH - HRA	2,351.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 270 000	CMPED ALC REMEDIAL MATH - WORKERS COMP	162.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 280 000	CMPED ALC REMEDIAL MATH - UNEMPLOY COMP	16.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	61,699.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	17,737.63	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	12,931.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	9,714.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	4,759.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	1,372.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	997.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	751.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	5,058.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	1,458.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	1,059.85	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	798.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	13,055.07	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	5,802.61	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	2,900.77	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	2,900.77	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	78.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	35.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	246.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	109.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	117.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	33.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	24.60	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	18.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	3,526.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	1,567.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	784.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	784.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	364.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	105.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	76.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	57.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	36.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	11.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	8.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	6.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 140 000	CMPED ALC SECD INDIV INSTR - SALARY-LIC	16,402.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 141 000	CMPED ALC SECD INDIV INSTR - EDUC ASST-	20,720.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 145 000	CMPED ALC SECD INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 210 000	CMPED ALC SECD INDIV INSTR - FICA/MEDICARE	2,918.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 214 000	CMPED ALC SECD INDIV INSTR - PERA	1,553.90	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 218 000	CMPED ALC SECD INDIV INSTR - TRA	3,021.70	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 277 317 220 000	CMPED ALC SECD INDIV INSTR - HEALTH INS	10,165.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 230 000	CMPED ALC SECD INDIV INSTR - LIFE INS	61.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 235 000	CMPED ALC SECD INDIV INSTR - DENTAL INS	191.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 240 000	CMPED ALC SECD INDIV INSTR - LTD INS	72.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 251 000	CMPED ALC SECD INDIV INSTR - HRA	2,743.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 270 000	CMPED ALC SECD INDIV INSTR - WORKERS COMP	223.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 280 000	CMPED ALC SECD INDIV INSTR - UNEMPLOY	22.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 141 000	SEC CMPED-D AEO SALARY-NON LICEN	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 210 000	SEC CMPED-D AEO FICA/MEDICARE	0.00	392.58	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 214 000	SEC CMPED-D AEO PENS NCRT PERA	0.00	384.38	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 270 000	SEC CMPED-D AEO WORKERS COMP	0.00	31.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 280 000	SEC CMPED-D AEO UNEMPLOYMNT COMP	0.00	3.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 141 000	CMPED AEO SECD INDIV INSTR - EDUC ASST-	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 210 000	CMPED AEO SECD INDIV INSTR - FICA/MEDICARE	392.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 214 000	CMPED AEO SECD INDIV INSTR - PERA	384.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 270 000	CMPED AEO SECD INDIV INSTR - WORKERS COMP	31.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 280 000	CMPED AEO SECD INDIV INSTR - UNEMPLOY	3.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 211 317 398 000	CMPED-DMRCK PRINT CHARGEBACK	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 081 277 317 430 000	CMPED MRCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 215 211 317 360 000	SEC CMPED-D DFLD TRANSP-PRIVATE	0.00	500.00	03/25/2022	Christopher Peterson	032522CPA
01 E 215 277 317 366 000	CMPED DFLD SECD INDIV INSTR -	500.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 220 211 317 305 000	SEC CMPED-D EAST CONTRACTED SERV	0.00	2,232.00	03/25/2022	Christopher Peterson	032522CPA
01 E 220 277 317 430 000	CMPED EAST SECD INDIV INSTR - CLASSROOM	2,232.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 211 317 360 000	MS CMPED-D LPMS TRANSP-PRIVATE	0.00	800.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 211 317 365 000	MS CMPED-D LPMS TRANSP CHRGEBACK	0.00	1,200.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 277 317 366 000	CMPED LPMS SECD INDIV INSTR -	800.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 277 317 366 000	CMPED LPMS SECD INDIV INSTR -	1,200.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 335 211 317 156 000	SEC CMPED-D OEMS SCHL SOC WRKR	0.00	17,049.85	03/25/2022	Christopher Peterson	032522CPA
01 E 335 740 317 156 000	CMPED SOC WKR OEMS SCHL SOC WRKR	17,049.85	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 435 203 317 305 000	ELE CMPED-D CGDN CONTRACTED SERV	0.00	3,500.00	03/25/2022	Christopher Peterson	032522CPA
01 E 435 276 317 430 000	CMPED CGDN ELEM INDIV INSTR - CLASSROOM	3,500.00	0.00	03/25/2022	Christopher Peterson	032522CPA

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 510 203 317 156 000	ELE CMPED-D LSTR SCHL SOC WRKR	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CPA
01 E 510 740 317 156 000	CMPED SOC WKR LSTR SCHL SOC WRKR	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 520 203 317 170 000	ELE CMPED-D LWLL HRLY NONUNIT WGS	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CPA
01 E 520 276 317 170 000	CMPED LWLL ELEM INDIV INSTR - NONINSTR	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 203 317 170 000	ELE CMPED-D LMAC HRLY NONUNIT WGS	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 203 317 398 000	ELE CMPED-D LMAC PRINT CHARGEBACK	0.00	689.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 276 317 144 000	CMPED LMAC ELEM INDIV INSTR - NON-LIC INSTR	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 276 317 430 000	CMPED LMAC ELEM INDIV INSTR - CLASSROOM	689.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 550 203 317 170 000	ELE CMPED-D PDMT HRLY NONUNIT WGS	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CPA
01 E 550 276 317 144 000	CMPED PDMT ELEM INDIV INSTR - NON-LIC INST	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 211 317 329 000	CMPED-DCHCK POSTAGE&EXPRESS	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 211 317 365 000	CMPED-DCHCK TRANSP CHRGEBACK	0.00	200.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 211 317 398 000	CMPED-DCHCK PRINT CHARGEBACK	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 277 317 366 000	CMPED CHCK SECD INDIV INSTR -	200.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 211 317 305 000	CMPED-DROCK CONTRACTED SERV	0.00	2,500.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 211 317 365 000	CMPED-DROCK TRANSP CHRGEBACK	0.00	200.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 211 317 398 000	CMPED-DROCK PRINT CHARGEBACK	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 277 317 366 000	CMPED ROCK SECD INDIV INSTR -	200.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	2,500.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 630 211 317 195 000	CMPED-DSUPA SALARIES CHRGBK	0.00	11,742.40	03/25/2022	Christopher Peterson	032522CPA
01 E 630 277 317 144 000	CMPED SUPA SECD INDIV INSTR - NON-LIC INST	11,742.40	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 081 211 317 320 000	CMPED-DMRCK COMMUNIC SVCS	0.00	3,500.00	03/25/2022	Christopher Peterson	032522CPB
01 E 081 277 317 430 000	CMPED MRCK SECD INDIV INSTR - CLASSROOM	3,500.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 215 211 317 170 000	SEC CMPED-D DFLD NONINST SUPP	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CPB
01 E 215 211 317 305 000	SEC CMPED-D DFLD CONTRACTED SERV	0.00	40,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 215 277 317 144 000	CMPED DFLD SECD INDIV INSTR - NON-LIC INST	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 215 277 317 430 000	CMPED DFLD SECD INDIV INSTR - CLASSROOM	40,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 225 211 317 401 000	MS CMPED-D LPMS GENERAL SUPPLY	0.00	849.34	03/25/2022	Christopher Peterson	032522CPB

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 211 317 490 000	MS CMPED-D LPMS FOOD	0.00	500.00	03/25/2022	Christopher Peterson	032522CPB
01 E 225 277 317 430 000	CMPED LPMS SECD INDIV INSTR - CLASSROOM	849.34	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 225 277 317 430 000	CMPED LPMS SECD INDIV INSTR - CLASSROOM	500.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 435 203 317 170 000	ELE CMPED-D CGDN HRLY MONITOR	0.00	2,255.00	03/25/2022	Christopher Peterson	032522CPB
01 E 435 276 317 144 000	CMPED CGDN ELEM INDIV INSTR - NON-LIC INST	2,255.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 510 203 317 170 000	ELE CMPED-D LSTR HRLY MONITOR	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CPB
01 E 510 276 317 144 000	CMPED LSTR ELEM INDIV INSTR - NON-LIC INST	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 525 203 317 305 000	ELE CMPED-D LMAC CONTRACTED SERV	0.00	1,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 525 276 317 430 000	CMPED LMAC ELEM INDIV INSTR - CLASSROOM	1,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 540 203 317 305 000	ELE CMPED-D MWKN CONTRACTED SERV	0.00	26,165.00	03/25/2022	Christopher Peterson	032522CPB
01 E 540 276 317 430 000	CMPED MWLK ELEM INDIV INSTR - CLASSROOM	26,165.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 550 203 317 430 000	ELE CMPED-D PDMT CLASSROOM SUPPLY	0.00	9,450.00	03/25/2022	Christopher Peterson	032522CPB
01 E 550 276 317 430 000	CMPED PDMT ELEM INDIV INSTR - CLASSROOM	9,450.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 565 203 317 305 000	ELE CMPED-D STOW CONTRACTED SERV	0.00	5,218.00	03/25/2022	Christopher Peterson	032522CPB
01 E 565 276 317 430 000	CMPED STOW ELEM INDIV INSTR - CLASSROOM	5,218.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 211 317 320 000	CMPED-DCHCK COMMUNIC SVCS	0.00	3,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 211 317 350 000	CMPED-DCHCK COPY MACH MAINT	0.00	1,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	3,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	1,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 580 211 317 350 000	CMPED-DROCK COPY MACH MAINT	0.00	900.00	03/25/2022	Christopher Peterson	032522CPB
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	900.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 005 219 317 305 000	CMPED-D CUR DW CONTRACTED SERV	25.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 219 317 398 000	CMPED-D CUR DW PRINT CHARGEBACK	0.00	25.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	18,750.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	38,250.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	3,195.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	34,500.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 401 000	CMPED CUR DW GEN INSTR - GEN SUPPLIES	0.00	18,750.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 405 000	CMPED CUR DW GEN INSTR - NON INSTR	0.00	38,250.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 406 000	CMPED CUR DW GEN INSTR - NON INSTR	0.00	3,195.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 430 000	CMPED CUR DW GEN INSTR - CLASSROOM	0.00	34,500.00	03/25/2022	Christopher Peterson	032522CPC

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 081 277 317 401 000	CMPED MRCK SECD INDIV INSTR - GEN SUPPLIES	0.00	1,500.00	03/25/2022	Christopher Peterson	032522CPC
01 E 081 277 317 430 000	CMPED MRCK SECD INDIV INSTR - CLASSROOM	1,500.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 225 277 317 401 000	CMPED LPMS SECD INDIV INSTR - GEN SUPPLIES	0.00	2,309.00	03/25/2022	Christopher Peterson	032522CPC
01 E 225 277 317 430 000	CMPED LPMS SECD INDIV INSTR - CLASSROOM	2,309.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 335 277 317 406 000	CMPED OEMS SECD INDIV INSTR - NON INSTR	144.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 335 277 317 406 000	CMPED OEMS SECD INDIV INSTR - NON INSTR	0.00	144.00	03/25/2022	Christopher Peterson	032522CPC
01 E 520 276 317 144 000	CMPED LWLL ELEM INDIV INSTR - NON LIC INST	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 520 276 317 170 000	CMPED LWLL ELEM INDIV INSTR - NONINSTR	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CPC
01 E 525 276 317 401 000	CMPED LMAC ELEM INDIV INSTR - GEN SUPPLIES	0.00	686.00	03/25/2022	Christopher Peterson	032522CPC
01 E 525 276 317 430 000	CMPED LMAC ELEM INDIV INSTR - CLASSROOM	686.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 540 276 317 401 000	CMPED MWLK ELEM INDIV INSTR - GEN SUPPLIES	0.00	7,500.00	03/25/2022	Christopher Peterson	032522CPC
01 E 540 276 317 430 000	CMPED MWLK ELEM INDIV INSTR - CLASSROOM	7,500.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 550 276 317 401 000	CMPED PDMT ELEM INDIV INSTR - GEN SUPPLIES	0.00	867.00	03/25/2022	Christopher Peterson	032522CPC
01 E 550 276 317 430 000	CMPED PDMT ELEM INDIV INSTR - CLASSROOM	867.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 575 277 317 401 000	CMPED CHCK SECD INDIV INSTR - GEN SUPPLIES	0.00	1,875.00	03/25/2022	Christopher Peterson	032522CPC
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	1,875.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 401 000	CMPED ROCK SECD INDIV INSTR - GEN SUPPLIES	0.00	2,625.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 405 000	CMPED ROCK SECD INDIV INSTR - NON INSTR	0.00	750.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 406 000	CMPED ROCK SECD INDIV INSTR - NON INSTR	750.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	2,625.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 401 000	CMPED AJC SECD INDIV INSTR - GEN SUPPLIES	0.00	375.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 405 000	CMPED AJC SECD INDIV INSTR - NON INSTR	0.00	188.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 430 000	CMPED AJC SECD INDIV INSTR - CLASSROOM	375.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 430 000	CMPED AJC SECD INDIV INSTR - CLASSROOM	188.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 611 277 317 401 000	CMPED ALC SECD INDIV INSTR - GEN SUPPLIES	0.00	15,026.00	03/25/2022	Christopher Peterson	032522CPC
01 E 611 277 317 430 000	CMPED ALC SECD INDIV INSTR - CLASSROOM	15,026.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 565 260 000 145 151	MN DNR OUTDOOR LEARNING GRANT	0.00	2,408.75	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 185 151	MN DNR OUTDOOR LEARNING GRANT STIPEND	0.00	6,970.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 186 151	MN DNR OUTDOOR LEARNING GRANT STIPEND	0.00	153.75	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 210 151	MN DNR OUTDOOR LEARNING GRANT	0.00	871.25	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 214 151	MN DNR OUTDOOR LEARNING GRANT PERA	0.00	10.25	03/29/2022	Christopher Peterson	032922CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 565 260 000 218 151	MN DNR OUTDOOR LEARNING GRANT TRA	0.00	553.50	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 240 151	MN DNR OUTDOOR LEARNING GRANT LTD	0.00	20.50	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 270 151	MN DNR OUTDOOR LEARNING GRANT WORKERS	0.00	60.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 280 151	MN DNR OUTDOOR LEARNING GRANT	0.00	20.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 305 151	MN DNR OUTDOOR LEARNING GRANT	0.00	3,750.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 401 151	MN DNR OUTDOOR LEARNING GRANT GEN	0.00	399.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 430 151	MN DNR OUTDOOR LEARNING GRANT	0.00	10,000.00	03/29/2022	Christopher Peterson	032922CP
01 E 012 108 000 320 000	TECH DEPT COMMUNIC SVCS	0.00	15,000.00	03/31/2022	Sheila Stevens	CN03312022
01 E 012 108 000 401 000	TECH DEPT GENERAL SUPPLY	15,000.00	0.00	03/31/2022	Sheila Stevens	CN03312022
01 E 012 108 000 350 000	TECH DEPT BLDG&GROUNDS MAI	0.00	7,000.00	03/31/2022	Coleen Nordwall	CN23312022
01 E 012 108 000 555 000	TECH DEPT TECHNOLOGY EQUIP	7,000.00	0.00	03/31/2022	Coleen Nordwall	CN23312022

ICS ISD 709 Duluth Public Schools	**ISD #709** 464 **Duluth Public Schools** **HOCHS Relocation Project**
	Monthly Progress Report March 2022
Project(s) Address: 730 E Central Entrance, Duluth, MN 55802	

Recent Progress and Activities:

- The Facilities remodel project construction progress:
  - Wood casework has been installed. The sinks and plumbing fixtures have also been installed and tested.
  - The acoustical ceiling grid has been completed.
  - Fin tube radiation installations are 50% complete.
  - Exterior windows and windowsills have been installed.
  - Floor prep has all been completed. Bathroom floor tile is nearing completion and VCT flooring has started in the admin areas.

- The Architect has responded to all comments submitted by the city. It is projected to have a final Developers Agreement and Regulatory Plan completed in the coming weeks.

- The developer that was interested in purchasing the remaining up-on-the-hill property decided to not pursue that as an opportunity. However, the District and the realtor are optimistic that there will be multiple interested parties.

- Furniture orders have been completed for the Transportation Building and Facilities Building. Meetings will be ongoing to establish the District Services Center's needs.

Upcoming Activities and Next Steps:

- Final furniture and technology selections will be taking place in the coming months for the District Services Center.

- Central on the Hill is undergoing a hazardous material assessment and demolition documents will be prepared in the coming months for the complete demolition.

- The site construction for District Services Center and Transportation building will be commencing as soon as weather and road restrictions allow. This start timeframe is tentatively May 2nd, 2022.

- The Facilities remodel project upcoming construction:
  - Installation of final flooring.
  - Final painting throughout.
  - Exterior doors and garage doors will be arriving and be installed in the coming weeks.
  - Acoustical ceiling pads will commence in the coming weeks.
  - The new exterior loading dock will be taking place after frost is naturally removed.

GREG Follmer COMMERCIAL REAL ESTATE
230 East Superior Street • Duluth, MN 55802 • 218.310.0013 • gregfollmer@gmail.com

April 4, 2022

John Magas
Superintendent of Schools

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

Cathy Erickson
CFO/Executive Director of Business Services

Duluth Public Schools
215 N 1st Ave E
Duluth, MN 55802

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

800 E. Central Entrance "Central High School Property"

- Back on the Market
- All marketing in place and active

230 East Superior Street • Duluth, MN 55802 • 218.310.0013 • gregfollmer@gmail.com

Website Advertising

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

Respectfully,

Greg Follmer
Broker

Expenditure Contracts Signed
March 2022

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.)

Name	**Amount***	**Contract Source****	**Description**
WIPFLI	$51,650.00*	Finance (DU)	Audit, Prep of financial statements
Leadership Transformation Consulting	$35,000.00*	Human Resources (DU)	Consultancy and support services for HR
ProTeam Foodservice Advisors	$14,413.00	Child Nutrition (DU)	Menu software subscription
LEARN21	$11,620.00	Technology (DU)	Operating services
Houck Transit Advertising	$8,400.00*	Duluth Adult Education (DR)	Interior bus advertising for DAE
Creation Station Child Care	$1,012.00*	Special Services (DU)	Assist with student IEP services
Creation Station Child Care	$1,012.00*	Special Services (DU)	Assist with student IEP services
Residential Services Inc.	$6,1060.00*	Special Services (DU)	Direct support professional services, for DPS student
Soliant	$21,500.00	Special Services (DU)	Deaf/hard of hearing telepractice services
UMD Dept. of Comm. Sciences and Disorders	TBD	Special Services (DR)	Internship opportunity

Round lake Traditions	$1,050.00*	Myers-Wilkins ES (DR)	School presentations
Compas Making Creations	$1,800.00*	Lowell ES (DU)	West African drumming & dance
Wolf Ridge	$12,080.00	Lowell ES (SAF)	Field trip May 5-6, 2022
Wolf Ridge	$15,100.00	Lester Park ES (SAF)	Field trip May 31, 2022
Wolf Ridge	$15,100.00	Lester Park ES (SAF)	Field trip April 5-7, 2023
Wolf Ridge	$7,550.00	Stowe ES (SAF)	Field trip April 3, 2022
Wolf Ridge	$14,040.00	Homecroft ES (SAF)	Field trip May 31, 2022
Wolf Ridge	$5,460.00	Lakewood ED (SAF)	Field trip April 11-13, 2022
Duluth Community Schools Collaborative	$45,830.00	Kelsey Gantzer (DU)	Full-service community school site coordinator
Dylan Hatten	$240.00*	Office of Education Equity (DR)	Chinese after-school program
Elizabeth Hauff	$240.00*	Office of Education Equity (DR)	Chinese after-school program
FieldTurf	$22,000.00*	Facilities Management (DU)	Turf maintenance at Denfeld, East HS
Retrofit Environmental	$15,451.6	Facilities Management (DR)	Neutralization Tank Service

WIPFLI

1502 London Road
Suite 200
Duluth, MN 55812

218 722 4705
wipfli.com

February 1, 2022

RECEIVED
MAR 22 2022
BUSINESS SERVICES

To the School Board
Independent School District No. 709
4316 Rice Lake Road, Suite 108
Duluth, MN 55811

We are pleased to serve as the independent auditors for Independent School District No. 709 ("Client") for the year ended June 30, 2022. This letter, together with the attached Terms and Conditions – Attest Engagements, confirms the terms of our engagement and is collectively referred to herein as the "Letter" or the "Engagement Letter."

Fees

Our fees for this engagement will be billed as work progresses, and progress billings may be submitted. Based upon our discussions with representatives of Client, the fee for this engagement will be $44,150. Expenses for items such as travel, telephone, postage, clerical time, printing, and reproduction of financial statements are included in the fee. Our fee has been determined based on our understanding obtained through discussions with you regarding your preparation for the engagement and your current business operations. To the extent we encounter circumstances outside of our expectations that warrant additional procedures and time, we will communicate that fact and advise you of options and the additional fees necessary to complete the engagement. We expect payment of our billings within 30 days after submission.

In addition, Wipfli LLP ("Wipfli") will be adding a fee of $7,500 for the preparation of the financial statements.

Our fees for the services described below are based upon the value of the services performed and the time required by the individuals assigned to the engagement. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Client personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then the fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred.

Audit Scope and Objectives

We will audit Client's financial statements and the disclosures, which collectively comprise the basic financial statements, of the governmental activities, each major fund and aggregate remaining fund information of Client.

Accounting standards generally accepted in the United States of America ("GAAP") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement

Client's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Client's RSI in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Information about the District's Net Pension Liability
3. Information about the District's Other Postemployment Health Care Plan
4. Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies Client's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and will provide an opinion on it in relation to the financial statements as a whole:

1. Fiscal Compliance Table
2. Schedule of Expenditures of Federal Awards
3. Combining Nonmajor Governmental Fund Financial Statements
4. Individual Fund Schedules

The objectives of our audit are to obtain reasonable assurance as to whether Client's financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether Client's financial statements are fairly presented, in all material respects, in conformity with and report on the fairness of the supplementary information, referred to in the second paragraph of this section, when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they could influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996; and Title 2 U.S. *Code of Federal Regulations* ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act amendments of 1996; and the provisions of the Uniform Guidance; and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

An audit includes an evaluation of the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as an evaluation of the overall presentation of the financial statements, including the disclosures, to assess whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. To express an opinion, we are required to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or government regulations that come

to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In performing our audit, we will consider and conclude whether, based on the audit evidence obtained, there are conditions or events, considered in the aggregate, which raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of cash, receivables, loan balances, and certain assets and liabilities by correspondence with selected customers, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may submit an invoice for responding to this inquiry.

Audit Procedures – Internal Control

In the conduct of our audit, we will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Client's compliance with the provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

As required by the Uniform, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

The Uniform Guidance require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Client's major programs. The purpose of these procedures will be to express an opinion on Client's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that management acknowledges and understands its responsibility for (1) designing, implementing, and maintaining internal controls, including internal controls over federal awards, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making available to us drafts of financial statements, all financial records, and related information and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its

knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the government complies with applicable laws and regulations, contracts, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation of the supplementary information in conformity with GAAP. Management agrees to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The audit shall be conducted on Client premises at a mutually agreeable time, and Client shall provide space deemed adequate by the auditor.

We cannot perform management functions or make management decisions on behalf of Client. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application, but the responsibility for the financial statements remains with management.

Reporting

We will issue written reports, as listed in the following paragraph, upon completion of our audit of Client's financial statements. Our reports will be addressed to the School Board. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report or, if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We expect to issue the following reports:

- A report on the financial statements including an opinion as to whether the schedule of expenditures of federal awards is presented fairly, in all material respects, in relation to the financial statements taken as a whole.
- A report on internal control over financial reporting and compliance based on an audit of financial statements performed in accordance with the standards applicable to financial audits contained in *Government Auditing Standards*.
- A report on compliance with requirements applicable to each major program and report on internal control over compliance in accordance with the Uniform Guidance.
- A schedule of findings and questioned costs.

If Client intends to reproduce or publish these financial statements or any portion thereof, whether in paper or electronic form, subsequent to anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. Client agrees to compensate Wipfli for the time associated with such review.

Client acknowledges and agrees that any advice, recommendations, information, or work product provided to Client by Wipfli in connection with this engagement is for the sole use of Client and may not be relied upon by any third party. Wipfli has no liability or responsibility to any third parties as a result of this engagement.

Management Assistance

Assistance to be supplied by Client personnel, including the preparation of schedules and analysis of accounts, will be discussed with Simone Zunich. Timely completion of this work will facilitate the completion of our engagement.

Engagement Partner

Michelle Swoboda, CPA will be your audit engagement partner.

Other Services

We may prepare a draft of your financial statements and related notes. In accordance with *Government Auditing Standards*, Management will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Management agrees to assume all management responsibilities for these services; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Annual Information Filings

Our engagement will include the preparation of the federal data collection form. The full and timely completion of requested client assistance and provision of any adjusting entries known by you are critical in meeting the prescribed due dates for these forms. Penalties may be imposed if the filing deadlines are not met. If during the course of our engagement we become aware of additional state filing requirements, we will prepare those filings. Preparation of any additional filings and reports and accounting assistance as directed by management are not part of the fees for this engagement and will be billed at our standard hourly rates.

You are responsible for making all management decisions and performing all management functions and for designating an individual with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee these services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results. You are also responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Conclusion and Approval to Proceed

If the terms above of this Engagement Letter are acceptable to you and the services outlined are in accordance with your requirements, please return a signed copy of this Letter to us.

We look forward to our continued association with you and your staff and appreciate the opportunity to serve you. Please do not hesitate to call us if you have any questions about the work we are to perform or any other aspect of the services we can provide.

Wipfli LLP

Wipfli LLP

ACCEPTED: INDEPENDENT SCHOOL DISTRICT NO. 709

By: Cathryn Erickson

Cathy Erickson, CFO
(Print Name and Title)

Date: 3/28/22

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Enc.

Budget Code 01 E D12 110 000 305 000

1. Entire Agreement

These Terms and Conditions, together with the engagement letter ("Engagement Letter") to which these Terms and Conditions are attached, and the Engagement Letter's other appendixes and applicable Change Orders, if any, constitute the entire agreement between the parties on the subject matter thereof and supersede and merge all prior proposals (including prior proposals of Wipfli regarding the engagement), understandings, and agreements (oral or written) between the parties relating to the subject matter, including, without limitation, the terms of any request for proposal issued to Client or the standard printed terms on any purchase order issued by Client and any non-disclosure or confidentiality agreement between Wipfli and Client dated prior to the date of the Engagement Letter. No modification, amendment, supplement to, or waiver of these Terms and Conditions or Engagement Letter shall be binding upon the parties unless made in writing and duly signed by both parties. To the greatest extent reasonably possible, the provisions of the Engagement Letter, its Appendixes (including these Terms and Conditions), Implementation Plan, Change Orders, and any other exhibit, attachment, schedule, or other document referenced in or by the Engagement Letter shall be read together and harmonized to give effect to the parties' intent. In the event of a direct conflict among the express provisions of the foregoing, the Engagement Letter shall be given controlling effect. No provision of these terms and conditions will apply to any attest services that may be performed by Wipfli for Client if such provision would impair Wipfli's independence from Client requiring pursuant to applicable professional standards, such services being governed exclusively by the Engagement Letters issued with respect thereto. Wipfli may be referred to herein as "we" or "us" or in a similar manner, and Client may be referred to as "you" or in a similar manner, and such references shall be read in context.

2. Commencement and Term

The Engagement Letter shall become effective when signed by duly authorized representatives of both parties and shall remain in full force and effect until the services to be delivered under the Engagement Letter are complete (as reasonably determined by Wipfli) unless earlier terminated by either party as provided in the Engagement Letter or these Terms and Conditions. Each person executing an Engagement Letter on behalf of a party represents and warrants to the other that he or she has all power and authority to bind the party on whose behalf he or she is executing same.

3. Termination of Agreement

The Engagement Letter may be terminated as follows: (i) by either party immediately upon written notice to the other if either party hereto becomes the subject of voluntary or involuntary bankruptcy or other insolvency proceeding, (ii) by Wipfli or Client if either party defaults in the performance of any of its covenants and agreements set forth in the Engagement Letter or Change Order (except when such default is due to a cause beyond the control of the party) and such default is not cured within thirty (30) days after notice from either party specifying the nature of such default, and (iii) by Wipfli or Client with or without cause upon providing thirty (30) days written notice. Termination of the Engagement Letter shall have no effect on either party's obligation to pay any amount due and owing with respect to such periods prior to the effective date of such termination.

Wipfli has the right to withdraw from this engagement with immediate effect if Client does not provide us with the information we request in a timely manner, refuses to cooperate with our reasonable requests, or misrepresents any facts. Our withdrawal will release us from any obligation to complete the engagement and will constitute completion of our engagement. Client agrees to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

4. Fee Estimates and Change Orders

Wipfli's Engagement Letter may set forth certain ranges for Wipfli's fees charged on any project or services. Wipfli provides fee estimates as an accommodation to Client. These estimates depend on certain assumptions, including: (a) anticipated cooperation from Client personnel, (b) timely responses to our inquiries, (c) timely completion and delivery of Client assistance requests, (d) timely communication of all significant accounting and financial reporting matters, (e) the assumption that unexpected circumstances will not be encountered during the engagement, and (f) where applicable, the assumption that Client's hardware platform/computer system will, at the commencement of the services, be fully operable as intended and designed, functioning as necessary and available to Wipfli without material restriction for the duration of the services. Unless otherwise indicated in the Engagement Letter, fee estimates shall not be construed as or deemed to be a minimum or maximum fee quotation. Although Wipfli reasonably believes suggested fee ranges are accurate, Wipfli's actual fees may vary from its fee estimates.

Services that fall outside the agreed-upon scope of Wipfli's engagement shall be covered by a Change Order, or, if the nature and amount of such services are not material to the overall engagement, shall be delineated and included on Wipfli's invoice for such services. A "Change Order" means a mutually agreed-upon change in the schedule or the time for Wipfli's performance of the services on a project, the scope of specifications of a project, and/or the fees chargeable by Wipfli to Client, which is reduced to writing using an agreed-upon form that is executed by an authorized representative of each for Wipfli and Client.

Unless otherwise agreed in the Engagement Letter, miscellaneous expenses incurred by Wipfli in the course of performing the service will be charged in addition to Wipfli's professional fees. Miscellaneous expenses may include, but are not limited to: travel, lodging, transportation, and meals for projects requiring travel; clerical processing; telecommunications charges; technology fees; delivery expenses; and all sales, use, ad valorem, excise, or other taxes or other governmental charges.

5. Payment of Fees

Unless otherwise agreed, all invoices are due and payable within thirty (30) days of the invoice date. All business or commercial accounts will be charged interest at the lesser of one percent (1%) per month or the maximum rate permitted by law, except where prohibited by law, on Client's balance due to Wipfli that is outstanding over thirty (30) days. At our discretion, services may be suspended if Client's account becomes overdue and will not be resumed until Client's account is paid in full. Client acknowledges and agrees that we are not required to continue services in the event of a failure to pay on a timely basis for services rendered as required. Client further acknowledges and agrees that in the event Wipfli stops services or withdraws from this engagement as a result of Client's failure to pay on a timely basis for services rendered as required by this Engagement Letter, Wipfli shall not be liable to Client for any damages that occur whether direct or indirect, foreseen or unforeseen, and whether or not the parties have been advised of the possibility of such damages.

In the event Wipfli is required to respond to a subpoena, court order, government regulatory inquiries, or other legal process related to Client or its management (other than a matter in which Wipfli is named as a party) for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, Client agrees to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs, including attorney's fees, that we incur. Any services under this paragraph will be deemed a separate engagement and, to the extent permitted by law and applicable professional standards, we will promptly notify you of the matter.

action by us to collect payment of our invoices, Wipfli and Client agree that no claim arising out of services rendered pursuant to the Engagement Letter or any Change Order shall be filed: (i) in the case of any report or deliverable issued by Wipfli under the Engagement Letter, no later than two years from the date of such report or deliverable (or if no report or deliverable is issued, two years from the date of the Engagement Letter), or (ii) in the case of any tax form or similar governmental filing, no later than two years after the initial due date of such tax form or filing.

12. Governing Law
Any and all claims relating to agreements between Wipfli and Client for any service shall be governed by and construed in accordance with the internal laws of the state in which the Wipfli office which issues the Engagement Letter related to the services is located.

13. Severability
In the event that any term or provision of the Engagement Letter or these Terms and Conditions shall be held to be invalid, void, or unenforceable, then the remainder shall not be affected and each remaining term or condition shall be valid and enforceable to the fullest extent permitted by law.

14. Notices
All notices required to be given to either party under the Engagement Letter shall be in writing and sent by traceable carrier to each party's address indicated on the Engagement Letter, or such other address as a party may indicate by at least ten (10) business days' prior written notice to the other party. Notices shall be effective upon receipt. A copy of such notice should be provided to Wipfli's General Counsel at wipfli-legal@wipfli.com.

15. Electronic Signature
Each party hereto agrees that any electronic signature of a party to the Engagement Letter or any electronic signature to a document contemplated hereby is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to: (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities, or (iv) a digital signature. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

16. Record Retention
We will retain records related to this engagement pursuant to our record retention policy. At the end of the relevant time period, we will destroy our records related to this engagement. However, Client's original records will be returned to Client upon the completion of the engagement. When records are returned, it is Client's responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

17. Assignment
The Engagement Letter to which these Terms and Conditions are attached shall be binding on the parties hereto and their respective successors and assigns. Neither party may assign this Engagement Letter without prior written consent of the other, except that Wipfli may assign its rights and obligations under this Engagement Letter without the approval of Client to an entity that acquires all or substantially all of the assets of Wipfli or to any subsidiary or affiliate or successor in a merger, acquisition, or change of control of Wipfli; provided that in no event shall such assignment relieve Wipfli of its obligations under this Engagement Letter.

18. Force Majeure
Either party may suspend (or if such suspension continues for more than thirty (30) days, terminate) its obligations (except the obligation to pay for services previously rendered) under the Engagement Letter or any amendment or Change Order, if such obligations are delayed, prevented, or rendered impractical or impossible due to circumstances beyond its reasonable control, including, without limitation, fires, floods, storms, washouts, tsunamis, earthquakes, wars (declared or undeclared), civil disturbances, accidents, terrorist acts (including biochemical attacks), health pandemics, acts of any governmental body, damage to its plants and equipment, computer network problems caused by any Internet Service Provider or telecommunications company servicing Wipfli and/or Client, or acts of God or events beyond a party's control (collectively referred to herein as "Force Majeure"). Each party will use reasonable efforts to promptly minimize the duration and consequences of any failure of or delay in performance resulting from a Force Majeure event. In such event, the affected party will not be liable to the other for delay or failure to perform its obligations under this Engagement Letter.

CONTRACT ADDENDUM

THIS CONTRACT ADDENDUM dated this 29th day of September, 2021

BETWEEN:

Independent School District No. 709

OF THE FIRST PART

- AND –

Theresa Willems

OF THE SECOND PART

Background:

A. Independent School District No. 709 and Theresa Willems (the "Parties") entered into the contract (the "Contract") signed October 6, 2021, for the purpose providing consultancy and support services for Human Resources department.
B. The Parties desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the "Agreement").
C. This Agreement is the first amendment to the Contract.

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

Amendments

1. The Contract is amended as follows:
    a. Independent Contractor: Original contractor listed was Theresa Willems. This amendment changes the independent contractor name to Leadership Transformation Consulting.
    b. Reimbursement. Original reimbursement was not to exceed $20,000.00. This amendment would increase the not to exceed amount to $35,000.00.

No Other Change

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

Miscellaneous Terms

3. Capitalized terms not otherwise defined in this Agreement will have the meanings ascribed to them in the Contract. Heading are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. No regard for gender is intended by the language in this Agreement.

Governing Law

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

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

Theresa Wille — 87-4097527 — 3/8/2022

Contractor Signature — SSN or EIN — Date

Theresa Seemann — 3/8/2022

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), (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:

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

01	E	012	105	000	305	105
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

Kathrin Olson — 3/14/22

CFO/Superintendent of Schools/Board Chair — Date

ISD 709
DULUTH PUBLIC SCHOOLS
NOV 16 2021
APPROVED BY
THE SCHOOL BOARD

AGREEMENT

THIS AGREEMENT, made and entered into this 29th day of September, 2021, by and between Independent School District #709, a public corporation, hereinafter called District, and Theresa (Teri) Willems, an independent contractor, hereinafter called Contractor.

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

The terms and conditions of this Agreement are as follows:

1. **Dates of Service.** This Agreement shall be deemed to be effective as of October 1st, 2021, and shall remain in effect until June 30, 2022, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** To provide consultancy and support services for the Human Resources department, and in addition, departmental analysis and input on systemic improvements. This role may also include onboard support for the newly hired Human Resources Director.

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 $87.50 hourly and $20,000.00 in total. Contractor will also be reimbursed for mileage at the current year IRS mileage rate, hotel and meals.

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: John Magas, Superintendent, 215 North 1st Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip) 1420 Spring Street, Sobieski, WI, 54171.

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.

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.

Theresa L. Willems — [redacted] — 10/4/2021
Contractor Signature — SSN/Tax ID Number — Date

Program Director — 10/6/2021
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:

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

01	E	012	105	000	305	105

___ 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

[illegible] — 10/6/21
CFO / Superintendent of Schools / Board Chair — Date

EMAILED

FEB 14 2022

TO: Shauna / Patty

NEW

INVOICE

Leadership Transformation Consulting
United States

BILL TO
Duluth Independent School District 709
John Magas

19204197208
John.Magas@isd709.org

Invoice Number: 1
Invoice Date: December 31, 2021
Payment Due: January 31, 2022
Amount Due (USD): **$26,048.25**

Items	Quantity	Price	Amount
Mileage IRS rate	4642.4	$0.56	$2,599.74
Hourly Services Consultation, Interim Human Resources Director, Department/District Support Services Rendered October 2021 through December 2021	258	$87.50	$22,575.00
Per Diem Travel Expenses Hotel Nights November and December	1	$873.51	$873.51

RECEIVED
FEB 09 2022
AcctsPayable

Total: $26,048.25

Amount Due (USD) : **$26,048.25**

Notes / Terms
Country Inn and Suites, Hermantown, 9 nights.

TO A/P 3/23/22

01 E 012 105 000 305 105

Catherine Severson
2/01/22

Catherine Erickson
Catherine Erickson, CFO
3/23/22

PRO·TEAM
FOODSERVICE ADVISORS

www.proteamadvisors.com

March 18, 2022

For: Sheila Oak
Dietetic Technician Registered
Supervisor of Child Nutrition Program
Duluth Public Schools/ISD 709
215 North 1st Avenue East
Duluth, MN 55802
218.336.8700 x 1017
Sheila.oak@isd709.org
www.isd709.org

Name: School Menu Solutions: Menu Software Subscription and Support Services for USDA Meal Programs Renewal

In our ongoing commitment to your school district, ProTeam Foodservice Advisors (ProTeam) is pleased to offer a **School Menu Solutions** software subscription and support services renewal for the 2022-23 school year.

We have customized the program to the needs of your district, modified the fee structure slightly and will continue to provide all the same services and access to the software with many new upgrades.

Below is an explanation of changes/additions to your software and service over the past year and a summary of charges for the upcoming school year.

SCHOOL YEAR 22-23 FEES FOR SOFTWARE AND MENU SUPPORT SERVICES

Description	Costs
Software Subscription (Production Records and Interactive Menu Website)	$6,500.00
Professional Set-up & Support Services - Initial Proposal: 21 menus totaling 41 cycle weeks - SY 2022-23: 22 menus totaling 35 cycles weeks **Each additional cycle week is charged at $150/cycle week*	$7913.00
Total Cost of Software and Services	$14,413.00

Menu Detail SY22-23

Menu	Menu Type	Weeks in Cycle
Breakfast (Schools 1 - 9) (K-5)	SBP	1
Breakfast (Schools 10-11) (6-8)	SBP	1
Breakfast (Schools 12 -13) (9-12)	SBP	1
Elem Lunch (K-5)	NSLP	4
MS Lunch (6-8)	NSLP	4
MS Bun Line (6-8)	NSLP	1
MS Boxed Salad (6-8)	NSLP	1
MS Pizza (6-8)	NSLP	1
MS Sub Line (6-8)	NSLP	1
HS Lunch (9-12)	NSLP	4
HS Bun Line (9-12)	NSLP	1
HS Boxed Salad (9-12)	NSLP	1
HS Pizza (9-12)	NSLP	1
HS Sub line (9-12)	NSLP	1
K-8 Lunch Rockridge Academy	NSLP	4
Fruit and Vegetable Bar	-	1
After School Snack	CACFP	1
Supper (9-12)	CACFP	1
Summer Breakfast	SFSP	1
Summer Lunch	SFSP	2
Summer Bag Lunch	SFSP	1
Summer Bag Breakfast	SFSP	1
	TOTAL	**35**

ProTeam is a partner with Cool School Café and offers the opportunity to use district points to offset some or all of the fees quoted above. Check out their website www.coolschoolcafe.com.

Menu software subscription and support services are billed annually and renewal rates will be provided within 45 calendar days of required renewal and/or before the start of the new school year. Should the district choose to terminate this contract, the district must provide written notice to ProTeam Foodservice Advisors within 10 calendar days of the renewal contract date.

Renewal fee for subsequent years depends on:

- Cost of software upgrades
- Addition of ingredients, recipes, and/or menus
- Menu changes for new and/or reformulated products, ingredients and recipes

FUTURE FEES FOR SOFTWARE AND MENU SUPPORT SERVICES

ProTeam Build Out and Support for Services Above and Beyond Current Contract	
Build Recipes - 50 count package	$995
Build One Week of Cycle Menu	$150
Menu Changes (1 day opened = 1 change) - Package of 50 days changes	$495
Success Support Administrative Review Prep (as needed fee)	$925
Mobile App	$0.25 per student

Should the district choose to terminate this contract, the district is responsible for retrieving data necessary for its records. Once termination occurs, the district will no longer have access to data electronically in the Health-e Pro software system. Furthermore, if the district decides to sever ties between its district account and the ProTeam Foodservice Advisors account, the district acknowledges that the data created by ProTeam Foodservice Advisors is the intellectual property of ProTeam Foodservice Advisors. If the district wants access to this data upon separation, a fee will be incurred by the district to gain access to this data. Additionally, the data will not be subject to updates or specification changes that may occur after separation. The district will be responsible for such updates and changes.

Fees are based on the requirements for staff time and direct expenses. Any travel time for meetings, work sessions, training and observation site visits are separate from the fixed

fees. Travel costs are reimbursable at standard IRS mileage rates or 100% of actual costs when authorized prior to travel.

Payments may be made via check or credit card. A 3% processing fee will be charged for credit card transactions. Districts may also use ACH payment processing by contacting ProTeam to coordinate the transaction.

Additional services beyond the above scope shall be at $150.00/hour for menu consultant time and when authorized in writing.

PROTEAM FOODSERVICE ADVISORS CURRENT INSURANCE COVERAGE

The Consultant shall provide the following insurance coverages:

Employers' Liability	$100,000.00 per occurrence / $300,000.00 policy limit
General Liability	$2,000,000.00 per occurrence / $4,000,000.00 aggregate
Professional Liability	$1,000,000.00 per occurrence
Auto Liability	$1,000,000.00 per occurrence

In the event that the Client requires insurance amounts greater than the coverage levels listed above, the expense for the additional insurance coverage limits requested by the Client shall be considered a reimbursable expense. The Consultant shall furnish the Client with a Certificate of Insurance evidencing the insurance levels listed above.

SUCCESSORS AND ASSIGNS

ProTeam Foodservice Advisors, LLC binds itself, successors, assigns and legal representative to the other party to this agreement, successors, assigns and legal representatives in respect to all covenants of this agreement. ProTeam Foodservice Advisors shall not assign, sublet or transfer interest in this agreement without the written consent of the other.

STATEMENT OF INDEPENDENCE

ProTeam Foodservice Advisors, LLC is an independent consulting firm; our firm including any of the firm principals or associates do not have any formal or informal relationship with food service management companies, software or equipment suppliers, dealers or manufacturers, other than in a normal course of representing our Client's interest. We receive no compensation other than fees from our Clients.
ProTeam Foodservice Advisors, LLC ("Company")

PRO·TEAM
FOODSERVICE ADVISORS

Submitted By: Brittany Herman ___03/18/2022_____
Date

Name: Brittany Herman, MSA, RD, LD
Title: Senior Consultant
brittany@proteamadvisors.com
1-844-662-3767, Ext 116

Duluth Public Schools / ISD #709

Approved By: _____ 3/30/22
Date

Name: _____
Title: _____

Budget Code 02 005 770 701 405 000

OPERATING SERVICES LICENSE AGREEMENT

This License Agreement ("Agreement") is entered into as of the _8 day of _February , 2022_ ("Effective Date") by and between LEARN21: A Flexible Learning Collaborative, an Ohio non-profit corporation, ("LEARN21") and _Duluth Public Schools_ ("Licensee"), a Public School_ whose principal place of business address is_4316 Rice Lake Rd Suite 108, Duluth, MN 55811_for access to and use of certain Operating Services made available by Learn21, subject to and bound by the terms and conditions of this Agreement, as set forth herein:

1.0 **Definitions.**

1.1 "Licensee" shall mean _Duluth Public Schools and, as to all obligations and limitations contained herein, shall include its employees, managers, directors, officers, employees and agents, acting under Licensee's direction and control or on behalf of Licensee, for whom Licensee takes responsibility.

1.2 "License" shall mean the License granted by this Agreement, to access and use the specified software and servers to obtain the Operating Services.

1.3 "Agreement" shall mean this Agreement and all Schedules and Exhibits attached hereto or attached by reference, now or in the future, that contain the terms and conditions applicable to the parties hereto.

1.4 "Commencement Date" shall be the date occurring the day after the Trial Term ends, and the first non-trial term begins.

1.5 "Confidential information" shall mean any information related to LEARN21, it's personnel, its licensees, its suppliers, its plans, the Operating Services, or the education industry, including, but not limited to trade secrets, but nonetheless information that is not generally known, that may be of benefit to LEARN21 or the release of which could cause harm to LEARN21 or benefit LEARN21 competitors or potential competitors.

1.6 "Operating Services" shall mean those services obtained through the accessing and use of the specified LEARN21 software and servers, making such services available to Licensee and Licensee's authorized users, under the terms and conditions set forth in this Agreement, and as specified in Schedule A attached hereto and made part hereof.

1.7 "Integration Services" shall mean those acts performed by LEARN21, including, but not limited to the services set forth in Schedule B attached hereto and made part hereof, which services will permit Licensee and

others authorized herein, to access and use the specified software, as provided herein.

1.8 "Trade Secret" shall mean trade secret as defined in the Ohio version of the Uniform Trade Secrets Act.

1.9 "Trial Term" shall mean a cost-free trial period, as set forth in the Trial Term Addendum No. 1 attached hereto and made part hereof.

2.0 **License**. LEARN21 grants to Licensee and Licensee accepts, in accordance with the terms and conditions set forth hereafter, a non-transferable, non-exclusive license to access and use the LEARN21 servers and software to obtain and use the Operating Services, identified in Schedule A. This Agreement also includes setup, hosting, and Integration Services by LEARN21.

2.1 Contractual Restrictions. Licensee agrees that it has no contractual restrictions on entering into this Agreement; that it is legally permitted to enter into this Agreement; and that it will and can comply with all of the terms and conditions set forth herein. Licensee also agrees that there are no local, state or federal statutes, rules, or regulations that interfere with Licensee's ability to fulfill all of its obligations herein or enforcement of this Agreement by LEARN21.

2.2 Trial Term. A Trial Term shall begin on the Effective Date of this Agreement and continue as set forth in the Trial Term Terms and Conditions, attached hereto and made part hereof as Addendum No. 1.

2.3 Term. The first term of this Agreement shall commence the day after the Trial Term ends and shall run until the next occurring June 30. At the conclusion of the Trial Term, the yearly fees will be prorated from the Commencement Date to the next occurring June 30. Subsequent renewal terms shall run for a period of one (1) year, starting on July 1st and ending on the next occurring June 30. This Agreement may be renewed by Licensee for additional one (1) year terms, which would include any modifications to the Agreement. A copy of the modified Agreement, if any, will be sent to Licensee no less than thirty (30) days before the end of a term.

2.4 At the end of the Trial Term or any regular one (1) year term, should Licensee wish to continue to use and access the specified software and continue to obtain the Operating Services, Licensee must submit a purchase order ("PO") to LEARN21. The PO must be submitted to LEARN21 no less than fourteen (14) days prior to the end of the Trial Term or regular one (1) year term, in order to assure sufficient time to review, discuss and try to reach an agreement on the terms of the PO. If a PO is not issued to LEARN21 in a timely manner or an agreement on the PO is not reached, LEARN21 may be unable to assure continuous access to and usage of the specified software at the end of the Trial Term or other regular term. Should the Trial Term or any subsequent term expire, with no agreement on the terms of a PO for a subsequent term, LEARN21 may suspend use of and access to LERAN21 servers, specified software and Operating Services, without further notice. LEARN21's failure to suspend such

access and services, when it has a right to do so, shall not prejudice LEARN21's right to subsequently suspend such access and services at time during which there is no agreed PO in place for the continuation of such access and services.

2.5 If Licensee chooses to renew, the length of Licensee's obligation will be for an additional one (1) year term. Due to LEARN21's pricing structure and financial projections, Licensee may not terminate this Agreement in mid-term, other than the trial-term, absent either (1) written agreement with LEARN21 permitting termination or (2) substantial breach of this Agreement by LEARN21.

2.6 Use of Name and Trademarks. All trademarks, service marks and trade names identifying LEARN21 or LEARN21 products or services (the "Marks") are the exclusive property of LEARN21. Licensee shall take no action which Licensee knows or should reasonably know is or will be likely to result in financial harm to LEARN21 or harm to its reputation or the goodwill in the Marks. Licensee acknowledges that use of the software may require that LEARN21 include Licensee's name in registrations and administrative filings which are available to the public. Licensee agrees that LEARN21 may include Licensee in LEARN21 marketing brochures and materials.

3.0 **Ownership**. Licensee acknowledges that no ownership rights nor any other rights of any kind are transferred by this license, other than the right to use the Operating Services only as provided herein. Licensee, its employees, agents, or others permitted access to the Operating Services, whether or not authorized by this Agreement, are prohibited from accessing the Operating Services code, reverse engineering, downloading, copying, selling, distributing, providing a copy of the Operating Services, in any format, or providing use of the Operating Services or otherwise transferring the Operating Services or any copy thereof or the user's manual or any copy thereof to any third party, including any parent, subsidiary or affiliate of Licensee. Any download or copy of the Operating Services, including the media upon which any such copy is placed, shall become the property of LEARN21 immediately upon the creation of such copy.

3.1 Licensee may not use the results from improperly accessing, reverse engineering or decompiling of the Operating Services or assist others in using such reverse engineering or decompiling, to create Operating Services, which are substantially similar to the Operating Services or which produce services that are competitive with the Operating Services.

3.2 This license is restricted to use by Licensee for Licensee's own business and operating purposes. It does not extend to any parent, subsidiary or other affiliated entities or political subdivisions of Licensee, as may now or in the future exist.

4.0 **License Fee**. The License Fee and the terms of payment are as shown in Schedule A, attached hereto and made part hereof.

5.0 **Taxes**. License fees paid for use of the Operating Services are exclusive of all federal, state and local taxes. If any tax is due as a result of this transaction, except for taxes based upon LEARN21's income, Licensee agrees to pay such amount.

6.0. **Proprietary Rights in the Specified Software and Operating Services**. Licensee acknowledges and agrees that the Operating Services, the specified software and Operating Services documentation and manuals, if any, and all copies (hereinafter all collectively referred to as the "Operating Services") provided under this License, belong to LEARN21 and are subject to the LEARN21's proprietary rights. The nature of the Operating Services are to be considered both a trade secret and confidential information belonging to LEARN21, for which disclosure is prohibited, except to the extent specifically authorized by this Agreement. LEARN21 holds all rights, title and interest to the software and the Operating Services, including, but not limited to the file structures, codes, graphics and functionality. Such rights include rights in copyright, trade secret, and trademark.

6.1 Providing access to the specified software and Operating Services or other components of the specified software or Operating Services to any unauthorized third parties or permitting use by any such third parties, without the specific written consent of LEARN21, is absolutely prohibited.

6.2 Licensee agrees that it will immediately disclose to LEARN21 any violation of this Agreement, which comes to its attention, and will assist LEARN21 in halting or limiting damage from such violation and in pursuing whomever has caused such violation to occur, including providing assistance, documents and witnesses in seeking any injunctive relief. This section is in addition to, not in substitution of, any rights which LEARN21 may have at law or otherwise and is not limited as to duration by the term of this Agreement.

7.0 **No Transfer of this License**. This Agreement provides for no transfer of any rights, title or interest in the software or Operating Services. Licensee may not transfer, by assignment, sale, gift, or otherwise the specified software or Operating Services nor permit any form of lien or claim upon the specified software or Operating Services or any components of the specified software or Operating Services, or copies thereof, or any license rights granted herein, without the prior written consent of Licensee.

8.0 **Enhancements**. Licensee has no rights to create modifications or enhancements to the specified software or Operating Services, without written permission from LEARN21. Should Licensee, despite such prohibitions, create copies, modifications or enhancements, whether by permission or in violation thereof, in addition to all other rights available to Licensee at law, all ownership rights, title and interest to such copies, enhancements or modifications, shall belong solely to LEARN21. If created with the permission of LEARN21, Licensee is hereby granted a license to use such enhancements for so long as this Agreement and a current PO to access and use the Operating Services continues in force. However, this License is not generally for the purpose of creating enhancements. ANY ALTERATION OF THE SPECIFIED SOFTWARE OR OPERATING SERVICES, WHICH MAY HAVE UNDESIRABLE

CONSEQUENCES, WILL VOID ALL WARRANTIES SET FORTH IN THIS AGREEMENT AND POTENTIALLY SUBJECT LICENSEE OR USERS TO LIABILITY THEREFORE.

9.0 **Data Privacy and Sharing** The Parties acknowledge that the Licensee is subject to the Family Educational Rights and Privacy Act (FERPA), which law and supporting regulations generally address certain obligations of an educational agency or institution that receives federal funds regarding disclosure of personally identifiable information in education records. As set forth in more detail below, the Parties agree that LEARN21 is a "school official" under FERPA and has a legitimate educational interest in personally identifiable information from education records because LEARN21: (1) provides a service or function for which the Licensee would otherwise use employees; (2) is under the direct control of the Licensee with respect to the use and maintenance of education records; and (3) is subject to the requirements of FERPA governing the use and redisclosure of personally identifiable information from education records. Learn21 may use de-identified product and usage data for product development, research, or other purposes. De-identified data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, identification numbers, dates of birth, demographic information, location information, and school identification. Further, LEARN21 agrees not to attempt to re-identify de-identified data and not to transfer de-identified data to any party not authorized to receive such data pursuant to this provision unless that party agrees not to attempt re-identification.

9.1 LEARN21 May Not Use any Personally Identifiable Information ("PII"). Under no circumstances will LEARN21 sell, provide, or offer any PII to any 3rd party for any reason, other than as may be needed for the purpose of improving the operating software or by order of any governmental authority. Under no circumstances will LEARN21 access, copy or use any PII for any reason, other than as may be needed for the purpose of improving the operating software. In such a circumstance, all PII, so used, will be deleted in its entirety, so as to be unrecoverable, as soon as use for improving the software is completed. Further, upon the termination of this Agreement with LEARN21 or any renewals hereof, all PII in LEARN21's possession, along with any copies, summaries or outlines of such PII, will be deleted from all electronic systems, so as to be unrecoverable, and all hard copy will be destroyed, within no more than thirty (30) days after termination. Licensee shall be notified of such deletion and destruction.

10.0 **Data Storage and Access**. LEARN21 uses significant security measures to protect the privacy of our users' data. These security protections include, but are not limited to, de-identification of certain personally identifiable information, encryption of all data at rest, and encryption of all data in transit. Licensees data will be in a fully hosted, managed virtual data center service that provides a comprehensive and private secure cloud computing site. Licensees will receive a comprehensive file backup solution daily that protects users against data loss. LEARN21 considers and acknowledges all data that LEARN21 may gather from Licensee or devices it owns and manages is the property of the Licensee. LEARN21's Licensees have complete and unequivocal rights to their data and how they wish their data to be utilized. Licensee can request access, removal, purging of Licensee data at any time by sending an email

to info@learn21.org.

11.0 **Security.** LEARN21 uses industry best practice security technology, including next generation firewalls, network access controls, and DDoS mitigation, to protect against access, loss, misuse, or alteration of user information. All data resides in SOC 2-compliant data centers in the United States. Accessing LEARN21 services from another jurisdiction, you hereby consent to the transfer and processing of your information in the United States. LEARN21's Privacy Policy does not extend to any limitations inherent in the Internet or World Wide Web that are beyond LEARN21's control. LEARN21 implements password security requirements based on current available best practices; however, it is the Licensee's responsibility to not disclose their passwords. Each user is obligated to maintain the secrecy of the user's password. LEARN21 also takes steps to protect Licensee's personal information offline by limiting the number of people who have access to Licensee's servers and to personal information. In the event of a breach of security affecting personal information, we will take such notification and other steps as may be required under applicable law. We ask that you do not ever send us or provide us highly sensitive information, such as social security numbers, personal health information, Driver's License numbers, etc.. We will not be liable for use or disclosure of any such information if provided to us without our consent.

12.0 **Limited Warranty**. The parties agree that this is an agreement for licensing of Operating Services, for the remote use of specified LEARN21 software, not for the sale of goods, and that the Uniform Commercial Code does not apply. LEARN21 grants a limited warranty that the Operating Services will be provided as specified and that it will use reasonable efforts, under the circumstances, to maintain the Operating Services and that, should the Operating Services become unavailable for reasons involving the specified LEARN21 software or LEARN21 host servers, LEARN21's sole limited warranty and remedy available to Licensee is for LEARN21 to use its reasonable efforts to re-establish such Operating Services in a commercially reasonable time.

12.1 Except for the express Limited Warranty set forth above and in the separate Infringement section below, **THERE ARE NO OTHER WARRANTIES, WRITTEN OR ORAL, OR PROMISES, EITHER EXPRESS OR IMPLIED, WITH REGARD TO THE SPECIFIED SOFTWARE OR OPERATING SERVICES, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

12.2 **LEARN21 SHALL NOT BE LIABLE FOR DAMAGES, OTHER THAN AS SET FORTH ABOVE, INCLUDING BUT NOT LIMITED TO SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES, WHETHER DIRECT OR INDIRECT, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE SOFTWARE AND OPERATING SERVICES, OTHER THAN THAT LEARN21 MAY BE LIABLE UP TO THE AMOUNT PAID BY LICENSEE FOR THIS LICENSE, WHERE A SUBSTANTIAL ERROR CANNOT BE SATISFACTORILY CORRECTED. SHOULD DAMAGES BE AWARDED AGAINST LEARN21, FOR ANY**

REASON WHATSOEVER, SUCH DAMAGES, IN THE AGGREGATE, SHALL NOT EXCEED THE TOTAL PAID TO LEARN21 FOR THE MOST RECENT ONE (1) YEAR LICENSE GRANTED BY THIS AGREEMENT.

13.0 **Infringement**. LEARN21 shall defend, at its cost, any claim against Licensee alleging copyright infringement. Licensee shall promptly and in sufficient time to permit LEARN21 to defend, negotiate or settle any such claim, notify LEARN21 of the claim in writing. Such notice to LEARN21 should attach a copy of any Summons and Complaint, Cease and Desist letter or other notice from the party claiming infringement. LEARN21 shall have sole and exclusive control of the handling and disposition of such all claims, including whether and for how much to settle any claims.

13.1 Should an injunction be issued preventing further use of the Operating Services, or should LEARN21 deem itself to be in jeopardy of such, LEARN21 shall, at its sole cost and in its absolute discretion, may either (1) negotiate a license for Licensee to continue use of the Operating Services; (2) replace the Operating Services with other Operating Services which will be substantially similar; or (3) grant Licensee a refund of a pro rata portion of the license fee, with two (2) years being considered the useful life of this version of the Operating Services. **THIS PARAGRAPH CONTAINS THE SOLE REMEDIES AND DAMAGES AVAILABLE TO LICENSEE FOR A CLAIM OF COPYRIGHT INFRINGEMENT. ALL OTHER DAMAGES ARE EXCLUDED, INCLUDING ALL DAMAGES EXCLUDED BY SECTION 8 OF THIS AGREEMENT.**

14.0 **Hold Harmless**. Both LEARN21 and Licensee shall indemnify, defend and hold each other, as well as their officers, directors, agents, elected officials, and employees harmless from and against any third party claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the alleged negligence of either party in connection with performance of this Agreement.

15.0 **Force Majeure**. LEARN21 shall not be liable for any disruption of Operating Services not caused by LEARN21 software or hardware. LEARN21 shall not be liable for any disruptions beyond LEARN21's control; due to any local, state or federal statutes, laws, regulations, rules or court orders; due to any strike, labor dispute, civil disorder, political disorder, war, physical attack, electronic attack, or due to failure on the part of Licensee or those operating with Licensee's authority, to maintain the systems over which the specified software is delivered.

15.1 Force Majeure shall not include a party's financial distress; inability to avoid a financial loss, changes in market prices or conditions, or changes in budget or a party's financial inability to perform its obligations hereunder.

16.0 **Termination**. This License shall terminate upon the happening of the following:

(a) Written notice by one party claiming substantial breach of this Agreement by the other party. The notified party will then have twenty (20) days to cure the claimed breach. Failure to cure will cause the Agreement to terminate.

(b) Written notice by either party, to the other party, that the Agreement will not be renewed at the end of the current term:

(c) Written notice after the expiration of a term, by either party, upon the failure to reach an agreement on the terms of a new PO for a one (1) year term extension.

(d) Either party voluntarily or involuntarily enters into bankruptcy, has a receiver appointed or transfers assets for the benefit of creditors, or is otherwise be disbanded or consolidated with another entity. Should a court prevent termination of this agreement, said agreement may be terminated immediately upon termination of that court's authority.

16.1 Upon termination, Licensee, its employees, directors, officers, managers and those who were authorized to use the Operating Services, shall no longer use or attempt to use the LEARN21 Operating Services.

17.0 This Agreement shall be governed by the laws of the State of Ohio. This Agreement was entered into in Cincinnati, Hamilton County, Ohio, and, without regard to conflict of law issues, all parties to this Agreement hereby specifically submit to jurisdiction of either the Common Pleas Court of Hamilton County, Ohio or the U.S. District Court for the Southern District of Ohio, Western Division, over any action concerning this validity, interpretation or enforcement of this Agreement.

18.0 **Validity**. If any provisions of this Agreement shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be impaired or effected thereby.

19.0 **Time for Bringing An Action**. No action of any kind arising out of this Agreement may be brought by either party more than one (1) year after the cause of action has arisen, nor, in the case of non-payment, more than one (1) year from the date LEARN21 knew of an unpaid invoice.

20.0 **Arbitration.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, including issues of equity, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), and any judgment on the award rendered by the arbitrator, including injunctive relief, may be entered in any court having jurisdiction thereof. Arbitration shall be filed and conducted at the AAA office in Cincinnati, Ohio or, if such office no longer exists, the next closest office. The discovery rules of The Federal Rules of Civil Procedure shall apply to proceedings held hereunder, as modified as appropriate for arbitration, by the arbitrator. Questions regarding the extent and propriety of discovery shall be determined solely by the arbitrator, absent agreement of the parties.

21.0 **Complete Agreement and Signatures**. This Agreement is the complete and exclusive statement of the agreement between the parties and supersedes all prior agreements, oral or written, and all other communications, promises or discussions between the parties relating to the subject matter of this Agreement.

22.0 **Language**. Without regard to any languages into which this Agreement may be translated, the sole reference, should there be a disagreement between different language versions of this Agreement, shall be the English language version.

23.0 **Department of Commerce Rules**. Licensee specifically agrees, as an essential part of this Agreement, that it will submit to all rules and regulations of the United States Department of Commerce, including the United States Department of Commerce Export Control.

IN WITNESS WHEREOF, the parties having read this Agreement and agreeing to be bound by same, have hereunto set their signatures.

LICENSOR:
LEARN21: A Flexible Learning Collaborative,
an Ohio non-profit corporation

BY: William D. Fritz

TITLE: Executive Director

Signature: Wm. D. Fritz

Date: February 8, 2022

LICENSEE:

BY: _____

TITLE: _____

Signature: Cathryn Elson

Date: 2/28/22

Budget Code: 01E005 108 151405 011

"SCHEDULE A"
License and License Fee

This Agreement includes the following Operating Services programs and pricing.

(1) One2One Manager - a single web-based integrated tool to track assets, device assignments, and device breakage. Provides licensee with student/staff and device reporting, student behavior statistics. Provides integration with your Student Information System (SIS) and Mobile Device Management System (MDM).
(2) License Cost - LEARN21 Operating Services
   a. License Cost:

8300 Number of Licenses for 1 Year(s)

$ 11,620 Total Cost

SCHEDULE "B"

Integration Services:

(1) Integration Services includes LEARN21 coordinating with Licensee to integrate with Licensee Student Information System (SIS) and Mobile Device Management System (MDM) to transfer data to One2One Manager

a. Student Information System (SIS) – LEARN21 will extract the following data from Licensee SIS at an agreed upon interval for the purpose of use with One2One Manger. SIS extract data: student first and last name, student ID, student email, student grade, student building, parent/ guardian name and email.

b. Mobile Device Management System (MDM) - LEARN21 will provide Licensee the ability to extract the following data from Licensee MDM or the purpose of use with One2One Manger. MDM extract data: device serial number, device asset tag, device name, device model, device manufacturer, device location, device expiration.

ADDENDUM 1

Trial Term Terms and Conditions

This Addendum provides additional terms and conditions that are applicable during the Trial Term, prior to the Commencement Date for the non-trial License Agreement and is made part of the Agreement.

A1.0 The purpose of the Trial Term is to allow Licensee to test, work with, use and ask questions about LEARN21's specified software and Operating Services prior to becoming obligated to a regular term under this License Agreement. Should there be a conflict between any terms and conditions in this Addendum 1 and terms and conditions elsewhere in this Agreement, the terms in this Addendum will prevail, but only during a Trial Term.

A2.0 The Trial Term will begin on the Effective Date of this Agreement and will end on June 30, 2022. The Trial Term will be fee free. Licensee and LEARN21 may agree upon a setup fee during the Trial Term determined on by the Licensee and LEARN21. During the Trial Term, Licensee is not obligated to continue to use the specified software or Operating Services provided by LEARN21. Licensee may notify LEARN 21 in writing, at any time during the Trial Term, that it wishes to terminate further use. As of the date of Licensee's termination or the expiration of the Trial Term, if no PO, for continuing this Agreement, has been issued by Licensee and accepted by LEARN21, Licensee and all those whose rights to use the specified software stem from Licensee's rights, shall no longer be entitled to access or use the specified software.

A3.0 All terms and conditions in the Agreement, other than those specifically altered by this Addendum 1 for the purposes of this Trial Term, shall be in full force and effect, including, but not limited to issues of software security; the rights to access the specified LEARN21 software; the manner in which the specified software may be accessed; licensee's rights, LEARN21's rights, copyright, trademark, trade secret and other intellectual property rights; and all rights and obligations pertaining to PII.

A4.0 Should Licensee choose to continue to access and use the specified software, after the end of the Trial Term, Licensee must submit a PO acceptable to LEARN21 as set forth in the Agreement.

504

Houck Transit Advertising

Contract Agreement for Transit Advertising Services

Advertiser Contact Information	
Advertiser Name	Duluth Adult Education
Agency Name	
Contact Name	Catherine Erickson
Address 1	325 W. 1st Street
Address 2	
City, State, Zip	Duluth, MN 55802
Phone Number	218-336-8725
email address	catherine.erickson@isd709.org

Billing Contact Information	
INVOICE TO: Contact Name	Angie Frank
email address	ap.vendor@isd709.org

Contract Details	
Contract Start Date:	4/1/2022
Contract End Date:	3/31/2023
Document Date:	3/3/2022
Contract type:	New
Tax Status:	Exempt*
Form Received:	YES

Sales tax will be collected unless a Sales Tax Exempt Form is received with this contract.

The Agency/Advertiser (undersigned) hereby contracts with Houck Transit Advertising for the placement and maintenance of the media described in the markets as listed below on behalf of Company/Advertiser Name and product/service names herein, upon all terms and conditions set forth on the front and back hereof (page 1 and page 2).

MEDIA SPACE:

MARKET	MEDIA TYPE	SIGNS	SIZE	COST PER SIGN	PERIODS	PER PERIOD COST	TAX RATE	TAX AMOUNT	SUBTOTAL
MN Duluth	Interior	60	11" x 28"	$ 10.00	12.0	$ 600.00	0.00%	$ -	$ 600.00
						$ -	0.00%	$ -	$ -
						$ -	0.00%	$ -	$ -
						$ -	0.00%	$ -	$ -
						$ -	0.00%	$ -	$ -
								Per Period Total:	**$ 600.00**

PRODUCTION and/or INSTALLATION:

MARKET	MEDIA TYPE	SIGNS	SIZE	COST PER SIGN	PRODUCTION COST	TAX RATE	TAX AMOUNT	SUBTOTAL
MN Duluth	Interior	60	11" x 28"	$ 20.00	$ 1,200.00	0.00%	$ -	$ 1,200.00
					$ -	0.00%	$ -	$ -
					$ -	0.00%	$ -	$ -
					$ -	0.00%	$ -	$ -
					$ -	0.00%	$ -	$ -
							Production Total:	**$ 1,200.00**

Notes:

Total Space Cost:	**$ 7,200.00**
Total Production Cost:	**$ 1,200.00**
Total Cost of Contract:	$ 8,400.00
Payment Terms	**Net 30**

Advertiser/Agency Contact Name: Catherine Erickson 04E005520 3333305000

Advertiser/Agency Signature: Cathrin Erickson **Signed Date:** 3-23-22

Houck Transit Advertising Contact: John Young 651.203.5066 john@houckads.com

Houck Transit Advertising Signature: John A. Young **Signed Date:** 3/3/2022

505

HOUCK TRANSIT ADVERTISING CONTRACT

TERMS & CONDITIONS

1. Agreement upon Acceptance. Until accepted and signed, this Agreement constitutes only an offer to purchase the advertising services described herein.
2. Term. The term of this contract is the number of periods so specified. This contract is non-cancelable as signed.
3. Approval, Indemnity. HOUCK reserves the right to reject at any time (either before or after posting) any copy, pictorial or otherwise, which is offensive to the moral standards of the community, or which is false, misleading or deceptive, or which is in violation of existing laws, or which has a tendency to induce or may result in the creation of laws designated to restrict Transit Advertising Industry, or which in the sole discretion of HOUCK in any way reflects on the character, integrity or standing of any individual, firm or corporation. The Advertiser and/or the Agency each agree to defend, indemnify and hold HOUCK harmless from any and all claims, loss, liability, judgments, costs and reasonable attorney's fees incurred by HOUCK arising out of, or related to, the contents or subject matter of any copy displayed pursuant to this Agreement.
4. Agent's Representation. If this Agreement is executed by an Advertising Agency, Agency represents that it is duly authorized to execute this agreement on behalf of the Advertiser, and acknowledges that HOUCK may, at its option, hold both Advertiser and Agency, jointly or severally, liable for the full performance of this Agreement.
5. Payment. Advertiser/Agency agrees to pay for all advertising space contracted for within the listed payment terms on page 1. A finance charge of 1.5% per month may be assessed to the account if payment is not received within terms. If this Agreement is executed by an agency, Agency understands that HOUCK may notify Advertiser in the event Agency fails to pay any invoice within thirty (30) days of invoice due date. **A 3% fee will be charged on all credit card payment transactions.** Online ACH transactions, eChecks or paper checks are available at no added charge.
6. HOUCK reserves the right to remove signs from buses if the Advertiser/Agency is more than sixty (60) days past the due date on any invoice.
7. Form of Credit. **Any credit due Advertiser/Agency for any reason shall be in the form of extended service.**
8. Default. In the event Advertiser/Agency shall fail to pay any invoice when due, or makes an assignment for the benefit of creditors, or if a petition in bankruptcy or for reorganization under the Bankruptcy Act is filed by or against it, HOUCK may, at its option, terminate this Agreement upon 5 days notice to Advertiser/Agency. Should HOUCK institute any action or proceedings to recover amounts due hereunder, Advertiser/Agency agrees to pay the full contract amount, in addition to such amounts, HOUCK's costs and disbursements, including reasonable attorney's fees and finance charges at 1.5% per month.
9. Governing Law, Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any dispute arising out of this agreement shall be resolved in a court of appropriate jurisdiction located in Ramsey County, Minnesota. Each of the parties hereto consents and submits to the personal jurisdiction of the State and Federal courts located in Ramsey County, Minnesota.
10. Any failure or delay , in whole or in part, in providing the displays agreed to herein, resulting from acts of God, strikes, concerted action by employees or labor organizations, boycotts, riots, civil insurrection, war, national emergencies, governmental restrictions, inability to secure specified material, or from any other cause beyond the control of HOUCK, shall not constitute a breach of this Agreement.
11. LIMITATION OF LIABILITY. HOUCK'S LIABILITY FOR ANY AND ALL LOSSES OR DAMAGES TO ADVERTISER/AGENCY RESULTING FROM HOUCK'S FAILURE TO PERFORM ANY PART OF THE SERVICES SPECIFIED HEREIN SHALL IN NO EVENT EXCEED THE PRICE OF THE DISPLAY WITH RESPECT TO WHICH LOSES OR DAMAGES ARE CLAIMED. IN NO EVENT SHALL HOUCK BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.
12. Assignment. The rights of Advertiser/Agency hereunder are not assignable without the prior written consent of HOUCK.
13. Display Date. If display is delayed because artwork is received by HOUCK less than ten (10) days prior to Display Date, HOUCK shall bill and Advertiser/Agency shall pay for the full Display Period and the Display Period shall be deemed to commence on the date of insertion and continue for the full term.
14. Divisibility, Adjustment. In the event HOUCK is unable to perform a part of the advertising services specified herein, HOUCK reserves the right to eliminate such part. Credit for any service so eliminated shall be given Advertiser/Agency by extending the Display Period of this Agreement proportionately to the value of the service so eliminated.
15. Warranty. Any issues from a completed service that result due to the services rendered by Houck Transit Advertising and/or their subcontractors and their application process such as unnatural peeling or bubbling, substandard (compared to industry standard) application, etc., Houck Transit Advertising agrees to cover all costs for 1 year from date of installation for vinyl and labor expenses and schedule at the soonest available opening within a normal operating capacity given Advertiser/Agency by extending the Display Period of this Agreement proportionately to the value of the service so eliminated. Any bonus signage and any materials provided to us for installation are not warrantied for any period of time.
16. In the event that both a HOUCK Advertising Company contract and Advertiser/Agency contract or purchase order are in force for the same space and there is conflicting provision, then the HOUCK contract provision shall take precedence over the Advertiser/Agency provision.
17. This contract shall not be construed to include buses in or on which advertising is not permitted.
18. Advertiser gives HOUCK permission to use photos of Advertiser's signs for self-promotion.
19. If for any reason HOUCK shall cease to have the right to maintain, control or continue the advertising on any of the buses covered by this contract, HOUCK reserves the right to cancel the advertising hereunder, as to such buses, without prejudice to this contract as to the remainder of the contract.
20. Entire Agreement. This agreement embodies the entire Agreement between the parties, and may only be changed by written agreement and signed by all parties.

Duluth Adult Education

Advertiser/Agency Signature: _____ **Signed Date:** _____

Houck Transit Advertising: John Young 651.203.5066 john@houckads.com **Signed Date:** 3/3/2022

AGREEMENT

THIS AGREEMENT, made and entered into this 17th day of March, 2022, by and between Independent School District #709, a public corporation, hereinafter called District, and Creation Station Child Care, an independent contractor, hereinafter called Contractor.

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

The terms and conditions of this Agreement are as follows:

1. **Dates of Service.** This Agreement shall be deemed to be effective as of March 23, 2022 and shall remain in effect until June 3, 2022, 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.** WHEREAS, THE SCHOOL DISTRICT has determined that it is necessary to retain the services of a qualified agency to meet needs documented in [redacted] Individualized Education Program (IEP).

Whereas the AGENCY is duly qualified to perform these services for an integrated preschool program as determined by the student's IEP team.

NOW THEREFORE, the parties agree as follows:

The AGENCY shall provide the following services: Preschool programming (5 days per week) Monday, Tuesday, Wednesday, Thursday and Friday following the Duluth Schools District calendar.

The AGENCY shall perform these services at: [redacted]

The approximate date the service will begin is March 23, 2022 and shall not extend beyond June 3, 2022; the contract not to exceed a total of 47 Days (attending 5 days per week. The District will pay 5 days per week @ $92.00 per week).

The SCHOOL DISTRICT shall monitor the services of the AGENCY provided as follows: Supervision will be provided by the Special Education Director located in the Special Services Department. Student attendance will be provided to the Early Childhood Special Education (ECSE) program at 4316 Rice Lake Rd, Suite 108, Duluth, MN 55811 on the 15th of each month for the preceding month.

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 $92.00 per week and $920.00 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: Jason Crane, 4316 Rice Lake Rd, Suite 108, Duluth, MN 55811. Invoices may be emailed directly to ap.vendor@isd709.org.

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 Creation Station at 2101 Trinity Road, Duluth, MN 55811

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.

Julie C Walker — 41-1927587 — 3/30/22
Contractor Signature — SSN/Tax ID Number — Date

Joan Cione — 3/18/22
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	211	000	393	000
XX	X	XXX	XXX	XXX	XXX	XXX

_____ Check if the contract will be paid using Student Activity Funds

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

Catherine G Dow — 3/30/22
CFO / Superintendent of Schools / Board Chair — Date

Mikel Lincoln

ISD 709 Calendar 2021-22 School Year

$92.00/week

JULY

S	M	T	W	T	F	S
				1	2	3
4	Indep. Day HOLIDAY 5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Staff Develop. 31				

SEPTEMBER

S	M	T	W	T	F	S
			Teacher Work Day Staff Dev. 1	Teacher Work Day 2	3	4
5	Labor Day HOLIDAY 6	Gr. 1-12 First Day 7	8	Grade K First Day 9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	MEA Weekend 21	22	23
24	Staff Develop. 25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	HM 5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	Thanksgiving HOLIDAY/ Recess 25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	Winter Recess 23	Winter Recess 24	25
26	Winter Recess 27	Winter Recess 28	Winter Recess 29	Winter Recess 30	New Years HOLIDAY 31	

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	M.L.K. Win. Rec. 17	18	19	EHM 20	Semester Break 21	22
23	24					
30	31	25	26	27	28	29

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	Pres. Day HOLIDAY 21	Confer. Makeup 22	Confer. Makeup 23	Winter Recess 24	Winter Recess 25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					HM 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	Confer. Makeup 18	Confer. Makeup 19	Spring Recess 20	Spring Recess 21	Spring Recess 22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	Mem. Day HOLIDAY 30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	Students Last Day EHM 9	Teacher Work Day 10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

KEY DATES

- First day for Grade 1-12 students - September 7, 2021
- First day for Kindergarten students - September 9, 2021
- Schools will schedule open houses and conferences
- No school for students:
- Last day for students - June 9, 2022

GRADING TERMS

Elementary Schools:

- Term 1: September 7 to January 20
- Term 2: January 24 to June 9

High Schools and Middle Schools:

- Term 1: September 7 to November 5
- Term 2: November 8 to January 20
- Term 3: January 24 to April 1
- Term 4: April 4 to June 9

Adopted by the School Board on April 27, 2021. Calendar also available at www.ISD709.org

RECEIVED
BY ISD 709

Duluth Public Schools

Form 3001 Item #35-05-002900

AGREEMENT

THIS AGREEMENT, made and entered into this 15th day of March, 2022, by and between Independent School District #709, a public corporation, hereinafter called District, and Creation Station Child Care, an independent contractor, hereinafter called Contractor.

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

The terms and conditions of this Agreement are as follows:

1. **Dates of Service.** This Agreement shall be deemed to be effective as of March 21, 2022 and shall remain in effect until June 3, 2022, 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.** WHEREAS, THE SCHOOL DISTRICT has determined that it is necessary to retain the services of a qualified agency to meet needs documented in [redacted] Individualized Education Program (IEP).

Whereas the AGENCY is duly qualified to perform these services for an integrated preschool program as determined by the student's IEP team.

NOW THEREFORE, the parties agree as follows:

The AGENCY shall provide the following services: Preschool programming (2 days per week) Wednesday and Thursday following the Duluth Schools District calendar.

The AGENCY shall perform these services at: [redacted]

The approximate date the service will begin is March 21, 2022 and shall not extend beyond June 3, 2022; the contract not to exceed a total of 20 Days (attending 2 days per week. The District will pay 2 days per week @ $92.00 per week).

The SCHOOL DISTRICT shall monitor the services of the AGENCY provided as follows: Supervision will be provided by the Special Education Director located in the Special Services Department. Student attendance will be provided to the Early Childhood Special Education (ECSE) program at 4316 Rice Lake Rd, Suite 108, Duluth, MN 55811 on the 15th of each month for the preceding month.

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 $92.00 per week and $920.00 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: Jason Crane, 4316 Rice Lake Rd, Suite 108, Duluth, MN 55811. Invoices may be emailed directly to ap.vendor@isd709.org.

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 Creation Station at 2101 Trinity Road, Duluth, MN 55811

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.

Julie A Walker — 41-1927587 — 3/30/22
Contractor Signature — SSN/Tax ID Number — Date

Jason Crane — 3/15/22
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	211	000	393	000
XX	X	XXX	XXX	XXX	XXX	XXX

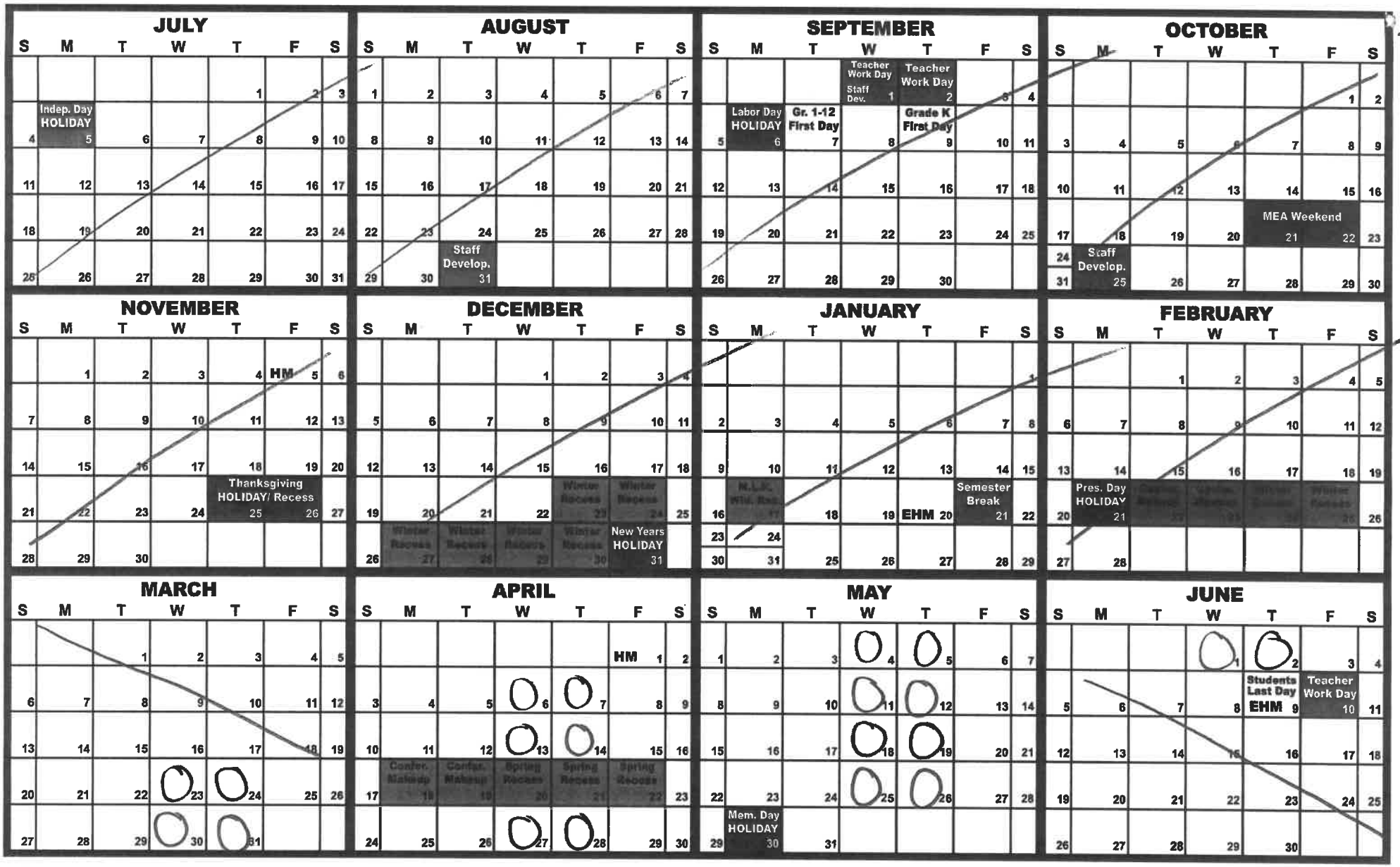
_____ Check if the contract will be paid using Student Activity Funds

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

Nathan Eldridge — 3/30/22
CFO / Superintendent of Schools / Board Chair — Date

Calvin Rue

ISD 709 Calendar 2021-22 School Year



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Adopted by the School Board on April 27, 2021. Calendar also available at www.ISD709.org

RECEIVED

= 20 days

ISD 709 Duluth Public Schools

Form 3001 Item #35-05-002900

Addendum 1
Agreement between Duluth Public Schools ISD#709
And
Residential Services Inc.

This agreement is between Residential Services, Inc. 2900 Piedmont Ave, Duluth, MN 55811, Contractor, and Duluth Public Schools, 215 North 1st Ave East, Duluth, MN 55802, a school district.

Services

The Contractor will provide Direct Support Professional (DSP) services and special education paraprofessional duties as instructed and trained under the direction of Duluth Public Schools staff, to [redacted] The responsibility for determining the quantity and frequency of DSP services shall rest with the school district.

The Contractor will complete any clinical documentation of cares delivered as required by the School District and consistent with DSP standards.

The Contractor will orient DSP staff to the Vulnerable Children and Adult Act, infection control and universal precautions, and student plan of care.

The School District will notify the provider in a timely manner of any changes in the time schedule or hours of service.

The School District will furnish Contractor with all records and information relevant to the client for purposes of service being provided.

The School District will furnish Contractor with any relevant school policies.

Fees

The date of service will begin ***December 1, 2021*** and shall not extend beyond ***March 31, 2022,*** the contract not to exceed ***71 days*** and ***4 hours per day***. The district agrees to reimburse Residential Services Inc. $21.50 per hour for a sum not to exceed ***$6,106.00*** for the time worked with [redacted] while participating in school activities.

Contract for Services
Agreement between Independent School District #709
and
Residential Services Inc.

This agreement is between Residential Services Inc., 2900 Piedmont Ave., Duluth, MN 55811, *Contractor,* and Duluth Public Schools ISD#709, 215 North 1st Ave East , Duluth MN 55802, a school district.

Scope of Service

Contractor shall provide the services described in attached addendum 1

Contractor shall hold appropriate licensure for provision of services. Describe licensure or qualifications of the agency staff if applicable:

Check all that apply below

X District requires a current copy of assurances for providing Direct Support Professional (DSP) as outlined in MN Statute 245D

X Services are consultative with special education staff.

X Services are during confirmed weekly checks ins of attendance with the certified licensed teacher.

X Contractor shall provide a copy of Criminal Background Report and MCHP Screening for individuals providing services to students in the school system noted above. *(See Paragraph 3 under Compliance)*

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

Site of Service

___ Services to be provided at school site(s)

X Services to be provided in the student's home.

Payment

The cost of services shall be as set forth in Addendum 1. Contractor shall submit an invoice to the District for services provided. Payment will be made within 35 days of receipt of detailed invoice. The invoice should be mailed to:

Duluth Public Schools
Attn: Jackie Ward
215 N 1st Ave E
Duluth, MN 55802

Invoices are required to be sent within 60 days of services.

Term

This Agreement shall be deemed to be effective as of September 28, 2020 and shall remain in effect until June 30, 2021, unless terminated later as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first. This contract does not automatically renew.

Cancellation Clause

Either party may terminate this agreement without cause by providing thirty (30) days written notice of such intent to this effect to the other party. District may cancel this agreement for cause by providing written notice to the Contractor.

Independent Contractor

For the purposes of this agreement, Contractor is an independent contractor. Nothing contained in this agreement is intended nor shall be construed in any manner to create or establish a relationship of legal co-partners, joint ventures or joint powers between the parties. No statement contained in this agreement shall be construed so as to find the Contractor, its employees, agents or representatives to be employees or agents of District. The District will make no deductions for federal Income Tax, FICA, or state income tax.

Hold Harmless

Contractor shall indemnify and hold District harmless for any and all damages, costs and expenses including attorney's fees which District, its officials, employees, or agents may sustain arising from any act or omission of Contractor in the execution, performance or failure to adequately perform the Contractor's obligations under this Agreement.

Privacy of Pupil Records

Pursuant to the District's Protection and Privacy of Pupil Records Policy and consistent with the requirements of the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, the Contractor shall be deemed to be a school official when performing the duties and responsibilities of the District. As such, the Contractor certifies and agrees that all data created, collected, received, stored, used, maintained, or disseminated by the Contractor must comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

Insurance

Contractor shall, during the life of the Contract, purchase and maintain insurance coverage with the minimum limits as follows:

1. Workers Compensation
   A. Statutory State Coverage
   B. Employee Liability Coverage with the following limits:
      Bodily Injury by Accident 100,000 Each Accident
      Bodily Injury by Disease 100,000 Each Employee
      Bodily Injury by Disease 500,000 Each Policy Limit

2. General Liability Insurance

   A. Commercial Liability Policy—Occurrence (Form CG 00 01 98 or its equivalent)
      Combined Single Limit: $1,500,000
      Personal Injury Liability $1,500,000
      Products Completed Operations $1,500,000
      General Aggregate $1,500,000
   B. Duluth Public Schools shall be added to the policy as additional insured using ISO form CG 2026.

3. Automobile Liability Insurance including hired/ non-owned Auto.

4. Professional Liability Insurance with limits of $1,500,000 each occurrence / $1,500,000 aggregate.

Contractor will provide the District with proof of insurance of an Accord Certificate form. The name of the insured shall match the name on the Contract. The certificate holder shall be Duluth Public Schools, 215 N. 1st. Ave E., Duluth, MN 55802. The certificate will provide the district with 30 days' notice of cancellation, non-renewal or material change in the coverage.

The school district does not represent that the required coverage and limits are adequate to protect the contractor and such coverage limits will not be deemed as a limitation of the

Contractor's liability to the District under this contract.

Compliance

The Contractor agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of this Agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

All of the data created, collected, received, stored, used, maintained, or disseminated by the contractor in performing his duties pursuant to this contract is subject to the requirements of Chapter 13 of the Minnesota Statutes and the contractor must comply with the requirements of Minnesota Statute as if it were a government entity.

Agency must perform a background study for each employee or contractor who will provide services to students. If any service provider does not pass the background study, agency will not allow the service provider to have direct contact with the student. Copy of background studies will be provided upon request to the Duluth Public Schools. The agency will also check each service provider to make sure they are not on the Minnesota Health Care Programs (MHCP) Excluded Provider List in the LEIE downloadable database at start of service and a minimum of monthly. If the provider is on the MHCP and/or Federal Office of Inspector General list, they will not be allowed to continue to provide service to the student. Questions can be answered by the Minnesota Department of Human Services provider call center at 651-431-2700.

This agreement shall be reviewed and authorized by the Director of Student Support Services and shall be supervised by the Director or Designee.

Modification or Amendment

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

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.

Residential Services Inc.

Signed: _____

Title: Executive Director

Date: 3/16/2022

Duluth Public Schools

Signed: _____ Signed: _____

Title: Asst Director Sped Title: CFO, Duluth Public Schools

Date: 3-1-22 Date: 3/14/22

Budget Code

01	E	005	416	419	303	000
XX	X	XXX	XXX	XXX	XXX	XXX

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CLIENT SERVICES AGREEMENT

Education Division

Soliant Health, LLC (hereafter referred to as "Soliant"), and

Duluth Public School District whose location is

(Client Name)

4316 Rice Lake Road Duluth MN 55811 United States

(Street Address) *(City, State, Zip)*

(hereafter referred to as "Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing its employees ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. **Scope of Services.**
Soliant, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Soliant will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Soliant will use its commercially reasonable efforts to find a replacement in a timely manner.

2. **Independent Contractor.**
The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of Soliant and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Soliant agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Soliant does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Soliant will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. **Telepractice Services.**
Soliant, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D –VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

4. **Insurance.**
Soliant will maintain at least the following minimum amounts of insurance:
General Liability - $2,000,000 per occurrence and $4,000,000 aggregate.
Workers Compensation - in accordance with state regulations.
Employers Liability - $1,000,000.
Excess Liability over General Liability and Employer's Liability - $5,000,000 per occurrence and $5,000,000 aggregate. Professional Liability of $1,000,000 per occurrence and $3,000,000 aggregate.

5. **Competency and Licensing.**
Soliant will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Soliant will endeavor to present only Consultant s who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Soliant will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Soliant will make available to Client all appropriate Consultant records that Soliant may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring

decision. Soliant will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. **On-Site Responsibility.**
Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Soliant is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Soliant is not responsible for the Consultant's on-site performance given that Soliant does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Soliant's Consultant should be reported in writing and directly to Soliant immediately so that Soliant may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. **Employment of Consultants.**
Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by Soliant for a period of one year after the latest date of introduction, referral, placement, or end of the contract assignment. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to $21,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Soliant upon start date.

8. **Equal Opportunity.**
It is the policy of Soliant to provide equal opportunity to all Consultants for employment. Soliant and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. **Payment Terms.**
Client will be billed on a weekly basis for all services provided during the previous week. Client will pay Soliant based on the service charges specified in the Consultant Assignment Confirmation included as an addendum to this Agreement. All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. It is Client's responsibility to notify Soliant if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within thirty (30) days of receipt of invoice.**

10. **Default Charges.**
Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Soliant reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

11. **Limitation of Liability.**
NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

12. **Administrative Responsibilities**.
Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Soliant in writing within seven (7) business

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days of alleged failure. Failure to notify Soliant before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Soliant of time sheet and work performed discrepancies.

13. **Incident and Error Tracking.**
Client will report to Soliant any performance issues, incidents, errors and other events related to the care and services provided by Soliant employees. Soliant will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

14. **Reporting of Work-Related Injuries.**
Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which Soliant's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Soliant within guidelines set forth by governing entities. In the event of workplace injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Soliant concurrently with Client for the purpose of reporting such event to Soliant's workers compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Soliant and Soliant's Consultant.

15. **Termination of Contracted Assignment with Cause.**
Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that Soliant facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Soliant has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Soliant's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Soliant's Consultant s are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Soliant in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 13 of this agreement. Soliant shall have five (5) business days to refill the position in the event of termination with cause. Should Soliant identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant s assignment.

16. **Termination of Contracted Assignment without Cause.**
Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Soliant as a result of such cancellation.

17. **Guaranteed Minimum Hours.**
Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days. Should Consultant be unable to perform services due to failure or malfunction of their own technology or equipment, Client shall not be responsible for payment of those service hours, regardless of the minimum hours stipulated in Addendum A.

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18. **Paid Sick Leave.**
For those jurisdictions that have passed or will pass legislation requiring Paid Sick Leave, Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant assigned to Client. This section is not applicable until the effective date of such legislation has been reached.

19. **Unscheduled Facility Closure Policy.**
Soliant will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Soliant. Soliant and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of $200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

20. **Multiple Locations.**
If client requires Consultant to travel to and perform services at more than one location, Client will compensate Soliant for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

21. **Issue Resolution.**
In the event Client encounters an issue that is not satisfactorily resolved by its Soliant representative, Client should escalate the issue to the appropriate Soliant manager by calling 800-849-5502. Please ask for your account representative's manager.

22. **Indemnification.**
To the extent permitted by law, each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

23. **Confidentiality.**
Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of Soliant shall include, but is not limited to, any and all unpublished information owned or controlled by Soliant and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Soliant and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

24. **Family Education Rights and Privacy Act.**
Soliant shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Soliant and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law,

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nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultant s assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

25. **State Retirement System Notice.**
This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Soliant. Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify Soliant if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Soliant of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Soliant by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Soliant. The Client and Soliant expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

26. **Conflicts of Interest.**
The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

27. **Survival.**
The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

28. **Governing Law.**
This Agreement shall be governed by the laws of the state of Delaware.

29. **Modification of Agreement.**
This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

30. **Entire Agreement.**
This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***

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CLIENT SERVICES AGREEMENT
Education Division

Soliant®

SOLIANT HEALTH, LLC

Cathy Erickson 3/14/22

Client Representative Signature Date

Cathy Erickson

Print Name

CFO, Duluth Public Schools

Title

CODE: 01E 005 430 740 305000

Soliant Representative Signature Date

Print Name

Title

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CLIENT REQUIRED DOCUMENTS CHECKLIST

Soliant®

Client: Duluth Public School District City, State: Duluth MN 55811 United States

In an effort to provide all necessary documentation for travel healthcare professionals assigned to your facility, we ask that you complete this form to be used as a reference for all personnel placed in your facility.

Standard Credentialing Package

As part of our Standard Credentialing Package, Soliant will provide the following prior to the start of a contracted assignment.

PROFESSIONAL:
- Current CV / Resume
- Current Skills Checklist, if applicable
- References

LICENSURE
- Professional License, as applicable
- Professional Certification, as applicable
- License and/or Certification Verification

EDUCATION:
- CDC Guidelines for School Professionals
- FERPA Guidelines

BACKGROUND:
- Criminal Background Check
- GSA Exclusion Search
- HHS/OIG Search
- Sexual Offender Search

MEDICAL:
- Hepatitis B Vaccination / Declination form
- MMR Declination
- Physical Examination Waiver
- 10-Panel Drug Screen

Optional Credentialing

If your district requires any additional credentialing items above what is contained in the Standard Credentialing Package, please indicate below. If no additional items are noted, the Standard Credentialing Package will be provided.

Credentialing Documents will be held on file at Soliant and unless specifically requested, will not be forwarded to Client.

Orientation Details

Will the contracted professional be permitted to attend Orientation while license is in process?	☐ YES	☐ NO
Will the contracted professional be permitted to start their assignment while license is in process?	☐ YES	☐ NO

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CLIENT INFORMATION REQUEST

CLIENT

School, District or Business Name: Duluth Public Schools

Billing Address: 4316 Rice Lake Rd. Suite 108

City, State, Zip: Duluth, MN 55811

Contact Name to Receive Invoice: Special Serivces

Invoice Email: ap.vendor@isd709.org

Invoice Email CC, if applicable:

Contact Phone: 218-336-8740

In an effort to increase efficiency for our Clients, Soliant Health will email service invoices. Should you wish to opt out of this process, please check here ☐

Invoice Follow-up Contact:
☐ same as above

Name: ~~Kim LeDoux~~
Email: kimberly.ledoux@isd709.org
Phone: 218-339-8701

Payment Inquiry Contact:
☐same as above

Name: Brenda Vieths
Email: ~~brenda.vieths@isd709.org~~
Phone: ~~218-336-8740~~

SOLIANT HEALTH, LLC

Correspondence Address

Correspondence, Contracts, Contract Addendums, Notices, etc.
5550 Peachtree Parkway, Suite 500
Peachtree Corners, GA 30092
Fax Number: **877-831-8511**

Remittance Address

Only payments should be sent to this address
PO Box 934411
Atlanta, GA 31193-4411

Account Representative

Name: Will McCrary
Email: will.mccrary@soliant.com
Telephone: (770) 325-0555

Billing Disputes, Purchase Orders, W-9 Requests

Email: billing@soliant.com
Fax: 877-831-8511

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ADDENDUM A
Terms of Teleservices Assignment

This Terms of Teleservices Assignment is subject to the terms and conditions of that certain Client Services Agreement between the parties outlined below.

Assignment Details

Soliant Health, LLC will contract with VocoVision for the provisions of telepractice services to Client. Client will pay Soliant Health, LLC for the hours worked by Telepractitioner under the following terms:

Telepractitioner:	Nadia Iftekhar	
Client:	Duluth Public School District	
Assignment Start Date:	01/24/2022	**Assignment End Date:** 06/09/2022
Position:	Tele - DHH	
Hours per Week:	12.00	
Bill Rate per Hour	$ 97.50	*Bill Rate is all-inclusive*
Technology Fee:	$ NA	
	One VocoVision station per full time position at no cost. Additional stations can be provided with a $1,000 per unit refundable deposit and $200 per unit nonrefundable configuration and shipping charge. Deposit will be refunded to the school district upon return of the station(s) in working condition within fifteen (15) days of the assignment being completed.	
Miscellaneous:	Not Applicable	

** Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.*

Duluth Public School District

Client Representative Signature — Date: 3/14/22

Cathy Erickson
Print Name

CFO, Duluth Public Schools

SOLIANT HEALTH, LLC

DocuSigned by:
William McCrary
Soliant Health Signature — Date: 1/24/2022

William McCrary
Print Name

William McCrary

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ADDENDUM B
Teleservices Provisions

Client Responsibilities. Client agrees to the following items to facilitate VocoVision's provision of Services:

(a) Client shall be responsible for providing a secure environment for VocoVision hardware and software ("Equipment") installed and operated at Client's designated location(s).

(b) Client will provide sufficient infrastructure to support the proper operation of the Equipment, including network connectivity equal or superior to DSL access.

(c) Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards.

(d) Client warrants that it will not use the Equipment for any purpose other than as contemplated hereunder, and acknowledges that VocoVision is not responsible for any damages associated with such impermissible use.

(e) Client agrees to provide appropriate local support to facilitate remote telepractitioner's ability to fulfill the responsibilities outlined in Addendum C: Duties and Responsibilities.

Scheduling. Client agrees to the minimum hours of Services per week as stipulated in Addendum A: Terms of Teleservices Assignment, and will schedule the appropriate number of student speech sessions and other related services each week to meet or exceed the minimum hours requirement. Client and telepractitioner will agree upon a weekly schedule for Services which will be loaded into the VocoVision system. Any revisions to the schedule must be submitted to the VocoVision Operations Department no later than 12:00 PM EST Friday for Services the following week. VocoVision requires a 24-hour notice to cancel scheduled Services. One cancellation without notice is permitted per school year. Additional cancellations with less than 24 hours' notice will be billed at the regular rate. Note that VocoVision telepractitioners are encouraged to complete non-therapy work (e.g., paperwork, planning, file reviews, etc.) during any such cancellation time.

Administrative Responsibilities. Client shall be responsible for orienting telepractitioners to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to individual education plans or Client-specific program plans. During the contracted assignment, should telepractitioners fail to submit paperwork as required per Client's policies and procedures, Client must notify VocoVision in writing within seven (7) business days of alleged failure. Failure to notify VocoVision within the seven (7) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by telepractitioners. Within seven (7) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the telepractitioners. Failure to notify VocoVision prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by telepractitioner.

Duluth Public School District

Client Representative Signature — Date: 3/14/22

Cathy Erickson
Print Name

CFO, Duluth Public Schools

SOLIANT HEALTH, LLC

DocuSigned by:
William McCrary
Soliant Health Signature — Date: 1/24/2022

William McCrary
Print Name

William McCrary

DocuSign Envelope ID: 3BAADE20-21F7-4632-B949-656F34CD5312

Duties and Responsibilities

The duties and responsibilities of a Telepractitioner include, but are not limited to the following:

- Collaborates with the school district to identify students' communication characteristics, support resources, as well as any physical, sensory, cognitive, behavioral and motivational needs to determine the benefit a student may receive through telepractice.
- Collaborates with the school district to determine assessment resources - including their potential benefits and limitations - in the telepractice setting, and to develop a plan to assess students appropriately.
- Monitors effectiveness of services, and modifies evaluation and treatment plans as needed.
- Maintains appropriate documentation of delivered services in a format consistent with professional standards and client requirements.
- Complies with state and federal regulations to maintain student privacy and security.
- Facilitates behavior management strategies in students as appropriate.
- Provides information and counseling to families and school personnel as needed

Duluth Public School District

Client Representative Signature — Date: 3/14/22

Cathy Erickson
Print Name

CFO, Duluth Public Schools
Title

SOLIANT HEALTH, LLC

DocuSigned by: William McCrary
Soliant Health Signature — Date: 1/24/2022

William McCrary
Print Name

William McCrary
Title

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VocoVision Damaged Equipment Policy

If, during the course of contracted services, VocoVision computer equipment sustains damage or is missing components (keyboard, audio accessories, etc.), it should be reported immediately to the VocoVision Operations Department at 1-866-779-7005. Replacement equipment will be shipped to Client as needed. The costs of repairing or replacing the equipment (including shipping) will be charged to Client, but in no case shall exceed $1,000 per unit.

At the end of the VocoVision contract period, all equipment must be returned in original packaging within 15 days of completion of services. All returned equipment will be inspected for both physical and internal damage. If equipment is found to be damaged, VocoVision reserves the right to withhold from Client deposit the cost of repairing or replacing the damaged equipment. If no Client deposit exists, VocoVision will bill Client for such charges and will provide supporting documentation of all costs.

Please initial

Packaging

All packaging, boxes and containers used to ship VocoVision equipment are considered property of VocoVision and must not be discarded. Packaging should be stored and kept in good condition during the course of the contract and must be used for return shipping at the conclusion of services. If VocoVision packaging is lost or damaged, Client is solely responsible for obtaining replacement packaging to ensure undamaged return of equipment to VocoVision. In such cases, we strongly recommend the use of a professional packaging and shipping service, such as the UPS Store or a FedEx retail location.

Please initial

University Agreement No. 7848

UNIVERSITY OF MINNESOTA

AGREEMENT OF INSTITUTIONAL AND PROGRAM AFFILIATION
between
Regents of the University of Minnesota
through its UMD Department of Communication Sciences and Disorders (CSD)
("University")
and
Duluth Public Schools ISD 709 ("Affiliate")

WITH THIS AGREEMENT OF INSTITUTIONAL AND PROGRAM AFFILIATION ("Agreement"), effective 01/01/2023 through 12/31/2028 (not to exceed five years), University and Affiliate, sharing common goals of education and desiring to facilitate a relationship for the purpose of providing educational experiences at Affiliate's site(s) for certain University students, the parties agree as follows:

1. Description of Affiliation.

1.1 With this Agreement, University and Affiliate establish a program of education and training which requires facilities, equipment, services and personnel appropriate for students to obtain necessary clinical experiences.

1.2 This Agreement is intended, and shall be interpreted, to meet University's accreditation standards related to educational affiliation agreements.

1.3 Contact Information.

Affiliate:

Duluth Public Schools ISD 709
Attn: Catherine Erickson, CFO/ Executive Director of Business Services
4316 Rice Lake Road
Suite 108
Duluth, MN 55811

Phone: 218-336-8704 x3093
E-mail: catherine.erickson@isd709.org

University:

University of Minnesota Duluth
Attn: Ashley Weber, Director of Externships
Dept. of Communication Sciences and Disorders
31 West College Street
193 Chester Park
Duluth, MN 55812
Phone: 218-726-7992
E-mail: ashleyw@d.umn.edu

2. Responsibilities of the Parties.

2.1 Joint Responsibilities.

FORM: OGC-SC203A (UMD CSD)
Form Date: 04.26.10
Revision Date: 09.23.2021

2.1.1 University and Affiliate each will identify, and notify each other of, a person responsible for serving as its liaison during the course of this affiliation. The appointment of liaisons shall be subject to mutual approval of the parties.

2.1.2 The liaisons jointly will plan for:

a. selection, assignment and orientation of students;
b. periodic review and preparation of objectives for the instructional program; and
c. evaluation of student performance.

2.1.3 University has authority to withdraw, suspend or terminate a student for academic deficiencies, behavioral violations or other sufficient reason subject to certain procedures afforded to the student. In cases where a student's performance or conduct threatens the safety or welfare of patients, visitors or staff of Affiliate, Affiliate may suspend the student's participation at Affiliate site(s). Affiliate liaison will consult University liaison before suspending a student, except where consultation is not reasonably possible under the circumstances.

2.1.4 Students are participants in an educational program and, for purposes of this Agreement, shall not be considered employees of either Affiliate or University and neither party shall have responsibility for payment of compensation or any employment benefits to students including, but not limited to, workers' compensation benefits.

2.1.5 Both parties agree to comply with all applicable federal, state and local laws, rules and regulations including Title 45, Sections 160-164 of the Code of Federal Regulations ("HIPAA"). Both parties agree that when protected health information ("PHI"), as defined by HIPAA, is provided or made available to the other party for any purpose, the receiving party, and its agents or representatives will not use or disclose the PHI other than as permitted or required by this Agreement or state and federal law. Students assigned to Affiliate are not employees of Affiliate but, for purposes of this Agreement only, are members of Affiliate's "workforce" (as that term is defined by HIPAA) and may use and disclose PHI as permitted by HIPAA, including for purposes of treatment, payment and healthcare operations, to the extent such use and disclosure is appropriate for the training and education of the students. Both parties shall take reasonable steps to prevent unauthorized disclosures by its employees, officers, directors, agents, contractors or consultants.

2.1.6 The parties shall review this Agreement periodically to evaluate its operations and effectiveness. University shall review this Agreement further to ensure it meets with University's curriculum requirements as well as the standards of its accrediting agency. Modifications to this Agreement shall be made pursuant to Section 5.6 of this Agreement.

2.1.7 University and Affiliate are committed to fostering a professional learning environment and, through their respective liaisons, shall see that appropriate canons of professional behavior are maintained in all educational settings under this Agreement so as to promote the development of appropriate professional attributes in students.

2.2. University Responsibilities.

2.2.1 University shall retain overall responsibility for the general educational experience of students assigned to Affiliate, including the following:

a. determination of educational goals for each student;
b. establishing prerequisite criteria for placement of students with Affiliate—University will assign to Affiliate only those students who have satisfactorily completed the prerequisite criteria;
c. determination of completion of the assignment;
d. provision of educational goals and objectives for the students in the program, if required;
e. provision of information regarding dates for instruction and forecasts of the numbers of students to be assigned to Affiliate;
f. final evaluation of student performance; and
g. if Affiliate members who participate in training of University students are to be appointed to the faculty of the University of Minnesota, such Affiliate faculty members shall be appointed in accord with the policy of University in effect at the time of appointment.

2.2.2 Students who provide direct patient care or interact with staff in patient areas, at the request of Affiliate, will be required to provide proof of immunization for measles (rubeola), mumps and rubella (two doses) or positive titre; tetanus in the last ten (10) years; chicken pox (varicella) series, documented positive history, or positive titre; pertussis since 2005; hepatitis B series or documented immunity; and annual influenza. Exceptions will be made when there is a shortage of vaccine. Students will be required to comply once vaccine supply levels allow for vaccination.

2.2.3 University requires students who have direct contact with patients to undergo criminal/maltreatment background studies pursuant to Minn. Stat. §§144.057 and 245A.04 and shall ensure such students have undergone the background studies prior to participation in the training program under this Agreement.

2.2.4 University certifies that its students have been instructed on the confidentiality of medical and personal information related to patients and/or clients, including HIPAA, and, if applicable, have been trained in universal precautions and transmission of bloodborne pathogens.

2.2.5 University shall require that students carry hospitalization and medical insurance. Neither Affiliate nor University is responsible for hospitalization or medical costs incurred by the students during the training program.

2.2.6 University shall inform students that they will be required to comply with all applicable rules, regulations, policies and procedures of Affiliate.

2.3. Affiliate Responsibilities.

2.3.1 Affiliate shall retain full responsibility for the care and welfare of its patients and/or clients. It is understood that individual patient care and client services are not controlled, supervised, or paid for by University, and University does not derive revenue from Affiliate patients or clients or third-party payors for services at Affiliate.

2.3.2 Affiliate will provide educational experience opportunities for students in patient care areas, service departments and other selected areas. In this regard, Affiliate will provide the equipment, facilities, supplies and services for students and faculty assigned to Affiliate necessary to meet the objectives of the training program.

2.3.3 Affiliate staff members, or Affiliate staff members with University of Minnesota faculty appointments, shall be responsible for teaching, supervising and evaluating the performance of students assigned to Affiliate. A speech language pathologist holding a current Certificate of Clinical Competence from the American Speech-Language-Hearing Association must provide a minimum of twenty-five percent (25%) direct, real-time supervision meeting the provisions of ASHA Standard V-E. Such Affiliate staff members shall provide University with written evaluations of the performance of the students.

2.3.4 Affiliate will provide for the orientation of students as to Affiliate's rules, regulations, policies and procedures, including its safety policies and procedures. Affiliate will identify and provide University and students with copies of current policies and procedures at the Affiliate site that apply to the educational experience of the students.

2.3.5 Affiliate will render the same emergency medical care to students that it provides for its employees in the event of an accident or sudden illness that occurs at the Affiliate site during the course of students' training experience under this Agreement. As set forth in Section 2.2.5, neither Affiliate nor University is responsible for hospitalization or medical costs incurred by the student during the training program.

2.3.6 To the extent Affiliate generates or maintains educational records related to students participating under this Agreement, Affiliate will maintain the privacy of those records and limit access to only those employees or agents with a need to know. For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act ("FERPA"), University hereby designates Affiliate as a school official with a legitimate educational interest in the educational records of the participating students to

the extent that access to University's records is required by Affiliate to perform its responsibilities under this Agreement.

3. Liability Insurance and Indemnity.

3.1 University shall maintain professional and general liability insurance in minimum amounts of $1,000,000 for each claim/$3,000,000 annual aggregate, and that policy shall include within the scope of its coverage all University students for activities performed within the course and scope of their duties under this Agreement. General liability coverage for students is limited to bodily injury and property damage claims. Upon request, University will provide a certificate of insurance evidencing such coverage.

3.2 University agrees to defend, hold harmless, and indemnify Affiliate, its officers, agents, employees and representatives against all claims for loss or damage to property or injury or death to persons arising from the negligent or wrongful acts or omissions of University, its employees, agents, or representatives (including students) during the performance of its obligations under this Agreement. University's liability is governed by the Minnesota State Tort Claims Act, Minn. Stat. §3.736.

3.3 Affiliate shall maintain, for itself and its employees, professional and general liability insurance in minimum amounts of $1,000,000 for each claim/$3,000,000 annual aggregate.

3.4 Affiliate agrees to defend, hold harmless, and indemnify the Regents of the University of Minnesota, its officers, agents, employees and representatives (including students) against all claims for loss or damage to property or injury or death to persons arising from the negligent or wrongful acts or omissions of Affiliate, its employees, agents, or representatives, during the performance of its obligations under this Agreement.

4. Financial Terms. (Check appropriate financial description.)

☒ Financial arrangements between our program and your site, including stipends, benefits and other costs as agreed by the parties, are set forth in Attachment A; to be distrubted to the (insert indivudal or foundation etc).

☐ None

5. Other Terms.

5.1 This Agreement may be terminated by either party upon at least six (6) months written notice to the other party.

5.2 Neither University nor Affiliate shall discriminate on the basis of race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity or gender expression in the performance of this Agreement.

FORM: OGC-SC203A (UMD CSD)
Form Date: 04.26.10
Revision Date: 09.23.2021

5.3 This Agreement supersedes all other affiliation agreements that are the subject of this Agreement existing between University and Affiliate, whether executed at the institutional or college program level.

5.4 Nothing in this Agreement is intended or should be construed as creating the relationship of copartners, joint ventures, or an association between the parties, nor shall either party, its employees, agents, students or representatives be considered employees, agents or representatives of the other party.

5.5 It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the clinical education and training program, except as expressly provided in this Agreement.

5.6 Subject to the written authorization by appropriate representatives of University and Affiliate, amendments to this Agreement may be developed to facilitate execution of the goals of this Agreement. Each amendment shall be in writing and duly executed by the signatories to this Agreement, or their successors in office. To the extent an amendment is not properly executed by persons authorized to do so, it shall be considered invalid.

IN WITNESS WHEREOF, each individual signing below hereby represents and warrants being duly authorized to execute and deliver this Agreement on behalf of the respective party.

Duluth Public Schools ISD 709

By: Jason Crone
Name: JASON CRONE
Title: Special Services Director
Date: 3/7/22

By: Catherine Odom
Name:
Title: CFO, Duluth Public Schools
Date: 3/14/22

01 E 005 420 740 305000

Regents of the University of Minnesota

By: _____
Name: Mark Mizuko, PhD
Title: CSD Department Head
Date: _____

By: _____
Name: Scott Carlson, PhD
Title: CEHSP Associate Dean
Date: _____

By: _____
Name: Amy Hietapelto
Title: University of Minnesota Duluth Executive Vice Chancellor of Academic Affairs (Interim)
Date: _____

FORM: OGC-SC203A (UMD CSD)
Form Date: 04.26.10
Revision Date: 09.23.2021

By: _____
Name: Jakub Tolar, MD, PhD
Title: Dean, Medical School
Vice President for Clinical Affairs
Date: _____

FORM: OGC-SC203A (UMD CSD)
Form Date: 04.26.10
Revision Date: 09.23.2021

ATTACHMENT A

HONORARIUM TO BE PAID

For each student placed at the Affiliate's site, the CDS Department will offer an honorarium, to be paid at the completion of the internship, as follows:

$75.00 for a part-time internship.

$150.00 for a full-time internship.

AGREEMENT

THIS AGREEMENT, made and entered into this 18th day of March , 2022 , by and between Independent School District #709, a public corporation, hereinafter called District, and Herb Fineday aka Round Lake Traditions , 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: *Payment for school presentations at Myers-Wilkins Elementary School.*

1. **Dates of Service.** This Agreement shall be deemed to be effective as of April 7, 2022 and shall remain in effect for that day, 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.** One whole school assembly and 8 classroom presentations for a total of 7 hours.

3. **Background Check.** *(applies to contractors working independent with students) = N/A*
*****Contractor will not be working independently 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 $ 150.00 hourly and
$ 1,050.00 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: Catherine Erickson , 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)

_____

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.

Herb Fineday JR DBA Round Lake Traditions LLC 84-2964394 3-21-22

Contractor Signature SSN/Tax ID Number Date

/s/Amy Worden, Principal - Myers-Wilkins Elementary School 3/18/22

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:

xx 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	540	203	313	305	324
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

Cathryn Elsa 3-28-22

CFO / Superintendent of Schools / Board Chair Date

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COMPAS
MAKING CREATORS

Memorandum of Agreement Fiscal Year 2021-2022

This agreement, by and between COMPAS, Inc. (hereafter "COMPAS"), and Lowell Elementary (hereafter "Program Site") is hereby entered into and shall become effective as of the date of last signature.

It is Mutually Agreed as Follows:

1. COMPAS shall provide the Program Site with a Teaching Artist booking of 13 days and/or 60 hours in length. The Program Site and COMPAS together shall select the Teaching Artist(s) from the COMPAS Teaching Artist Roster, as identified on the COMPAS website. Below is the location, Teaching Artist, program, start date, end date, times of the program as well as the Teaching Artist contact information and program notes.

Location	Teaching Artist	Program	Date	End Date	Time	End Time	Teaching Artist Phone	Teaching Artist Email
Lowell Elementary	Christian Adeti	West African Drumming, Dance & Storytelling	01/10/2022	01/28/2022	8:00 AM	1:30 PM	651-558-8964	titambedanceensemble@gmail.com

Notes

Jan 10,11,12,13,14-4 sessions per day
Jan 18,19,20-5 sessions per day
Jan 24,25,26,27,28-4 sessions per day

Schedule and Planning Doc here:
https://docs.google.com/document/d/1vw_ialaTe3E30AIrulln6E9yCtQCIKG0NE-sTI0_KGM/edit

The Teaching Artist should contact you before the program to plan, discuss curriculum or supply needs and to finalize details. If you don't hear from the Teaching Artist at least one-month prior to the start date, please contact them directly using the info above.

Confidentiality Notice: The Teaching Artist's contact information contained in this confirmation email is intended solely for the addressee(s) and cannot be shared with outside parties. If one of your peers/contacts would like to connect with your chosen Teaching Artist please direct them to contact COMPAS.

COMPAS provides Teaching Artist selection, Teaching Artist direction, supervision, access to technology such as cameras, iPads, and video equipment, resources, and logistical arrangements. COMPAS will also

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provide Teaching Artist insurance, criminal background checks, necessary training, and evaluation. If requested, COMPAS can also provide Teaching Artists with PPE (Personal Protective Equipment) to minimize the spread of germs while on site.

2. In consideration of the services performed by COMPAS, the Program Site shall pay COMPAS a total of **$1,800.00**, due and payable to COMPAS prior to the start of the project/program.

3. The Program Site shall abide by previously agreed upon stipulations of the program, including, but not limited to:

a. adherence to the agreed upon program structure, number of participants, number of sessions, days and hours. Any changes must be made with advance notice and with approval by COMPAS staff;

b. a general orientation to the program site will be provided to COMPAS Teaching Artist with information on special rules, etc., including limitations on interaction with minors or vulnerable adults (COMPAS policy available on request);

c. **Creative Classroom Residency Bookings Only:** preparation of a residency schedule, which shall adhere to the guidelines of one of the residency models (Traditional, Extended, and Abbreviated) unless otherwise noted;

d. availability of appropriate space for the program and on site needs such as space for typing and photocopying; art supply storage rehearsal/performance space, etc.;

e. assignment of a teacher/staff or other legally responsible and duly authorized adult to each group with which the Teaching Artist is working;

f. payment for Teaching Artist lodging when the Program Site is 60+ miles away from the Teaching Artist's home unless the program is covered by a COMPAS grant and explicitly agreed to;

g. promotion of the program in the Program Site's newsletter, website, blog and/or social media sites; include "COMPAS" in all publicity and refer to Teaching Artist(s) as "COMPAS Teaching Artist" before their name in all materials discussing the program; in the case of Creative Classroom residencies, dissemination of the Family Participation Guide in take-home materials, e-newsletters, etc.;

h. support for COMPAS staff and Teaching Artist when implementing photo/video permission for promotional uses;

i. completion of the COMPAS on-line evaluation by the Program Site contact person and teachers/group leaders. Links are included in the confirmation email and available from staff upon request;

4. COMPAS shall be responsible for the payment of all Teaching Artist fees, except where expressly negotiated otherwise. If material or supply fees have been agreed upon by both parties, the Teaching Artist will bill the site directly.

5. Any works produced as a part of a COMPAS project/program are subject to reprint by COMPAS at its discretion in any future COMPAS publication or advertisement.

6. If, after the Teaching Artist has been selected and program dates established, it becomes necessary to change some or all of the dates because of:

a) Teaching Artist illness or other unforeseen circumstance beyond the control of COMPAS, COMPAS shall, at its discretion, reschedule the missed day(s) with the same Teaching Artist, or another COMPAS

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Teaching Artist acceptable to the Program Site, if the original Teaching Artist is not available; or bill the Program Site on a prorated basis for the amount of the program actually completed.

b) inclement weather, a strike, or other unforeseen circumstances beyond the control of the Program Site with a duration of 1-4 days, COMPAS shall reschedule the missed day(s) with the same Teaching Artist, or another, acceptable to the Program Site, if the original Teaching Artist is no longer available. If a Teaching Artist is more than 60 miles from their home and a snow day or unforeseen scheduling conflict occurs, the Program site will not be reimbursed. If the Teaching Artist is less than 60 miles from their home, COMPAS will try to reschedule missed days.

The Program Site shall be responsible for informing the Teaching Artist (at home or at local lodging) and COMPAS of any change, conflict or cancellation at the program site that shall affect the residency as scheduled. In event of Teaching Artist illness, the Teaching Artist shall inform the Program Site and COMPAS.

7. Program dates shall not be changed or cancelled due to circumstances or conflicts that could have been foreseen and/or prevented by the Program Site. **The Program Site shall incur a cancelation fee if a program is cancelled rather than rescheduled within 6 months of 15% of the program cost.**

8. In the event of a health crisis, strike, or other major event that results in the closing of The Program Site for more than a month, The Program Site will be required to pay half of the program fee on the date the program had originally been scheduled and the other half when the program is rescheduled. Programs affected by such a crisis will have six-month window in which they can be rescheduled. If the site is unable to reschedule, programming can be translated to a remote or virtual experience. If rescheduling or translating a program to another format cannot happen within six months, COMPAS will keep the initial 50% fee to cover time already expended.

9. **Online Programs**: If the Program Site purchases access to an online residency experience consisting of pre-recorded video content, the site agrees not to use the residency, workshop or performance pre-recorded video links or a recording of a live interaction after the initial program dates.

10. COMPAS pre-recorded video content is original work by COMPAS Teaching Artists. While we do our best to accompany this work by royalty-free or open-source music when appropriate, COMPAS and its artists is/are not responsible for algorithm and hosting flags that may result from hosting pre-recorded work on a third-party site such as Facebook.com.

11. The Program Site agrees not to contract separately with identified COMPAS Roster Teaching Artist(s) for a period of at least two years following the completion of this project.

12. **Marketing:** The Program Site agrees to **include "COMPAS" in all publicity.** We encourage you to promote COMPAS activities at your school or organization through your usual publicity sources.

Social Media and Photography Releases: Whenever possible, COMPAS promotes its programs to the public through flyers, our website, Twitter and Facebook. If pictures/recordings are taken while a Teaching Artist is on site, **please let the Teaching Artist and COMPAS staff know if there are policies regarding use of social media.**

Ed Resources (if included, will be mailed separately): **Family Guides** are to be copied and sent home with students or emailed to parents. **Posters** will be mailed separately for display on site.

13. **Online Programming only:** COMPAS shall make available to Program Site an online or digital copy of the Teaching Artist work. COMPAS will work with the Program Site to determine the most appropriate

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platform for delivery of the work. The Program Site is granted by this Agreement only the right to access and display the work for the time agreed upon above.

The Program Site has no right to modify, copy, distribute, download, alter, or change in any way the Work to the intended educational audience. The Program Site acknowledges and agrees that it has no ownership rights to the Work and that any and all rights it may have are limited by the rights granted to COMPAS.

14. **Art Kit Programming only:** If COMPAS is providing the Program Site with Art Kits, the Program Site agrees not to photocopy, modify, reproduce or change in any way the COMPAS Art Kits without COMPAS' permission. The fee for replicating or reproducing COMPAS Art Kits is $10 per kit and the Program Site will be invoiced for these additional costs.

15. This Agreement shall become effective as of the date of signature of both parties and shall be completed upon receipt by COMPAS of payment and required evaluation materials from Program Site.

16. COMPAS, as a non-profit organization, is reliant on granted or contributed funds from outside sources. The ability of COMPAS to carry out its responsibilities identified in this contract is dependent on receipt of outside funding. If these funds are not forthcoming, are rescinded or terminated, COMPAS reserves the right to terminate this agreement on ten days' notice without penalty to COMPAS.

Agreed To By:

Dawne Brown White, Executive Director, COMPAS — December 15, 2021 (Date)

DocuSigned by:
Megan Bennett
03D259C15E35461...
Authorized Program Site Official Signature — 12/15/2021 (Date)

Megan Bennett Sta.
Name and Title (Typed or Printed, Please)

Sra. Megan Bennett — Phone612-867-9297
Program Site Name — Telephone Number

2000 Rice Lake Road — Duluth, MN 55811
Program Site Address — City, State, Zip

Unsure — unsure
Bill To Name — Bill To Telephone Number

unsure — unsure
Bill To Address — Bill To Email

Catherine Erickson

Catherine Erickson, CFO

01 E 520 298 000 401 433

WOLF RIDGE℠ ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Troy Erie	troy.erie@isd709.org
Lowell Elementary School 2000 Rice Lake Rd, Duluth MN 55811	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:

Deposit: You have made a reservation to stay for May 5, 2022 - May 6, 2022 with 80 participants. To hold your reservation we require a deposit of $1,200.00. **This contract is valid for 30 days after receipt.**

Cancellation Policy: Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.

By signing below, I agree to the terms listed above:

Printed Name:	**Title:**	
Signed Name	**Date**	
Billing Contact: **Billing email address:**	**Billing Address:**	
Cardholders Name: [] same as billing contact	**Cardholders address: [] same as billing address**	
Credit Card #	**Exp Date:**	**CVV:**
If unable to pay at this time, when can we expect your deposit?		

Catherine Erickson 3/30/22

Catherine Erickson, CFO

Return to: 6282 Cranberry Rd – Finland, MN 55603 or fax to: 218-353-7762

Today's Date: March 14, 2022

WOLF RIDGE SM
ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Erica Wittmers-Graves	erica.wittmers-graves@isd709.org
Lester Park School 5300 Glenwood Street, Duluth MN 55804	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:
Deposit: You have made a reservation to stay for April 5, 2023 - April 7, 2023 with 100 participants. To hold your reservation we require a deposit of $1,500.00. **This contract is valid for 30 days after receipt.** **Cancellation Policy:** Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.	

By signing below, I agree to the terms listed above:

Printed Name: Erica Wittmers-Graves	**Title:** Teacher	
Signed Name Erica Wittmers-Graves	**Date** 3/15/2022	
Billing Contact: **Billing email address:**	**Billing Address:**	
Cardholders Name: [] same as billing contact	**Cardholders address: [] same as billing address**	
Credit Card #	**Exp Date:**	**CVV:**
If unable to pay at this time, when can we expect your deposit?		

Catherine Erickson 3/30/22

Catherine Erickson, CFO

Return to: 6282 Cranberry Rd – Finland, MN 55603 or fax to: 218-353-7762

Today's Date: February 15, 2022

WOLF RIDGE℠
ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Don Lepper	donald.lepper@isd709.org
Stowe Elementary 715 101st Avenue West, Duluth MN 55808	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:

Deposit: You have made a reservation ~~to stay for September 28, 2022 - September 30, 2022~~ with 50 participants. To hold your reservation we require a deposit of $750.00. **This contract is valid for 30 days after receipt.** Day Program Tuesday, April 3rd.

Cancellation Policy: Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.

By signing below, I agree to the terms listed above:

Printed Name: Donald Lepper	**Title:** Teacher Grade 5	
Signed Name Donald Lepper	**Date** today 3-7-22	
Billing Contact: Brenda VanDell **Billing email address:** brenda.vandell@isd709.org	**Billing Address:** Stowe Elementary School 715 101st Ave. W. Duluth, MN 55808	
Cardholders Name: [] same as billing contact Elementary Stowe	**Cardholders address: [] same as billing address** 4316 Rice Lake Rd. Suite 108 Duluth, MN 55811	
Credit Card # 5550 0800 0179 6957	**Exp Date:** 8/25	**CVV:** 046
If unable to pay at this time, when can we expect your deposit?	Please invoice us after program.	

Catherine Erickson, CFO — Principal — 3/30/22

Return to: 6282 Cranberry Rd – Finland, MN 55603 or fax to: 218-353-7762

Today's Date: September 13, 2021

WOLF RIDGE℠
ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Erica Wittmers-Graves	erica.wittmers-graves@isd709.org
Lester Park School 5300 Glenwood Street, Duluth MN 55804	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:

Deposit: You have made a reservation to stay for May 31, 2022 - May 31, 2022 with 100 participants. To hold your reservation we require a deposit of $1,500.00. **This contract is valid for 30 days after receipt.**

Cancellation Policy: Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.

By signing below, I agree to the terms listed above:

Printed Name: ERICA WITTMERS-GRAVES	**Title:** TEACHER	
Signed Name Erica Wittmers-Graves	**Date** 3-4-2022	
Billing Contact: **Billing email address:**	**Billing Address:**	
Cardholders Name: [] same as billing contact	**Cardholders address: [] same as billing address**	
Credit Card #	**Exp Date:**	**CVV:**
If unable to pay at this time, when can we expect your deposit?		

Catherine Erickson 3/30/22

Catherine Erickson, CFO

Return to: 6282 Cranberry Rd – Finland, MN 55603 or fax to: 218-353-7762

Today's Date: March 3, 2022

WOLF RIDGE℠
ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Niki Munthe	nicole.munthe@isd709.org
Homecroft Elementary 4784 Howard Gnesen Rd, Duluth MN 55803	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:
Deposit: You have made a reservation to stay for May 31, 2022 - May 31, 2022 with 90 participants. To hold your reservation we require a deposit of $1,350.00. **This contract is valid for 30 days after receipt.** **Cancellation Policy:** Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.	

By signing below, I agree to the terms listed above:

Printed Name: Nicole Munthe	**Title:** 5th Grade teacher	
Signed Name	**Date**	
Billing Contact: **Billing email address:**	**Billing Address:**	
Cardholders Name: [] same as billing contact	**Cardholders address: [] same as billing address**	
Credit Card #	**Exp Date:**	**CVV:**
If unable to pay at this time, when can we expect your deposit?		

Catherine Erickson, CFO

Return to: 6282 Cranberry Rd – Finland, MN 55603 or fax to: 218-353-7762

Today's Date: March 9, 2022

WOLF RIDGE℠
ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Heather Kemp	heather.kemp@isd709.org
Lakewood Elementary 5207 North Tischer Rd, Duluth MN 55804	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:

Deposit: You have made a reservation to stay for April 11, 2022 - April 13, 2022 with 50 participants. To hold your reservation we require a deposit of $750.00. **This contract is valid for 30 days after receipt.**

Cancellation Policy: Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.

By signing below, I agree to the terms listed above:

Printed Name: Heather Kemp	**Title:** 5th grade teacher	
Signed Name Heather Kemp	**Date** 9/27/21	
Billing Contact: Jerrie.Soderburg@isd709.org **Billing email address:** Jerrie Soderburg	**Billing Address:** 5207 N. Tischer Rd Duluth, MN 55804	
Cardholders Name: [] same as billing contact	**Cardholders address: [] same as billing address**	
Credit Card #	**Exp Date:**	**CVV:**
If unable to pay at this time, when can we expect your deposit?		

money on file already

Catherine Erickson, CFO

Return to: 6282 Cranberry Rd – Finland, MN 55603 or fax to: 218-353-7762

Today's Date: September 27, 2021

REVISED AGREEMENT - MARCH 18, 2022

THIS AGREEMENT, made and entered into this 18th day of March , 2022, by and between Independent School District #709, a public corporation, hereinafter called District, and Duluth Community Schools Collaborative , 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 September 1 and shall remain in effect until June 30, 2022 , 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.** The Contractor will supervise the Full-Service Community School Site Coordinator to continue and/or establish programs and partnerships that follow the best practices of Full-Service Community Schools (FSCS) including the Four Pillars of FSCS: Integrated Student Supports, Expanded and Enriched Learning Time and Opportunities, Active Family and Community Engagement, and Collaborative Leadership and Practices.
The site-specific goals, strategies, and indicators of success of the Full-Service Community School Model will be outlined in a Full-Service Community School Site Plan, created by the Full-Service Community School Coordinator in collaboration with the school Principal, the Collaborative's Director, as well as representatives from families, community partners, teachers, and other school staff serving on the Full-Service Community School Site Leadership Team.

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

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of 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 $ 45,830 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: Catherine Erickson, CFO , 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 Duluth Community School Collaborative, 32 East 1st St. Suite 202, Duluth MN 55802. Attn: Kelsey Gantzer , Executive Director.

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.

Kelsey Gantzer	**41-2002724**	3/21/2022
Contractor Signature	SSN/Tax ID Number	Date
Kelsey Gantzer, DCSC Executive Director		3/21/2022
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:

XXX 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	540	610	000	304	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

Cathryn Dobson	3.28.22
CFO / Superintendent of Schools / Board Chair	Date

AGREEMENT

THIS AGREEMENT, made and entered into this 7th day of October , 2021 , by and between Independent School District #709, a public corporation, hereinafter called District, and Dylan Hatten , 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: The mission of the Chinese after-school program is to develop global competence in students, parents, and community members as the foundation for understanding cultures and people in the U.S., China, and throughout the world. This program strives to work with parents and students to ensure that they have the tools and support to be better prepared as young leaders for their future as world citizens.

1. **Dates of Service.** This Agreement shall be deemed to be effective as of November 2021 and shall remain in effect until March 2022, 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.** The best strategy is to start small and go sustainable. We are proposing an after school Mandarin club with Chinese learning to a group of 15-20 students. Students will have 10-12 times of language and culture exploration a school year. Students will learn to speak and write basic Chinese sentences, such as numbers, greeting words and colors. Students will also get access to Chinese cultures through activities and songs.

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 $20 hourly and $240 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:Liang-pi Yang , 215 North 1st Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip) 1926 Greysolon Rd, Duluth, MN 55812 .

11. **Assignment.** The 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 [redacted] — Date 10/11/21

Program Director — Date 3/28/22

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

This contract is funded by either:

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

Please check the appropriate line below:

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

01	E	005	405	313	305	311
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

CFO / Superintendent of Schools / Board Chair — Date 3/31/22

AGREEMENT

THIS AGREEMENT, made and entered into this __7th___ day of October , 2021 , by and between Independent School District #709, a public corporation, hereinafter called District, and Elizabeth Hauff , 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: The mission of the Chinese after-school program is to develop global competence in students, parents, and community members as the foundation for understanding cultures and people in the U.S., China, and throughout the world. This program strives to work with parents and students to ensure that they have the tools and support to be better prepared as young leaders for their future as world citizens.

1. **Dates of Service.** This Agreement shall be deemed to be effective as of November 2021 and shall remain in effect until March 2022, 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.** The best strategy is to start small and go sustainable. We are proposing an after school Mandarin club with Chinese learning to a group of 15-20 students. Students will have 10-12 times of language and culture exploration a school year. Students will learn to speak and write basic Chinese sentences, such as numbers, greeting words and colors. Students will also get access to Chinese cultures through activities and songs.

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 $20 hourly and $240 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.

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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.

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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) 4028 Dublin Dr, Minnetonka MN 55345 .

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.

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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.

Dylan Hatten [redacted] 10/11/21
Contractor Signature SSN/Tax ID Number Date

Program Director 3/28/22
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	605	313	305	311
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

Cathie Essl 3/31/22
CFO / Superintendent of Schools / Board Chair Date

DocuSign Envelope ID: C91F5AC7-7333-47D9-B427-11D54368933E

FieldTurf
A Tarkett Sports Company

THE ULTIMATE
SURFACE EXPERIENCE

To: **David Spooner**
Duluth Publics Schools
4405 West 4th Street
Duluth, MN 55807
Phone: 218.336.8700 EXT: 3232
Email: david.spooner@isd709.org

February 14th, 2022

Re: MAINTENANCE PROPOSAL FOR DULUTH PUBLIC SCHOOLS

1-FieldTurf offers to provide maintenance services for the following FieldTurf field:

Field Name:	**Denfeld High School**	**Lincoln Park Middle School**
Size:	85,901 SQFT	84,530 SQFT
Product:	FTRV-1	XM-65
Install Date:	7/10/2013	6/18/2012
Field Name:	**East Senior High School**	**Ordean- East Middle School**
Size:	85,876 SQFT	106,310 SQFT
Product:	FTOMP-1	Sprint Turf
Install Date:	5/4/2012	2009

The scope of services under this proposal shall consist of the following on each visit offered herein:

ADVANCED CARE MAINTENANCE- SMG SportChamp maintenance sessions including: (a) a general sweeping to remove foreign objects such as dirt, leaves, bird droppings, gum and other debris that may collect on the field surface; and (b) a deep groom, sweep and rejuvenation to de-compact infill in an effort to maintain appropriate G-Max levels. This is a three step process: decompaction, brushing and infill cleaning with a vacuum rotary brush and fine groom with a power surface brush.

Overall analysis and inspection of the field and its applicable systems, including infill depth and consistency, infill migration, field edging attachments, sewn and glued seams, line verification and field inserts (inlays).

Up to eight (8) minor repairs (including sewing/adhesive failures, inlay separation, and general workmanship) to the FieldTurf surface, in the discretion of the FieldCare crew at time of visit. If necessary, additional repairs can be performed on a separate visit and at an additional cost, if applicable. Additionally, any additional warranty repairs discovered during the maintenance visit may need to be performed on a separate visit, to be scheduled on a mutually agreeable date, as the time set aside for the proposed services may not provide enough time to complete all required repairs discovered during the performance of the services.

This offer does not include the repair of *any damage to the field as a result of acts of vandalism and/or neglect.* The price includes normal wear and tear; any major repairs or necessary maintenance as a result of damage due to abnormal wear and tear, abuse, vandalism, or neglect are subject to additional cost.

Program 1- One (1) Year Agreement: Two (2) site visit to Denfeld High School;

Includes:
-One (1) **Advanced Care Visit**
-Pre and Post Field Inspection with written Field Maintenance Summary
-Minor Seam and Inlay Repairs, not to exceed eight (8) repairs up to fifteen (15) linear sqft
-Field Magnet Sweep
-Light Infill added to High Traffic Areas

DocuSign Envelope ID: C91F5AC7-7333-47D9-B427-11D54368933E

FieldTurf
A Tarkett Sports Company | THE ULTIMATE SURFACE EXPERIENCE

Program 2 - One (1) Year Agreement: Two (2) site visit to Lincoln Park Middle School;

Includes:
-One (1) **Advanced Care Visit**
-Pre and Post Field Inspection with written Field Maintenance Summary
-Minor Seam and Inlay Repairs, not to exceed eight (8) repairs up to fifteen (15) linear sqft
-Field Magnet Sweep
-Light Infill added to High Traffic Areas

Program 3 - One (1) Year Agreement: Two (2) site visit to East Senior High School;

Includes:
-One (1) **Advanced Care Visit**
-Pre and Post Field Inspection with written Field Maintenance Summary
-Minor Seam and Inlay Repairs, not to exceed eight (8) repairs up to fifteen (15) linear sqft
-Field Magnet Sweep
-Light Infill added to High Traffic Areas

Program 4- One (1) Year Agreement: Two (2) site visit to Ordean East Middle School;

Includes:
-One (1) **Advanced Care Visit**
-Pre and Post Field Inspection with written Field Maintenance Summary
-Minor Seam and Inlay Repairs, not to exceed eight (8) repairs up to fifteen (15) linear sqft
-Field Magnet Sweep
-Light Infill added to High Traffic Areas

2-The price offered is the following:

The price is subject to an increase without notice in the event that there is an increase in raw materials, freight, or direct expenses in maintaining the grass surface. The Price is valid for a period of sixty (60) days.

2-The price offered is the following:

PROGRAM 1:	**TOTAL COST PROGRAM 1:**	**$5,500.00**
PROGRAM 2:	**TOTAL COST PROGRAM 2:**	**$5,500.00**
PROGRAM 3:	**TOTAL COST PROGRAM 3:**	**$5,500.00**
PROGRAM 4:	**TOTAL COST PROGRAM 4:**	**$5,500.00**
	TOTAL:	**$22,000.00**

3- Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present proposal, the following shall apply:

a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and force majeure;
b) Payment shall be due within thirty (30) days of completion of each scheduled maintenance visit;
c) Unless otherwise agreed upon and noted herein, the maintenance visit shall be performed as scheduled by the parties on an agreed-upon date;
d) FieldTurf requires suitable access to all fields proposed herein. The suitable access area must be at least five (5) feet wide and comprised of a hard, stable or paved surface. To the extent suitable access is not provided, additional costs may apply and service delays may occur. Additionally, FieldTurf will not be responsible for damage to any access or surrounding area due to unsuitable conditions.

DocuSign Envelope ID: C91F5AC7-7333-47D9-B427-11D54368933E

FieldTurf
A Tarkett Sports Company | THE ULTIMATE SURFACE EXPERIENCE

e) Accounts overdue beyond 30 days of billing will be charged at an interest rate of 1.5% per month (19.56% per annum);
f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary additional charges will apply;
g) The proposed price does not include any applicable sales or use taxes;
h) GMax testing is specifically excluded, but can be performed at an additional cost; and
i) In the event that FieldTurf is ultimately obliged to take collection procedures for payment, acceptor of this bid shall be liable for FieldTurf's collection costs including attorney fees and costs.

FieldTurf, Inc.

Per: Cody Gustafson

Cody Gustafson, Field Care Specialist P. 847-340-8113

READ, AGREED, AND ACCEPTED BY ADDRESSEE

Signature: Catherine A. Erickson
EB8F2CAC8D644B2...

Print Name: Catherine A. Erickson

Date: 3/2/2022

PO #: N/A

Program Selection: 1 - 4

For FieldTurf to schedule and execute above services, a signed agreement and/or PO from the customer must be sent to FieldTurf directly.

RETURN SIGNED AGREEMENT AND/OR PO TO:

FieldTurf USA, Inc.
Fax: 438.469.1355
Email: chelsey.brooker@fieldturf.com

PO/Agreement can be mailed, emailed and/or faxed

All payments should be mailed to:

FieldTurf Tarkett
7445 Cote-de-Liesse Road
Suite 200
Montreal, Quebec H4T 1G2

Signature: DocuSigned by: David Spooner
1AEAE2483495423...

Print Name: David Spooner

Date: 2/23/2022

BUDGET CODES: 01 E 215, 220, 225, 335 810 000 350 000

Current Certificate of Insurance (COI) on file expires May 1, 2022 - RENEWED COI RECEIVED: DS LS

DocuSign Envelope ID: 715A086C-C4B0-43B1-AF00-04D734707BCE

March 16, 2022

Retrofit Environmental a Division of The Retrofit Companies, Inc.
Attn: Michelle Gwin
1010 Hoffman Drive Suite A
Owatonna, MN 55060

RE: Neutralization Tank Service - Denfeld High School and Duluth East High School

Dear Ms. Gwin:

Attached please find a copy of the agreement between ISD #709 and Retrofit Environmental a Division of The Retrofit Companies, Inc. for the above referenced project. After review and if you concur, please, sign and date the following items where indicated, **via DocuSign** by **March 21, 2022:**

- **Agreement**
- **Asbestos Containing Materials Acknowledgement Form**

We have received the following:

- **Insurance Certificate (**ISD #709 must be named as Certificate Holder and Additional Insured on the Policy) - Expiration Date 8/10/2022

Prior to final payment, the following is required:

- **Contractor's Affidavit** (Complete, notarize, and forward to our office upon project completion)

Once fully executed by all parties via DocuSign, a copy of the Agreement will be emailed to you; this will also serve as your Authorization to Proceed. If you have any questions, please call Matt Johnson at 218-336-8907.

Sincerely,

David Spooner, Manager of Facilities
Enclosures

Facilities Office Address I 4316 Rice Lake Road, Suite 108 I Duluth, MN 55811 I **F:** 218.336.8909
Facilities Management I Maintenance - **P:** 218.336.8907 I Operations - **P:** 218.336.8905

ISD 709 Duluth Public Schools

DocuSign Envelope ID: 715A086C-C4B0-43B1-AF00-04D734707BCE

AGREEMENT

THIS AGREEMENT, made and entered into this 16th day of March, 2022, by and between Independent School District #709, a public corporation, hereinafter called District, and Retrofit Environmental a Division of The Retrofit Companies, Inc. an independent contractor, hereinafter called Contractor.

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

The terms and conditions of this Agreement are as follows:

1. **Dates of Service.** This Agreement shall be deemed to be effective as of March 16, 2022 and shall remain in effect until project completion 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.** Perform all work as specified in **Estimate Order #0109806 - Neutralization Tank Service at Denfeld High School and Duluth East High School.** This contract award is approximately $15,451.76. Total Contract award amount to be determined through execution of this contract based upon this estimate and final disposal amounts and methods.

This Contract consists of the following:

1. Printed Memoranda of Agreement and Title Sheet;
2. Contractor's **Estimate Order #0109806**;
3. Contractor's Insurance Policy;
4. Asbestos Containing Materials Acknowledgment Form;
5. Contractor's Affidavit; and
6. Any other documents identified by District.

3. **Background Check. N/A**

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

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

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

4. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services in performing said obligations at approximately $15,451.76 based upon service rates, materials and disposal as defined in the contractor's quote. Contractor is required by Minnesota Statutes,

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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 receipt of all required backup documentation and 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: David Spooner, 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 Retrofit Environmental a Division of The Retrofit Companies, Inc., 1010 Hoffman Dr, Ste A, Owatonna, MN 55060.

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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. **Compliance with Laws.** The Contractor shall comply with all governing laws, rules and regulations, whether federal, state, local or those of the District. Those governing laws include but are not limited to Minnesota Statute 16C.05 (5) (formerly 1998 Minnesota Laws Ch. 386, Art. 1 Section 6) which Statute presently provides that the books, records, documents and accounting procedures and practices of the vendor or other party, that are relevant to the Contractor transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. The other provisions of the Statute also apply.

The Contractor recognizes that, to the extent that competitive vendor requirements apply to this Contract, those requirements apply to the award and performance of this Contract.

The Regulations of the District are incorporated into this Contract by reference and must be complied with whether or not specifically identified in this Contract.

15. **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.

16. **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.

17. **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.

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

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

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

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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. The District shall be listed as the certificate holder and shall be named an additional insured under said policy and proof of this insurance shall be provided to the District. This insurance shall be in the amount of at least $1,500,000 per occurrence.

19. **Bonding.** Contractor shall provide such Payment and Performance Bonds as may be required, if any.

20. **Representatives of District.** The Contractor shall perform work pursuant to this Agreement pursuant to the request and authority of the following persons:

ISD 709 Employee	Position
Cathy Erickson	CFO/Executive Director of Business Services

The Consultant shall report to the following persons regarding its work pursuant to this Agreement, or the designees:

ISD 709 Employee	Position
David Spooner	Manager of Facilities

21. **Protection of District.** To the extent that work by the Contractor or others on behalf of ISD 709 is to be planned, conducted, supervised or reviewed by the Contractor, the Contractor shall advise ISD 709 if such work:

a. is not being performed pursuant to the plans and specifications, according to the best practice or in accordance with industry standards;
b. should be rejected or modified;
c. should be performed in a different manner and whether other work should be performed;
d. requires ISD 709 to be advised of any other facts or opinions regarding that work.

In all respects, the Contractor shall represent the interests of ISD 709 and act to protect those interests and endeavor to guard ISD 709 against defects, deficiencies and omissions in the performance of the work.

22. **Negotiation, Mediation and Arbitration.** Any disputes between the parties shall first be negotiated. If the parties are not successful in negotiation, they then shall subject the dispute to mediation. If mediation is not successful, then any disputes between ISD 709 and the Consultant shall be resolved through binding arbitration. The arbitration shall be conducted in the State of Minnesota, and Minnesota law shall apply. Unless otherwise agreed by the parties, the arbitration shall be conducted pursuant to the rules of the American Arbitration Association.

At the option of ISD 709, the arbitration shall include in one consolidated arbitration proceeding, all claims and disputes regarding the Contractor and any architects, contractors, subcontractors,

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material men and other consultants as may be involved in the dispute. Contractor shall include this paragraph in all its subcontracts dealing with the work of ISD 709.

Following the issuance of a demand for arbitration, any party to the arbitration shall be entitled to use all discovery methods permitted in the Minnesota Rules of Civil Procedures for ISD 709 courts. Once selected, the arbitrator shall hear any discovery disputes regarding discovery unless otherwise agreed by the parties.

23. **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

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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.

DocuSigned by:
Dan Harrington
D7527A1BBFD3435...
3/17/2022

Retrofit Environmental a Division of The Retrofit Companies, Inc. Signature Date

41-1716621

SSN/Tax ID Number

DocuSigned by:
Martha Johnson
B6DDE2E2BA6E40F...
3/17/2022

Program Director Date

DocuSigned by:
David Spooner
1AEAF2483495423...
3/17/2022

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).

05	E	005	865	349	305	000

_____ Check if the contract will be paid using Student Activity Funds

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

DocuSigned by:
Catherine A. Erickson
EB8F2CAC8D644B2...
3/17/2022

CFO / Superintendent of Schools / Board Chair Date

DS
LS

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ESTIMATE

Retrofit Environmental
Division of The Retrofit Companies, Inc.
2960 Yorkton Blvd.
Little Canada, MN 55117
1-800-274-1309

584

Order Number: 0109806
Order Date: 2/17/2022
Salesperson: Michelle Gwin
Customer Number: ENVEST

Proposal for:
Enviromental Estimates

Ship To:
ISD #709 Duluth Public Schools
330 Garfield Ave
Duluth, MN 55802

Confirm To:

Terms: Net 15

Item Number	Description	Unit	Ordered	Price	Amount
	East High School				
/HAZMISC	Prep/Mob/Travel (per man hour)		13.00	85.00	1,105.00
/HAZMISC	HAZWOPER Labor (per man hour)		26.00	95.00	2,470.00
/HAZMISC	Per Diem (per man/night)		3.00	150.00	450.00
/HAZMISC	PPE (per man/day)		3.00	60.00	180.00
/HAZMISC	Tool Box (Tools/Safety Equip)		1.00	200.00	200.00
/HAZMISC	Confined Space Entry Gear		1.00	250.00	250.00
/HAZMISC	Drum Vacuum (per day)		1.00	100.00	100.00
/HAZMISC	Purchase and Delivery New Rock		2.00	200.00	400.00
	limestone gravel, per yard				
R1103	UN1A2 DOT Steel Drum	EA	9.00	75.00	675.00
/HAZMISC	Dump Truck and Trailer (daily)		1.00	450.00	450.00
H01.STAB01.55	55G Non regulated sludges with free liquids , bulkable , for solidification to subtitle D landfill,	EA	9.00	193.34	1,740.06
	assumes Non-RCRA regulated, pending analytical results				
/MANIFEST	E-Manifest Program Fee	EACH	1.00	35.00	35.00
/SHIPPING	Haz Shipping	EACH	0.50	870.00	435.00
/HAZMISC	Characteristic Waste Testing		1.00	300.00	300.00
	Denfeld High School				
/HAZMISC	Prep/Mob/Travel (per man hour)		13.00	85.00	1,105.00
/HAZMISC	HAZWOPER Labor (per man hour)		17.00	95.00	1,615.00
/HAZMISC	Per Diem (per man/night)		3.00	150.00	450.00
/HAZMISC	PPE (per man/day)		3.00	60.00	180.00
/HAZMISC	Tool Box (Tools/Safety Equip)		1.00	200.00	200.00
/HAZMISC	Confined Space Entry Gear		1.00	250.00	250.00
/HAZMISC	Drum Vacuum (per day)		1.00	100.00	100.00
/HAZMISC	Purchase and Delivery New Rock		1.00	200.00	200.00

Continued

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ESTIMATE

Retrofit Environmental
Division of The Retrofit Companies, Inc.
2960 Yorkton Blvd.
Little Canada, MN 55117
1-800-274-1309

585

Order Number: 0109806
Order Date: 2/17/2022
Salesperson: Michelle Gwin
Customer Number: ENVEST

Proposal for:
Enviromental Estimates

Ship To:
ISD #709 Duluth Public Schools
330 Garfield Ave
Duluth, MN 55802

Confirm To:

Terms: Net 15

Item Number	Description	Unit	Ordered	Price	Amount
	limestone gravel, per yard				
R1103	UN1A2 DOT Steel Drum	EA	5.00	75.00	375.00
/HAZMISC	Dump Truck and Trailer (daily)		1.00	450.00	450.00
H01.STAB01.55	55G Non regulated sludges with free liquids , bulkable , for solidification to subtitle D landfill,	EA	5.00	193.34	966.70
	assumes Non-RCRA regulated, pending analytical results				
/MANIFEST	E-Manifest Program Fee	EACH	1.00	35.00	35.00
/SHIPPING	Haz Shipping	EACH	0.50	870.00	435.00
/HAZMISC	Characteristic Waste Testing		1.00	300.00	300.00

Does not include Tax
*****Prices Valid for 30 Days*****
*****DO NOT PAY FROM ESTIMATE*****

Estimate Total:
$15,451.76

We appreciate your business, and please note that:

Disposal pricing includes all labeling, markings, profiling, manifests and/or shipping documents. All disposal pricing listed above is pending profile approval at the end facility. Quantities listed are estimates only. The final invoice will reflect actual quantities shipped and disposal methodology as determined by the end facility. If the waste received at the disposal facility differs from the profile, discrepancy or rejection fees may apply.

Approval and Acceptance:

The undersigned agrees and certifies that he/she is authorized to act on behalf of Customer and guarantees by his/her signature to compensate The Retrofit Companies, Inc. in full for all actual services performed, which are due and payable 15 days from invoice date unless otherwise agreed upon. All past due accounts shall accrue interest at the rate of 1.5% per month. No verbal quotations are valid or enforceable.

SIGNATURE:_____

Revenue Contracts Signed
March 2022

For your information, the Superintendent or the Executive Director of Business Services has signed the following revenue contracts during the above timeframe:

Name	**Amount or Estimated Amount***	**Contract Source**	**Description**
Pathways to Prosperity Program	$92,620*	Duluth Adult Education (R)	Supporting workforce needs

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**SUB-RECIPIENT FUNDING AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT 709
(DULUTH ADULT EDUCATION PROGRAM) AND
CITY OF DULUTH
FOR THE
STATE OF MINNESOTA
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION**

**PATHWAYS TO PROSPERITY
ON-RAMP TO CAREER PATHWAYS
BRIDGE – INTODUCTION TO HEALTHCARE CAREERS
BRIDGE – BUILDING STRONG COMMUNITIES
INDIVIDUALIZED CAREER PATHWAYS**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk ("Effective Date"), by and between the **CITY OF DULUTH**, (the "City"), and **INDEPENDENT SCHOOL DISTRICT 709 on behalf of its DULUTH ADULT EDUCATION PROGRAM** (the "Grantee").

WHEREAS, the City has entered into a Master Grant Agreement with the State of Minnesota, acting by and through its Department of Employment and Economic Development, Workforce Development Division ("DEED") to apply for and receive funds to provide employment and training services offered through the City's Workforce Development Department; and

WHEREAS, under the Master Grant Agreement, in cooperation with Grantee, the City applied to and received approval for four grant funds in the amount totaling One Million One Hundred Sixty-One Thousand Seven Hundred Ninety-Seven Dollars and 10/100 ($1,161,797.10) from DEED under its Pathways to Prosperity Program (the "Program Grant") to support workforce needs in key industries and address employment disparities in Duluth and southern St. Louis County. This program will prepare individuals with the skills needed to enter into employment in high demand occupations and/or access additional education ("the Project"). The Project Specific Plans ("PSP)/Work Plans/Budgets are attached as ***Exhibit A, Exhibit B, Exhibit C, and Exhibit D***; and

WHEREAS, the City desires to award a portion of the Program Grant (the "Subgrant") to Grantee, and Grantee agrees to accept and utilize such proceeds for the Project.

NOW, THEREFORE, the parties agree to the following terms:

1. AWARD. The City awards a Subgrant to Grantee in the amount of Ninety-Two Thousand Six Hundred and Twenty Dollars and no/100th ($92,620) for Grantee's performance of its obligations under the Program Grant including:

- State Fiscal Year 22 (SFY22), On-Ramp to Career Pathways, $19,410.00
- State Fiscal Year 23 (SFY23), On-Ramp to Career Pathways, $18,660.00
- State Fiscal Year 22 (SFY22), Bridge - Introduction to Healthcare Careers, $14,910.00

- State Fiscal Year 23 (SFY23), Bridge - Introduction to Healthcare Careers, $18,660.00
- State Fiscal Year 22 (SFY22), Bridge - Building Strong Communities, $8,410.00
- State Fiscal Year 23 (SFY23), Bridge - Building Strong Communities, $8,410.00
- State Fiscal Year 22 (SFY22), Individualized Career Pathways, $2,080.00
- State Fiscal Year 23 (SFY23), Individualized Career Pathways, $2,080.00

A. Perform the duties specified in the PSP/Work Plan/Budget for each of the four P2P grants: On-Ramp to Career Pathways attached as ***Exhibit A***; Bridge - Introduction to Healthcare Careers attached as ***Exhibit B***; Bridge – Building Strong Communities attached as ***Exhibit C***, and Individualized Career Pathways Program attached as ***Exhibit D***, and incorporated into this Agreement.
B. Achieve the specific enrollment, training completion, and placement targets for each grant outlined in the P2P Work Plan Summary, attached as ***Exhibit E.***
C. Fulfill the roles and responsibilities as outline in the P2P Partner Roles and Responsibilities Summary, ***Exhibit F***.
D. Follow all DEED policies and procedures within the required timeframes.
E. Provide information for quarterly reports two weeks prior to the reporting due date and/or any other reporting required by DEED, including Workforce One reporting and the On-Ramp to Career Pathways, Bridge - Introduction to Healthcare Careers, Bridge - Building Strong Communities Project, and Individualized Career Pathway data.
F. Submit invoices outlining services provided with supportive documentation to City Director as described in section 5. Examples of documentation for services include detailed receipts and timesheets.
G. Coordinate with City staff on scheduling for services and/or workshops.
H. If applicable and as requested, provide evaluations, attendance and completion information for services, trainings or workshops.
I. Facilitate City's Fiscal Monitoring as outlined in the P2P Sub-Recipient Monitoring Schedule, as attached as ***Exhibit G***; and assist in the completion of the DEED Pathways to Prosperity Monitoring Guide, attached hereto as ***Exhibit H-Example***. Fiscal sub-recipient monitoring will be conducted once per state fiscal year ("SFY").
J. Submit the completed Grantee Obligation Acknowledgement Checklist, attached as ***Exhibit I.***
K. Develop and maintain ongoing communication with City staff.
L. Participate in outreach and recruitment efforts.
M. Complete work at the direction of the Duluth Workforce Development Director.

Notwithstanding anything to the contrary, the Grantee understands and agrees that any reduction or termination of the Program Grant may result in a like reduction or termination of the Subgrant, and that any material change in the timeline or scope of the Program must be approved in writing by the City and DEED. The City reserves the right to cancel or postpone training class start dates due to lack of enrolled participants or other circumstances.

2. **PERFORMANCE.** The Grantee must comply with all requirements applicable to the City in the Master Grant Agreement and/or Project Specific Plan. Grantee's default under the Project Specific Plan will constitute noncompliance with this Agreement. If the City finds that there has been a failure to comply with the provisions of this Agreement or that reasonable progress on the Program has not been or will not be made, the City may take action to protect its interests,

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including refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If action to correct substandard performance is not taken by the Grantee within 60 calendar days (or such longer period specified by the City) after written notice by the City, the City may terminate this Agreement.

3. TIME OF PERFORMANCE. Grantee must start the Program upon execution of this Agreement and complete the Program for SFY22 on or before September 30, 2022, and for SFY23 on or before June 30, 2023. The City is not obligated to pay for any Program costs incurred after that date or any earlier termination, whichever occurs first. The term of this agreement may be extended as approved by DEED on substantially the same terms as set forth herein by mutual written consent of the authorized representatives of the parties. Nothing herein guarantees any such renewal.

4. CONDITIONS PRECEDENT TO DISBURSEMENT. The following requirements are conditions precedent to the City's disbursement of any of the Subgrant proceeds.

A. The Grantee must have provided the City with evidence of compliance with the insurance requirements of Section 7(G) herein.
B. The Grantee must have provided to the City such evidence of compliance with all of the provisions of this Agreement as the City may reasonably request.

5. DISBURSEMENT. It is expressly agreed and understood that the City will pay Grantee under this Agreement $44,810 in the SFY 2022, and upon receipt of SFY23 funding, $47,810 in SFY 2023 with the total amount not to exceed $92,620. Grantee's proposed budget is outlined in the Reimbursement Payment Request and Performance Outcomes form, attached as ***Exhibit J***. If the total funding allocation remains unchanged, Grantee may change how funds are allocated within the budget categories listed in ***Exhibit J*** with the prior written approval of the Workforce Development Director. Invoices may be submitted on a monthly basis or other timeframe approved in writing by the Workforce Development Director, but must be submitted at a mid-point, and at the conclusion of the training contract. For SFY 2022, a final invoice must be received by October 31, 2022; for SFY 2023 a final invoice must be received by July 30, 2023. Payment for services will be sent within 45 days of receipt of invoice.

6. NOTICES. Communication and details concerning this Agreement must be directed to the following Agreement representatives:

City: City of Duluth
Elena Foshay, Director
Workforce Development Department
402 W. 1st Street
Duluth, MN 55802
218-730-5241
efoshay@duluthmn.gov

GRANTEE: Independent School District 709
Attn: Angie Frank
325 W. 1st St., Suite 310
Duluth, MN 55802
218-336-8790

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angie.frank@isd709.org

7. **GENERAL CONDITIONS.**

A. **General Compliance.** The Grantee agrees to comply with all applicable federal, state and local laws and regulations governing the project and funds provided under this Agreement.

B. **Civil Rights Assurances.** Grantee and City, and their respective officers, agents, servants and employees, as part of the consideration under this Agreement, do hereby covenant and agree that:

1. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, marital status, status with respect to public assistance, sexual orientation and/or disability shall be excluded from any participation in, denied any benefits of or otherwise subjected to discrimination with regard to the services provided under this Agreement.
2. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code and any regulations and executive orders which may be affected with regard thereto.

C. **Independent Contractor.** Nothing contained in this Agreement is intended to, or may be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Grantee will at all times remain an independent contractor with respect to the services to be performed under this Agreement. Grantee and its employees shall not be considered employees of the City and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of Grantee's employees or agents while so engaged, and any and all claims whatsoever on behalf of Grantee's employees and agents arising out of employment shall in no way be the responsibility of the City. Grantee's employees shall not be entitled to any compensation or rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability or severance pay, and PERA.

D. **Liability.** Each party hereto agrees that it will be solely liable for any liability arising out of any acts or omissions of itself or its officers, agents, servants, employees or subcontractors in the performance of its respective obligations under this Agreement.

Nothing herein shall be deemed to create any liability on behalf of either party not otherwise existing as to such party under the provision of the Minnesota Municipality Limitation of Liability Statute, Minnesota Statute Section 466 *et. seq.*, or to extend the amount of liability of either party to amounts in excess of that specified in said Chapter.

E. **Indemnification.** Grantee will indemnify, defend, and hold harmless the City, its officers, agents, and employees, from any claims or causes of action, including attorney's fees incurred by Grantee arising from the performance of this Agreement by Grantee, or its officers, agents or employees

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F. **Workers' Compensation.** The Grantee must provide workers' compensation insurance coverage for all employees involved in the performance of this Agreement.

G. **Insurance.** Grantee shall procure and maintain continuously in force Public Liability Insurance written on an "occurrence" basis under a Comprehensive General Liability Form in limits of not less than One Million Five Hundred Thousand and No/1OOs ($1,500,000.00) Dollars aggregate per occurrence for personal bodily injury and death, and limits of One Million Five Hundred Thousand and No/100s ($1,500,000.00) Dollars for damage liability. If person limits are specified, they shall be for not less than One Million Five Hundred Thousand and No/100s ($1,500,000.00) Dollars per person and be for the same coverages. The City shall be named as an additional insured therein. Insurance shall cover:

1. Public liability.
2. Independent contractors--protective contingent liability.
3. Personal injury.
4. Contractual liability covering the indemnity obligations set forth herein.

8. ADMINISTRATIVE REQUIREMENTS.

A. **Accounting Standards.** The Grantee agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Agreement.

B. **Records.**

1. *Retention.* The Grantee must retain all records pertinent to expenditures incurred under this Agreement until conclusion of the latest of (a) six years after the Grantee has completed the Program; (b) six years after the Grantee has expended all proceeds of the Subgrant; or (c) six years after the resolution of all audit findings. Records for nonexpendable property acquired with funds under this Agreement must be retained for six years after final disposition of such property. Records for any displaced person must be kept for six years after he/she has received final payment.

2. *Inspections.* All Grantee records with respect to any matters covered by this Agreement must be made available to the City, DEED or their designees at any time during normal business hours, as often as the City or DEED deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

3. *Audits.* If requested by the City, the Grantee must have an annual financial compliance audit conducted in accordance with the City's requirements. The Grantee must submit two copies of such audit report to the City. Any deficiencies noted in such an audit report or an audit/monitoring report issued by the City or its designees must be fully resolved by the Grantee within a reasonable time period after a written request from the City. Failure of the Grantee to comply with the provisions of this paragraph will constitute a violation of this Agreement and may result in the withholding of future payments or the requirement for Grantee to return all or part of the funds already disbursed.

4. *Data Practices Act.* The Grantee must comply with the Minnesota Government Data Practices Act, Chapter 13.

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5. *Close-Outs.* The Grantee's obligation to the City does not end until all closeout requirements are completed. Activities during this close-out period include: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to the City), determining the custodianship of records and resolving audit findings.

C. **Payments.** The City will pay to the Grantee funds available under this Agreement based upon information submitted by the Grantee and consistent with any approved budget and City policy concerning payments. Payments may be adjusted at the option of the City in accordance with advance funds and program income balances available in Grantee accounts. In addition, the City reserves the right to liquidate funds available under this Agreement for costs incurred by the City on behalf of the Grantee.

D. **Procurement.** The Grantee must maintain an inventory record of all nonexpendable personal property procured with funds provided under this Agreement. All unexpended program income must revert to the City upon termination of this Agreement.

9. MISCELLANEOUS.

A. **Assignability.** The Grantee may not assign or transfer any interest in this Agreement (whether by assignment or novation) without the prior written consent of the City; provided, however, that claims for money due or to become due to the Grantee from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer must be furnished promptly to the City.

B. **Copyright.** If this Agreement results in any copyrightable material, the author is free to copyright the work, but the City and/or DEED reserves the right to royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for government purposes.

C. **Relationship of the Parties.** It is agreed that nothing herein contained in intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint ventures, or joint enterprise between the parties hereto or constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.

D. **Governing Law.** This Agreement will be governed by, and construed in accordance with, the laws of the State of Minnesota.

E. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

10. ENTIRE AGREEMENT. This Agreement contains all negotiations and agreements between City and Grantee. No other understanding, agreements or understandings regarding the Grant Agreement, or this Agreement, may be used to bind either party

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CITY OF DULUTH

By _____
Mayor

Attest:

_____
City Clerk
Date Attested: _____

Countersigned:

_____
City Auditor

As to form:

_____
City Attorney

INDEPENDENT SCHOOL DISTRICT 709

By Catherine Erickson

Its: CFO
Catherine Erickson

By: _____

Its: _____

04 R 005 520 323 099 000

ATTACHMENTS

Exhibit A: Project Specific Plan/Work Plan/Budget - P2P - On Ramp to Career Pathways Program SFY22 & SFY23 proposal and DEED contract

Exhibit B: Project Specific Plan/Work Plan/Budget - P2P - Bridge – Introduction to Healthcare Careers Program SFY22 & SFY23 proposal and DEED contract

Exhibit C: Project Specific Plan/Work Plan/Budget - P2P - Bridge - Building Strong Communities Program SFY22 & SFY23 proposal and DEED contract

Exhibit D: Project Specific Plan/Work Plan/Budget - P2P - Individualized Career Pathways Program SFY22 & SFY23 proposal and DEED contract

Exhibit E: P2P Work Plan Summary

Civil Rights Complaint Procedure

Purpose

Discrimination is defined as different treatment which makes a distinction of one person or group of persons from others; either intentionally, by neglect, or by actions or lack of actions based on the federally protected classes. A protected class refers to any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation or an executive order. A sponsoring organization is prohibited from discriminating based on federally protected classes specific to child nutrition programs, which includes race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

Policy

Duluth Public Schools, ISD 709, ensures the following civil rights requirements are met:

- Eliminates barriers and discrimination that prevent or deter people from receiving benefits of a government-sponsored or funded program.
- Provides equal treatment to all applicants, participants, and beneficiaries in the delivery of programs and services of a federal program.
- Ensures that all applicants and participants understand their rights and responsibilities as described in FNS 113-1: Civil Rights Compliance and Enforcement guidance document.
- Shows respect and dignity to all child nutrition program participants or potential participants.

Complaint Procedure

If anyone who participates or wants to participate in the program believes they or someone they know has been discriminated against based on the federally protected classes listed above, they have a right to file a complaint within 180 days of the alleged discrimination. The complainant and complaint must be kept confidential.

Duluth Public Schools, ISD 709, will receive civil rights complaints that have been submitted written or verbally. Anonymous complaints must be accepted and should be handled as any other complaint.

A person who wishes to submit a written complaint will be referred to the U.S. Department of Agriculture (USDA) Program Discrimination Complaint Form.

If a complaint is received verbally and the complainant does not want to put the allegations in writing themselves, Duluth Public Schools, ISD 709 will complete the following three steps:

1. Transcribe the elements of the complaint, ensuring the following information is included:

a. Contact Information (name, address, phone number, and/or email address of complainant) unless the complaint is anonymous.
b. Indication if the complaint was made verbally or in-person.
c. Name of site and location of the incident.
d. Nature of the incident.
e. Basis for alleged discrimination (race, color, national origin, sex, age, disability or reprisal or retaliation for prior civil rights activity).
f. Names, titles, business addresses, and phone numbers of any person who may have knowledge of the discriminatory action.
g. Date(s) when the alleged actions occurred. If the discriminatory action is ongoing, include the duration of such actions.

2. Submit the complaint to the USDA by mail or fax (information on page 5 of complaint form) or Minnesota Department of Education (MDE) at mde.fns@state.mn.us within five working days for complaints alleging unlawful discrimination that include age as a basis of discrimination and five calendar days of receipt for all other civil rights complaints.
3. Maintain records of all civil rights complaints in a secure location.

All civil rights complaints will be processed and closed within 90 days of receipt. A decision letter will be sent to the complainant.

Name and Title of Person with Child Nutrition Program Authority (signed the Sponsor-State Agreement for Child Nutrition Programs): Catherine Erickson

Signature: _____

This procedure was initiated on _____ (MM/DD/YY) and last updated 3/23/22 (MM/DD/YY).

For more information, refer to the Minnesota Department of Education's Civil Rights Webpage.

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Exhibit F: P2P Partner Roles and Responsibilities Summary

Exhibit G: Fiscal and Program Monitoring Schedule

Exhibit H: DEED Pathways to Prosperity Monitoring Guide - Example

Exhibit I: Grantee Obligations Acknowledgement Checklist

Exhibit J: Sub-recipient Budgets (Reimbursement Payment Request and Performance Outcomes) Forms

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Exhibit A
Master Contract Number: DULUTH2020M
Term of Master Contract: 4/1/20 - 3/31/25
Master SWIFT Contract Number: 172729
Grant ID Number: 2047800

STATE OF MINNESOTA

PROJECT SPECIFIC PLAN (PSP)

ORIGINAL

GRANTOR / STATE	GRANTEE
Employment and Training Programs (ETP) Division MN Department of Employment and Economic Development 1st National Bank Building, 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	City of Duluth Workforce Development 402 W. First St Duluth, MN 55802
GRANT MANAGER CONTACT	**GRANTEE CONTACT**
Name and Title: Jenilee Drilling, ACP Grant Coordinator Phone: 651-259-7530 Email: jenilee.drilling@state.mn.us	Name and Title: Elena Foshay; Director Phone: 218-730-5241 Email: efoshay@duluth.mn.gov

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Partnership Chart
Attachment 4: Terms & Conditions

COMPLETED BY DEED:

Program Name: SFY 22 City of Duluth P2P On-Ramp			
Start Date[1]:	Date all parties sign	**SWIFT Contract Number:**	206329
End Date:	9/30/2022	**SWIFT PO Number:**	3000459425
Total Amount:	$103,212.50	**SWIFT Vendor Number + Location:**	0000197681.001
Match / Leverage Required:	☐ Yes ☒ No	**Procure-It Number:**	67431
		NGA Number:	21-12
AFS Signature: Robin Culbertson		**Encumbrance Date:**	1/13/22

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature: Elena Foshay **Date:** 01/14/22

Printed Name and Title of Grantee's Authorized Representative: Elena Foshay, Director City of Duluth

APPROVED BY (GRANTOR / STATE):

I have reviewed and approved the attached PSP which is referenced in and incorporated into the Master Grant Contract Agreement indicated herein.

Signature: **Date:** 1/14/22

Printed Name and Title of State's Authorized Representative: Marc Majors, Director, Employment and Training Programs Division

[1] Or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later.

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SFY22 On-Ramp to Career Pathways P2P Grant Summary Sheet

Grantee: City of Duluth		**Grant: 2047800**	
1. Organization Name:	*City of Duluth Workforce Development*		
2. Director Name:	*Elena Foshay*	3. Program Contact Name:	*Betsy Hill*
4. Telephone:	*218-730-5241*	5. Telephone:	*218-730-5228*
6. Email:	*efoshay@duluthmn.gov*	7. Email:	*bhill@duluthmn.gov*
8. Swift Vendor ID#	*0000197681-001*	9. DUNS#	*077627883*
10. Organization Address: *402 W 1st St., Duluth, MN 55802*			

Program Information:	
11. Program Name:	On-Ramp Career Pathway Program
12. Program Summary:	*Provide work readiness preparation and contextualized career exploration to help those with the greatest barriers to employment begin a path to a living wage career.*
13. Geographic Area Served by Program:	*Southern St. Louis County*
14. Target Population Served:	*Individuals who lack a GED, score below 6th grade in reading/math, or need additional focus on work readiness*
15. Amount of Award:	*SFY 22: $ 103,212.50*
16. SFY 22 Projected Enrollments:	*40*
17. SFY 22 Participants Carried over to SFY 23 Grant:	*19*
18. Cost Per Participant Served: *amount awarded ÷ # of participants enrolled*	*SFY 22: $2,580*
19. Cost per Certificate/Credential attained: *amount awarded ÷# certificate/credential attained*	*SFY 22: $3,970*
20. Cost per exit to employment: *amount awarded ÷ # exit to employment*	*SFY 22: $14,745*
21. Name of Certificate(s) to be awarded: *if applicable*	*Mind Over Matters and Career Quest Certificates of Completion*
22. Name of Credential(s) to be awarded: ***Required for Bridge to Career Pathways***	*N/A*
23. Training Providers:	*SOAR Career Solutions*
24. Compensated Partners:	*SOAR Career Solutions, Duluth Adult Education, Community Action Duluth*
25. Adult Basic Education Partner (*If applicable**):	*Duluth Adult Education*
26. SNAP E&T Reimbursement Program: *(Indicate interest in applying for this program)*	☒ Yes ☐ No

** Required for On-Ramp and Bridge to Career Pathways Programs*

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Attachment 1. Work Plan

Narrative

Duluth Workforce Development (DWD), SOAR Career Solutions, Duluth Adult Education, and our many partners have built a community-wide career pathway model that offers a range of training options that lead to industry-recognized credentials and offer strong connection to employment, with multiple entry and exit points and wraparound supports. DWD seeks P2P On-ramp to Career Pathways will support work readiness and contextualized skill development for individuals who lack a GED, score below a 6th grade level in reading and/or math or need additional focus on developing work readiness skills. We will train a total of 75 individuals over two years, with exposure to career pathways in construction, manufacturing, and healthcare. Participants will earn an industry-specific work readiness certificate and move on to either employment or career pathway training through our Bridge projects. All participants will receive academic support from Duluth Adult Education (ABE), and wraparound case management through SOAR Career Solutions.

On-ramp to Career Pathways is implemented by a strong partnership that has been working together to provide career pathway training for over 10 years. Our focus is to increase the number of working age adults, especially those who are BIPOC or experience barriers to employment, to post-secondary training leading to industry-recognized credentials. Each partner brings their own strengths and contributions to ensure students get high-quality training and support to successfully enter employment and/or further education. Employers also play a key role in determining which pathways to focus on, developing curriculum, and connecting graduates to employment and further training.

Section 2: Equity Analysis

Duluth Workforce Development helps individuals build economic self-sufficiency and achieve their potential, while helping our community build a resilient economy, through investment in our current and future workforce. We apply an equity lens to all parts of our work, seeking out voices of those historically excluded to challenge systemic inequities through our day-to-day work. SOAR has over 35 years of experience helping

no-to-low-to-moderate income individuals increase their work readiness skills, obtain a degree, certification and/or credential, and gain and maintain sustainable employment. SOAR is committed to cultivating inclusion and honoring the inherent dignity of all individuals.

Racial Equity: Duluth Workforce Development and its partners have collectively offered programs and services to Eligible Populations for more than 30 years. Whereas Duluth's population is about 10% people of color, over one third of the people DWD serves each year are from communities of color, particularly from the African Heritage and Indigenous communities, and just under one third have a disability. Last year, SOAR served 424 individuals with their employment needs. Of those individuals, 41% were Black, Indigenous, or People of Color. Additionally, SOAR serves those with the greatest barriers to employment. Fifteen percent of participants had no high school diploma, 51% had criminal record, 4% living with a disability, and 17% homeless/unstable housing.

Both DWD and SOAR staff and boards reflect the populations we serve. Twelve percent of DWD staff and 7% of board members identify as BIPOC, and 6% of DWD staff self-identify as having a disability. More than half of DWD staff and a third of board members are previous DWD clients, the majority as MFIP recipients or dislocated workers. Seven percent of SOAR's staff self-identify as BIPOC, and 21% identify as genderqueer. Two SOAR board members are from the low-income communities served by the organization. Both organizations actively work to recruit diverse staff and board members through a variety of proactive strategies, including partnering with BIPOC-led organizations and including a broader range of community members and partners on various workforce board committees. Both DWD and SOAR also serve on the Wealth, Entrepreneurship, and Economic Sustainability (WEES) working group, which brings community voices to the table to influence design of career pathway training programs and workforce services and played a key role in the design of this proposal. WEES members will continue working together to ensure those who are historically excluded are accessing workforce programs and services.

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Section 3: Proposed Services

On-ramp to Career Pathways is a ***new*** project that focuses on skilling up and preparing individuals who are interested in accessing living-wage, sustainable employment in the Construction & Skilled Trades, Manufacturing, and Healthcare industry sectors. Roughly 15% of On-ramp participants will not have a high school diploma/GED and for 1%, English is their second language.

On-ramp to Career Pathways includes all seven required components. Training is contextualized within three primary **industry sectors** – construction, manufacturing, and healthcare. All three offer multiple pathways to wage increases and career advancement. With an option to exit to employment or continue training through integration Bridge or Individualized programs, this project offers **multiple entry and exit points**. Programs are offered in **partnership** with other organizations, and will be offered with **significant involvement of employers**, as well as ABE and Community Action Duluth. Participants moving on to Bridge or Individualized training will earn **industry-recognized credentials**. All participants will be provided **comprehensive support and navigation services** throughout. All training will be **contextualized**, with curriculum components designed with employer input to ensure skills match those needed for employment.

Client services will be provided primarily by SOAR staff, who will hold responsibility for WF1 data entry. DWD will oversee performance and compliance and will be responsible for fiscal and program monitoring of subgrantees. Training will be delivered primarily in person. SOAR will provide work readiness training, ABE will provide contextualized reading and math, and CAD will teach financial literacy. Employers will provide industry and career pathway overviews. All staff involved in the program have participated in cultural competency training, including completing the Intercultural Development Inventory and participating in training workshops on diversity/inclusion, equity, and privilege.

Expected Outcomes Over the two-year grant period, 75 participants will be enrolled into the project, 48 will obtain their work readiness certificate in at least one of the three industry areas and/or complete their GED

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and show a measurable increase in math and reading skills. Twenty-six participants will exit into employment with six entering directly into the field related to their training. Thirty-one participants will be prepared to exit into the Bridge or Individualized programs.

Geographical Location This project will serve individuals living in southern St. Louis County, particularly Duluth and surrounding communities. In our target area, there are 18,451 individuals over the age of 25 with no post-secondary education, and an additional 14,290 who started but did not finish a post-secondary degree. Additionally, more than 1500 individuals who lost their jobs during the pandemic remain unemployed, with the highest long-term unemployment among African Heritage and Indigenous community members. Twenty percent of households live in poverty and need access to living wage jobs - and likely higher now due to the impacts of the pandemic.

Labor Market Demand In the Northeast region, healthcare represents 25% of employment, and most living wage healthcare jobs require some sort of post-secondary training. There is a projected annual demand of 321 C.N.A.s, 282 Registered Nurses, 102 Medical Assistants, and 91 LPNs over the next decade. Construction represents 4.8% of employment, and along with manufacturing represents the next largest share of living wage jobs in our area. Manufacturing represents 6.4% of employment and expects to need almost 3,000 replacement workers over the next decade. Additionally, both Cirrus and ST Paper, two of our largest manufacturing employers, are planning significant expansion over the next two years. In the construction sector, roughly 35% of current workers will reach retirement age in the next decade, and the pipeline of young people entering the trades is nowhere near enough to replace these workers. Simultaneously, Duluth is seeing a long-term construction boom, with one major highway construction project underway, substantial housing and road construction projects, and a new major hospital project. All projects have workforce goals that promote employment of women, people of color, and disadvantaged workers in the construction industry.

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Section 4: Partnerships and Collaborations

Duluth's Community Career Pathways model builds integrated partnerships between the City, community organizations, education/training providers, and employers. This model creates an accessible, 'no wrong door' approach where individuals seeking workforce and training services can enter through a network of organizations, be assessed for skills, interests, and barriers, and then matched with the right pathway and program for their needs. This network includes BIPOC-led organizations like Family Freedom Center, Family Rise Together, AICHO, and others. Our overall goal is to engage/re-engage more people in the labor force, and to provide training and connection to in-demand, living-wage careers.

Partner Roles For On-ramp to Career Pathways, Duluth Workforce Development will provide overall project and partner coordination, assistance with recruitment, and connection to Bridge and Individualized programs. SOAR's Career Specialists will provide 1:1 comprehensive case management and navigation support, implement intake and assessments, input Workforce One data, develop and instruct work readiness curriculum development and instruction and job search and retention support. Duluth Adult Education, our ABE partner, will conduct CASAS testing to assess math/reading skills, and offer contextualized reading and math instruction that aligns with industry skills and individual needs. Employers are key partners throughout this project. Employer partners inform the occupations in highest demand, offer worksite visits, conduct mock interviews, and give priority to graduates when hiring. Our partners for this project include ME Global and Altec (Manufacturing), Northland Construction, Ames, and Kramer North America (Construction & Skilled Trades), IUOE Local 49 and Ironworkers Local Union 512 (Building Trades), and Essentia and St. Luke's (Healthcare). Employer and building trades partners will provide input for the development of work readiness curriculum for their respective industries, present industry relevant information to participants, provide workplace tours and mock interviews, and prioritize for open positions, internships, and on-the-job training opportunities.

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Section 5: Participant Recruitment, Intake, and Retention Strategy

SOAR has over 35 years of experience helping no-to-low-to-moderate income individuals increase their work readiness skills, obtain a degree, certification and/or credential, and gain and maintain sustainable employment. Last year, SOAR served 424 individuals with their employment needs. FY20 client outcomes include: 93% enrolled in training increased work readiness skills, 55% enrolled in skills training obtained a credential, certification or degree, and 76% job searchers obtained employment at an average of $14.44/hour.

Outreach and Recruitment In partnership with DWD, SOAR will recruit through outreach to community partners, including BIPOC-led organizations like AICHO, Thunderbird/Wren House, NAACP, Family Freedom Center, and Family Rise Together, as well as Community Action Duluth, Life House, and TERO offices. Community Liaisons with strong connections to target communities will also assist with outreach and recruitment, and initial navigation. DWD will also assist with earned and social media outreach, and referrals from MFIP, SNAP, and our youth program.

Intake Navigators collect demographic information, education and work history, and potential barriers to employment. Participants take the Employability Measure (EM), an assessment used to identify areas that may affect their ability to obtain & retain employment. Navigators support participants to address barriers identified in the EM to find safe & stable housing, address job search with a criminal background, help line up daycare options, secure reliable transportation, and secure identification documents.

Prior to enrollment, participants will complete the ***CASAS*** assessment administered by ABE. Participants scoring at 6th grade level or below in math and/or reading will enroll in On-ramp to Career Pathways. Post-testing will demonstrate grade level increase of each participant. Participants will complete the ***Holland Code assessment*** to help identify career fields that best fit their personality & interests. Assessment results will inform participants' ***Individualized Employment Plan***, leading them to a career pathway that meets their skills, interests, and abilities. Participants demonstrating employability and interest

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will enroll into one of three work readiness courses - ***Intro to Healthcare, Intro to Construction, and Intro to Manufacturing.*** Each course is 45 hours and will be provided 6 times over the course of the grant period. Course curriculum/content will be ***contextualized*** for each industry and include the following topics: Math and reading comprehension, effective communication styles, reducing internal barriers with cognitive thinking patterns, digital literacy, teamwork, critical thinking, career pathways, workplace culture, wages and benefits, financial literacy, and industry requirements/eligibility. Participants will also develop a resume and job search plan, and engage with industry employers through mock interviews, presentations, and work site tours. Successful participants will demonstrate work readiness skills through assessment scores and certificate obtainment.

Participants will then work with their Navigator to enter into employment, Bridge, or Individualized training. Upon placement, Career Specialists maintain contact at least monthly for at least three months to assist participants in addressing any new barriers that may threaten long-term employment and ensure employment retention. To support retention, participants will receive incentives in the form of gas-only or retail cards at one ($25), two ($25), and three ($75) months of employment. Incentives are provided with proof of employment (pay stub) and proper internal documentation.

Budget/Fiscal Capacity

This proposal offers an effective and productive way to use Pathways to Prosperity funds. The On-ramp to Career Pathways utilizes the expertise of SOAR in serving those with the greatest barriers to employment, and of Duluth Adult Education in providing contextualized and individualized instruction. Through these integrated partnerships, we create a comprehensive model that offers training linked to employment opportunities, access to further education, academic support, and wraparound services that continue through at least 90 days post-placement.

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Direct Services will support outreach and recruitment, assessment, orientation, case management, job placement, and retention support. **Direct Services-ABE** will support the assessment and instruction provided by Duluth Adult Education. **Direct Customer Training** is not included in this project, as training results in a certificate rather than an industry-recognized credential. **Support Services** includes participant support in alignment with DWD and SOAR policy. **Administrative** costs support grant administration and partner oversight, and do not exceed 10% of total costs.

The City of Duluth has been providing workforce services since 1968. With a total annual budget of $3.2 million and a staff of 17, the Workforce Development Department is the lead implementer of workforce services for Local Area 4. In addition to convening the Duluth Workforce Development Board, we also co-chair the Regional Leadership Team implementing workforce initiatives for Region 2. The work of the department is overseen by the Director, who is part of the Mayor's leadership team and has more than a decade of leadership experience and a long career in youth and workforce development. Both DWD and SOAR are staffed by full time Navigators with many years of experience in employment services and program implementation. Their work is supported by an Operations Manager who is responsible for contract, budget, and program oversight, and a .25 FTE dedicated staff member in the auditor's office who is responsible for fiscal management. SOAR has been a 501(c)3 for 38 years with an annual budget of over $1 million this fiscal year. Fiscal policies are updated annually, and the organization is fully insured and audited every year.

Leveraged Funds This project will effectively and efficiently utilize a mix of P2P and leveraged funds to serve participants not being adequately served by traditional college degree and certificate programs. By structuring training using a cohort model, we are able to provide concentrated, wraparound support to ensure participants can successfully complete training and move on to employment. Additional funds to provide continuity of services will be leveraged by co-enrolling participants with WIOA Youth and Adult, CDBG, and

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MFIP Employment Services. All partners are tapping into other resources to provide in-kind administrative and program support. Employer time engaging in training is also in-kind.

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Attachment 1. Work Plan

Table

Complete the Work Plan as applicable to your proposal. Use additional pages as necessary. Data entered must be numeric and must be cumulative ("snowball") from quarter to quarter. "Average Increase in Wage/Earnings" is the difference between the average enrollment wage and average exit wage, as documented in the *Demographic Summary Report* in Workforce One-this is an average of all enrolled participants.

	Period 1: Grant Start Date through 12/31/21	**Period 2: Grant Start Date through 03/31/22**	**Period 3: Grant Start Date through 06/30/22**	**Period 4: Grant Start Date through 09/30/2022**
Total Participant Enrollments	*0*	*10*	*30*	*40*
Total participants enrolled in training	*0*	*8*	*24*	*32*
Total participants completing training	*0*	*6*	*19*	*26*
Total On-Ramp Certificates attained	*0*	*6*	*19*	*26*
Exits to Employment *(job placement)*	*0*	*3*	*5*	*7*
o Exits to Employment related to training industry sector(s)	0	0	1	3
Average increase in wage per hour *(indicated by $/hour increase)*	*$0*	*$8.69*	*$8.69*	*$8.69*
Participants exited to Bridge or Post-Secondary programs	*0*	*4*	*4*	*5*
Participants transferred to second year funding	*N/A*	*N/A*	*N/A*	*19*
All other exits	*0*	*0*	*0*	*9*
All exits-Total	*0*	*7*	*9*	*40*

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Attachment 2: Budget

Please complete budget form in **cumulative manner**. Leveraged funds are not required, however grantees are encouraged to leverage federal, private, or other funds. You are also not required to use all cost categories. Please see "Fiscal – Guidance on Cost Category Definitions" to determine how to categorize expenditures.

TOTAL COST PER PARTICIPANT $2,580 (Total award divided by the total number of participants)

Total DEED Funds Requested							
Office Use Only	Cost Category	Period 1: Grant Start Date through 12/31/2021	Period 2: Grant Start Date through 03/31/2022	Period 3: Grant Start Date through 06/30/2022	Period 4: Grant Start Date through 09/30/2022	Total Leveraged Funds[1] *(if applicable)*	Total Project Funds
833	**Administrative Costs[2]**	$ -	$ 3,440.33	$ 6,880.67	$ 10,321	$ 5,161	$ 15,482
885	**Direct Services**	$ -	$ 21,935.50	$ 43,871.00	$ 65,806.50	$ 32,903	$ 98,709.50
886	**Direct Services-WR-GED-ABE**	$ -	$ 6,470	$ 12,940	$ 19,410	$ 9,705	$ 29,115
838	**Direct Customer Training**	$ -	$ -	$ -	$ -	$ -	$ -
828	**Support Services Costs**	$ -	$ 2,558.33	$ 5,116.67	$ 7,675	$ 3,838	$ 11,513
	Total:	$ -	$ 34,404.16	$ 68,808.34	$ 103,212.50	$ 51,607	$ 154,819.50

[1] Leveraged funds are non-DEED funds (e.g., cash, in-kind contributions, or other state, federal, or private funds).
[2] Administrative costs cannot exceed 10% of total funds requested.

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Attachment 3. Partnership Chart

List all partner organizations that will contribute to the proposed services with/without compensation. Add additional lines as necessary. Signed letters of intent/support to contract(s) from partners explaining what they will contribute and their responsibility in operations **are required for each partner.**

If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the grantee organization

Type of Organization (e.g. employer, educational institution, non-profit, etc.)	Name and Address of Organization	Type of Commitment: (Case Mgmt., Training, Accounting time, Staff, Resources, Space, Referrals, etc.)	Key Contact Person and Telephone Number	Letter of Support or Intent Enclosed as required	Conflict of Interest Disclosure Letter Required?	Anticipated total amount of compensation from Grant[3]	Responsible for Workforce One Data Entry
Non-Profit, Community Based Organization	*SOAR Career Solutions* *205 W. 2nd Street, Suite 101, Duluth, MN 55802*	*Case management/navigation support, intake and assessments, work readiness curriculum development and instruction, job search and retention support.*	*Emily Edison* *218.722.3126*	☒ Yes ☐ No	☐ Yes ☒ No	*$52,174*	☒ Yes ☐ No
MDE ABE/Education Institution	*Duluth Adult Education*	*CASAS assessments curriculum development, implementation of contextualized math and reading instruction, computer/technology, teamwork, problem solving, critical thinking and effective communication style instruction.*	*Angie Frank* *218.336.8790*	☒ Yes ☐ No	☐ Yes ☒ No	*$19,035*	☐ Yes ☒ No
Non-Profit, Community Based Organization	*Community Action Duluth* *2424 W. 5th St. #102, Duluth, MN 55806*	*Development and delivery of financial literacy training, C.N.A training*	*Jeff Longenecker* *218.726.1665*	☒ Yes ☐ No	☐ Yes ☒ No	*$1,000*	☐ Yes ☒ No

[3] **Subrecipients receiving over $50,000 must be monitored by your organization. All subrecipient monitoring and contract documents must be made available to DEED upon request.**

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Employer	*Northland Construction* *4843 Rice Lake Road, Duluth, MN 55803*	*Provide input for the development of work readiness curriculum for Construction & Skilled Trades, present industry relevant information to participants, provide workplace tours (pending COVID/Delta), implement mock interviews and prioritize graduates of the On-ramp for open positions, internships and on-the-job training opportunities.*	*Craig Ploetz* *218.722.8170*	☒ Yes ☐ No	☐ Yes ☒ No	*0*	☐ Yes ☒ No
Employer	*ME Global Inc* *200 E. Carterett St. Duluth, MN 55808*	*Provide input for the development of work readiness curriculum for Manufacturing industry, present industry relevant information to participants, provide workplace tours (pending COVID/Delta), implement mock interviews and prioritize graduates of the On-ramp for open positions, internships and on-the-job training opportunities.*	*Matt Christensen, HR Manager 218-213-9557*	☒ Yes ☐ No	☐ Yes ☒ No	*0*	☐ Yes ☒ No
Employer	*Altec* *1255 Port Terminal Dr. Duluth, MN 55816*	*Provide input for the development of work readiness curriculum for Manufacturing industry, present industry relevant information to participants, provide workplace tours (pending COVID/Delta), implement mock interviews and prioritize graduates of the On-ramp for open positions, internships and on-the-job training opportunities.*	*Deanna Oswald Human Resources 218-733-1275*	☒ Yes ☐ No	☐ Yes ☒ No	*0*	☐ Yes ☒ No
Employer	*Essentia Health* *502 E 2nd St Duluth, MN 55805*	*Input on Intro to Healthcare training curriculum, class visits* *Potential employment after graduation*	*Shawn Herhusky, Manager, Workforce Strategy 218-786-4824*	☒ Yes ☐ No	☐ Yes ☒ No	*0*	☐ Yes ☒ No

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ATTACHMENT 4

TERMS & CONDITIONS

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION

This exhibit provides the 1) Contacts, 2) Funding Information and Limitations, 3) Items required during the Grant Period, 4) Special Administrative Provisions Required and 5) Annual Items, sent on First Award of Fiscal Year.

1) CONTACTS:

Marc Majors Director, Employment & Training Programs (651) 259-7595 Marc.Majors@state.mn.us	Enock Kakuuku Adult Career Pathways Program Coordinator (651) 259-7581 Enock.Kakuuku@state.mn.us
Nancy Omondi Director of Adult Programs (651) 259-7525 Nancy.Omondi@state.mn.us	Jenilee Drilling Adult Career Pathways Program Coordinator (651) 259-7530 Jenilee.Drilling@state.mn.us
Ann Meyers Supervisor, Adult Career Pathways (651) 259-7174 Ann.Meyers@state.mn.us	Vanessa Roman Adult Career Pathways Program Coordinator (651) 259-7578 Vanessa.Roman@state.mn.us
Fiscal/Monitoring Contacts Supervisor/Monitoring (651) 259-7574 Shannon.Rolf@state.mn.us	Colleen Schwab Fiscal/ Finance Activities (651) 259-7589 Colleen.Schwab@state.mn.us

Reimbursement Payment Request (RPR) Submittal Address:
DEED.FSR@state.mn.us
Workforce One website for submitting service desk ticket:
https://apps.deed.state.mn.us/survey/ticket.shtml

2) FUNDING INFORMATION AND LIMITATIONS:

DUNs Number: Grantee must be registered and current with https://www.sam.gov/portal/SAM/#1

Cost Category Definitions: See Planning Instructions

Administration Limit: No more than ten percent (10%) may be expended for administration

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3) ITEMS REQUIRED DURING THE GRANT PERIOD:

Grant Program Monitoring Guide– Complete and return to program monitor when instructed to do so.

As applicable, Monthly Reimbursement Payment Request (RPR) – Template (for completion) – Due no later than the 20th of the month following the preceding month end (i.e. July, 2018 RPR is due August 20, 2018). Report accrued monthly expenditures.

Progress Report Format – Completed Quarterly

4) SPECIAL ADMINISTRATIVE PROVISION REQUIRED:

Grantees must conduct at least one monitoring visit and complete a financial reconciliation of expenditures for their subrecipients receiving over $50,000 in State funds. The monitoring and financial reconciliation must be completed before final payment is made (Policy Number: 08-10, Policy on Grant Monitoring, Rev. 2016). The Code of Federal Regulations (CFR) outlines monitoring and auditing requirements for subrecipients of federal awards (2CFR 200.311). Grantees are responsible for review, interpretation, and application of these regulations.

5) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

If you have multiple grants with DEED Employment and Training, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants.

Fiscal Monitoring Guide - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
Annual Assessment - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
EO ADA Annual Assessment – Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package

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Exhibit B
Master Contract Number: DULUTH2020M
Term of Master Contract: 4/1/20 - 3/31/25
Master SWIFT Contract Number: 172729
Grant ID Number: 2047801

STATE OF MINNESOTA
PROJECT SPECIFIC PLAN (PSP)
ORIGINAL

GRANTOR / STATE	GRANTEE
Employment and Training Programs (ETP) Division MN Department of Employment and Economic Development 1st National Bank Building, 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	City of Duluth Workforce Development 402 W. First St Duluth, MN 55802
GRANT MANAGER CONTACT	**GRANTEE CONTACT**
Name and Title: Jenilee Drilling, ACP Grant Coordinator Phone: 651-259-7530 Email: jenilee.drilling@state.mn.us	Name and Title: Elena Foshay; Director Phone: 218-730-5241 Email: efoshay@duluth.mn.gov

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Partnership Chart
Attachment 4: Terms & Conditions

COMPLETED BY DEED:

Program Name: SFY 22 City of Duluth P2P Bridge (Healthcare)			
Start Date[1]:	Date all parties sign	**SWIFT Contract Number:**	206179
End Date:	9/30/2022	**SWIFT PO Number:**	3000459056
Total Amount:	$200,000	**SWIFT Vendor Number + Location:**	0000197681-001
Match / Leverage Required:	☐ Yes ☒ No	**Procure-It Number:**	67335
		NGA Number:	21-10
AFS Signature: Robin Culbertson		**Encumbrance Date:**	1/11/22

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature: Elena Foshay **Date:** 01/12/22

Printed Name and Title of Grantee's Authorized Representative: Elena Foshay, Director City of Duluth

APPROVED BY (GRANTOR / STATE):

I have reviewed and approved the attached PSP which is referenced in and incorporated into the Master Grant Contract Agreement indicated herein.

Signature: **Date:** 1/13/22

Printed Name and Title of State's Authorized Representative: Marc Majors, Director, Employment and Training Programs Division

[1] Or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later.

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SFY22 Bridge to Career Pathways P2P Grant Summary Sheet

Grantee: City of Duluth		**Grant #: 2047801**	
1. Organization Name:	*City of Duluth Workforce Development*		
2. Director Name:	*Elena Foshay*	3. Program Contact Name:	*Betsy Hill*
4. Telephone:	*218-730-5241*	5. Telephone:	*218-730-5228*
6. Email:	*efoshay@duluthmn.gov*	7. Email:	*bhill@duluthmn.gov*
8. Swift Vendor ID#	*0000197681-001*	9. DUNS#	*077627883*
10. Organization Address: *402 W 1st St., Duluth, MN 55802*			

Program Information:	
11. Program Name:	*Bridge to Healthcare Careers*
12. Program Summary:	*Provide training for entry level, in-demand occupations in the healthcare industry with strong connection to employment and further training opportunities.*
13. Geographic Area Served by Program:	*Southern St. Louis County*
14. Target Population Served:	*Individuals eligible under P2P guidelines*
15. Amount of Award:	*SFY 22: $200,000*
16. SFY 22 Projected Enrollments:	*37*
17. SFY 22 Participants Carried over to SFY 23 Grant:	*13*
18. Cost Per Participant Served: *amount awarded ÷ # of participants enrolled*	*SFY 22: $ 5,405*
19. Cost per Certificate/Credential attained: *amount awarded ÷# certificate/credential attained*	*SFY 22: $7,407*
20. Cost per exit to employment: *amount awarded ÷ # exit to employment*	*SFY 22: $ 11,765*
21. Name of Certificate(s) to be awarded: *if applicable*	*N/A*
22. Name of Credential(s) to be awarded: ***Required for Bridge to Career Pathways***	*Certified Nursing Assistant, Trained Medication Aide, Health Services Certificate*
23. Training Providers:	*Lake Superior College*
24. Compensated Partners:	*SOAR Career Solutions, Duluth Adult Education, Lake Superior College, Community Action Duluth*
25. Adult Basic Education Partner (*If applicable**):	*Duluth Adult Education*
26. SNAP E&T Reimbursement Program: *(Indicate interest in applying for this program)*	☒ Yes ☐ No

** Required for On-Ramp and Bridge to Career Pathways Programs*

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Attachment 1. Work Plan

Narrative

Duluth Workforce Development (DWD) and our partners have built a community-wide career pathway model that offers a range of training options that lead to industry-recognized credentials and offer strong connection to employment, with multiple entry and exit points and wraparound supports. DWD seeks P2P Bridge funding to support career pathway training in the healthcare sector. We will train a total of 86 individuals over two years for occupations that offer an entry point into healthcare with multiple opportunities for career advancement. Certified Nursing Assistant (C.N.A.) participants will have the option to continue to earn their Trained Medication Aide certificate. Both C.N.A. and Health Services participants will also have the option to earn college credit and be able to continue on to additional post-secondary training at Lake Superior College. All participants will receive academic support from Duluth Adult Education (ABE), and wraparound case management through DWD and SOAR Career Solutions.

Bridge to Healthcare Careers is implemented by a strong partnership that has been working together to provide career pathway training for over 10 years. Our focus is to increase the number of working age adults, especially those who are BIPOC or experience barriers to employment, to post-secondary training leading to industry-recognized credentials. Each partner brings their own strengths and contributions to ensure students get high-quality training and support to successfully enter employment and/or further education. Employers also play a key role in determining which pathways to focus on, developing curriculum, and connecting graduates to employment and further training.

Section 2: Equity Analysis

Duluth Workforce Development helps individuals build economic self-sufficiency and achieve their potential, while helping our community build a resilient economy, through investment in our current and future workforce. We do this by recognizing everyone's potential and using a person-centered approach to provide individualized coaching and support, personal and career-focused skill development, and connection to

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training and other resources. We apply an equity lens to all parts of our work, seeking out voices of those historically excluded to challenge systemic inequities through our day-to-day work. We also take a Trauma Informed Care approach, which acknowledges and addresses both immediate and historical trauma that might impact our clients and their ability to achieve employment and educational goals.

Racial Equity Duluth Workforce Development and its partners have collectively offered programs and services to Eligible Populations for more than 30 years. Whereas Duluth's population is about 10% people of color, over one third of the people DWD serves each year are from communities of color, particularly from the African Heritage and Indigenous communities, and just under one third have a disability. SOAR Career Solutions, our key partner in this project, has a specific focus on those with the greatest barriers – including the long term unemployed and those who are low-income, homeless, or have a criminal background. Both DWD staff and boards reflect the populations we serve. Twelve percent of DWD staff and 7% of board members identify as BIPOC, and 6% of DWD staff self-identify as having a disability. More than half of DWD staff and a third of board members are previous DWD clients, the majority as MFIP recipients or dislocated workers. We continue to actively work to recruit diverse staff and board members through a variety of proactive strategies, including partnering with BIPOC-led organizations and including a broader range of community members and partners on various workforce board committees. Both DWD, SOAR, and CAD also serve on the Wealth, Entrepreneurship, and Economic Sustainability (WEES) working group, which brings community voices to the table to influence design of career pathway training programs and workforce services and played a key role in the design of this proposal. WEES members will continue working together to ensure those who are historically excluded are accessing workforce programs and services.

Section 3: Proposed Services

Duluth Workforce Development's Bridge to Healthcare Careers builds on close to a decade of success offering employer-driven career pathway training to Eligible Populations, focused on a variety of occupations and with

active engagement of a range of partners. As the population in Duluth and surrounding communities includes a very small number of foreign-born residents, it is unlikely that participants receiving services will be immigrants or individuals for whom English is a second language. Additionally, a high school diploma or GED is a prerequisite for employment in the occupations targeted by this project, so it will be required for entry into the Bridge program.

This project builds on an existing program, with new innovations to better connect participants to living wage jobs and career advancement. Our C.N.A. training adds a Trained Medication Aide component for participants who earn an additional credential and offers a class option through a new partner that provides evening hours and childcare. The Health Services curriculum has been adapted to more directly respond to skill needs identified by employers, and to include college credit that can apply toward a Medical Assistant degree.

The Bridge to Healthcare Careers program includes all seven required components. Training focuses on our most in-demand **industry sector** – healthcare, preparing participants for high growth occupations. Through integration with On-ramp and Individualized programs, this project offers **multiple entry and exit points**, with strong connection to additional post-secondary training. Both C.N.A. and Health Services pathways offer a college credit option, and fulfill prerequisites for LPN, RN, and Medical Assistant programs. Programs are offered in **partnership** with other organizations, and were designed with **significant involvement of employers**, as well as ABE, Lake Superior College, and community organizations. Participants completing Bridge training will earn **industry-recognized credentials**. C.N.A. participants will earn their credential and complete all steps to be added to the registry and will have the option to complete their Trained Medication Aide certification. Health Services participants will earn an industry-recognized credential and complete two required prerequisites for the Medical Assistant program – Medical Terminology and Microsoft Office. All participants will be provided **comprehensive support and navigation services**

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throughout. All training will be **contextualized**, with curriculum components designed with employer input to ensure skills match those needed for employment.

Client services will be provided by DWD and SOAR staff, who will hold responsibility for WF1 data entry. DWD will oversee performance and compliance and will be responsible for fiscal and program monitoring of subgrantees. Training will be delivered on-site at Lake Superior College and Community Action Duluth. All staff involved in the program have participated in cultural competency training, including completing the Intercultural Development Inventory and participating in training workshops on diversity/inclusion, equity, and privilege.

Expected Outcomes

Of the 86 individuals enrolled in this grant for both years of the grant, 76 will enroll in training and 85% will graduate. Of those who earn their credential, 90% will exit to employment or further post-secondary education with a 100% goal of 90-day retention.

Geographical Location This project will serve individuals living in southern St. Louis County, particularly Duluth and surrounding communities. In our target area, there are 18,451 individuals over the age of 25 with no post-secondary education, and an additional 14,290 who started but did not finish a post-secondary degree. Additionally, more than 1500 individuals who lost their jobs during the pandemic remain unemployed, with the highest long-term unemployment among African Heritage and Indigenous community members. Twenty percent of households live in poverty and need access to living wage jobs - and likely higher now due to the impacts of the pandemic.

Labor Market Demand In the Northeast region, healthcare represents 25% of employment, and most living wage healthcare jobs require some sort of post-secondary training. There is a projected annual demand of 321 C.N.A.s, 282 Registered Nurses, 102 Medical Assistants, and 91 LPNs over the next decade. At last count, Essentia Health, our largest hospital system, had more than 1200 job openings. Long term care facilities

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everyone in the region struggle to find staff, with C.N.A.s as the highest need. All healthcare employers have lost staff due to the strain of the pandemic and are in desperate need of staff at all levels. To help attract and retain staff, Essentia Health has begun offering a tuition assistance to support training in high-demand occupations that are difficult to fill. C.N.A.s are one of the prime targets of these programs, which offer multiple opportunities for advancement.

Partnerships and Collaborations

Duluth's Community Career Pathways model builds integrated partnerships between the City, community organizations, education/training providers, and employers. This model creates an accessible, 'no wrong door' approach where individuals seeking workforce and training services can enter through a network of organizations, be assessed for skills, interests, and barriers, and then matched with the right pathway and program for their needs. This network includes BIPOC-led organizations like Family Freedom Center, Family Rise Together, AICHO, and others. Our overall goal is to engage/re-engage more people in the labor force, and to provide training and connection to in-demand, living-wage careers.

Partner Roles For the Bridge to Healthcare Careers program, SOAR Career Solutions and Duluth Workforce Development will share responsibility for recruitment, enrollment, intake, and navigation services. Both share a decade of experience providing career pathway training. Duluth Adult Education, our ABE partner, will conduct CASAS testing to assess math/reading skills, and offer academic support before and during training classes. For the C.N.A., TMA, and Health Services classes, Lake Superior College will provide technical instruction and ABE will teach study skills and digital literacy and offer structured lab time to supplement technical instruction. We will also offer one C.N.A. class through Community Action Duluth, which will be taught in the evening and include child care during class time.

Employers are key partners throughout this project. The pathways were selected based on employer input about workforce needs, as well as their accessibility as entry points with strong connections to

additional post-secondary training. Employer partners inform the curriculum, visit classes, offer worksite visits, conduct mock interviews, and give priority to graduates when hiring. Our partners include several long-term care providers – Ecumen, Chris Jensen, Franciscan, and Viewcrest, as well as Essentia Health and St. Luke's, our two large hospital systems.

Participant Recruitment, Intake, and Retention Strategy

The Bridge to Healthcare Careers program will serve a total of 86 individuals over two years, through enrollment in one of two career pathway options. Participants will be supported by navigators who will follow them through intake, training, graduation, and placement into employment or further education. To recruit participants, we will utilize two innovative strategies that have will help both expand and deepen our impact. The first is an Intro to Healthcare workshop, a four-hour evening workshop that provides an overview of the range of healthcare career options in our community. This workshop will be offered several times per year in a variety of locations and co-hosted by partner organizations. It will serve as an initial entry point, with pre-screening to determine the best training pathway for the individual. The second strategy is outreach conducted by Community Liaisons. DWD has a team of four liaisons who are deeply connected to the BIPOC community. They assist with outreach and recruitment and serve as trusted advisors to help with navigating barriers to employment. The liaison team meets regularly with DWD Navigators to communicate and collaborate on recruitment and retention. In addition, many participants will come through On-ramp.

After applying, all participants will be assessed to determine whether On-ramp, Bridge, or Individualized is the best path, based on math/reading skills and career interests and goals. Once it is determined that a Bridge to Healthcare Careers training class is the right path, the Navigator conducts a comprehensive intake that assesses work and educational history, skills and strengths, and any barriers to employment. The participant and Navigator collaborate to write an Individual Employment Plan, which is revisited at least once per year. Supportive services needs are identified and made available, including

transportation assistance and work clothes/shoes. During training, Navigators visit the class at least one per week to check in on participants and instructors. After training is completed, Navigators remain in frequent contact to focus on job placement, continued education, and additional support needs. Once placed in education or employment, Navigators continue to check in at least once per month for the first 90 days to ensure placement is successful. Participants who choose may stay in touch longer, and often continue to provide updates or return for additional services.

We have demonstrated success providing job training and placement for hard-to-train individuals. Through our 2018-2019 P2P, we served 83 individuals (65 trained bridge/integrated classes), with a 74% graduation rate. Of those who graduated, 88% were placed in employment. In 2020-2021, years which were significantly impacted by the pandemic, we have served 75 individuals to date (61 trained through bridge/integrated classes). Of those who completed training, 21 have so far been placed in employment, with the remaining participants still enrolled and working toward their education/employment goals. To support retention, participants will receive incentives in the form of gas-only or retail cards at one ($25), two ($25), and three ($50) months of employment/apprenticeship. Incentives are provided with proof of employment (pay stub) and/or apprenticeship (state-issued apprenticeship agreement) and proper internal documentation.

Budget/Fiscal Capacity

This proposal offers an effective and productive way to use Pathways to Prosperity funds. The Bridge to Healthcare Careers project brings multiple partners under one comprehensive program that actively integrates with both On-ramp and Individualized pathways. Through these integrated partnerships and programs, we create a comprehensive model that offers training linked to employment opportunities, access to further education, academic support, and wraparound services that continue through at least 90 days post-placement.

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Direct Services will support outreach and recruitment, assessment, orientation, case management, job placement, and retention support. **Direct Services-ABE** will support the assessment and academic support provided by Duluth Adult Education. **Direct Customer Training** will support technical instruction leading to industry-recognized credentials. Fees for required background checks are also included here. **Support Services** includes participant support in alignment with DWD policy. **Administrative** costs support grant administration and partner oversight, and do not exceed 10% of total costs.

The City of Duluth has been providing workforce services since 1968. With a total annual budget of $3.2 million and a staff of 17, the Workforce Development Department is the lead implementer of workforce services for Local Area 4. In addition to convening the Duluth Workforce Development Board, we also co-chair the Regional Leadership Team implementing workforce initiatives for Region 2. The work of the department is overseen by the Director, who is part of the Mayor's leadership team and has more than a decade of leadership experience and a long career in youth and workforce development. Both DWD and SOAR are staffed by full time Navigators with many years of experience in employment services and program implementation. Their work is supported by an Operations Manager who is responsible for contract, budget, and program oversight, and a .25 FTE dedicated staff member in the auditor's office who is responsible for fiscal management.

Leveraged Funds This project will effectively and efficiently utilize a mix of P2P and leveraged funds to serve participants not being adequately served by traditional college degree and certificate programs. By structuring training using a cohort model, we are able to provide concentrated, wraparound support to ensure participants can successfully complete training and move on to employment.

Additional funds to provide continuity of services before and after participation in the Bridge program will be leveraged by co-enrolling participants with WIOA Youth and Adult, CDBG, and MFIP Employment Services. All partners are tapping into other resources to provide in-kind administrative and program

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management support. ABE will provide in-kind support for curriculum design and program administration. Lake Superior College is providing additional in-kind support in the form of classroom space, on-campus office space, materials and equipment, and curriculum development. Employer time engaging in training is also in-kind. Leveraged funds will allow us to sustain some level of services to eligible populations beyond the grant period, and we will continue to seek out other resources to sustain our community career pathways model in the long-term.

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Attachment 1. Work Plan

Table

Complete the Work Plan as applicable to your proposal. Use additional pages as necessary. Data entered must be numeric and must be cumulative ("snowball") from quarter to quarter. "Average Increase in Wage/Earnings" is the difference between the average enrollment wage and average exit wage, as documented in the *Demographic Summary Report* in Workforce One-this is an average of all enrolled participants.

	Period 1: Grant Start Date through 12/31/21	**Period 2: Grant Start Date through 03/31/22**	**Period 3: Grant Start Date through 06/30/22**	**Period 4: Grant Start Date through 09/30/2022**
Total Participant Enrollments	*0*	*10*	*22*	*37*
Total participants enrolled in training	*0*	*10*	*21*	*33*
Total participants completing training	*0*	*8*	*17*	*27*
Industry-recognized Credentials attained	*0*	*8*	*17*	*27*
Exits to Employment *(job placement)*	*0*	*0*	*10*	*17*
○ Exits to Employment related to training industry sector(s)	*0*	*0*	*9*	*16*
○ Exits to Employment at or above $15/hour	*0*	*0*	*9*	*16*
Average increase in wage per hour *(indicated by $/hour increase)*	*$0*	*$0*	*$5.50*	*$5.50*
Participants exited to Post-Secondary programs	*0*	*0*	*0*	*2*
Participants transferred to second year funding	*N/A*	*N/A*	*N/A*	*13*
All other exits	*0*	*0*	*3*	*5*
All exits-Total	*0*	*0*	*13*	*37*

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Attachment 2: Budget

Please complete budget form in **cumulative manner**. Leveraged funds are not required, however grantees are encouraged to leverage federal, private, or other funds. You are also not required to use all cost categories. Please see "Fiscal – Guidance on Cost Category Definitions" to determine how to categorize expenditures.

TOTAL COST PER PARTICIPANT $5,405 (Total award divided by the total number of participants)

Total DEED Funds Requested							
Office Use Only	Cost Category	Period 1: Grant Start Date through 12/31/2021	Period 2: Grant Start Date through 03/31/2022	Period 3: Grant Start Date through 06/30/2022	Period 4: Grant Start Date through 09/30/2022	Total Leveraged Funds[1] *(if applicable)*	Total Project Funds
833	**Administrative Costs[2]**	$ -	$ 6,667	$ 13,333.33	$ 20,000	$ 10,000	$ 30,000
885	**Direct Services**	$ -	$ 32,908	$ 65,816	$ 98,724	$ 34,400	$ 133,124
886	**Direct Services-WR-GED-ABE**	$ -	$ 4,970	$ 9,940	$ 14,910	$ -	$ 14,910
838	**Direct Customer Training**	$ -	$ 18,171	$ 36,342.07	$ 54,513	$ 3,000	$ 57,513
828	**Support Services Costs**	$ -	$ 3,951	$ 7,901.93	$ 11,853	$ 5,600	$ 17,453
	Total:	$ -	$ 66,667	$ 133,333.33	$ 200,000	$ 53,000	$ 253,000

[1] Leveraged funds are non-DEED funds (e.g., cash, in-kind contributions, or other state, federal, or private funds).

[2] Administrative costs cannot exceed 10% of total funds requested.

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Attachment 3. Partnership Chart

List all partner organizations that will contribute to the proposed services with/without compensation. Add additional lines as necessary. Signed letters of intent/support to contract(s) from partners explaining what they will contribute and their responsibility in operations **are required for each partner**.

If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the grantee organization

Type of Organization (e.g. employer, educational institution, non-profit, etc.)	Name and Address of Organization	Type of Commitment: (Case Mgmt., Training, Accounting time, Staff, Resources, Space, Referrals, etc.)	Key Contact Person and Telephone Number	Letter of Support or Intent Enclosed as required	Conflict of Interest Disclosure Letter Required?	Anticipated total amount of compensation from Grant[3]	Responsible for Workforce One Data Entry
Non-Profit, Community Based Organization	*SOAR Career Solutions* *205 W. 2nd Street, Suite 101, Duluth, MN 55802*	*Case management/ navigation support, intake and assessments, job search and retention support.*	*Emily Edison* *218.722.3126*	☒ Yes ☐ No	☐ Yes ☒ No	*$38,916.80*	☒ Yes ☐ No
MDE ABE/Education Institution	*Duluth Adult Education*	*CASAS assessments curriculum development, contextualized instruction*	*Patty Fleege* *218.336.8790*	☒ Yes ☐ No	☐ Yes ☒ No	*$14,910*	☐ Yes ☒ No
Non-profit Community-based Organization	*Community Action Duluth*	*Development and delivery of financial literacy training, C.N.A training*	*Jeff Longenecker* *218.726.1665*	☒ Yes ☐ No	☐ Yes ☒ No	*$10,222*	☐ Yes ☒ No

[3] **Subrecipients receiving over $50,000 must be monitored by your organization. All subrecipient monitoring and contract documents must be made available to DEED upon request.**

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	2424 W. 5th St. #102, Duluth, MN 55806						
Educational Institution	*Lake Superior College 2101 Trinity Rd Duluth, MN 55811*	*Training*	*Tom Kriske, Director of Workforce 218-733-1026*	☒ Yes ☐ No	☐ Yes ☒ No	*$42,810*	☐ Yes ☒ No
Employer	*Essentia Health 502 E 2nd St Duluth, MN 55805*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Shawn Herhusky, Workforce Strategy and Talent Pipeline 218-786-4824*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*St. Luke's Hospital 915 E 1st St Duluth, MN 55805*	*Inform curriculum, engage with training class Potential employment after graduation*	*Megan Hoglund 218-249-6973*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*Chris Jensen 2501 Rice Lake Rd Duluth, MN 55811*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Julie Fleury. Executive Director 218-625-6400*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*Franciscan Health Center 3910 Minnesota Ave Duluth, MN 55101*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Brittany Loosbrock 218-727-8933*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*Viewcrest Health Center 3111 Church Pl Duluth, MN 55811*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Cheri Brouse, HR Director 218-279-4201*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No

Employer	*Ecumen* *4002 London Rd* *Duluth, MN 55804*	*Inform curriculum, engage with training class* *Special consideration for employment after graduation*	*Jacob Gilleland* *651-346-8940*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No

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Attachment 4

TERMS & CONDITIONS

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION

This attachment provides the 1.) Contacts, 2.) Funding Information and Limitations, 3.) Items required during the Grant Period, 4.) Special Administrative Provisions Required, and 5.) Annual Items, sent on First Award of Fiscal Year.

1.) CONTACTS:

Marc Majors
Director, Employment & Training Programs
(651) 259-7595
Marc.Majors@state.mn.us

Enock Kakuuku
Adult Career Pathways Program Coordinator
(651) 259-7581
Enock.Kakuuku@state.mn.us

Nancy Omondi
Director of Adult Programs
(651) 259-7525
Nancy.Omondi@state.mn.us

Jenilee Drilling
Adult Career Pathways Program Coordinator
(651)259-7530
Jenilee.Drilling@state.mn.us

Ann Meyers
Supervisor, Adult Career Pathways
(651) 259-7174
Ann.Meyers@state.mn.us

Vanessa Roman
Adult Career Pathways Program Coordinator
(651) 259-7578
Vanessa.Roman@state.mn.us

Fiscal/ Monitoring Contacts

Shannon Rolf
Supervisor/Monitoring
(651) 259-7574
Shannon.Rolf@state.mn.us

Colleen Schwab
Fiscal/Finance Activities
(651)-259-7589
Colleen.Schwab@state.mn.us

Reimbursement Payment Request (RPR) Submittal Address:
DEED.FSR@State.mn.us
Workforce One website for submitting service desk ticket:
https://apps.deed.state.mn.us/survey/ticket.shtml

2.) FUNDING INFORMATION AND LIMITATIONS:

DUNs Number: Grantee must be registered and current with https://www.sam.gov/portal/SAM/#1

Cost Category Definitions: See Planning instructions

Administration Limit: No more than ten percent (10%) may be expended for administration

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3.) ITEMS REQUIRED DURING THE GRANT PERIOD:

Grant Program Monitoring Guide– Complete and return to program monitor when instructed to do so.

As applicable, Monthly Reimbursement Payment Request (RPR) – Template (for completion) – Due no later than the 20th of the month following the preceding month end (i.e. July 2018 RPR is due August 20, 2018). Report accrued monthly expenditures.

Progress Report Format – Completed Quarterly

4.) SPECIAL ADMINISTRATIVE PROVISION REQUIRED:

Grantees must conduct at least one monitoring visit and complete a financial reconciliation of expenditures for their subrecipients receiving over $50,000 in State funds. The monitoring and financial reconciliation must be completed before final payment is made (Policy Number: 08-10, Policy on Grant Monitoring, Rev. 2016). The Code of Federal Regulations (CFR) outlines monitoring and auditing requirements for subrecipients of federal awards (2CFR 200.311). Grantees are responsible for review, interpretation, and application of these regulations.

5.) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

If you have multiple grants with DEED Employment and Training, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants.

Fiscal Monitoring Guide - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
Annual Assessment - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
EO ADA Annual Assessment – Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package

Exhibit C

Master Contract Number: DULUTH2020M
Term of Master Contract: 4/1/20 - 3/31/25
Master SWIFT Contract Number: 172729
Grant ID Number: 2047801-2

STATE OF MINNESOTA

PROJECT SPECIFIC PLAN (PSP)

ORIGINAL

GRANTOR / STATE	GRANTEE
Employment and Training Programs (ETP) Division MN Department of Employment and Economic Development 1st National Bank Building, 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	City of Duluth Workforce Development 402 W. First St Duluth, MN 55802
GRANT MANAGER CONTACT	**GRANTEE CONTACT**
Name and Title: Jenilee Drilling, ACP Grant Coordinator Phone: 651-259-7530 Email: jenilee.drilling@state.mn.us	Name and Title: Elena Foshay; Director Phone: 218-730-5241 Email: efoshay@duluth.mn.gov

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Partnership Chart
Attachment 4: Terms & Conditions

COMPLETED BY DEED:

Program Name: SFY22 City of Duluth Bridge to Career Pathways P2P (Construction)			
Start Date[1]:	Date all parties sign	**SWIFT Contract Number:**	206178
End Date:	9/30/2022	**SWIFT PO Number:**	3000459055
Total Amount:	$122,414	**SWIFT Vendor Number + Location:**	0000197681-001
Match / Leverage Required:	☐ Yes ☒ No	**Procure-It Number:**	67337
		NGA Number:	21-9
AFS Signature: Robin Culbertson		**Encumbrance Date:**	1/11/22

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature: Elena Foshay **Date:** 01/12/22

Printed Name and Title of Grantee's Authorized Representative: Elena Foshay, Director City of Duluth

APPROVED BY (GRANTOR / STATE):

I have reviewed and approved the attached PSP which is referenced in and incorporated into the Master Grant Contract Agreement indicated herein.

Signature: **Date:** 1/13/22

Printed Name and Title of State's Authorized Representative: Marc Majors, Director, Employment and Training Programs Division

[1] Or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later.

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SFY22 Bridge to Career Pathways P2P Grant Summary Sheet

Grantee: City of Duluth		**Grant #: 2047801-2**	
1. Organization Name:	*City of Duluth Workforce Development*		
2. Director Name:	*Elena Foshay*	3. Program Contact Name:	*Betsy Hill*
4. Telephone:	*218-730-5241*	5. Telephone:	*218-730-5228*
6. Email:	*efoshay@duluthmn.gov*	7. Email:	*bhill@duluthmn.gov*
8. Swift Vendor ID#	*0000197681-001*	9. DUNS#	*077627883*
10. Organization Address: *402 W 1st St., Duluth, MN 55802*			

Program Information:	
11. Program Name:	Building Strong Communities
12. Program Summary:	*Provide hands-on training to prepare participants for entry into apprenticeships in the building and construction trades*
13. Geographic Area Served by Program:	*Southern St. Louis County*
14. Target Population Served:	*Populations eligible under P2P grant requirements*
15. Amount of Award:	*SFY 22: $ 122,414*
16. SFY 22 Projected Enrollments:	*17*
17. SFY 22 Participants Carried over to SFY 23 Grant:	*13*
18. Cost Per Participant Served: *amount awarded ÷ # of participants enrolled*	*SFY 22: $ 7,201*
19. Cost per Certificate/Credential attained: *amount awarded ÷# certificate/credential attained*	*SFY 22: $ 9,416* *$122,414 / 13 =*
20. Cost per exit to employment: *amount awarded ÷ # exit to employment*	*SFY 22: $61,207*
21. Name of Certificate(s) to be awarded: *if applicable*	*N/A*
22. Name of Credential(s) to be awarded: ***Required for Bridge to Career Pathways***	*Multi-Craft Core Curriculum*
23. Training Providers:	*Minnesota Building Trades Council, Operating Engineers, Iron Workers*
24. Compensated Partners:	*SOAR Career Solutions, Duluth Adult Education, Community Action Duluth, Minnesota Building Trades Council, Iron Workers Local 512, IOUE Local 49*
25. Adult Basic Education Partner (*If applicable**):	*Duluth Adult Education*
26. SNAP E&T Reimbursement Program: *(Indicate interest in applying for this program)*	☒ Yes ☐ No

** Required for On-Ramp and Bridge to Career Pathways Programs*

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Exhibit/Attachment 1. Work Plan

Narrative

Duluth Workforce Development (DWD), SOAR Career Solutions, and our many partners seek P2P Bridge funding to support career pathway training in the construction sector. We will train a total of 30 individuals over two years for in-demand careers in the building trades, with direct connection to unions and employers who are actively hiring. Building Strong Communities (BSC) participants will earn the Multi-Craft Core Curriculum (MC3) certification and continue on to registered apprenticeship and employment in the construction industry. All participants will receive academic support from Duluth Adult Education (ABE), and wraparound case management through SOAR Career Solutions.

Building Strong Communities is implemented in Duluth by a strong partnership that has been working together to provide career pathway training for over 10 years. Our focus is to increase the number of working age adults, especially those who are BIPOC or experience barriers to employment, to post-secondary training leading to industry-recognized credentials. Each partner brings their own strengths and contributions to ensure students get high-quality training and support to successfully enter employment and/or further education. Building Strong Communities includes active collaboration from the Minnesota Building Trades Council and local union partners. Contractors also play a key role in determining which skills to focus on, developing curriculum, providing exposure to real-world work, and connecting graduates to employment and apprenticeship. Collectively, our goal is to diversify the construction industry and ensure women and people of color in the Twin Ports have access to well-paid, career-track jobs in the building trades.

Section 2: Equity Analysis

Duluth Workforce Development helps individuals build economic self-sufficiency and achieve their potential, while helping our community build a resilient economy, through investment in our current and future workforce. We do this by recognizing everyone's potential and using a person-centered approach to provide individualized coaching and support, personal and career-focused skill development, and connection to

training and other resources. We apply an equity lens to all parts of our work, seeking out voices of those historically excluded to challenge systemic inequities through our day-to-day work. SOAR has over 35 years of experience helping no-to-low-to-moderate income individuals increase their work readiness skills, obtain a degree, certification and/or credential, and gain and maintain sustainable employment. SOAR is committed to cultivating inclusion and honoring the inherent dignity of all individuals.

Racial Equity Duluth Workforce Development and its partners have collectively offered programs and services to Eligible Populations for more than 30 years. Whereas Duluth's population is about 10% people of color, over one third of the people DWD serves each year are from communities of color, particularly from the African Heritage and Indigenous communities, and just under one third have a disability. Last year, SOAR served 424 individuals with their employment needs. Of those individuals, 41% were Black, Indigenous, or People of Color. Additionally, SOAR serves those with the greatest barriers to employment. Fifteen percent of participants had no high school diploma, 51% had criminal record, 4% living with a disability, and 17% homeless/unstable housing.

Both DWD and SOAR staff and boards reflect the populations we serve. Twelve percent of DWD staff and 7% of board members identify as BIPOC, and 6% of DWD staff self-identify as having a disability. More than half of DWD staff and a third of board members are previous DWD clients, the majority as MFIP recipients or dislocated workers. Seven percent of SOAR's staff self-identify as BIPOC, and 21% identify as genderqueer. Two SOAR board members are from the low-income communities served by the organization. Both organizations actively work to recruit diverse staff and board members through a variety of proactive strategies, including partnering with BIPOC-led organizations and including a broader range of community members and partners on various workforce board committees. Both DWD and SOAR also serve on the Wealth, Entrepreneurship, and Economic Sustainability (WEES) working group, which brings community voices

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to the table to influence design of career pathway training programs and workforce services and played a key role in the design of this proposal. WEES members will continue working together to ensure those who are historically excluded are accessing workforce programs and services.

Section 3: Proposed Services

Building Strong Communities builds on close to a decade of success offering employer-driven career pathway training to Eligible Populations, focused on a variety of occupations and with active engagement of a range of partners. As the population in Duluth and surrounding communities includes a very small number of foreign-born residents, it is unlikely that participants receiving services will be immigrants or individuals for whom English is a second language. Additionally, a high school diploma or GED is a prerequisite for employment in the occupations targeted by this project, so it will be required for entry into the Bridge program.

This project builds on an existing program that was piloted this year and builds on previous construction training classes but with a more intensive focus on apprenticeship readiness and direct involvement from the building trades. Building Strong Communities includes all seven required components. Training focuses on one of our most in-demand **industry sectors** – construction, preparing participants for a lifelong career in the trades. Through integration with the On-ramp program and opportunities to exit to employment/apprenticeship at any point, this project offers **multiple entry and exit points**. Building Strong Communities (BSC) offers classroom-based and hands-on preparation for union apprenticeships. Programs are offered in **partnership** with other organizations and were designed with **significant involvement of building trades unions and employers**, as well as ABE and community organizations. Participants completing BSC will earn the Multi-Craft Core Curriculum certification, an **industry-recognized credential**. All participants will be provided **comprehensive support and navigation services** throughout. All training will be

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contextualized, with curriculum components designed with employer input to ensure skills match those needed for employment.

Client services will be primarily provided by SOAR staff, who will hold responsibility for WF1 data entry. DWD will provide overall program and employer partner coordination, oversee performance and compliance, and will be responsible for fiscal and program monitoring of subgrantees. DWD will also assist with program recruitment and eligibility assessment. Training will be led by the Minnesota Building Trades Council and delivered on-line, with hands-on training delivered by the Operating Engineers and Iron Workers on-site at apprenticeship training facilities. All staff involved in the program have participated in cultural competency training, including completing the Intercultural Development Inventory and participating in training workshops on diversity/inclusion, equity, and privilege.

Expected Outcomes

Of the 35 individuals enrolled in this grant for both years of the grant, 30 will enroll in training and 85% will graduate. Of those who earn their credential, 90% will exit to employment and/or apprenticeship with a 100% goal of 90-day retention.

Geographical Location This project will serve individuals living in southern St. Louis County, particularly Duluth and surrounding communities. In our target area, there are 18,451 individuals over the age of 25 with no post-secondary education, and an additional 14,290 who started but did not finish a post-secondary degree. Additionally, more than 1500 individuals who lost their jobs during the pandemic remain unemployed. Twenty percent of households live in poverty and need access to living wage jobs - and likely higher now due to the impacts of the pandemic. ***Labor Market Demand*** In the Northeast region, construction represents 4.8% of employment, and along with manufacturing represents the next largest share of living wage jobs in our area. In the construction sector, roughly 35% of current workers will reach retirement age in the next decade, and the pipeline of young people

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entering the trades is nowhere near enough to replace these workers. Simultaneously, Duluth is seeing a long-term construction boom, with one major highway construction project underway and another that will start soon. This is in addition to substantial housing and road construction projects, and a new major hospital project. All of these projects have workforce goals that promote employment of women, people of color, and disadvantaged workers in the construction industry.

Partnerships and Collaborations

Duluth's Community Career Pathways model builds integrated partnerships between the City, community organizations, building trades unions, and employers. This model creates an accessible, 'no wrong door' approach where individuals seeking workforce and training services can enter through a network of organizations, be assessed for skills, interests, and barriers, and then matched with the right pathway and program for their needs. This network includes BIPOC-led organizations like Family Freedom Center, Family Rise Together, AICHO, and others. Our overall goal is to engage/re-engage more people in the labor force, and to provide training and connection to in-demand, living-wage careers.

Partner Roles For Building Strong Communities, Duluth Workforce Development will provide overall project and partner coordination, assistance with recruitment, and connection to employment/apprenticeship opportunities. SOAR's Navigators will provide 1:1 comprehensive case management and navigation support, implement intake and assessments, input Workforce One data, develop and instruct work readiness curriculum development and instruction and job search and retention support. Duluth Adult Education, our ABE partner, will conduct CASAS testing to assess math/reading skills, and teach contextualized math skills. The Minnesota Building Trades Council will teach the MC3 curriculum, and the Operating Engineers and Iron Workers will teach OSHA 10 as well as providing hands-on exposure to specific trades. Employers are key partners throughout this project. Employer partners inform the occupations in highest demand, offer

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worksite visits, conduct mock interviews, and give priority to graduates when hiring. Our employer partners for construction are Northland Constructors, Kramer North America, and Ames Construction.

Participant Recruitment, Intake, and Retention Strategy

SOAR has over 35 years of experience helping no-to-low-to-moderate income individuals increase their work readiness skills, obtain a degree, certification and/or credential, and gain and maintain sustainable employment. Previous apprenticeship prep training offered in partnership with the Carpenters served 51 individuals, with a 71% graduation rate. Nineteen graduates entered employment, with 13 of those entering registered apprenticeship. Outcomes of SOAR's Building Strong Communities Spring 2021 pilot project include: 60% enrolled in training demonstrated measurable increase in work readiness skills, 60% enrolled in skills training obtained a credential, certification, or degree, and to date 60% have entered apprenticeship and/or obtained employment at an average of $17.93/hour.

Outreach and Recruitment In partnership with DWD, SOAR will recruit through outreach to community partners, including BIPOC-led organizations like AICHO, Thunderbird/Wren House, NAACP, Family Freedom Center, and Family Rise Together, as well as Community Action Duluth, Life House, and TERO offices. DWD will also assist with earned and social media outreach, and referrals from MFIP, SNAP, and our youth program. A key strategy is outreach conducted by Community Liaisons. DWD has a team of four liaisons who are deeply connected to the BIPOC community. They assist with outreach and recruitment and serve as trusted advisors to help with navigating barriers to employment. In addition, On-ramp to Career Pathways will be a key source of potential participants.

Intake Navigators collect demographic information, education and work history, and potential barriers to employment. Participants take the Employability Measure (EM), an assessment used to identify areas that may affect their ability to obtain & retain employment. Navigators support participants to address barriers

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

identified in the EM to find safe & stable housing, address job search with a criminal background, help line up daycare options, secure reliable transportation, and secure identification documents.

Prior to enrollment, participants will complete the ***CASAS*** assessment administered by ABE. Participants will complete the ***Holland Code assessment*** to help identify career fields that best fit their personality & interests. Assessment results will inform participants' ***Individualized Employment Plan***, leading them to a career pathway that meets their skills, interests, and abilities. Participants demonstrating employability and interest will enroll and receive curriculum/content will be ***contextualized*** for the construction industry and include the following topics: Trades-based math, construction industry orientation and awareness, tool and materials of the building trades, OHSA 10 certification and safety, blueprint reading, physical and financial health, the history of labor, diversity awareness and sexual harassment and green instruction techniques and standards. Hands-on training at apprenticeship facilities is a key component, led by the Operating Engineers and Iron Workers. Participants will also interview with union representatives, and engage with industry employers through mock interviews, presentations, and work site tours.

Participants will then work with their Navigator to enter into employment and/or union apprenticeship. Upon placement, Navigators maintain contact at least monthly for at least three months to assist participants in addressing any new barriers that may threaten long-term employment and ensure employment retention. To support retention, participants will receive incentives in the form of gas-only or retail cards at one ($25), two ($25), and three ($50) months of employment/apprenticeship. Incentives are provided with proof of employment (pay stub) and/or apprenticeship (state-issued apprenticeship agreement) and proper internal documentation.

Budget/Fiscal Capacity

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This proposal offers an effective and productive way to use Pathways to Prosperity funds. Building Strong Communities brings multiple partners under one comprehensive program that actively integrates with both On-ramp and Individualized pathways. Through these integrated partnerships and programs, we create a comprehensive model that offers training linked to employment opportunities, access to further education, academic support, and wraparound services that continue through at least 90 days post-placement. **Direct Services** will support outreach and recruitment, assessment, orientation, case management, job placement, and retention support. **Direct Services-ABE** will support the assessment and instruction provided by Duluth Adult Education. **Direct Customer Training** will support technical instruction leading to an industry-recognized credential. **Support Services** includes participant support in alignment with DWD and SOAR policy. **Administrative** costs support grant administration and partner oversight, and do not exceed 10% of total costs.

The City of Duluth has been providing workforce services since 1968. With a total annual budget of $3.2 million and a staff of 17, the Workforce Development Department is the lead implementer of workforce services for Local Area 4. In addition to convening the Duluth Workforce Development Board, we also co-chair the Regional Leadership Team implementing workforce initiatives for Region 2. The work of the department is overseen by the Director, who is part of the Mayor's leadership team and has more than a decade of leadership experience and a long career in youth and workforce development. Both DWD and SOAR are staffed by full time employment counselors with many years of experience in employment services and program implementation. Their work is supported by an Operations Manager who is responsible for contract, budget, and program oversight, and a .25 FTE dedicated staff member in the auditor's office who is responsible for fiscal management. SOAR has been a 501(c)3 for 38 years with an annual budget of over $1

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million this fiscal year. Fiscal policies are updated annually, and the organization is fully insured and audited every year.

Leveraged Funds This project will effectively and efficiently utilize a mix of P2P and leveraged funds to provide high-quality apprenticeship readiness training with strong connections to employment and further training. By

structuring training using a cohort model, we are able to provide concentrated, wraparound support to ensure participants can successfully complete training and move on to employment. Additional funds to provide continuity of services before and after participation in the Bridge program will be leveraged by co-enrolling participants with WIOA Youth and Adult, CDBG, and other local grants. All partners are tapping into other resources to provide in-kind administrative and program management support. ABE will provide in-kind support for curriculum design and program administration. Union partners will provide in-kind support in the form of classroom space and materials. Employer time engaging in training is also in-kind. Leveraged funds will allow us to sustain some level of services to eligible populations beyond the grant period, and we will continue to seek out other resources to sustain our community career pathways model in the long-term.

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Attachment 1. Work Plan

Complete the Work Plan as applicable to your proposal. Use additional pages as necessary. Data entered must be numeric and must be cumulative ("snowball") from quarter to quarter. "Average Increase in Wage/Earnings" is the difference between the average enrollment wage and average exit wage, as documented in the *Demographic Summary Report* in Workforce One-this is an average of all enrolled participants.

	Period 1: Grant Start Date through 12/31/21	**Period 2: Grant Start Date through 03/31/22**	**Period 3: Grant Start Date through 06/30/22**	**Period 4: Grant Start Date through 09/30/2022**
Total Participant Enrollments	*0*	*10*	*17*	*17*
Total participants enrolled in training	*0*	*7*	*15*	*15*
Total participants completing training	*0*	*0*	*13*	*13*
Industry-recognized Credentials attained	*0*	*0*	*13*	*13*
Exits to Employment *(job placement)*	*0*	*0*	*2*	*2*
○ Exits to Employment related to training industry sector(s)	*0*	*0*	*2*	2
○ Exits to Employment at or above $15/hour	*0*	*0*	*2*	*2*
Average increase in wage per hour *(indicated by $/hour increase)*	*$0*	*$0*	*$6.00*	*$6.00*
Participants exited to Post-Secondary programs	*0*	*0*	*0*	*0*
Participants transferred to second year funding	*N/A*	*N/A*	*N/A*	*13*
All other exits	*0*	*0*	*1*	*2*
All exits-Total	*0*	*0*	*3*	*17*

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Attachment 2: Budget

Please complete budget form in **cumulative manner**. Leveraged funds are not required, however grantees are encouraged to leverage federal, private, or other funds. You are also not required to use all cost categories. Please see "Fiscal – Guidance on Cost Category Definitions" to determine how to categorize expenditures.

TOTAL COST PER PARTICIPANT $7,201 (Total award divided by the total number of participants)

Total DEED Funds Requested							
Office Use Only	Cost Category	Period 1: Grant Start Date through 12/31/2021	Period 2: Grant Start Date through 03/31/2022	Period 3: Grant Start Date through 06/30/2022	Period 4: Grant Start Date through 09/30/2022	Total Leveraged Funds[1] *(if applicable)*	Total Project Funds
833	**Administrative Costs[2]**	$ -	$ 4,080	$ 8,160.67	$ 12,241	$ 6,121	$ 18,362
885	**Direct Services**	$ -	$ 14,871	$ 29,742	$ 44,613	$ 48,605	$ 93,218
886	**Direct Services-WR-GED-ABE**	$ -	$ 2,803	$ 5,606.67	$ 8,410	$ 3,000	$ 11,410
838	**Direct Customer Training**	$ -	$ 17,917	$ 35,833.33	$ 53,750	$ -	$ 53,750
828	**Support Services Costs**	$ -	$ 1,133	$ 2,266.67	$ 3,400	$ 2,000	$ 5,400
	Total:	$ -	$ 40,804	$ 81,609.34	$ 122,414	$ 59,726	$ 182,140

[1] Leveraged funds are non-DEED funds (e.g., cash, in-kind contributions, or other state, federal, or private funds).

[2] Administrative costs cannot exceed 10% of total funds requested.

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Attachment 3. Partnership Chart

List all partner organizations that will contribute to the proposed services with/without compensation. Add additional lines as necessary. Signed letters of intent/support to contract(s) from partners explaining what they will contribute and their responsibility in operations **are required for each partner**.

If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the grantee organization

Type of Organization (e.g. employer, educational institution, non-profit, etc.)	Name and Address of Organization	Type of Commitment: (Case Mgmt., Training, Accounting time, Staff, Resources, Space, Referrals, etc.)	Key Contact Person and Telephone Number	Letter of Support or Intent Enclosed as required	Conflict of Interest Disclosure Letter Required?	Anticipated total amount of compensation from Grant[3]	Responsible for Workforce One Data Entry
Non-Profit, Community Based Organization	*SOAR Career Solutions 205 W. 2nd Street, Suite 101, Duluth, MN 55802*	*Case management/ navigation support, intake and assessments, job search and retention support.*	*Emily Edison 218.722.3126*	☒ Yes ☐ No	☐ Yes ☒ No	$41,646	☒ Yes ☐ No
MDE ABE/Education Institution	*Duluth Adult Education*	*CASAS assessments curriculum development, contextualized instruction*	*Angie Frank 218.336.8790*	☒ Yes ☐ No	☐ Yes ☒ No	$8,410	☐ Yes ☒ No
Non-profit Community-based Organization	*Community Action Duluth 2424 W. 5th St. #102, Duluth, MN 55806*	*Development and delivery of financial literacy training, C.N.A training*	*Jeff Longenecker 218.726.1665*	☒ Yes ☐ No	☐ Yes ☒ No	$135	☐ Yes ☒ No

[3] **Subrecipients receiving over $50,000 must be monitored by your organization. All subrecipient monitoring and contract documents must be made available to DEED upon request.**

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Employer	*Northland Construction* *4843 Rice Lake Road, Duluth, MN 55803*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Craig Ploetz* *218.722.8170*	☒ Yes ☐ No	☐ Yes ☒ No	$0	☐ Yes ☒ No
Employer	*Ames Construction 2500 County Road 42 West Burnsville, MN 55337*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Megan Holland* *612-490-1842*	☒ Yes ☐ No	☐ Yes ☒ No	$0	☐ Yes ☒ No
Employer	*Kramer North America 1020 Cliff Rd West Burnsville, MN 55337*	*Inform curriculum, engage with training class Special consideration for employment after graduation*	*Ashley Shelton* *952-495-6130*	☒ Yes ☐ No	☐ Yes ☒ No	$0	☐ Yes ☒ No
Training Provider/ Building Trades	*Minnesota Building Trades Council 353 W. 7th St, Room 105 St Paul, MN 55102*	*Technical instruction leading to MC3 certification*	*Tom Dicklich* *651-287-9999*	☒ Yes ☐ No	☐ Yes ☒ No	$22,500	☐ Yes ☒ No
Training Provider/ Building Trades	*Ironworkers Local Union #512* *851 Pierce Butler Route, St. Paul, MN 55104*	*Hands-on training, exposure to the trade, assistance with apprenticeship placement*	*Barry Davies* *651.489.1488*	☒ Yes ☐ No	☐ Yes ☒ No	$11,500	☐ Yes ☒ No
Training Provider/ Building Trades	*IUOE Local49* *40276 Fishtail Rd., Hinckley, MN 55037*	*Hands-on training, exposure to the trade, assistance with apprenticeship placement*	*Jenny Winkelaar* *612.368.5933*	☒ Yes ☐ No	☐ Yes ☒ No	$10,000	☐ Yes ☒ No

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TERMS & CONDITIONS

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION

This attachment provides the 1.) Contacts, 2.) Funding Information and Limitations, 3.) Items required during the Grant Period, 4.) Special Administrative Provisions Required, and 5.) Annual Items, sent on First Award of Fiscal Year.

1.) CONTACTS:

Marc Majors
Director, Employment & Training Programs
(651) 259-7595
Marc.Majors@state.mn.us

Enock Kakuuku
Adult Career Pathways Program Coordinator
(651) 259-7581
Enock.Kakuuku@state.mn.us

Nancy Omondi
Director of Adult Programs
(651) 259-7525
Nancy.Omondi@state.mn.us

Jenilee Drilling
Adult Career Pathways Program Coordinator
(651)259-7530
Jenilee.Drilling@state.mn.us

Ann Meyers
Supervisor, Adult Career Pathways
(651) 259-7174
Ann.Meyers@state.mn.us

Vanessa Roman
Adult Career Pathways Program Coordinator
(651) 259-7578
Vanessa.Roman@state.mn.us

Fiscal/ Monitoring Contacts

Shannon Rolf
Supervisor/Monitoring
(651) 259-7574
Shannon.Rolf@state.mn.us

Colleen Schwab
Fiscal/Finance Activities
(651)-259-7589
Colleen.Schwab@state.mn.us

Reimbursement Payment Request (RPR) Submittal Address:
DEED.FSR@State.mn.us
Workforce One website for submitting service desk ticket:
https://apps.deed.state.mn.us/survey/ticket.shtml

2.) FUNDING INFORMATION AND LIMITATIONS:

DUNs Number: Grantee must be registered and current with https://www.sam.gov/portal/SAM/#1

Cost Category Definitions: See Planning instructions

Administration Limit: No more than ten percent (10%) may be expended for administration

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3.) ITEMS REQUIRED DURING THE GRANT PERIOD:

Grant Program Monitoring Guide– Complete and return to program monitor when instructed to do so.

As applicable, Monthly Reimbursement Payment Request (RPR) – Template (for completion) – Due no later than the 20th of the month following the preceding month end (i.e. July 2018 RPR is due August 20, 2018). Report accrued monthly expenditures.

Progress Report Format – Completed Quarterly

4.) SPECIAL ADMINISTRATIVE PROVISION REQUIRED:

Grantees must conduct at least one monitoring visit and complete a financial reconciliation of expenditures for their subrecipients receiving over $50,000 in State funds. The monitoring and financial reconciliation must be completed before final payment is made (Policy Number: 08-10, Policy on Grant Monitoring, Rev. 2016). The Code of Federal Regulations (CFR) outlines monitoring and auditing requirements for subrecipients of federal awards (2CFR 200.311). Grantees are responsible for review, interpretation, and application of these regulations.

5.) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

If you have multiple grants with DEED Employment and Training, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants.

Fiscal Monitoring Guide - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
Annual Assessment - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
EO ADA Annual Assessment – Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package

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Exhibit D

Master Contract Number: DULUTH2020M

STATE OF MINNESOTA

PROJECT SPECIFIC PLAN (PSP)

ORIGINAL

Term of Master Contract: 4/1/20 - 3/31/25

Master SWIFT Contract Number: 172729

Grant ID Number: 2047802

GRANTOR / STATE	GRANTEE
Employment and Training Programs (ETP) Division MN Department of Employment and Economic Development 1st National Bank Building, 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	City of Duluth Workforce Development 402 W. First St Duluth, MN 55802
GRANT MANAGER CONTACT	**GRANTEE CONTACT**
Name and Title: Jenilee Drilling, ACP Grant Coordinator Phone: 651-259-7530 Email: jenilee.drilling@state.mn.us	Name and Title: Elena Foshay; Director Phone: 218-730-5241 Email: efoshay@duluth.mn.gov

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Partnership Chart
Attachment 4: Terms & Conditions

COMPLETED BY DEED:

Program Name: SFY22 City of Duluth – P2P Individualized Training Pathway (ITP)			
Start Date[1]:	Date all parties sign	**SWIFT Contract Number:**	206330
End Date:	9/30/2022	**SWIFT PO Number:**	3000459426
Total Amount:	$155,272	**SWIFT Vendor Number + Location:**	0000197681.001
Match / Leverage Required:	☐ Yes ☒ No	**Procure-It Number:**	67430
		NGA Number:	21-11
AFS Signature: Robin Culbertson		**Encumbrance Date:**	1/13/22

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature: Elena Foshay **Date:** 1/14/22

Printed Name and Title of Grantee's Authorized Representative: Elena Foshay, Director City of Duluth

APPROVED BY (GRANTOR / STATE):

I have reviewed and approved the attached PSP which is referenced in and incorporated into the Master Grant Contract Agreement indicated herein.

Signature: **Date:** 1/14/22

Printed Name and Title of State's Authorized Representative: Marc Majors, Director, Employment and Training Programs Division

[1] Or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later.

SFY22 Individualized Training Pathways P2P Grant Summary Sheet

Grantee: City of Duluth		**Grant: 2047802**	
1. Organization Name:	*City of Duluth Workforce Development*		
2. Director Name:	*Elena Foshay*	3. Program Contact Name:	*Betsy Hill*
4. Telephone:	*218-730-5241*	5. Telephone:	*218-730-5228*
6. Email:	*efoshay@duluthmn.gov*	7. Email:	*bhill@duluthmn.gov*
8. Swift Vendor ID#	*0000197681-001*	9. DUNS#	*077627883*
10. Organization Address: *402 W 1st Street, Duluth, MN 55802*			

Program Information:	
11. Program Name:	Individualized Career Pathway Program
12. Program Summary:	*Provide individualized career pathway training with experiential learning to 24 individuals over two years, focused on in-demand occupations in healthcare, manufacturing, transportation, and IT.*
13. Geographic Area Served by Program:	*Southern St. Louis County*
14. Target Population Served:	*Individuals eligible under P2P guidelines*
15. Amount of Award:	*SFY 22: $ 155,272*
16. SFY 22 Projected Enrollments:	*12*
17. SFY 22 Participants Carried over to SFY 23 Grant:	*6*
18. Cost Per Participant Served: *amount awarded ÷ # of participants enrolled*	*SFY 22: $ 12,939*
19. Cost per Certificate/Credential attained: *amount awarded ÷# certificate/credential attained*	*SFY 22: $ 15,527*
20. Cost per exit to employment: *amount awarded ÷ # exit to employment*	*SFY 22: $38,818*
21. Name of Certificate(s) to be awarded: *if applicable*	*N/A*
22. Name of Credential(s) to be awarded: ***Required for Bridge to Career Pathways***	*CDL Class A, Medical Assistant, LPN, Welding Certificate, CAD Technician, PC Support Technician, Network Administration and Security Certificate, others*
23. Training Providers:	*Lake Superior College*
24. Compensated Partners:	*Lake Superior College, Duluth Adult Education*
25. Adult Basic Education Partner (*If applicable**):	*Duluth Adult Education*
26. SNAP E&T Reimbursement Program: *(Indicate interest in applying for this program)*	☒ Yes ☐ No

** Required for On-Ramp and Bridge to Career Pathways Programs*

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Attachment 1. Work Plan

Narrative

Duluth Workforce Development (DWD) seeks P2P Individualized funding to support degree and certificate completion with direct connection to experiential learning and on-the-job training. We will support a total of 24 individuals over two years for in-demand occupations in healthcare, manufacturing, transportation, and IT. Participants will receive tuition assistance and have access to paid internships or On-the-Job training through one of our employer partners. All participants will wraparound case management through DWD and will receive job placement assistance upon completion of training.

The Individualized Training Project is implemented by a strong partnership that has been working together to provide career pathway training for over 10 years. Our focus is to increase the number of working age adults, especially those who are BIPOC or experience barriers to employment, to post-secondary training leading to industry-recognized credentials. Each partner brings their own strengths and contributions to ensure students get high-quality training and support to successfully enter employment and/or further education. Employers also play a key role in determining which pathways to focus on, developing curriculum, and connecting graduates to employment and apprenticeship.

The Individualized Training Project will allow DWD to offer a next step to participants in On-ramp or Bridge training that aligns with their goals, skills, and interests. It will also allow individuals from target populations access to career and wage advancement through training opportunities in a range of occupations.

Equity Analysis

Duluth Workforce Development helps individuals build economic self-sufficiency and achieve their potential, while helping our community build a resilient economy, through investment in our current and future workforce. We do this by recognizing everyone's potential and using a person-centered approach to provide individualized coaching and support, personal and career-focused skill development, and connection to

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training and other resources. We apply an equity lens to all parts of our work, seeking out voices of those historically excluded to challenge systemic inequities through our day-to-day work. We also take a Trauma Informed Care approach, which acknowledges and addresses both immediate and historical trauma that might impact our clients and their ability to achieve employment and educational goals.

Racial Equity

Duluth Workforce Development and its partners have collectively offered programs and services to Eligible Populations for more than 30 years. Whereas Duluth's population is about 10% people of color, over one third of the people DWD serves each year are from communities of color, particularly from the African Heritage and Indigenous communities, and just under one third have a disability. SOAR Career Solutions, our key partner in this project, has a specific focus on those with the greatest barriers – including the long term unemployed and those who are low-income, homeless, or have a criminal background. Both DWD staff and boards reflect the populations we serve. Twelve percent of DWD staff and 7% of board members identify as BIPOC, and 6% of DWD staff self-identify as having a disability. More than half of DWD staff and a third of board members are previous DWD clients, the majority as MFIP recipients or dislocated workers. We continue to actively work to recruit diverse staff and board members through a variety of proactive strategies, including partnering with BIPOC-led organizations and including a broader range of community members and partners on various workforce board committees. Both DWD and SOAR also serve on the Wealth, Entrepreneurship, and Economic Sustainability (WEES) working group, which brings community voices to the table to influence design of career pathway training programs and workforce services. WEES members will continue working together to ensure those who are historically excluded are accessing workforce programs and services.

Proposed Services

Duluth Workforce Development's Individualized program builds on close to a decade of success offering employer-driven career pathway training to Eligible Populations, focused on a variety of occupations and with

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active engagement of a range of partners. As the population in Duluth and surrounding communities includes a very small number of foreign-born residents, it is unlikely that participants receiving services will be immigrants or individuals for whom English is a second language. Additionally, a high school diploma or GED is a prerequisite for employment in the occupations targeted by this project, so it will be required for entry into the Individualized program.

This project builds on our On-ramp and Bridge programs, offering direct connection to the next step in participants' career journey. It also offers individuals from target populations access to post-secondary training in high-demand fields, with direct connection to experiential learning opportunities. Participants will receive intensive one-on-one support from experienced and culturally competent Navigators, who will connect them to resources to address both academic needs and barriers to success. Check-ins will take place at our on-campus office, to allow for easy coordination with available resources through LSC. Participants will begin working toward employment and/or internship placement in their last semester, with the goal of immediate placement upon graduation.

The Individualized program includes all seven required components. Training focuses on our four in-demand **industry sectors** – healthcare, manufacturing, transportation, and IT, preparing participants for high growth occupations. Through integration with On-ramp and Bridge programs, this project offers **multiple entry and exit points**, with a specific focus on post-secondary training. Programs are offered in **partnership** with other organizations, and were designed with **significant involvement of employers**, as well as ABE, Lake Superior College, and community organizations. Participants completing Individualized training will earn **industry-recognized credentials** through Lake Superior College, such as a one-year Welding, Automated Machining, or Computer-Aided Design certificate, a one-year PC Support Technician or Network Administration & Security certificate, a Medical Assistant or LPN diploma, or a Class A Commercial Driver's license. All participants will be provided **comprehensive support and navigation services** throughout. All

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training is **contextualized**, with curriculum components designed with employer input to ensure skills match those needed for employment.

In addition to training, participants will be matched with employers offering paid internships or On-the-Job training. All employer partners included in this project – Essentia Health, CW, Halvor Lines, Northland, Altec, and ME Global – are actively hiring and anticipate ongoing demand for Individualized program graduates over the next two years. We can begin recruiting as soon as the grant award is announced, and hope to enroll our first participants who are close to graduation by the start of Spring semester so they may be matched with experiential learning opportunities upon graduation.

Client services will be provided by DWD staff, who will hold responsibility for WF1 data entry. DWD will oversee performance and compliance, and will be responsible for fiscal and program monitoring of subgrantees. Training will be delivered on-site at Lake Superior College. All staff involved in the program have participated in cultural competency training, including completing the Intercultural Development Inventory and participating in training workshops on diversity/inclusion, equity, and privilege. Lake Superior College instructors participate in implicit bias training, and ongoing initiatives there focus on addressing equity in classrooms.

Expected Outcomes Of the 24 individuals enrolled in this grant for both years of the grant, all (100%) will enroll in training and 85% will graduate within 12 months. Of those who earn their credential, 100% will exit to employment or further post-secondary education with a 100% goal of 90-day retention.

Geographical Location This project will serve individuals living in southern St. Louis County, particularly Duluth and surrounding communities. In our target area, there are 18,451 individuals over the age of 25 with no post-secondary education, and an additional 14,290 who started but did not finish a post-secondary degree. Additionally, more than 1500 individuals who lost their jobs during the pandemic remain unemployed. The poverty rate in Duluth is 20% - and likely higher now due to the impacts of the pandemic.

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Labor Market Demand All occupations targeted by this project are high-wage, high-demand jobs. In the Northeast region, healthcare represents 25% of employment, and most living wage healthcare jobs require some sort of post-secondary training. There is a projected annual demand of 282 Registered Nurses, 102 Medical Assistants, and 91 LPNs over the next decade. Manufacturing represents 6.4% of employment and expects to need almost 3,000 replacement workers over the next decade. Additionally, both Cirrus and ST Paper, two of our largest manufacturing employers, are planning significant expansion over the next two years. Transportation tied to the Duluth Port and major road construction is an anchor for our local economy. Our region will need a projected 4,000 workers in transportation and material moving over the next decade. Finally, IT is an emerging sector of our local economy, but is an increasingly critical component of Office & Administrative Support, which is projected to see almost 10,000 job openings in the next decade. Computer specific occupations such as network administrators are expected to grow by 250-300 jobs, and potentially more with changes that have resulted from the pandemic. People of color are not well represented in any of these occupations, as less than 50% of both African Heritage and Indigenous Duluthians have a post-secondary degree. This project is specifically interested in increasing diversity among occupations that require a degree or certificate and offer a family-sustaining wage and benefits.

Partnerships and Collaborations

Duluth's Community Career Pathways model builds integrated partnerships between the City, community organizations, education/training providers, and employers. This model creates an accessible, 'no wrong door' approach where individuals seeking workforce and training services can enter through a network of organizations, be assessed for skills, interests, and barriers, and then matched with the right pathway and program for their needs. This network includes BIPOC-led organizations like Family Freedom Center, Family Rise Together, AICHO, and others. Our overall goal is to engage/re-engage more people in the labor force, and to provide training and connection to in-demand, living-wage careers.

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

Partner Roles For the Individualized program, Duluth Workforce Development will hold responsibility for recruitment, enrollment, intake, and navigation services. Duluth Adult Education, our ABE partner, will conduct CASAS testing to assess math/reading skills, and offer academic support before and during training classes on an as-needed basis. Employers are key partners throughout this project. Employer partners inform the occupations in highest demand, offer worksite visits, conduct mock interviews, and give priority to graduates when hiring. Our partners for this project, Essentia Health, CW, Halvor Lines, Northland, Altec, and ME Global, are all eager to tap into new pools of qualified and diverse candidates and have actively worked with DWD on career pathway training in the past. Additional employer partners will be added as this project gains momentum and demonstrates success.

Participant Recruitment, Intake, and Retention Strategy

The Individualized program will serve a total of 24 individuals over two years. Participants will be supported by Navigators who will follow them through intake, training, graduation, and placement into employment or further education. To recruit participants, we will utilize several strategies that have will help both expand and deepen our impact. First priority is to enroll participants who have completed either the On-ramp or Bridge programs that accompany this proposal. We will also host a series of Intro to Healthcare workshops as a strategy for both Bridge and Individualized, a four-hour evening workshop that provides an overview of the range of healthcare career options in our community. This workshop will be offered several times per year in a variety of locations and co-hosted by partner organizations. It will serve as an initial entry point, with pre-screening to determine the best training pathway for the individual. We will also reach out to Lake Superior College to refer current students who would benefit from additional support and experiential learning. And we will reach out to employer partners to identify individuals from our target populations who could benefit from support for training that leads to career advancement.

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All participants will be assessed to determine whether On-ramp, Bridge, or Individualized is the best starting point, based on math/reading skills and career interests and goals. Once it is determined that an Individualized training class is the right path, the Navigator conducts a comprehensive intake that assesses work and educational history, skills and strengths, and any barriers to employment. The participant and Navigator collaborate to write an Individual Employment Plan, which is revisited at least once per year. Supportive services needs are identified and made available, including transportation assistance and work clothes/shoes. During training, Navigators visit campus every couple of weeks to check in on participants and address any challenges. After training is completed, Navigators will match participants to either paid internships or OJT and remain in frequent contact to ensure the experience is successful. During this time, Navigators also meet with participants to focus on job placement, continued education, and additional support needs. Once placed in education or employment, Navigators continue to check in at least once per month for the first 90 days to ensure placement is successful. Participants who choose may stay in touch longer, and often continue to provide updates or return for additional services.

We have demonstrated success providing support for credentialed training, internships, and employment placement for individuals from the target populations. Through two rounds of P2P that included CDL and C.N.A. classes, 159 individuals were trained. Of these, 73% graduated and earned a credential, and 70% of graduates entered employment. Over the past two years, we have added paid internships to our WIOA Adult program, giving students in degree programs at area colleges the chance for experiential learning and connection to employment opportunities. To date, we have supported more than 20 individuals in internships in healthcare and IT.

Budget/Fiscal Capacity

This proposal offers an effective and productive way to use Pathways to Prosperity funds. The P2P Individualized project brings multiple partners under one comprehensive program that actively integrates with

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both On-ramp and Bridge pathways. Through these integrated partnerships and programs, we create a comprehensive model that offers training linked to employment opportunities, access to further education, academic support, and wraparound services that continue through at least 90 days post-placement.

Direct Services will support outreach and recruitment, assessment, orientation, case management, job placement, and retention support. **Direct Services-ABE** will support the assessment and academic support provided by Duluth Adult Education. **Direct Customer Training** will provide tuition assistance of up to $7000 x 10 participants for CDL training, and up to $5000 per participant for other certificate and degree programs. CDL license fees are also included here. Direct Customer Training also includes support for paid internship wages and OJT, at an amount of up to $3500 per participant. **Support Services** includes participant support in alignment with DWD policy. **Administrative** costs support grant administration and partner oversight, and do not exceed 10% of total costs.

The City of Duluth has been providing workforce services since 1968. With a total annual budget of $3.2 million and a staff of 17, the Workforce Development Department is the lead implementer of workforce services for Local Area 4. In addition to convening the Duluth Workforce Development Board, we also co-chair the Regional Leadership Team implementing workforce initiatives for Region 2. The department is overseen by an experienced Director, who is part of the Mayor's leadership team. Both DWD and SOAR are staffed by full time employment counselors with many years of experience in employment services and program implementation. Their work is supported by an Operations Manager who is responsible for contract, budget, and program oversight, and a .25 FTE dedicated staff member in the auditor's office who is responsible for fiscal management.

Leveraged Funds This project will effectively and efficiently utilize a mix of P2P and leveraged funds to serve participants who are underrepresented in college programs. Where eligible, participants will apply for financial aid and access Pell Grants and other resources before utilizing P2P tuition assistance. Additional

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funds for tuition assistance and to provide continuity of services will be leveraged by co-enrolling participants with WIOA Youth and Adult. DWD will also tap into other local funding resources to provide in-kind administrative and program management support. Lake Superior College is providing additional in-kind support in the form of on-campus office space, materials and equipment, and administrative coordination. Employer time providing experiential learning is also in-kind.

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Attachment 1. Work Plan

Table

Complete the Work Plan as applicable to your proposal. Use additional pages as necessary. Data entered must be numeric and must be cumulative ("snowball") from quarter to quarter.

	Period 1: Grant Start Date through 12/31/21	Period 2: Grant Start Date through 03/31/22	Period 3: Grant Start Date through 06/30/22	Period 4: Grant Start Date through 09/30/2022
Total Participant Enrollments	*0*	*4*	*6*	*12*
Total participants enrolled in post-secondary training	*0*	*4*	*6*	*12*
Total participants completing post-secondary training	*0*	*0*	*3*	*10*
Total post-secondary Degrees/Diplomas/Certificates attained	*0*	*0*	*3*	*10*
Exits to Employment *(job placement)*	*0*	*0*	*2*	*4*
o Exits to Employment related to training industry sector(s)	*0*	*0*	*2*	*3*
o Exits to Employment at or above $15/hour	*0*	*0*	*2*	*4*
Average increase in wage per hour *(indicated by $/hour increase)*	*$0*	*$0*	*$5.00*	*$5.00*
Participants exited to related advanced post-secondary programs	*0*	*0*	*0*	*1*
Participants transferred to second year funding	*N/A*	*N/A*	*N/A*	*6*
All other exits	*0*	*0*	*0*	*1*
All exits-Total	*0*	*0*	*2*	*12*

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Attachment 2: Budget

Please complete budget form in **cumulative manner**. You are also not required to use all cost categories. Matching funds are not required; however applicants are encouraged to leverage federal, private, or other funds. Please see "Fiscal – Guidance on Cost Category Definitions" to determine how to categorize expenditures.

TOTAL COST PER PARTICIPANT $12,939 (Total award divided by the total number of participants)

Total DEED Funds Requested							
Office Use Only	Cost Category	Period 1: Grant Start Date through 12/31/2021	Period 2: Grant Start Date through 03/31/2022	Period 3: Grant Start Date through 06/30/2022	Period 4: Grant Start Date through 09/30/2022	Total Leveraged Funds[1] *(if applicable)*	Total Project Funds
833	**Administrative Costs[2]**	$ -	$ 5,176	$ 10,351	$ 15,527	$ 7,764	$ 23,291
885	**Direct Services**	$ -	$ 9,421	$ 18,841	$ 28,262	$ 56,524	$ 84,786
886	**Direct Services-WR-GED-ABE**	$ -	$ 693	$ 1,387	$ 2,080	$ 4,320	$ 6,400
838	**Direct Customer Training[3]**	$ -	$ 35,167	$ 70,335	$ 105,502	$ 15,000	$ 120,502
828	**Support Services Costs**	$ -	$ 1,300	$ 2,601	$ 3,901	$ 1,000	$ 4,901
	Total:	$ -	$ 51,757	$ 103,515	$ 155,272	$ 84,608	$ 239,880

[1] Leveraged funds are non-DEED funds (e.g., cash, in-kind contributions, or other state, federal, or private funds).
[2] Administrative costs cannot exceed 10% of total funds requested.
[3] 40% of award must be allocated to Direct Customer Training costs for tuition, paid work experiences, etc.

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Attachment 3. Partnership Chart

List all partner organizations that will contribute to the proposed services with/without compensation. Add additional lines as necessary. Signed letters of intent/support to contract(s) from partners explaining what they will contribute and their responsibility in operations **are required for each partner**.

If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the grantee organization

Type of Organization (e.g. employer, educational institution, non-profit, etc.)	Name and Address of Organization	Type of Commitment: (Case Mgmt., Training, Accounting time, Staff, Resources, Space, Referrals, etc.)	Key Contact Person and Telephone Number	Letter of Support or Intent Enclosed as required	Conflict of Interest Disclosure Letter Required?	Anticipated total amount of compensation from Grant[4]	Responsible for Workforce One Data Entry
Educational Institution	*Lake Superior College* *2101 Trinity Rd* *Duluth, MN 55811*	*Training*	*Tom Kriske, Director of Workforce* *218-733-1026*	☒ Yes ☐ No	☐ Yes ☒ No	*$70,000*	☐ Yes ☒ No
ABE Partner	Duluth Adult Education 215 N 1st Ave E Duluth, MN 55802	*Assessment and academic support*	*Patty Fleege, Manager* *218-336-8790*	☒ Yes ☐ No	☐ Yes ☒ No	*$2,080*	☐ Yes ☒ No
Non-Profit, Community Based Organization	*SOAR Career Solutions* *205 W. 2nd Street, Suite 101, Duluth, MN 55802*	*Referrals from On-ramp and Bridge training*	*Emily Edison, Executive Director* *218.722.3126*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☒ Yes ☐ No

[4] **Subrecipients receiving over $50,000 must be monitored by your organization. All subrecipient monitoring and contract documents must be made available to DEED upon request.**

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Employer	*Essentia Health* *502 E 2nd St* *Duluth, MN 55805*	*Paid internships and/or OJT* *Potential employment after graduation*	*Kim Burke, Workforce Development Specialist* *218-786-4017*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*Altec* *1255 Port Terminal Dr.* *Duluth, MN 55816*	*Paid internships and/or OJT* *Potential employment after graduation*	*Deanna Oswald* *Human Resources* *218-733-1275*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*CW Technology* *5614 Grand Ave* *Duluth, MN 55807*	*Paid internships and/or OJT* *Potential employment after graduation*	*Emily Wiseman, Manager of Talent Strategy* *218-728-7109*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*Halvor Lines* *217 Grand Ave* *Superior, WI 54880*	*Paid internships and/or OJT* *Potential employment after graduation*	*Mary Thompson-Bode* *715-392-8161*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*ME Global* *200 E Carterett St* *Duluth, MN 55808*	*Paid internships and/or OJT* *Potential employment after graduation*	*Matt Christensen, HR Manager* *218-213-9557*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No
Employer	*Northland Constructors* *4843 Rice Lake Rd* *Duluth, MN 55803*	*Paid internships and/or OJT* *Potential employment after graduation*	*Craig Ploetz, VP of Construction* *218-722-8170*	☒ Yes ☐ No	☐ Yes ☒ No	*$0*	☐ Yes ☒ No

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TERMS & CONDITIONS

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION

This exhibit provides the 1) Contacts, 2) Funding Information and Limitations, 3) Items required during the Grant Period, 4) Special Administrative Provisions Required and 5) Annual Items, sent on First Award of Fiscal Year.

1) CONTACTS:

Marc Majors Director, Employment & Training Programs (651) 259-7595 Marc.Majors@state.mn.us	Enock Kakuuku Adult Career Pathways Program Coordinator (651) 259-7581 Enock.Kakuuku@state.mn.us
Nancy Omondi Director of Adult Programs (651) 259-7525 Nancy.Omondi@state.mn.us	Jenilee Drilling Adult Career Pathways Program Coordinator (651) 259-7530 Jenilee.Drilling@state.mn.us
Ann Meyers Supervisor, Adult Career Pathways (651) 259-7174 Ann.Meyers@state.mn.us	Vanessa Roman Adult Career Pathways Program Coordinator (651) 259-7578 Vanessa.Roman@state.mn.us
Fiscal/Monitoring Contacts Supervisor/Monitoring (651) 259-7574 Shannon.Rolf@state.mn.us	Colleen Schwab Fiscal/ Finance Activities (651) 259-7589 Colleen.Schwab@state.mn.us

Reimbursement Payment Request (RPR) Submittal Address:
DEED.FSR@state.mn.us
Workforce One website for submitting service desk ticket:
https://apps.deed.state.mn.us/survey/ticket.shtml

2) FUNDING INFORMATION AND LIMITATIONS:

DUNs Number: Grantee must be registered and current with https://www.sam.gov/portal/SAM/#1

Cost Category Definitions: See Planning Instructions

Administration Limit: No more than ten percent (10%) may be expended for administration

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3) ITEMS REQUIRED DURING THE GRANT PERIOD:

Grant Program Monitoring Guide– Complete and return to program monitor when instructed to do so.

As applicable, Monthly Reimbursement Payment Request (RPR) – Template (for completion) – Due no later than the 20th of the month following the preceding month end (i.e. July, 2018 RPR is due August 20, 2018). Report accrued monthly expenditures.

Progress Report Format – Completed Quarterly

4) SPECIAL ADMINISTRATIVE PROVISION REQUIRED:

Grantees must conduct at least one monitoring visit and complete a financial reconciliation of expenditures for their subrecipients receiving over $50,000 in State funds. The monitoring and financial reconciliation must be completed before final payment is made (Policy Number: 08-10, Policy on Grant Monitoring, Rev. 2016). The Code of Federal Regulations (CFR) outlines monitoring and auditing requirements for subrecipients of federal awards (2CFR 200.311). Grantees are responsible for review, interpretation, and application of these regulations.

5) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

If you have multiple grants with DEED Employment and Training, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants.

Fiscal Monitoring Guide - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
Annual Assessment - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package
EO ADA Annual Assessment – Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package

P2P Work Plan Summary — SFY22 + SFY 23 Cummulative Totals — Exhibit E

P2P Grant	Program Component	Career Pathway Link	SFY22 & SFY23 Planned Participants Served - Total	SFY22 & SFY23 Planned Participants Enrolled in Training - Total	SFY22 & SFY23 Planned Participants Completing Training - Total	SFY22 & SFY23 Planned Participants Placed in Employment	Agency - Enrollment/ Case Management	Agency - Instruction	Employer Partners
On-Ramp	Certificates: Mind Over Matters/Career Quest	Employment, BSC, healthcare or Individualized	75	60	48	26	SOAR	SOAR	Healthcare: Essentia, St. Luke's
	Contextualized reading/math							ABE	Construction: Northland Constructors, Ames, Kramer NA, IUOE local 49, Ironworkers 512
	Orientation to Career Pathway Options (Tools of the Trades, Intro to Manufacturing, Healthcare)							SOAR	Manufacturing: SCS Interiors, ME Global, Altec
Bridge	Intro to healthcare (4 hrs, 5 workshops per year)	n/a					n/a	DWD/LSC	n/a
	Building Strong Communities (OSHA 30, MC3)	Union apprenticeship	35	30 (2 cohorts)	26	23	SOAR	SOAR/ABE	Northland, KA, Operating Engineers, Ironworkers
	C.N.A. at LSC	LPN/RN	36	30 (3 cohorts)	26	23	30% SOAR/70% DWD	LSC/ABE	
	TMA	LPN/RN	20 (18 from C.N.A. class)	20 (2 cohorts)	18	n/a	30% SOAR/70% DWD	LSC/ABE	Chris Jensen, Ecumen
	C.N.A. at CAD	LPN/RN	20	20 (2 cohorts)	17	15	70% SOAR/30% DWD	CAD/ABE	Benedictine
	Health Services	MA	28	24 (2 cohorts)	20	18	40% SOAR/60% DWD	LSC/ABE	Essentia/St. Lukes
Individualized	CDL A	Employment	24	12	20	20	DWD	LSC	Halvor, MNDoT
	IT	Employment or further education		12				LSC	CW or Citon
	Other healthcare degrees							LSC	Essentia/St. Lukes
	Manufacturing degrees							LSC	Cirrus, Altec

P2P Work Plan Summary — SFY22 Year One

P2P Grant	Program Component	Career Pathway Link	SFY22 Planned Participants Served - Year One	SFY22 Planned Participants Enrolled in Training - Year One	SFY22 Planned Participants Completing Training - Year One	SFY22 Planned Participants Placed in Employment	Agency - Enrollment/ Case Management	Agency - Instruction	Employer Partners
On-Ramp	Certificates: Mind Over Matters/Career Quest	Employment, BSC, healthcare or Individualized	40	32	26	12	SOAR	SOAR	Healthcare: Essentia, St. Luke's
	Contextualized reading/math							ABE	Construction: Northland Constructors, Ames, Kramer NA, IUOE local 49, Ironworkers 512
	Orientation to Career Pathway Options (Tools of the Trades, Intro to Manufacturing, Healthcare)							SOAR	Manufacturing: SCS Interiors, ME Global, Altec
Bridge	Intro to healthcare (4 hrs, 5 workshops per year)	n/a				n/a	n/a	DWD/LSC	n/a
	Building Strong Communities (OSHA 30, MC3)	Union apprenticeship	17	15 (1 cohort)	13	11	SOAR	SOAR/ABE	Northland, KA, Operating Engineers, Ironworkers
	C.N.A. at LSC	LPN/RN	12	10 (1 cohort)	27	24	30% SOAR/70% DWD	LSC/ABE	
	TMA	LPN/RN	10 (9 from C.N.A. class)	1 (1 cohort)			30% SOAR/70% DWD	LSC/ABE	Chris Jensen, Ecumen
	C.N.A. at CAD	LPN/RN	10	10 (1 cohort)			70% SOAR/30% DWD	CAD/ABE	Benedictine
	Health Services	MA	14	12 (1 cohort)			40% SOAR/60% DWD	LSC/ABE	Essentia/St. Lukes
Individualized	CDL A	Employment	12	6	10	8	DWD	LSC	Halvor, MNDoT
	IT	Employment or further education		6				LSC	CW or Citon
	Other healthcare degrees							LSC	Essentia/St. Lukes
	Manufacturing degrees							LSC	Cirrus, Altec

P2P Work Plan Summary — SFY23 Year Two

P2P Grant	Program Component	Career Pathway Link	SFY23 Planned Participants Served - Year Two	SFY23 Planned Participants Enrolled in Training - Year Two	SFY23 Planned Participants Completing Training - Year Two	SFY23 Planned Participants Placed in Employment	Agency - Enrollment/ Case Management	Agency - Instruction	Employer Partners
On-Ramp	Certificates: Mind Over Matters/Career Quest	Employment, BSC, healthcare or Individualized	35	28	23	14	SOAR	SOAR	Healthcare: Essentia, St. Luke's
	Contextualized reading/math							ABE	Construction: Northland Constructors, Ames, Kramer NA, IUOE local 49, Ironworkers 512
	Orientation to Career Pathway Options (Tools of the Trades, Intro to Manufacturing, Healthcare)							SOAR	Manufacturing: SCS Interiors, ME Global, Altec
Bridge	Intro to healthcare (4 hrs, 5 workshops per year)	n/a					n/a	DWD/LSC	n/a
	Building Strong Communities (OSHA 30, MC3)	Union apprenticeship	18	15 (1 cohort)	13	12	SOAR	SOAR/ABE	Northland, KA, Operating Engineers, Ironworkers
	C.N.A. at LSC	LPN/RN	24	20 (2 cohorts)	37	33	30% SOAR/70% DWD	LSC/ABE	
	TMA	LPN/RN	10 (9 from C.N.A. class)	1 (1 cohort)			30% SOAR/70% DWD	LSC/ABE	Chris Jensen, Ecumen
	C.N.A. at CAD	LPN/RN	10	10 (1 cohort)			70% SOAR/30% DWD	CAD/ABE	Benedictine
	Health Services	MA	14	12 (1 cohort)			40% SOAR/60% DWD	LSC/ABE	Essentia/St. Lukes
Individualized	CDL A	Employment	12	6	10	12	DWD	LSC	Halvor, MNDoT
	IT	Employment or further education		6				LSC	CW or Citon
	Other healthcare degrees							LSC	Essentia/St. Lukes
	Manufacturing degrees							LSC	Cirrus, Altec

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P2P Partner Roles and Responsibilities Summary **Exhibit F**
State Fiscal Year 22 & State Fiscal Year 23

Role and Responsibility	Duluth Workforce Development	SOAR Career Solutions	Lake Superior College	Adult Basic Education
Recruitment	Conduct outreach and recruitment through a variety of channels Conduct eligibility screening and finalize class participant list	Conduct outreach and recruitment through a variety of channels Conduct eligibility screening and finalize class participant list	Share information about training through available communication channels Refer interested individuals to DWD and/or SOAR for eligibility screening Provide clear guidelines for requirements/prerequisites for LSC component of training	Share information about training through available communication channels Refer interested individuals to DWD and/or SOAR for eligibility screening
Enrollment	Enroll participants in grant through Workforce One, ensuring all required paperwork is complete and prior to incurring any expenses Assist students in completing LSC enrollment steps by deadline	Enroll participants in grant through Workforce One, ensuring all required paperwork is complete and prior to incurring any expenses Assist students in completing LSC enrollment steps by deadline	Clearly communicate all enrollment process steps to partners Ensure all students are enrolled at LSC by the start of class Pro-actively communicate with DWD and SOAR case managers about enrollment problems/barriers to ensure they are resolved before class starts	Administer TABE test prior to enrollment Allow class time to complete LSC enrollment steps if needed

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P2P Partner Roles and Responsibilities Summary **Exhibit F**
State Fiscal Year 22 & State Fiscal Year 23

Role and Responsibility	Duluth Workforce Development	SOAR Career Solutions	Lake Superior College	Adult Basic Education
On-ramp Portion	Refer applicants testing below a 6th grade level on reading or math, or requiring basic computer literacy skills, to ABE for skill development Provide basic work readiness skill development through CareerForce workshops	Refer applicants testing below a 6th grade level on reading or math, or requiring basic computer literacy skills, to ABE for skill development Provide basic work readiness skill development through Mind Over Matters and CareerQuest	No role during on-ramp	Provide math, reading, and digital literacy instruction to on-ramp participants
Bridge and Integrated Instruction Portion	Regularly check in with students and instructor on progress and support needs Communicate with instructors to help track attendance and follow up with students who are struggling in class	Regularly check in with students and instructor on progress and support needs Communicate with instructors to help track attendance and follow up with students who are struggling in class	Provide ABE instructor with class outline and materials to support pre-training preparation Track student attendance using sign-in sheets Communicate with job counselors to help track attendance and follow up with students who are struggling in class Provide effective and engaging career skills instruction in Health Services, CAN, CDL, carpentry, and machine operating Hire and provide adequate orientation and training on LSC	Communicate with job counselors to help track attendance and follow up with students who are struggling in class Provide bridge instruction as part of each training cohort Participate in curriculum and lesson planning coordination between LSC and ABE instructors Provide open lab and in class support to students to ensure learning objectives are achieved Assist LSC instructor in differentiating instruction to serve different students' needs

P2P Partner Roles and Responsibilities Summary **Exhibit F**
State Fiscal Year 22 & State Fiscal Year 23

Role and Responsibility	Duluth Workforce Development	SOAR Career Solutions	Lake Superior College	Adult Basic Education
			systems and processes to LSC instructors Participate in planning for curriculum and classroom integration between LSC and ABE instructors	Support individual and group work; Provide technology assistance Support students in developing study and test taking skills Assist students in catching up after an absence
Job Readiness	Provide one-on-one job readiness counseling to participants Assist participants in creating resumes and cover letters and addressing barriers to employment	Provide one-on-one job readiness counseling to participants Assist participants in creating resumes and cover letters and addressing barriers to employment	Ensure training curriculum effectively teaches skills required to succeed on the job	Assist in providing job readiness instruction
Job Placement	Provide one-on-one job placement support to participants Work with LSC instructors to coordinate employer participation during training classes	Provide one-on-one job placement support to participants	Work with DWD to coordinate employer participation during training classes	n/a
Grant Management	Provide overall budget oversight Convene and facilitate partner coordination meetings	Fulfill recruitment, enrollment, and placement goals laid out in sub recipient agreement Participate in partner coordination meetings	Actively participate in partner coordination meetings Assist in problem solving to ensure quality of student experience	Actively participate in partner coordination meetings Assist in problem solving to ensure quality of student experience Designate point person to manage all components of program

P2P Partner Roles and Responsibilities Summary **Exhibit F**
State Fiscal Year 22 & State Fiscal Year 23

Role and Responsibility	Duluth Workforce Development	SOAR Career Solutions	Lake Superior College	Adult Basic Education
		Designate point person to manage all components of program implementation including tracking timelines and deadlines Assist in problem solving to ensure quality of student experience	Designate point person to manage all components of program implementation including tracking timelines and deadlines	implementation including tracking timelines and deadlines

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P2P Sub-Recipient Monitoring Schedule - ISD #709 DAE **Exhibit G**
Grant Dates: start date through June 30, 2023

	SFY22 - start date through Sept. 30, 2022					
			SFY23 - July 1, 2022 through June 30, 2023			
Sub-Recipient Monitoring Schedule	Jan-March 2022	April-June 2022	July-Sept 2022	Oct-Dec 2022	Jan-March 2023	April-June 2023
Fiscal Monitoring (Once per SFY)						
On Ramp to Career Pathways Program			planned	planned		
Bridge to Healthcare Careers			planned	planned		
Bridge - Building Strong Communities			planned	planned		

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EMPLOYMENT AND ECONOMIC DEVELOPMENT

Annual

Administrative and Fiscal Monitoring Guide

To be completed by Employment and Training Program Providers/Grantees

Returned to the WSCD.Notifications@state.mn.us e-mail account.

State Fiscal Year (SFY) ~~2022~~ Example
Program Year (PY) ~~2021~~ Example

Minnesota Department of
Employment and Economic Development
Employment and Training Programs Division
Fiscal/Monitoring Unit

Updated June 28, 2021

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Table of Contents

Applicant/Grantee Information 3
Alternative Formats 3
Introduction 3
Instructions 4
Staff, Comments, Questions 4
References 5
Internal Controls 5
Accounting Systems 6
Petty Cash System 7
Cash Receipt and Disbursement System 7
Reporting 8
Program Income (Reference 2 CFR200.80 of the Omb Uniform Guidance 8
Cost Classification/Principals 9
On-The-job Training (OJT) 10
Audit 10
Equipment Purchases/Inventory 10
Liability Insurance 11
Procurement Systems 12
Request for Proposals (RFP) 12
Personnel 13

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

APPLICANT/GRANTEE INFORMATION

Name of person submitting the form: Enter the name of the person submitting this form.

E-mail address: Enter e-mail address.

Agency: Enter name of organization.

Date Guide Completed: Enter the date the guide was completed.

ALTERNATIVE FORMATS

This guide is available in alternative format(s) upon request. To arrange to receive this guide in an alternative format, please contact:

Name of Contact: Karen Lilledahl

E-mail: Karen.lilledahl@state.mn.us

Phone Number: 651-259-7089 TTY: 651-296-3900

INTRODUCTION

This guide is one of the tools used to determine whether the Minnesota Department of Employment and Economic Development's (DEED) providers/grantees (referred to as grantee, moving forward) have developed and implemented sound administrative, financial and accounting strategies, policies, procedures, and systems to ensure the grantee (itself as an entity) and any subgrantees have the administrative and fiscal capacity, and financial health to carry out the activities of the grant, serve grant participants, manage the grant funds, and segregate the multiple funding sources to ensure optimal use of the grant funds. Monitoring is not only to be carried out by DEED at the grantee level, but also by the grantee at the subgrantee level.

The Annual Assessments/Local Unified Plan (as applicable), Equal Opportunity (EO) and Americans with Disabilities Act (ADA) Annual Assessment, and program monitoring reports, etc. will be reviewed as they relate to the various sections of this Guide.

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INSTRUCTIONS

Employment and Training Program (ETP) grantees are required to submit an Annual Administrative Fiscal Monitoring Guide to the Minnesota Department of Employment and Economic Development (DEED) to receive and continue to receive federal, state, and other funding.

The character field to key your answer in is depicted with instructions written in dark blue font, and a gray background will show when you hover over it.

Return this populated guide to: WSCD.Notifications@state.mn.us, with the following attachments, which are written in red font:

- **Liability Insurance Certificate**
- **Most recent audit report, if not on file with DEED.**
- **Inventory list of equipment and other purchases made with DEED grant funds (over $5,000 per item).**
- **Organizational chart for the agency.**
- **Chart of accounts related to DEED's grants.**

All sections of this guide must be completed by the grantee.

STAFF, COMMENTS, QUESTIONS

To be completed by the grantee.

Grantee staff completing this guide:

1. Name: Enter grantee name.
   Title: Enter grantee title.
   E-mail Address: Enter grantee e-mail address.

2. Name: Enter grantee name.
   Title: Enter grantee title.
   E-mail Address: Enter grantee e-mail address.

3. Name: Enter grantee name.
   Title: Enter grantee title.
   E-mail Address: Enter grantee e-mail address.

Comments from the provider/grantee: Enter comments.

Questions for DEED staff: Enter questions here.

If you have any questions, comments, or concerns related to this guide, please contact your monitor (as indicated in the grant Terms and Conditions), or Chris Ortega at Chris.Ortega@state.mn.us.

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

REFERENCES

Uniform Guidance 2CFR 200

Subpart D:

- Standards for Financial and Program Management (200.302 to 200.303)
- Payment (200.305)
- Procurement Standards (200.318 to 200.321)
- Performance & Financial Monitoring and Reporting (200.327 to 200.328)
- Uniform Guidance 2 CFR 200 (200.33)

Subpart F:

- Management Decision Letters (200.66)
- Sanctions (200.505)
- Audit Findings Follow-up (200.511)
- Audit Reporting (200.515)
- Criteria for a low-risk auditee (200.520)

Single Audit Act of 1996

Minnesota Office of Grants Management Policies and Statutes

- Policy 08-01: Grants Conflict of Interest
- Policy 08-03: Publicizing Grants Notices and Requests for Proposal (rev. 2012)
- Policy 08-06: Financial Review of Nongovernmental Organizations (rev.12-2016)
- Policy 08-08: Grant Payments (rev. 10-2013)
- Policy 08-10: Grant Monitoring (rev. 12-2016)

Conflict of Interest Minnesota Statute 10A.07

Minnesota Data Privacy Practices

Salary and Bonus Limitations (if applicable)

WIOA Part 683-Administrative Provisions Under Title 1 of the Workforce Innovation and Opportunity Act

INTERNAL CONTROLS

Per Uniform Guidance, below is a list of required written policies and procedures. Please check the box if you have these policies and enter the most recent policy date.

☐Payments - (2 CFR 200.302(b)(6) and 2 CFR 200.305, **Dated:** Enter the date the policy was most recently updated.

☐Allowable Costs - 2 CFR 200.302(b)(7), **Dated:** Enter the date the policy was most recently updated.

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

☐Procurement - 2 CFR 200.318, **Dated:** Enter the date the policy was most recently updated.

☐Competition - 2 CFR 200.319, **Dated:** Enter the date the policy was most recently updated.

☐Method of Evaluation and Selection - 2 CFR 200.320, **Dated:** Enter the date the policy was most recently updated.

☐Compensation-Personal Services - 2 CFR 200.430, **Dated:** Enter the date the policy was most recently updated.

☐Compensation-Fringe Benefits - 2 CFR 431, **Dated:** Enter the date the policy was most recently updated.

☐Employee Relocation Costs - 2 CFR 200.464, **Dated:** Enter the date the policy was most recently updated.

☐Travel Costs - 2 CFR 200.474, **Dated:** Enter the date the policy was most recently updated.

1. Does the grantee have the following internal controls in place to provide reasonable assurance that grant operations will achieve the following objectives?

   Effectiveness and efficiency of operations? ☐Yes ☐No

   Reliability of reporting for internal and external use? ☐Yes ☐No

   Compliance with applicable laws and regulations? ☐Yes ☐ No

   Do the policies and procedures above reflect proper segregation of duties?
   ☐Yes ☐No

2. Are duties for the following tasks segregated?

   Recording ☐Yes ☐No

   Custodian ☐Yes ☐No

   Authorizing ☐Yes ☐No

   Reconciliation ☐Yes ☐No

   If not, do you have compensating controls in place to mitigate the internal control risk?
   ☐Yes ☐No

   Note: *A compensating control is an alternative control that if the primary control fails, there are other controls in place to mitigate any risk.*

ACCOUNTING SYSTEMS

1. Is a chart of accounts or accounting structure maintained?
   ☐Yes ☐No

2. Are funds adequately segregated for grant fund reporting?
   ☐Yes ☐No

3. Is an accrual accounting system used?
   ☐Yes ☐No
   If not, do you report on an accrual basis?
   ☐Yes ☐No

Definition of accrual: method under which revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the liability is incurred. Most government accounting follows this method.

PETTY CASH SYSTEM

1. Does your organization have petty cash?
   ☐Yes ☐No ☐N/A
   If yes, please answer the following:
   a. Are the replenishments appropriately allocated to DEED's funds?
      ☐Yes ☐No
   b. How much money is kept in petty cash?
      Enter how much money your organizations keeps in petty cash.
   c. How is petty cash safeguarded?
      Enter how your organization safeguards petty cash.
   d. How often is petty cash reconciled or replenished?
      Enter how frequently your organization reconciles or replenishes petty cash.

CASH RECEIPT AND DISBURSEMENT SYSTEM

1. Is there adequate segregation of duties between cash receipts and disbursements?
   ☐Yes ☐No
2. Is there adequate documentation to support all expenses reported on the general ledger?
   ☐Yes ☐No
3. Are there policies and procedures in place to identify and recapture improper payments?
   ☐Yes ☐No

   If no, what process is in place to identify and recapture improper payments?
   If no, enter what process is in place to identify and recapture improper payments.
4. Are vendor invoices compared and reconciled to purchase orders?
   ☐Yes ☐No
   If no, why not?
   If not, enter in why your organization doesn't compare and reconcile invoices to purchase orders.

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5. Are invoices authorized for payment?
   ☐Yes ☐No
   If no, why not?
   If not, enter in why your organization doesn't authorize invoices for payment.

6. Are vendor account balances reviewed?
   ☐Yes ☐No
   If no, why not?
   If not, enter in why your organization doesn't review vendor account balances.

7. Are your bank account(s) covered by FDIC or FSLIC?
   ☐Yes ☐No
   If yes, for what amount?
   If yes, enter in the dollar amount of your organization's FDIC or FSLIC coverage.

8. Does the amount kept in any account exceed the FDIC or FSLIC coverage?
   ☐Yes ☐No
   If yes, how are the funds in excess insured from loss?
   If yes, enter how the funds in excess are insured from loss.

9. Are receipts deposited immediately?
   ☐Yes ☐No

REPORTING

1. Which monthly fiscal request is submitted to DEED?
   ☐Financial Status Report (FSR)/Cash Advance Payment Request (CAPR)
   ☐Reimbursement Payment Request (RPR)

2. Are there policies and procedures in place to ensure accurate financial reporting?
   ☐Yes ☐No

3. Are there policies and procedures in place to ensure that the reporting system is safeguarded, and security is limited to the appropriate staff?
   ☐Yes ☐No

PROGRAM INCOME (REFERENCE 2 CFR200.80 OF THE OMB UNIFORM GUIDANCE

Program Income – The grant recipient's written program income policy and procedures describe the allowability of costs in accordance with Subpart E – Cost Principles and have been issued to key personnel and, if applicable, subgrantees. (U.S. DOL Employment and Training Administration, Core Monitoring Guide).

1. Do you have program income?
   ☐Yes ☐No
   If yes, please answer the following questions:

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a. Do you have policies and procedures for program income requirements?
☐Yes ☐No

b. Do you have a system in place to record and expend program income?
☐Yes ☐No

c. Do you expend program income before expending grant funds?
☐Yes ☐No

COST CLASSIFICATION/PRINCIPALS

Cost Principals - There is written evidence that costs being allocated to the grant are allowable, being treated consistently over time and within the accounting system, are necessary, reasonable, and allocated to the grant based on benefit received.

1. Have written and uniform cost classifications for each cost category been developed?
☐Yes ☐No

   a. If yes, do you verify that these classifications are properly adhered to by subgrantee(s), if applicable?
   ☐Yes ☐No ☐N/A

   b. If no, then please explain why the cost classifications haven't been developed.
   Enter why cost classifications haven't been developed.

2. Do you have written policies and procedures for distributing costs, staff time and administrative costs among funding streams, programs, etc.?
☐Yes ☐No

3. How do you allocate shared costs?
☐Cost Allocation Plan ☐Approved Indirect Rate

4. How do you allocate staff's time among the various grant programs they work on?
Enter how your organization allocates staff's time among the various grant programs they work on.

5. Is there written evidence, such as timesheets, used to allocate personnel time and costs?
☐Yes ☐No
If no, how is time allocated?
If no, please enter how your organization allocates time.

6. How do you ensure that the grant is not charged unallowable costs based on the cost principles and the provisions of the grant agreement?
Enter how your organization ensures that the grant is not charged unallowable costs based on the cost principles and provisions of the grant agreement.

7. Are you aware that DEED's grant funds cannot pay the cost of other programs?
☐Yes ☐No

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ON-THE-JOB TRAINING (OJT)

1. Do you utilize OJT's?
   ☐Yes ☐No
   If yes:

   a. Do you have an OJT monitoring process?
      ☐Yes ☐No

   b. Does monitoring include identifying the participant's progress and/or skill attainment during the training period?
      ☐Yes ☐No

   c. Are you aware of the new WIOA regulations when determining the amount of OJT reimbursement to the employer? (WIOA 680.730)
      ☐Yes ☐No ☐N/A

   d. Do you have a contract with the required assurances?
      ☐Yes ☐No

AUDIT

1. Does DEED have a copy of your most recent audit report?
   ☐Yes ☐No
2. Has the audit report identified your agency as high risk?
   ☐Yes ☐No
3. Do you review your subgrantee's audit reports?
   ☐Yes ☐No ☐We don't have subgrantees

EQUIPMENT PURCHASES/INVENTORY

Equipment is defined by the federal government in Uniform Guidance 2 CFR 200 (200.313) as *".....tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000."* Purchasing equipment with DEED funds cannot occur within the second year of the grant period (if applicable). The grantee must submit a property/equipment inventory list of items purchased with DEED funds annually.

1. Do you have minimum insurance coverage for real property and equipment acquired with DEED grant funds?
   ☐Yes ☐No ☐N/A
2. In the past year, has property and/or equipment (over $5,000 per item) been purchased with DEED grant funds?
   ☐Yes ☐No
   If yes, please answer the following questions:

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a. List items, date of purchase, and costs:
Enter items, date of purchase, and cost

b. Was prior approval received from DEED?
☐Yes ☐No

c. Are you aware that purchasing equipment in the second year of the grant is prohibited?
☐Yes ☐No

3. Do you conduct an inventory of equipment and is it reconciled at least once every two years?
☐Yes ☐No ☐N/A

4. Do you have a process/policy in place to identify electronic devices and/or equipment that has been lost, damaged, stolen, or disposed of?
☐Yes ☐No

5. Do you have assets such as bus cards, credit cards, gift cards, etc.
☐Yes ☐No
If yes, please answer the following questions:

a. Is inventory conducted on these assets?
☐Yes ☐No
If yes, how often is this conducted and by whom?
If yes, enter how often inventory is conducted and by whom.

b. How are these items safeguarded to prevent unauthorized use?
If yes, enter in how your organization has safeguarded these items to prevent unauthorized use.

c. How are these items tracked to ensure proper usage?
If yes, enter in how your organization tracks these items to ensure proper usage.

6. Can you attest or confirm that you have made efforts where required or applicable to follow the "Buy American" Act for purchases of products or goods?
☐Yes ☐No

LIABILITY INSURANCE

Attach a copy of your liability insurance certificate and answer the following questions.

1. Does your liability insurance include employee dishonesty?
☐Yes ☐No

2. Does the coverage include participant work-related and/or training activities?
☐Yes ☐No ☐N/A

3. Has this coverage requirement been included in your subgrantee agreements?
☐Yes ☐No ☐We don't have subgrantees

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Note: This is in addition to paid employment activities (work experience, On-the-Job Training (OJT)) covered by workers compensation.

PROCUREMENT SYSTEMS

1. Do you conduct procurement activities in a manner that promotes full and open competition?
   ☐Yes ☐No
2. Have you correctly identified each third-party as a subgrantee or a contractor?
   ☐Yes ☐No ☐N/A
3. Do you understand the two roles (subgrantee or contractor) in accordance with the Uniform Guidance?
   ☐Yes ☐No
4. Do you conduct a risk assessment of your subgrantees?
   ☐Yes ☐No ☐We don't have subgrantees

REQUEST FOR PROPOSALS (RFP)

1. Do you contract for administrative services, goods, and/or grant program services (Not including audit services)?
   ☐Yes ☐No
   If yes: please answer the following questions.
   a. For which programs?
      Enter your organization's contracted programs.
   b. Do you require the same contract provisions of a subgrantee that is similar to DEED's master contract (PSP) or stand-alone contract?
      ☐Yes ☐No ☐We don't have subgrantees
   c. Do you have a policy or procedure in place to conduct fiscal and program monitoring of subgrantees?
      ☐Yes ☐No ☐We don't have subgrantees
   d. Do you conduct financial reconciliations on all subgrantee agreements over $50,000?
      ☐Yes ☐No ☐We don't have subgrantees
   e. How often is a solicitation or RFP conducted?
      Enter how often your organization conducts a solicitation or RFP.
   f. When was the last time an RFP was conducted for program services?
      Enter how often your organization conducts a solicitation or RFP.
   g. Is the review criteria similar to the elements in Office of Grants Management Policy 08-02?
      ☐Yes ☐No

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h. Do you maintain a written code of conduct covering conflicts of interest and governing the actions of your employees or Board members engaged in the selection, award, and administration of contract?
☐Yes ☐No

2. Do you contract for audit services?
☐Yes ☐No
If yes, please answer the following questions:

   a. How often is an RFP conducted for audit services?
   Enter how often your organization conducts an RFP for audit services.

   b. When was the last time an RFP was conducted for audit services?
   Enter the last time your organization conducted an RFP for audit services.

3. Do you have noncompetitive (sole source) procedures?
☐Yes ☐No

4. How do you administer contracts and confirm the terms and conditions of the contracts are being met?
Enter how your organization administers contracts and confirms the terms and conditions of the contracts are being met.

5. Do you have a process for the closeout of contracts?
☐Yes ☐No

6. Does the contract closeout policies and procedures address the following issues:

   a. Final Payment?
   ☐Yes ☐No

   b. Final deliverable of goods and/or services?
   ☐Yes ☐No

PERSONNEL

1. Is there a current written personnel policy?
☐Yes ☐No
If yes, does the policy include the hiring procedures to fill staff vacancies supported by grant funds?
☐Yes ☐No

2. Are there current vacancies showing on the organizational chart?
☐Yes ☐No
If yes, do/does the vacancy(ies) affect the implementation of any DEED-funded grants?
☐Yes ☐No

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3. Are appropriate grant staff properly insured and bonded?
   ☐Yes ☐No
   If yes, who is bonded?
   Enter the names of the grant staff who are insured and bonded.

   If no, do you conduct background or qualification checks?
   ☐Yes ☐No

4. Has the grantee confirmed and disclosed in a timely manner, in writing, to DEED all violations of criminal law involving fraud, bribery, or gratuity violations potentially affecting the grant award?
   ☐Yes ☐No ☐N/A

5. Are salary and bonuses reasonable and comparable to the local labor market and within the Executive Level II salary cap? (TEGL 5-06).
   ☐Yes ☐No

6. Are bonuses, raises, and leave practices, covered in the written personnel policies?
   ☐Yes ☐No

7. Is there sufficient documentation to support the salaries and fringe benefits charged to DEED grants?
   ☐Yes ☐No

8. Is payroll certified by management?
   ☐Yes ☐No

9. Are leave requests used and signed by employees/participants/supervisors?
   ☐Yes ☐No

10. Are employees/participants paid only by check or direct deposit?
    ☐Yes ☐No

11. Do you retain payroll withholding forms for employees and participants?
    ☐Yes ☐No

12. Do employees directly time charge to grants based on activities conducted for each grant?
    ☐Yes ☐No

13. Is there a procedure for cross-training or rotation of duties for accounting personnel?
    ☐Yes ☐No

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Pathways to Prosperity
State Fiscal Year (SFY) 2022 – 2023
Sub-Recipient
Grantee Obligations Acknowledgement Checklist

Please read and check all items to confirm that you understand all requirements. Sign and return this form with your contracting packet. If you have questions please contact your program coordinator.

I understand:

Eligibility/Enrollment Elements

☐ and have read the "Documentation Needed to Support Participant Eligibility" at https://mn.gov/deed/programs-services/adult-career-pathways/. We understand that there are participant eligibility requirements and that we must obtain and retain backup documentation to support a participant's eligibility.

Workforce One (WF1) – applicable to SOAR Career Solutions only

☐ that my organization is required to enter all eligible participants into the Workforce One (WF1) database.

☐ that all enrollment/eligibility backup documentation must be collected *before* enrolling a participant into WF1.

☐ that the participant's enrollment date must be on or after the date all supporting documentation is received.

☐ that we are required to input all activities, support services, credentials, and employment data into WF1.

☐ that all data (enrollments, case notes, activities, exits, etc.) must be entered into WF1 within fifteen (15) business days of event date.

☐ that monthly one on one contact/engagement is required for all enrolled participants and the contact must be documented in WF1.

Payment Requests (RPR/FSR) - *due monthly, by the 10th of the following month*

☐ that we are responsible for tracking ACTUAL incurred grant costs.

☐ that we are responsible for retaining documentation of these costs and will submit to Duluth Workforce Development monthly along with our Reimbursement Payment Request (RPR).

☐ that RPR payments are made on a reimbursement basis and will not be made unless all required reports have been submitted.

☐ that we cannot bill Duluth Workforce Development for a participant until he/she/they are entered into WF1; back billing is not permitted.

☐ all expenses billed must be within the scope and detail of the approved work plan.

☐ all expenses associated with participants lacking enrollment/eligibility backup documentation will be disallowed.

Quarterly Reports -*due April 30, July 30, October 30, and January 30.*

☐ that my organization is required to submit a quarterly narrative Performance Outcome reporting that describes the progress of the award. (Due the 30th of the month following the end of the quarter.)

Modifications to the Grant

☐ that my organization must promptly notify Duluth Workforce Development of any proposed change to the scope of the project, project activities, budget, work plan, grant expenditures or completion date and that any changes must be approved by Duluth Workforce Development.

☐ that proposed changes are subject to approval by Duluth Workforce Development and are not effective until all parties have signed a modification/amendment agreement.

☐ the project end date, is as stated in the Grant Agreement, and that any requests to extend or modify the contract are subject to approval by Duluth Workforce Development and must be submitted, in writing, at least 30 days prior to the end of the contract.

Wage Data

☐ I am required to report placement and wage data for all individuals who receive training through the grant project.

_____

Print the Name of your Organization and Grant program (On-Ramp, Bridge – Introduction to Healthcare, Bridge – Building Strong Communities, Individualized Career Pathways)

_____ _____

Print Your Name and Title Date

This form is intended to ensure that those responsible for managing the grant are aware of grant requirements.
For more information see https://mn.gov/deed/programs-services/adult-career-pathways/ This site will be updated regularly.

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REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:			
VENDOR NAME:		GRANT NAME:	
ISD 709 - Duluth Adult Education		Pathways to Prosperity - On-Ramp SFY22	
REMIT TO ADDRESS:		Sub-recipient Contract #	City of Duluth Contract #
325 W. 1st St., Suite 310			2047800
Duluth, MN 55802		GRANT PERIOD FROM:	GRANT PERIOD TO:
			9/30/2022
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL:
			YES [ ] NO [ ]
EMAIL:		City of Duluth PROGRAM CONTACT NAME:	City of Duluth PROGRAM CONTACT EMAIL:
		Carol Turner 730-5244	cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY

	AMOUNT	FUND	Please complete the yellow cells only, and do not change the formatting within the cells.
TOTAL	$19,410.00	268-031-6227-P2P2OR	

SECTION 3: Monthly Reporting

ACTIVITY ID / COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
886 - Direct Services - WR-GED-ABE - Intro to healthcare, manufacturing, and construction curriculum development - ABEX	$3,750.00			$0.00	$3,750.00	
887 - Direct Services - WR-GED-ABE - Instruction - ABEX	$12,000.00			$0.00	$12,000.00	
888 - Direct Services - WR-GED-ABE - Assessment - ABEX	$2,160.00			$0.00	$2,160.00	
889 - Direct Services - WR-GED-ABE - Admin - ABEX	$1,500.00			$0.00	$1,500.00	
TOTAL	$19,410.00	$0.00	$0.00	$0.00	$19,410.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	# Previously Reported	# This month	Total	Goal	% of Goal
# of Participants Enrolled in Training			0		

SECTION 5: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

SECTION 6: ATTESTATION

By submitting this form, I certify that the request is in accordance with the City of Duluth cash management requirements and appropriate contract terms; the data reported is correct and the amount of the request is not in excess of immediate disbursement needs. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. If submitting this form via email, without signature affixed below, place the statement above in the body of your email. By doing so, the sender of the email designates they are hereby authorized to provide approval of this request. Without a signature and/or statement included in the body of the email the form will be rejected.

Grantee Authorized Signature Date

Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

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REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:			
VENDOR NAME: **ISD 709 - Duluth Adult Education**		GRANT NAME: **Pathways to Prosperity - On-Ramp SFY23**	
REMIT TO ADDRESS: **325 W. 1st St., Suite 310 Duluth, MN 55802**		Sub-recipient Contract #	City of Duluth Contract # **x047800**
		GRANT PERIOD FROM: **7/1/2022**	GRANT PERIOD TO: **6/30/2023**
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL: **YES [ ] NO [ ]**
EMAIL:		City of Duluth PROGRAM CONTACT NAME: **Carol Turner 730-5244**	City of Duluth PROGRAM CONTACT EMAIL: cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY			
	AMOUNT	FUND	**Please complete the yellow cells only, and do not change the formatting within the cells.**
TOTAL	**$18,660.00**	**268-031-6227-P2P3OR**	

SECTION 3: Monthly Reporting

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
886	Direct Services - WR-GED-ABE - Intro to healthcare, manufacturing, and construction curriculum development - ABEX	$3,000.00			$0.00	$3,000.00	
887	Direct Services - WR-GED-ABE - Instruction - ABEX	$12,000.00			$0.00	$12,000.00	
888	Direct Services - WR-GED-ABE - Assessment - ABEX	$2,160.00			$0.00	$2,160.00	
889	Direct Services - WR-GED-ABE - Admin - ABEX	$1,500.00			$0.00	$1,500.00	
	TOTAL	$18,660.00	$0.00	$0.00	$0.00	$18,660.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	**# Previously Reported**	**# This month**	**Total**	**Goal SFY22 + SFY23 Cummulative Total**	**% of Goal**
# of Participants Enrolled in Training			0		

SECTION 5: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

SECTION 6: ATTESTATION

By submitting this form, I certify that the request is in accordance with the City of Duluth cash management requirements and appropriate contract terms; the data reported is correct and the amount of the request is not in excess of immediate disbursement needs. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. If submitting this form via email, without signature affixed below, place the statement above in the body of your email. By doing so, the sender of the email designates they are hereby authorized to provide approval of this request. Without a signature and/or statement included in the body of the email the form will be rejected.

Grantee Authorized Signature Date

Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:

VENDOR NAME:		GRANT NAME:	
ISD 709 - Duluth Adult Education		Pathways to Prosperity - Bridge - Intro to Healthcare SFY22	
REMIT TO ADDRESS:		Sub-recipient Contract #	City of Duluth Contract #
325 W. 1st St., Suite 310			2047801
Duluth, MN 55802		GRANT PERIOD FROM:	GRANT PERIOD TO:
			9/30/2022
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL:
			YES [ ] NO []
EMAIL:		City of Duluth PROGRAM CONTACT NAME:	City of Duluth PROGRAM CONTACT EMAIL:
		Carol Turner 730-5244	cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY

	AMOUNT	FUND	Please complete the yellow cells only, and do not change the formatting within the cells.
TOTAL	$14,910.00	268-031-6227-P2P2BH	

SECTION 3: Monthly Reporting

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
886	Direct Services - WR-GED-ABE - Assessments - ABEX	$2,160.00			$0.00	$2,160.00	
886	Direct Services - WR-GED-ABE - Prep/curriculum development - 10 hrs x $50/hr per cohort - ABEX	$1,500.00			$0.00	$1,500.00	
886	Direct Services - WR-GED-ABE - Instruction - 65 hrs x 50/hr per cohort - ABEX	$9,750.00			$0.00	$9,750.00	
886	Direct Services - WR-GED-ABE - Administration - ABEX	$1,500.00			$0.00	$1,500.00	
	TOTAL	$14,910.00	$0.00	$0.00	$0.00	$14,910.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	# Previously Reported	# This month	Total	Goal	% of Goal
# of Participants Enrolled			0		
# of Participants Completing Training			0		

SECTION 5: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

SECTION 6: ATTESTATION

By submitting this form, I certify that the request is in accordance with the City of Duluth cash management requirements and appropriate contract terms, the data reported is correct and the amount of the request is not in excess of immediate disbursement needs. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. If submitting this form via email, without signature affixed below, place the statement above in the body of your email. By doing so, the sender of the email designates they are hereby authorized to provide approval of this request. Without a signature and/or statement included in the body of the email the form will be rejected.

Grantee Authorized Signature Date

Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:			
VENDOR NAME: **ISD 709 - Duluth Adult Education**		GRANT NAME: **Pathways to Prosperity - Bridge - Intro to Healthcare SFY23**	
REMIT TO ADDRESS: **325 W. 1st St., Suite 310** **Duluth, MN 55802**		Sub-recipient Contract # 	City of Duluth Contract # **X047801**
		GRANT PERIOD FROM: **7/1/2022**	GRANT PERIOD TO: **6/30/2023**
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL: **YES [ ] NO [ ]**
EMAIL:		City of Duluth PROGRAM CONTACT NAME: **Carol Turner 730-5244**	City of Duluth PROGRAM CONTACT EMAIL: cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY

	AMOUNT	FUND	Please complete the yellow cells only, and do not change the formatting within the cells.
TOTAL	$18,660.00	268-031-6227-P2P3BH	

SECTION 3: Monthly Reporting

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
	886 - Direct Services - WR-GED-ABE - Assessments - ABEX	$2,160.00			$0.00	$2,160.00	
	886 - Direct Services - WR-GED-ABE - Prep/curriculum development - 10 hrs x $50/hr per cohort - ABEX	$2,000.00			$0.00	$2,000.00	
	886 - Direct Services - WR-GED-ABE - Instruction - 65 hrs x 50/hr per cohort - ABEX	$13,000.00			$0.00	$13,000.00	
	886 - Direct Services - WR-GED-ABE - Administration - ABEX	$1,500.00			$0.00	$1,500.00	
	TOTAL	$18,660.00	$0.00	$0.00	$0.00	$18,660.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	# Previously Reported	# This month	Total	Goal SFY22 + SFY23 Cummulative Total	% of Goal
# of Participants Enrolled			0		
# of Participants Completing Training			0		

SECTION 5: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

SECTION 6: ATTESTATION

By submitting this form, I certify that the request is in accordance with the City of Duluth cash management requirements and appropriate contract terms, the data reported is correct and the amount of the request is not in excess of immediate disbursement needs. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. If submitting this form via email, without signature affixed below, place the statement above in the body of your email. By doing so, the sender of the email designates they are hereby authorized to provide approval of this request. Without a signature and/or statement included in the body of the email the form will be rejected.

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Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

DocuSign Envelope ID: C33FD2A8-7AA3-4EE1-BAD7-559ECDD5D395

REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:			
VENDOR NAME:		GRANT NAME:	
ISD 709 - Duluth Adult Education		Pathways to Prosperity - Bridge - Building Strong Communities SFY22	
REMIT TO ADDRESS:		Sub-recipient Contract #	City of Duluth Contract #
325 W. 1st St., Suite 310			2047801-2
Duluth, MN 55802		GRANT PERIOD FROM:	GRANT PERIOD TO:
			9/30/2022
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL:
			YES [ ] NO [ ]
EMAIL:		City of Duluth PROGRAM CONTACT NAME:	City of Duluth PROGRAM CONTACT EMAIL:
		Carol Turner 730-5244	cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY			
	AMOUNT	FUND	Please complete the yellow cells only, and do not change the formatting within the cells.
TOTAL	$8,410.00	268-031-6227-P2P2BC	

SECTION 3: Monthly Reporting

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
	886 - Direct Services - WR-GED-ABE - Assessments - ABEX	$2,160.00			$0.00	$2,160.00	
	886 - Direct Services - WR-GED-ABE - Prep/curriculum development - ABEX	$1,000.00			$0.00	$1,000.00	
	886 - Direct Services - WR-GED-ABE - Instruction - ABEX	$3,750.00			$0.00	$3,750.00	
	886 - Direct Services - WR-GED-ABE - Administration - ABEX	$1,500.00			$0.00	$1,500.00	
	TOTAL	$8,410.00	$0.00	$0.00	$0.00	$8,410.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	# Previously Reported	# This month	Total	Goal	% of Goal
# of Participants Enrolled			0		

SECTION 5: COMMENTS

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SECTION 6: ATTESTATION

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Grantee Authorized Signature Date

Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:			
VENDOR NAME: **ISD 709 - Duluth Adult Education**		GRANT NAME: **Pathways to Prosperity - Bridge - Building Strong Communities SFY23**	
REMIT TO ADDRESS: **325 W. 1st St., Suite 310** **Duluth, MN 55802**		Sub-recipient Contract #	City of Duluth Contract # **X047801-2**
		GRANT PERIOD FROM: **7/1/2022**	GRANT PERIOD TO: **6/30/2023**
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL: **YES [ ] NO [ ]**
EMAIL:		City of Duluth PROGRAM CONTACT NAME: **Carol Turner 730-5244**	City of Duluth PROGRAM CONTACT EMAIL: cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY			
	AMOUNT	FUND	**Please complete the yellow cells only, and do not change the formatting within the cells.**
TOTAL	$8,410.00	268-031-6227-P2P3BC	

SECTION 3: Monthly Reporting

ACTIVITY ID / COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
886 - Direct Services - WR-GED-ABE - Assessments - ABEX	$2,160.00			$0.00	$2,160.00	
886 - Direct Services - WR-GED-ABE - Prep/curriculum development - ABEX	$1,000.00			$0.00	$1,000.00	
886 - Direct Services - WR-GED-ABE - Instruction - ABEX	$3,750.00			$0.00	$3,750.00	
886 - Direct Services - WR-GED-ABE - Administration - ABEX	$1,500.00			$0.00	$1,500.00	
TOTAL	$8,410.00	$0.00	$0.00	$0.00	$8,410.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	**# Previously Reported**	**# This month**	**Total**	**Goal SFY22 + SFY23 Cummulative Total**	**% of Goal**
# of Participants Enrolled			0		

SECTION 5: COMMENTS

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SECTION 6: ATTESTATION

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Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

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REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:			
VENDOR NAME: **ISD 709 - Duluth Adult Education**		GRANT NAME: **Pathways to Prosperity - Individualized Career Pathways SFY22**	
REMIT TO ADDRESS: **325 W. 1st St., Suite 310** **Duluth, MN 55802**		Sub-recipient Contract #	City of Duluth Contract # **2047802**
		GRANT PERIOD FROM:	GRANT PERIOD TO: **9/30/2022**
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL: **YES [ ] NO [ ]**
EMAIL:		City of Duluth PROGRAM CONTACT NAME: **Carol Turner 730-5244**	City of Duluth PROGRAM CONTACT EMAIL: cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY

	AMOUNT	FUND	Please complete the yellow cells only, and do not change the formatting within the cells.
TOTAL	$2,080.00	268-031-6227-P2P2IT	

SECTION 3: Monthly Reporting

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
	886 - Direct Services (Work Readiness, GED, ABE) -CASAS testing - ABEX	$1,080.00			$0.00	$1,080.00	
	886 - Direct Services (Work Readiness, GED, ABE) - One-on-One academic support (as needed) 20 hours @ $50/hr - ABEX	$1,000.00			$0.00	$1,000.00	
	TOTAL	$2,080.00	$0.00	$0.00	$0.00	$2,080.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	# Previously Reported	# This month	Total	Goal	% of Goal
# of CASAS assessments completed			0		
			0		
			0		
			0		

SECTION 5: COMMENTS

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SECTION 6: ATTESTATION

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City of Duluth Staff Authorized Signature Date

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City of Duluth Staff Name and Title

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REIMBURSEMENT PAYMENT REQUEST and PERFORMANCE OUTCOMES **Exhibit J**

City of Duluth
Workforce Development

Submit completed form via email to cturner@duluthmn.gov on or before the 10th of the month

SECTION 1:

VENDOR NAME: **ISD 709 - Duluth Adult Education**		GRANT NAME: **Pathways to Prosperity - Individualized Career Pathways SFY23**	
REMIT TO ADDRESS: **325 W. 1st St., Suite 310** **Duluth, MN 55802**		Sub-recipient Contract #	City of Duluth Contract # **X047802**
		GRANT PERIOD FROM: **7/1/2022**	GRANT PERIOD TO: **6/30/2023**
Phone #		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	FINAL: **YES [ ] NO [ ]**
EMAIL:		City of Duluth PROGRAM CONTACT NAME: **Carol Turner 730-5244**	City of Duluth PROGRAM CONTACT EMAIL: cturner@duluthmn.gov

SECTION 2: City of Duluth PROGRAM USE ONLY

	AMOUNT	FUND	Please complete the yellow cells only, and do not change the formatting within the cells.
TOTAL	$2,080.00	268-031-6227-P2P3IT	

SECTION 3: Monthly Reporting

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
	886 - Direct Services (Work Readiness, GED, ABE) -CASAS testing - ABEX	$1,080.00			$0.00	$1,080.00	
	886 - Direct Services (Work Readiness, GED, ABE) - One-on-One academic support (as needed) 20 hours @ $50/hr - ABEX	$1,000.00			$0.00	$1,000.00	
	TOTAL	$2,080.00	$0.00	$0.00	$0.00	$2,080.00	

SECTION 4: Performance Outcomes Reporting

Performance Metrix - Reported at the end of each calendar quarter	# Previously Reported	# This month	Total	Goal SFY22 + SFY23 Cummulative Total	% of Goal
# of CASAS assessments completed			0		
			0		
			0		
			0		

SECTION 5: COMMENTS

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Grantee Authorized **Signature** Date

Grantee Typed Name and Title

City of Duluth Staff Authorized Signature Date

Carol Turner, Operations Manager

City of Duluth Staff Name and Title

Grant Applications
March 2022

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

Organization	Author/Contact	Project Title	Amount Requested	Terms
Duluth Superior Area Community Foundation	Lynn Schwarzkopf/Sam Webster Lester Park ECFE	Ding & Dash Home Visiting Program	$998.00	To purchase books to gift families when we visit them before the school year begins. Home visits will increase retention rates and build relationships with families.
MN Department of Natural Resources	Rebecca Gamache Duluth Preschool	No Child Left Inside Grant Program	$5,210.00	To provide stipends for 10 teachers to participate in a Nature Play Observation and Reflection Cohort throughout the school year and to pay for substitutes for teachers to be able to observe at area Nature Preschools. All staff will get training in Project Learning Tree
Duluth Community Schools Funds	Amanda Goodreau Laura MacArthur	Support for Winter Outdoor Play in Preschool	$1,585.00	Support outdoor play for young children in winter
Northern Regional Implementation Project/ MN Dept of Education	Barry Fischer/Rachel Thapa LPMS	LPMS PBIS Grant	$1,000.00	We intend to build on our efforts from last year to provide shirts with our universal ROAR (Responsible, Open-Minded, Accepting, Restorative) expectations for all students and staff.

Minnesota Department of Education	Callie DeVriendt, Mental Health/Social, Emotional, Behavioral Multi-Tiered Systems of Support Coordinator	Non-Exclusionary Discipline Training and Support Grant FY22	$162,000	To promote a positive school climate, reduce out of school suspensions for our students, and build an equitable and inclusive school model for responding to student behavior by the 2025-26 school year.
Northland Foundation	Jeremy Rupp, Denfeld High School	MDE GEERS Grant – Summer Arts, Cultural, SEL & Academic Supports Camp	$10,000	OEE is working in partnership with the DCSC to design, develop, implement and host a *Summer Arts, Cultural, SEL, and Academic Camp*. This project intends to provide a midsummer check-in, support, and supplemental service to approximately seventy students from the Duluth School District area.
Minnesota Department of Education	Rebecca Crane, Early Childhood Coordinator/Jason Crane, Director of Special Services	Evidence-Based Quality Intervention Practices Innovation (EQIP)	$18,625	EQIP would allow our children in Early Intervention to also receive high quality services and ultimately this will lead to better outcomes as children enter preschool, kindergarten, and the rest of their educational journey. We feel we have done what we can to further our knowledge regarding Early Intervention, but we need support going to the next step at this time. The framework, structure, ongoing professional development, and coaching with the EQIP innovation would support our program improvement.
Minnesota Department of Education	Tawnyea Lake, Director of Assessment and Evaluation	MN SPDG Evaluation and Improvement Grant	$50,000 each year for approx.. 4 years	MDE makes this federal funding available for the purpose of State Systemic Improvement Plan (SSIP) evaluation by 2015-2021 State Personnel Development Grant (SPDG) subgrantee school districts to continue and sustain improvement of graduation rates for American Indian and Black students with disabilities (SPDG Evaluation and Improvement Grant)

MAELC MN Ag Educ Leadership Council	Alison Wood, Denfeld	MAELC Strategic Initiative Grant	$6644	This grant proposal focuses on a hydroponic design unit that would happen during second semester. Students will use plastic bins, air pumps, net cups, lighting to design their own version of a small-scale system. A larger classroom set up will allow students to plant a variety of foods and experience the pros and cons of vertical vs floating system.

Policy Committee/Regular School Board Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, April 26, 2022
Denfeld High School Media Center
401 N 44th Ave W
Duluth, MN 55807
6:30 PM

1. **AGENDA ITEMS**
2. **POLICIES FOR FIRST READING**
   A. 419 Tobacco-Free Environment 2
   B. Policies from the 800 Series 6
3. **POLICIES FOR SECOND READING**
   A. 110 Duluth Public Schools Website Accessibility Policy 18
4. **REGULATIONS - Informational**
   A. 419R Smudging and Pipe Ceremonies Regulation 21
5. **OTHER - None**

Adopted:_____ *MSBA/MASA Model Policy 419*
Orig. 1995
Revised:_____ *Rev. 2020*

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

D. The school district will not solicit or accept any contributions or gifts

of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption ~~that can be used by a person to simulate smoking in the delivery of nicotine or any other substance~~ through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of ~~vapors~~ aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated

tobacco product."

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.

B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

~~**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**~~

VI. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assistwith enforcement of this policy. Smoking or use of any tobacco product in a public

school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

Replacing: Policy 1140
First Reading:

Adopted: _____ *MSBA/MASA Model Policy 801*
Orig. 1995
Revised: _____ *Rev. 2006*

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;

2. require any person to participate in prayer or other religious activity;

3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;

7. abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 9 through 12 or any portion thereof.

C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated;

B. There is no sponsorship of the meeting by the school or its agents or employees;

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to District community education at least 96 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or

district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to Community Education: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. Community Education, in partnership with the building principal has responsibility to:

1. Keep a log of application information.

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728,

599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____ *MSBA/MASA Model Policy 802*
Orig. 1995
Revised: _____ *Rev. 2019*

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over $175,000

1. If the value of the equipment or materials is estimated to exceed $175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From $25,000 to $175,000

If the amount of the sale is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts $25,000 or Less

If the amount of the sale is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

   a. another school district;

   b. the state department of corrections;

   c. the board of trustees of Minnesota State Colleges and Universities;

   d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or

   e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: _____ *MSBA/MASA Model Policy 807*
Orig. 2012
Revised: _____ *Rev. 2015*

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing

within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory

committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)

Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

110 DULUTH PUBLIC SCHOOLS WEBSITE ACCESSIBILITY POLICY

I. PURPOSE OF POLICY

In order to comply with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, websites must meet the Web Content Accessibility Guidelines (WCAG) as instituted by the World Wide Web Consortium (W3C). Those schools not complying are subject to official complaints from the U.S. Department of Education Office for Civil Rights, fines from the U.S. Department of Justice, and further legal action.

As part of the WCAG 2.0 specification to make school websites accessible and ADA compliant, Duluth Public Schools is required to make public its Web Accessibility Policy.

II. GENERAL STATEMENT OF POLICY

The Duluth Public Schools is committed to ensuring accessibility of its website for students, caregivers, and members of the community with disabilities. All pages on the Duluth Public Schools website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent, or designee, is directed to establish procedures whereby students, families, caregivers, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

III. WEBSITE ACCESSIBILITY

With regard to the Duluth Public Schools website and any official Duluth Public Schools web presence which is developed by, maintained by, or offered through third party vendors and open sources, the Duluth Public Schools is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, families, caregivers and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Duluth Public Schools programs, services, and activities delivered online.

All existing web content produced by the Duluth Public Schools, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by October 31, 2018. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the Duluth Public Schools or provided by third-party developers.

IV. WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS AND GRIEVANCES

A student, parent, caregiver or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official Duluth Public Schools web presence that is developed by, maintained by, or offered through the Duluth Public Schools, third party vendors and/or open sources may contact the Superintendent's Office by calling 218-336-8752 or by completing the online Website Accessibility Complaint/Request Form. The Superintendent, or designee, shall immediately investigate the complaint or grievance.

Whether or not a formal complaint or grievance is made, once the Duluth Public Schools has been notified of inaccessible content, that content will be made available in an accessible format to the reporting party as soon as possible.

Complaints should be submitted in writing, via email, by completing the website complaint form or by calling the Superintendent's Office at 218-336-8752.

The formal ADA non-compliance complaint should include the following:

- Name
- Address
- Date of the Complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired
- Contact information in case more details are needed (email and phone number)

The ADA non-compliance complaint or grievance will be investigated by the Superintendent's Office or another person designated by the Superintendent. The student, parent, caregiver, or member of the public shall be contacted no later than five (5) working days following the date the Superintendent's Office receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the timeline may only be approved by the Superintendent.

- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.

- The Superintendent or designee shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

- A record of each ADA non-compliance complaint and grievance made pursuant to Policy 110 shall be maintained at the Duluth Public Schools Superintendent's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

New Policy
Replacing: None
First Reading: 07-17-2018
Adopted: 08-21-2018
First Reading: 03-15-2022

Second Reading: 04-05-2022
Revision Approved: 04-26-2022

419R SMUDGING AND PIPE CEREMONIES

Statement of Support

Duluth Public Schools is committed to diversity, inclusion, and creating an open and respectful climate for all. The District recognizes plants such as tobacco, kinikinik, sage, sweet grass, and cedar as traditional American Indian medicines and essential elements of purification and sacred ceremony.

(MN Statute 144.4167) It shall not be a violation of policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support.

It shall not be a violation for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.

Purpose

- This regulation allows for students, staff, elders, and cultural teachers who are members of an American Indian Tribe* to conduct individual or group traditional practices including but not limited to: Opening/Closing prayers, Individual or Group Smudging, Feasts, Pipe Ceremonies, Pow Wows, and Drumming/Singing.
- The defined procedures provide direction to the Duluth Public Schools' community for engagement in these traditions respectfully.

Smudging and Pipe Ceremonies Procedure

- Duluth Public Schools is committed to creating an inclusive, open, and respectful climate for our diverse community members and guests.
- There are many types or forms of ceremony: individual, as part of engagement with Indigenous pedagogies in a classroom; and for community engagement.
- Regulation includes the use of tobacco, sage, sweet grass or cedar.
- It is assumed that very small quantities are used for individual offices, workstations, and indoor classrooms

Notification requirements

Individual offices or workstations
An American Indian member of the community may conduct smudging in an individual office of work space without prior approval provided he/she:

- Has Office and Work Space pre-approved through the Facilities Department.
- Works in an enclosed space.
- Posts a notice on the door(s) of offices 24 hours in advance.
- Make sure doors are closed.

- Notifies occupants of neighboring offices and classrooms.
- Ask neighbors if they have allergies.

Classroom Spaces
An American Indian teacher, staff member, member of the community, or other cultural/religious groups who plans to conduct smudging or pipe ceremony in a classroom or meeting room shall:

- Ensure the room is reserved through building during the school day, (exemption for classroom teachers that are assigned to that classroom).
- Inform participants/meeting attendees of the intention to use tobacco, sage, sweet grass, and or cedar in the space.
- Post notices on the door(s).
- Make sure the door(s) is (are) closed.
- Provide notice to neighboring classrooms and other spaces.
- Provide the Building Administrators, Building Engineers, and Manager of Facilities with Five (5) business days' notice.
- Consider scheduling set days and times for this practice.

Pre-approved Event Spaces
To conduct smudging or pipe ceremonies at community events on school property, the event sponsors shall:

- Ensure the room is reserved through the Community Education office.
- Inform participants/meeting attendees of the intention to use tobacco, sage, sweet grass, and or cedar in the space.
- Specify in the event advertising and publicity that the event will include the intention to use tobacco, sage, sweet grass, cedar, or other natural plants.
- The event coordinator will notify the building administrator and building engineer via email/phone at least 24 hours in advance of the event, including the room number and time

Responsibilities of the Building Administrators, Engineers, and Manager of Facilities

- Evaluate the fire and ventilation systems in the requested space.
- Inform relevant staff
- In either case, students/staff who claim physical sensitivities to smoke or scent will be allowed to make alternate arrangements with the teacher for class participation or changes to office/space assignments.

Other Considerations

- Facilities will work with the organizers to ensure alarm issues will not disrupt the event; however, it is possible that some building occupants may smell the smoke or odor from the lighted tobacco, sage, sweet grass, cedar, and other natural plants.
- If there is an alarm during a ceremony people should treat it as an actual fire alarm and take appropriate action.
- Maintenance will clear the issue as soon as possible.

- The event manager will take accountability for the people attending and be responsible for making the decision to wait to return to the building or allow participants to leave and cancel the remainder of the event.
- Maintenance will be responsible for calling the event manager with updates.

Legal References: Minn. Stat.§ 144.4167 Subd. 2. (Traditional Native American ceremonies)

Cross References: MSBA/MASA Model Policy 419 (Tobacco-Free Environment)

Consent Agenda - Regular School Board Meeting
Duluth Public Schools, ISD 709
Agenda
Tuesday, April 26, 2022
Denfeld High School Media Center
401 N 44th Ave W
Duluth, MN 55807
6:30 PM

1. **Consent Agenda**
   A. **Approval of Minutes from Past School Board Meetings**
      1) Regular School Board Meeting - March 15, 2022 3
   B. **Approval of Action Items**
      1) Human Resources
         a. Staffing Report 9
         b. Approval of Google Workspace Administrator Job Description 12
         c. Approval of Field Support Technician - Food Service Job Description 16
      2) Finance
         a. Financial Report 19
         b. Budget Revisions 20
         c. Bids, RFPs and Quotes - None
         d. Contracts, Change Orders, Leases
      3) Items Brought Forward From the Monthly Committee of the Whole Meeting
      4) Other
         a. Diploma Requests 60
         b. Field Trip Requests 65
         c. Data Sharing Agreements
   C. **Approval of Policy Readings**
      1) First Reading
         a. 419 Tobacco-Free Environment 87
         b. 801 Equal Access to School Facilities 91
         c. 802 Disposition of Obsolete Equipment and Material 95
         d. 807 Health and Safety Policy 99
      2) Second Readings
         a. 110 Duluth Public Schools Website Accessibility Policy 103
      3) Annual Review
   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) Monthly Committee of the Whole - April 5, 2022
      2) Policy Committee - April 5, 2022
      3) Human Resources/Finance Committee - April 12, 2022

Minutes of the Regular School Board Meeting

Of the School Board of Independent School District No. 709 held at: Denfeld High School Media Center, 401 North Forty-Fourth Avenue West, Duluth, Minnesota 55807, on

Tuesday, March 15, 2022

Members Present:	Others Present:
Kelly Durick Eder	John Magas, Superintendent
David Kirby	Cathy Erickson, CFO
Rosie Loeffler-Kemp	Patty Paquette, Secretary
Jill Lofald	
Alanna Oswald	Student Representatives:
Amber Sadowski	Ailee Naus (East)
Paul Sandholm	Sariyah Crawford (Denfeld)

- Chair Lofald called the Regular School Board meeting March 15, 2022 to order at 6:35 p.m.

M-Eder, S-Sandholm, to approve the agenda. Upon a vote, the same was approved – unanimously.

School and Community Recognition
March 2022
***

Assistant Superintendent Anthony Bonds presented the School and Community Recognition

Public Comments
March 2022
****

Wendy Teresi, spoke to the school board regarding responsible use of funds.

Jim Olson, spoke to the school board regarding elementary preparatory time.

Kim LeDoux, spoke to the school board regarding clerical support.

Communications, Petitions, Etc.
March 2022
****

Chair Lofald stated that were no communications received.

Superintendent's Report
March 2022
****

Student Representative Sariyah Crawford (Denfeld) presented her report.

Student Representative Ailee Naus (East) presented her report.

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

- Central on the Hill Update
- Negotiations Update
- Safe Learning Plan Updates
- Strategic Planning Update

Chair Lofald asked if there were any questions. Discussion was had.

Monthly Committee of the Whole Report
March 2022
****

Anthony Bonds, Assistant Superintendent, presented the Committee of the Whole report which was available electronically to each school board member.

Human Resources/Business Services Committee Report
March 2022
****

Member Durick Eder presented the Human Resources/Finance Committee report which was available electronically to each school board member.

7:20 p.m. Member Sadowski left the room, returned at 7:22 p.m.
7:24 p.m. Chair Lofald left the room, returned at 7:26 p.m.

Discussion was had.

Policy Committee Report
March 2022
****

Member Loeffler-Kemp presented the Policy Committee report which was available electronically to each school board member.

Discussion was had.

Consent Agenda
March 2022

****

M-Oswald, S-Sadowski - to remove 1B Approvals of Resolutions from the Consent Agenda. Upon a vote, the same was approved – unanimously.

M-Eder, S-Loeffler-Kemp – to approve the Consent Agenda as amended. Upon a vote on the consent agenda as amended, the same was approved - unanimously.

Special Resolutions/Other Action Items
March 2022

****

R E S O L U T I O N

Education Minnesota Integration Specialist (ISPEC) St. Paul, Minnesota

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and the Education Minnesota Integration Specialist (ISPEC) Duluth, Minnesota, a summary of which has been provided electronically to all School Board members, be approved and adopted for the period of July 1, 2021 to June 30, 2023, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

HR-3-22-3875 March 15, 2022

M-Eder, S-Sadowski to approve HR-3-22-3875 Approval of Collective Bargaining Agreement between Independent School District #709 and Education Minnesota Duluth Integration Specialists (ISPEC). Upon a vote, the same was approved – unanimously.

R E S O L U T I O N

Food Service Employees

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and the Food Service Employees, a summary of which has been provided electronically to all School Board members, be approved and adopted for the periods of July 1, 2021 to June 30, 2023, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

HR-3-22-3873 March 15, 2022

M-Loeffler-Kemp, S-Sandholm to approve HR-3-22-3873 Approval of Collective Bargaining Agreement between Independent School District #709 Duluth MN and Food Service Employees Collective Bargaining Agreement. Upon a vote, the same was approved – unanimously.

RESOLUTION
Board Member Attendance at Duluth and St. Louis County Days at the Capitol

RESOLVED, that Independent School District 709, St. Louis County, Minnesota, pay costs incurred, as per District policy, for school board members to attend the Duluth and St. Louis County Days at the Capitol event held in 2022.

SP-3-22-3878 March 15, 2022

M-Sandholm, M-Eder to approve SP-3-22-3878 Resolution for Board Members to Attend Duluth Days at Capitol. Upon a vote, the same was approved – unanimously.

RESOLUTION
Board Member Attendance at MSBA Phase III and Phase IV Workshops

RESOLVED, that Independent School District 709, St. Louis County, Minnesota, pay costs incurred, as per District policy, for school board members to attend the MSBA Phase III and Phase IV Workshops.

SP-3-22-3879 March 15, 2022

M-Lofald, S-Sadowski to approve SP-3-22-3879 Resolution for Board Members Attendance at MSBA Phase III and Phase IV Workshops. Upon a vote, the same was approved – unanimously.

RESOLUTION
Board Member Attendance at Inclusive School Board Leadership Workshops

RESOLVED, that Independent School District 709, St. Louis County, Minnesota, pay costs incurred, as per District policy, for school board members to attend the Inclusive School Board Leadership Workshops.

SP-3-22-3880 March 15, 2022

M-Eder, S-Sadowski to approve SP-3-22-3880 Resolution for Board Members Attendance at Inclusive School Board Leadership Workshops. Upon a vote, the same was approved – unanimously.

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	V.J. Stauber-Pufall	$50.00	Family involvement	
Head Start	Janet Killough	$50.00	None	
Lester Park	Pete & Heidi 'Esperance	In Kind	For Lester Park School	2000 kids sized masks and 2500 regular masks
Lincoln Park	Nicole Hopps and her team of Public Defenders for Southern St. Louis, Lake and Cook County	$800.00	Student needs	
Lowell	Karen Hasler	In Kind	None	Winter clothing for the Kids Closet
Piedmont	Country Financial - CC Services, Inc.	$1,500.00	PBIS	

B-3-22-3876 March 15, 2022

M-Kirby, S-Sandholm to approve B-3-22-3876 Resolution for Donations. Upon a vote, the same was approved – unanimously.

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	Authors or Contacts	School	Award Amount	Terms
Project Joy	Rachel Thapa	LPMS	$1,000.00	Funds will be used to provide food for hungry children and families.
Project Joy	Tracy Litwin	OEMS	$1,000.00	Provide food for children

B-3-22-3877 March 15, 2022

M-Sandholm, S-Kirby to approve B-3-22-3877 Resolution for Acceptance of Grants. Upon a vote, the same was approved unanimously.

M-Sandholm, S-Sadowski to approve the Extended Wolf Ridge Field Trip – Lowell. Upon a vote, the same was approved unanimously.

Other
March 2022
****

M-Oswald, S-Sandholm to adjourn the meeting. Upon a vote, the same was approved – unanimously.

- Chair Lofald adjourned the Regular School Board Meeting of March 15, 2022 at 7:55 p.m.

HUMAN RESOURCES CORRECTIONS FROM: MARCH 15, 2022

CERT RETIREMENT	POSITION	EFFECTIVE DATES
GORDON, CYNTHIA J	SPEC ED SMI/LAURA MACARTHUR	6/10/2022
NELSON, COLLEEN O	VISUAL ARTS/DENFELD	6/10/2022
RUDOLPH, JOHN W	SCIENCE BIOLOGY/EAST	6/17/2022
STAUDUHAR, PENELOPE L	ENGLISH/DENFELD	6/10/2022
STROM, ANNETTE B	LIFE SCIENCE/ORDEAN EAST, PREVOUSLY ON LWOP	2/21/2022
SWEDBERG, JUDITH M	PRE-KINDERGARTEN/DISTRICT WIDE	6/10/2022

Total: 6

HUMAN RESOURCES ACTION ITEMS FOR: APRIL 26, 2022

CERT APPOINTMENT	POSITION	EFFECTIVE DATES	
BELL, JONAH W	SPEC ED SETTING III/STOWE, (BA)III 1, TEMP POS, K HATFIELD	2/28/2022	6/10/2022
BONDS, TONI A	TEMP ASSIGNABLE TEACHER/DW, (BA)III 1, TEMP POS, ESSER FUNDS	3/17/2022	6/10/2022
HAZELTON, DIANNA J	DEAN OF LEADERSHIP SUPP TOSA/ORDEAN EAST, (MA)IV+30 9, NEW TEMP POS, ESSER FUNDS	2/28/2022	6/10/2022
HILLIKER, ROSE M	SCHOOL PSYCHOLOGIST/DW, IV+45 5, G BENTON	8/31/2022	
WILLIAMS, ROBIN L	TEMP ASSIGNABLE TEACHER/DW, (BA) 5, TEMP POS, ESSER FUNDS	3/07/2022	6/10/2022
Total: 5			

CERT LEAVE	POSITION	EFFECTIVE DATES	
HELLA, LINDSEY J	MATH/DENFELD	3/10/2022	
RICHARDS, ANASTASIA K	OCCUPATIONAL THERAPIST/DW	4/14/2022	6/07/2022
Total: 2			

CERT LONG TERM SUB	POSITION	EFFECTIVE DATES	
HAMUS, ELIZABETH A	.4 OCCUPATIONAL THERAPIST/DW, (MA)IV 6, A RICHARDS	3/08/2022	3/31/2022
HAMUS, ELIZABETH A	.6 OCCUPATIONAL THERAPIST/DW, (MA)IV 6, A RICHARDS	4/01/2022	6/07/2022
Total: 2			

CERT RESIGNATION	POSITION	EFFECTIVE DATES
ENGLAND-SULLIVAN, CHRISTIAN J	KINDERGARTEN/MYERS WILKINS	6/10/2022
OLIVIER AGUILAR, MARIA GUADALUPE	SPANISH IMMERSION GRADE 3/LOWELL	3/25/2022
WARD, JACKIE L	ASST DIRECTOR SPECIAL SERVICES/UHG	6/30/2022
Total: 3		

CERT RETIREMENT	POSITION	EFFECTIVE DATES
BERGERSON, KRISTIN A	ELEMENTARY PHY ED/LOWELL	6/10/2022
BERGMAN, LISA M	GRADE 3/CONGDON	6/10/2022
CHEDERQUIST, KEVIN J	INDUSTRIAL ARTS/LINCOLN PARK	9/28/2022
COURAGE, MARY C	MEDIA SPECIALIST/LINCOLN PARK	6/10/2022
DAMOUR, GLENN R	FAMILY CONSUMER SCIENCE/ORDEAN EAST	6/10/2022
EVAVOLD-BOLF, KIMBERLY J	GRADE 3/LAKEWOOD	6/10/2022
Total: 6		

CERT TEMP INCREASE	POSITION	EFFECTIVE DATES	
AHERN, JENNIFER J	MATH/ALC, 1/6 OVERLOAD	1/24/2022	6/10/2022
CRESCENZO GOMEZ, WENDY N	READING INTERVENTION/MATH INTERVENTION/MYERS-WILKINS, .5 TO 1.0	2/23/2022	6/10/2022
FRANCKOWIAK, KIMBERLY C	SOCIAL STUDIES/ALC, 1/6 OVERLOAD	1/24/2022	6/10/2022
LUNDEEN, THORVO N	MUSIC SPEC/LESTER PARK/LOWELL, .8 TO .9	2/28/2022	6/10/2022
MENEGHINI, CARLA D	MATH/ALC, 1/6 OVERLOAD	1/24/2022	6/10/2022
MOZOL, DIANE L	ECFE PARENT EDUCATOR/DW, 1/6 OVERLOAD	1/31/2022	6/10/2022
O'BRIEN, ELIZABETH A	SPEECH LANGUAGE PATHOLOGIST/MYERS-WILKINS, 1/6 OVERLOAD	2/28/2022	6/10/2022
Total: 7			

NON CERT APPOINTMENT	POSITION	EFFECTIVE DATES
CHUMICH, MEGAN M	HR ASST/HUMAN RESOURCES/UHG, 40/52WKS, $20.51/HR	3/07/2022
DAIGLE, BETHANY R	SPEC ED PROG PARA/LAURA MACARTHUR, 31.25/38WKS, $16.40/HR, TEMP POS, J BERGESON	3/21/2022
DAWSON, SHARON M	SPEC ED BW PARA/ORDEAN EAST, 32.5/38WKS, $16.40/HR, TEMP POS, K CANAVAN	3/21/2022
DOUGLAS, JESSICA N	OSS ATTENDANCE/DENFELD, 40/44WKS, $18.09/HR, G RAPP	2/18/2022
GODFREY, CORA F	SPEC ED STUD SPEC PARA/EAST, 32.5/38WKS, $16.40/HR, NEW TEMP POS	3/14/2022
JOHNSTON, STEPHANI	SPEC ED BW PARA/LAKEWOOD, 31.25/38WKS, $16.40/HR, TEMP POS	1/18/2022
JOY, STEPHANIE G	OSSS/HOMECROFT, 40/45WKS, $18.96/HR, REVISED WEEKS WORKED	1/26/2022
KONCZAK, DEBRA L	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, $19.54/HR, M BELLARIO	2/28/2022
LEE, YU L	SPEC ED BW PARA/MYERS-WILKINS, 31.25/38WKS, $16.40/HR, TEMP POS, S COLEMAN	2/18/2022
O'BRIEN, AMY J	OSSX PAYROLL/FINANCE/UHG, 40/52WKS, $22.38/HR, P PAQUETTE	3/03/2022
OSUCHUKWU, CHIBUZO	CHECK & CONNECT PARA/LINCOLN PARK, 40/38WKS, $22.31/HR	1/31/2022
SEWARD, STEVEN	FOOD SERVICE HELPER/DW, 30/38WKS, $11.78/HR	1/24/2022
SMITH, STEVEN W	PHYSICAL THERAPY ASST PARA/DW, 24/38WKS, $20.45/HR, NEW TEMP POS	3/21/2022
SODERLIND, ADAM	SPEC ED BW PARA/CONGDON, 31.25/38WKS, $16.40/HR	1/18/2022
SZAFLARSKI, ERICA E	SPEC ED STUD SPEC PARA/CHESTER CREEK, 31.25/38WKS, $16.40/HR, NEW POS	2/28/2022
TOMCZAK, STEPHANIE A	EARLY CHIDHOOD SCRNR/DW, 18/38WKS, $16.40/HR, NEW TEMP POS	2/28/2022
WANG, MEI	EARLY CHILDHOOD SPEC ED PARA/DW, 31/38WKS, $16.40/HR, TEMP POS, L ANDERSON	3/21/2022
Total: 17		

NON CERT LEAVE	POSITION	EFFECTIVE DATES	
ANDERSON, KAREN M	SPEC ED PARA/MYERS-WILKINS	3/21/2022	3/25/2022
ANDERSON, KRISTI J	SPEC ED PARA/DENFELD	3/15/2022	3/28/2022
BUETTNER, MOLLY T	SPEC ED PARA/CHESTER CREEK	2/28/2022	3/03/2022
CACKOWSKI, TED R	CUSTODIAN II/MYERS-WILKINS	2/07/2022	
DOWD, LORI J	ECSE PARA/STOWE	2/28/2022	
FIELDS, DYLAN D	SUPV PARA/LINCOLN PARK	3/16/2022	3/25/2022
HAMSMITH, KAYLEE E	CUSTODIAN I/ORDEAN EAST	2/07/2022	2/11/2022
HARDEN, STEPHANIE J	SPEC ED PARA/LESTER PARK	2/28/2022	3/03/2022
ISAACSON, KIM L	ECFE PARA/PIEDMONT	2/28/2022	3/04/2022
LINDGREN, KYOSTI G	SPEC ED PARA/ORDEAN EAST	4/13/2022	4/15/2022
MARPLE, BROOKE K	TECH TUTOR CULINARY/DENFELD	2/14/2022	2/17/2022
SWARD, CINDY L	ECFE PARA/LESTER PARK	2/28/2022	3/07/2022
TORGERSEN, GERALDINE M	FOOD SERVICE HELPER/EAST	2/28/2022	3/16/2022
TUURA, JILL D	SPEC ED PARA/DISTRICT WIDE	8/31/2021	6/09/2022
WHITE, KEVIN M	SUPV PARA/ORDEAN EAST	2/08/2022	2/15/2022
Total: 15			

NON CERT RESIGNATION	POSITION	EFFECTIVE DATES
JONES, CARMEN A	CULTURAL IMMERSION PARA/LOWELL	3/11/2022
PRUDEN, MICHAEL D	BUS DRIVER II/TRANSPORTATION	3/09/2022
THOMAS, TIFFANI L	FOOD SERVICE HELPER/ORDEAN EAST	3/25/2022
Total: 3		

NON CERT RETIREMENT	POSITION	EFFECTIVE DATES
NELSON, SUSAN L	OSSI/DENFELD	6/30/2022
TOSO, SCOTT L	ENGINEER I/ROCKRIDGE	4/01/2022
Total: 2		

NON CERT TEMP INCREASE	POSITION	EFFECTIVE DATES	
MEECE, ERIKA	FOOD SERVICE HELPER/LINCOLN PARK, .56375 TO .6625	1/24/2022	6/30/2022
Total: 1			

DULUTH PUBLIC SCHOOLS

CLASSIFICATION DESCRIPTION
TITLE: Google Workspace Administrator

Title of Immediate Supervisor:	**Department:**	**FLSA Status**:
Manager of Technology	Technology	Exempt
Accountable For (Job Titles):		Non-Certified Business Division, Administrators' Association, Pay Class 8

General Summary or Purpose Of Job:

Responsible for the operation of the ISD 709 Google Workspace and related Google Cloud services, including data loss prevention, data backups, secure email services, account creation as well as public and internal data request services. Responsibilities include designing, implementing, and maintaining Google Workspace and related Google Cloud services to support the district curriculum and administrative requirements; leading and coordinating the work of the district technical support staff to provide the highest quality of system reliability, support and services to ISD 709 students and staff; providing assistance to ISD 709 staff with technology problems requiring expert troubleshooting and problem analysis.

Duty No.	Essential Duties: (These duties and frequencies are a representative sample; position assignments may vary)	Frequency
1.	Oversee and maintain Google Workspace productivity and collaboration suite, including evaluating and implementing new features in coordination with district admin staff to meet the needs of end users. Monitor and resolve problems with mail flow and secure email services. Oversee, review and coordinate with district admin staff on complex issues involving potential data loss, Personal Identifiable Information (PII), Payment Card Industry (PCI) and other district specific requirements related to student data or student communications.	35% daily
2.	Subject matter technical expert: assists district employees and technology support staff with questions related to Google Workspace, district technology help desk, Google account creation and synchronization, Security Assertion Markup Language (SAML), Single Sign-On (SSO) authentications and cloud security monitoring. Manage backups for critical Software as a Service (SaaS) applications.	35% daily

3.	Analyze and resolve complex end-user issues that includes interpreting very large data log files; solicit vendor support when necessary	10% daily
4.	Provide scripting services to enhance Google Workspace operations for district employees and technology support staff.	10% weekly
5.	Collaborate with Systems Specialist Network, Systems Specialist Security and Technology Manager regarding access rights, security issues, storage, web filtering and firewall issues.	10% monthly
6.	Perform data requests and substantiate results to ensure that the district's legal obligations are met for public requests. Perform data searches for district leadership or legal counsel that may involve highly sensitive/ confidential personnel information. Data request outcomes may result in discourse, including sworn testimony with public officials, legal counsel and local or federal law enforcement agencies.	10% annually
7.	Oversee and coordinate district technical guidance for online mandatory state testing programs.	10% annually
8.	Ascertain functionality of technology components of new district curriculum software, apps and web based products, advise curriculum content specialists on technical specifications, make recommendations and guide district deployments.	5% annually
9.	Train Field Support Technicians on day-to-day technical processes and duties.	5% annually
10.	Analyze and audit Google Workspace settings annually to ensure data security, avoid conflicts and maintain overall stability of operations for end users.	5% annually

Minimum Qualifications: (necessary qualifications to gain entry into the job)

- Bachelor's degree (B.S. or B.A.) from a four-year College or University in Computer Science, MIS, Business Technology, or 5 years direct related experience.
- A minimum of 3 years experience as a Google Administrator or Google Engineer in a company or district comparable in size. Cloud administration experience is highly desirable.

Certification or Licensing Requirements (desirable):

Google Administration Certifications
Cloud Security Certifications

Knowledge and Ability Requirements:

Requires knowledge of:

- Strong communication and listening skills
- Excellent organizational skills
- Excellent interpersonal skills, both oral and written
- Demonstrated leadership ability
- Ability to maintain confidentiality when necessary
- Ability to manage projects
- Proven leadership ability in dynamic complex technical environment
- Ability to communicate to management and vendor personnel regarding technical issues

Skill Requirements:

Skilled in:

- Experience with the specific operating systems, applications, or cloud systems used within the district:
  - Google G Suite Administration at a Super Admin level; including Google Vault
  - Thorough knowledge of GAM or a comparable cloud based scripting product
  - Experience administering cloud backup solutions, data loss retention and cloud security monitoring products
  - Thorough knowledge of Chromebook deployment and management
  - Experience with Google Developer console
  - Experience with various cloud-based tools to troubleshoot mail delivery problems with DKIM/DMARC, DNS and phishing/spam issues.
  - Experience with cloud based data loss prevention tools
  - Experience with public data requests and confidential files
  - Experience with Data Studio and Big Query
- Familiarity with most basic system administration tools and process
  - Chromebook management tools
- Ability to write scripts using one of more of the following
  - GAM
  - PowerShell
  - Shell scripting (batch files to set permissions)
- Ability to write technical documentation

Physical Requirements: Indicate according to the requirements of the essential duties

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		☒		
Walk		☒		
Sit			☒	
Use hands dexterously (use fingers to handle, feel)				☒
Reach with hands and arms				☒

	Talk and hear				☒
Lift & Carry:	Up to 10 lbs.		☒		
	Up to 25 lbs.		☒		
	Up to 50 lbs.		☒		

General Environmental Conditions:

Majority of work time is spent either sitting or standing to accomplish day to day tasks and there are minimal environmental risks or disagreeable conditions.

General Physical Conditions:

Work can be generally characterized as:

Light Duty Physical Work: Daily work is performed either sitting or standing for long periods of time while interacting in a cloud computing environment.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	☒	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Draft February 17, 2022

DULUTH PUBLIC SCHOOLS

CLASSIFICATION DESCRIPTION

TITLE: Field Support Technician – Food Service

Title of Immediate Supervisor: Food Service Supervisor	**Department:** Child Nutrition	**FLSA Status**: Exempt
Accountable For (Job Titles):		Non-Certified Business Division, Administrators' Association, Pay Class 3

General Summary or Purpose Of Job:

Under the direction of the Supervisor of Child Nutrition, provide troubleshooting support to cafeteria managers. Provides technical expertise in commercial kitchen equipment hardware and operating systems. Inspect equipment, diagnose issues, execute repair, install and perform preventative maintenance on commercial kitchen equipment as required throughout the district and provide for the safe condition and operation of all food service (kitchen) equipment in the district.

Duty No.	Essential Duties: (These duties and frequencies are a representative sample; position assignments may vary)	Frequency
1.	Installs and configures, administers and maintains software and hardware of commercial food service equipment and operating systems	
2.	Create and maintain a periodic preventive maintenance schedule and perform all preventive maintenance and cleaning on all kitchen equipment throughout the district	
3.	Provide troubleshooting assistance to managers to resolve computer software and hardware problems of kitchen equipment	
4.	Record keeping of PM's & TM repairs	
5.	Receive, prioritize and complete work orders in a timely manner	
6.	Collaborate and advise Child Nutrition Administration and staff to effectively provide solutions to maintenance problems and repairs	
7.	Research, advise and make recommendations of new equipment purchases to Child Nutrition Administration	
8.	Make recommendations for improvements of commercial equipment	
9.	Perform equipment diagnostics and repairs when needed at each district facility	

10.	Follow manufacturers preventative maintenance schedules provided owner manuals and give instruction on daily and weekly operator maintenance as needed	
11.	Perform tests and diagnostics to ensure software and hardware is in good working order	
12.	Track maintenance and repairs in database	
13.	Work independently without direct supervision	
14.	Perform other duties of a comparable level or type as assigned	

Minimum Qualifications: (necessary qualifications to gain entry into the job)

- Documented training or certification in commercial equipment hardware and operating systems; or a minimum of 5 years experience in commercial food service equipment
- EPA Certified
- RCI - Rational Combi Oven Certified
- Valid Mn driver's license

Preferred Qualifications:

- 5 to 7 years experience in commercial food service equipment

Knowledge and Ability Requirements:
Requires knowledge of:

- 5 to 7 years experience in commercial food service equipment
- Knowledge of commercial kitchen equipment hardware, repairs, maintenance, and installation techniques
- Strong ability to read and comprehend blueprints, diagrams, schematics, written reference material and to follow manuals on operations and installations
- Strong Excellent written and verbal communication skills

Skill Requirements:
Skilled in:

- Exceptional ability to work independently without direct supervision and collaboratively with peers
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Experience with diagnostic tools and computer skills and aptitude for navigating software

Physical Requirements: Indicate according to the requirements of the essential duties

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Talk and hear				X
Lift & Carry: Up to 10 lbs.				X
Up to 25 lbs.				X
Up to 50 lbs.		X		

General Environmental Conditions:

Majority of work time will be spent working in school cafeterias.

General Physical Conditions:

Work can be generally characterized as providing technical expertise with commercial kitchen equipment.

Vision Requirements: Check box if relevant

	Yes	No
No special vision requirements	X	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
Created January 25, 2022
Banded & Graded by Bjorklund Compensation Consulting, LLC March 4, 2022

ISD 709 Duluth Public Schools

HR/Finance Committee Monthly Fund Balance Report
July 1 2021 - June 30 2022

12-Apr-22 4/1/2022

REVENUES	21-22 CURRENT YEAR R ADOPTED BUDGET		21-22 REVISED BUDGET	21-22 RECEIVED TO YEAR TO DATE	21-22 RECEIPTS ENCUMBERED	21-22 BUDGET BALANCE
	FUND	July - June 2022	July -June 2022	July -June 2022	July -June 2022	July- June 2022
General	1	$ 101,087,520.51	$ 112,573,569.55	$ 65,193,360.71		$ 47,380,208.84
Food Service	2	$ 3,945,850.00	$ 3,945,850.00	$ 3,042,140.38		$ 903,709.62
Transportation	3	$ 6,504,716.31	$ 6,529,716.31	$ 2,545,235.12		$ 3,984,481.19
Community Ed	4	$ 7,830,758.86	$ 8,175,808.40	$ 4,887,364.02		$ 3,288,444.38
Operating Captial	5	$ 7,387,117.02	$ 7,387,117.02	$ 3,693,357.41	$ -	$ 3,693,759.61
Building Construction	6		$ 31,497,610.17	$ 31,497,610.17		$ -
Debt Service Fund	7	$ 22,660,833.56	$ 22,660,833.56	$ 2,303,689.48		$ 20,357,144.08
Trust Fund	8	$ 251,075.00	$ 251,075.00			$ 251,075.00
Dental Insurance Fund	20	$ 817,000.00	$ 817,000.00	$ 660,392.85		$ 156,607.15
Student Acitivity Co-Curric	71		$ -	$ -		$ -
Student Acitivity	79		$ 114,131.73	$ 114,131.73		$ -
	98	$ -	$ -	$ -		$ -
	99	$ -	$ -	$ -		$ -
REVENUE	**TOTALS:**	**$ 150,484,871.26**	**$ 193,952,711.74**	**$ 113,937,281.87**	**$ - $ - $ -**	**$ 80,015,429.87**

EXPENSES	21-22 CURRENT YEAR R ADOPTED BUDGET		21-22 REVISED BUDGET	21-22 EXPENSES TO YEAR TO DATE	21-22 EXPENSES ENCUMBERED	21-22 BUDGET BALANCE
	FUND	July -June	July -June	July - June	July -June	July-June
General	1	$ 100,806,716.16	$ 112,246,540.10	$ 69,276,730.36	$ 2,365,224.87	$ 40,604,584.87
Food Service	2	$ 4,243,339.99	$ 4,243,339.99	$ 2,605,181.61	$ 654,070.96	$ 984,087.42
Transportation	3	$ 6,110,465.19	$ 6,135,465.19	$ 4,803,219.67	$ 131,475.04	$ 1,200,770.48
Community Ed	4	$ 8,233,997.45	$ 8,610,508.98	$ 4,790,207.52	$ 37,062.16	$ 3,783,239.30
Operating Captial	5	$ 8,055,997.62	$ 8,055,997.62	$ 5,003,371.97	$ 428,948.15	$ 2,623,677.50
	6	$ -	$ 3,861,874.48	$ 3,630,513.68	$ 231,360.80	$ -
Debt Service Fund	7	$ 23,166,651.00	$ 23,166,651.00	$ 25,056,577.81		$ (1,889,926.81)
Trust Fund	8	$ 250,000.00	$ 250,000.00			$ 250,000.00
Dental Insurance Fund	20	$ 817,000.00	$ 817,000.00	$ 534,544.95		$ 282,455.05
Student Acitivity Co-Curric	71					$ -
Student Acitivity	79		$ 39,382.73	$ 39,382.73		$ -
	98					$ -
	99					
EXPENSE	**TOTALS**	**$ 151,684,167.41**	**$ 167,426,760.09**	**$ 115,739,730.30**	**$ - $ 3,848,141.98 $ -**	**$ 47,838,887.81**

Esser 11	Expenses
Fin 155	$ 5,303,986.26

Fund 06	Expenses
debt serv payment/prof serv course 000/000	$ 1,205,056.21
admin owner pymnt course 800	$ 112,732.69
admin design serv course 801	$ 671,423.65
admin constru mngmt course 802	$ 335,698.00
admin commissions course 803	$ 6,387.90
interior surf constr costs course 804	$ 1,487,562.21
admin site services 805	$ 42,326.32
long term lease 806	$ 687.50
	$ 3,861,874.48

Fund 01 Student Activity		
Prog 291-298	Revenue	$ 887,017.10
Prog 291-298	Expenses	$ 1,246,339.38

Budget Changes Report

Duluth Public Schools ISD #709 **4/1/2022 12:42:27 PM**

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
04 R 005 590 350 301 000	FD NOPUB HLT DW NONPUBLIC AID	0.00	268,399.54	03/01/2022	Christopher Peterson	030122CP
04 R 005 590 351 301 000	FD NOPUB TEXTBOOKS DW NONPUBLIC AID	103,027.26	0.00	03/01/2022	Christopher Peterson	030122CP
04 R 005 590 353 301 000	FD NOPUB GUIDANCE DW NONPUBLIC AID	142,989.66	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 154 000	FD NOPB HLT MRSH SCHL NURSE SAL	0.00	29,935.13	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 210 000	FD NOPB HLT MRSH FICA/MEDICARE	0.00	2,289.85	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 218 000	FD NOPB HLT MRSH PENS CERT TRA	0.00	2,433.35	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 270 000	FD NOPB HLT MRSH WORKERS COMP	0.00	181.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 280 000	FD NOPB HLT MRSH UNEMPLOYMNT COMP	0.00	18.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 350 375 000	FD NOPB HLT MRSH LIC SCHOOL NURSE	22,981.53	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 351 460 000	FD NOPB TXT MRSH TEXTS-WKBK-EBOOK	0.00	1,745.85	03/01/2022	Christopher Peterson	030122CP
04 E 002 590 353 401 000	AID NOPBGD MRSH GENERAL SUPPLY	0.00	12,760.70	03/01/2022	Christopher Peterson	030122CP
04 E 003 590 351 460 000	FD NOPB TXT HLYR TEXTS-WKBK-EBOOK	1,572.84	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 004 590 351 460 000	FD NOPB TXT LKVA TEXTS-WKBK-EBOOK	1,157.81	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 004 590 353 165 000	AID NOPUBGD LKVA SCHL COUNS SALRY	3,277.88	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 005 590 350 895 000	NON PUBLIC HLTH INDIRECT COST	3,963.21	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 005 590 351 895 000	NON PUBLIC TXT - INDIRECT COSTS	5,151.36	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 005 590 353 895 000	NON PUBLIC GUIDANCE - INDIRECT COSTS	7,149.48	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 007 590 351 460 000	FD NOPB TXT STJM TEXTS-WKBK-EBOOK	0.00	1,477.94	03/01/2022	Christopher Peterson	030122CP
04 E 007 590 353 165 000	FD NOPUB GD STJM SCHL COUNS SALRY	2,214.44	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 009 590 351 460 000	FD NOPB TXT STJH TEXTS-WKBK-EBOOK	930.14	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 009 590 353 165 000	AID NOPUBGD STJ SCHL COUNS SALRY	16,135.02	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 014 590 351 460 000	FD NOPB TXT MONT TEXTS-WKBK-EBOOK	74.52	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 014 590 353 165 000	AID NOPUBGD MRM SCHL COUNS SALRY	3,616.47	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 017 590 351 460 000	NP TXT/SPIRIT TEXTS-WKBK-EBOOK	0.00	35.70	03/01/2022	Christopher Peterson	030122CP
04 E 017 590 353 165 000	AID NOPUBGD SOL SCHL COUNS SALRY	2,225.52	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 702 590 351 460 000	FD NOPB TXT MONT TEXTS-WKBK-EBOOK	0.00	439.26	03/01/2022	Christopher Peterson	030122CP
04 E 710 590 350 154 000	FD NOPUB HLT SCHL NURSE SAL	0.00	3,324.33	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 350 401 000	FD NOPUB HLT HMX GENERAL SUPPLY	3,235.29	0.00	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 350 899 000	FD NOPUB HLT HMX MISC-REALLOCATN	0.00	7,453.00	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 351 460 000	FD NOPB TXT HMX TEXTS-WKBK-EBOOK	0.00	359.36	03/01/2022	Christopher Peterson	030122CP
04 E 799 590 353 401 000	FD NOPUB GD HMX GENERAL SUPPLY	0.00	2,152.67	03/01/2022	Christopher Peterson	030122CP

Budget Changes Report

Duluth Public Schools ISD #709 **4/1/2022 12:42:27 PM**

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	645.57	0.00	03/01/2022	Thomas Rusk	2TR03012022
02 E 220 770 701 401 000	FS SCH LNCH EAST GENERAL SUPPLY	0.00	645.57	03/01/2022	Thomas Rusk	2TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	38.80	0.00	03/01/2022	Thomas Rusk	3TR03012022
02 E 225 770 701 401 000	FS SCH LNCH LPMS GENERAL SUPPLY	0.00	38.80	03/01/2022	Thomas Rusk	3TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	220.29	0.00	03/01/2022	Thomas Rusk	4TR03012022
02 E 335 770 701 401 000	FS SCH LNCH OEMS GENERAL SUPPLY	0.00	220.29	03/01/2022	Thomas Rusk	4TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	434.06	0.00	03/01/2022	Thomas Rusk	5TR03012022
02 E 435 770 701 401 000	FS SCH LNCH CGDN GENERAL SUPPLY	0.00	434.06	03/01/2022	Thomas Rusk	5TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/01/2022	Thomas Rusk	6TR03012022
02 E 475 770 701 401 000	FS SCH LNCH HMCR GENERAL SUPPLY	0.00	500.00	03/01/2022	Thomas Rusk	6TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	136.55	0.00	03/01/2022	Thomas Rusk	7TR03012022
02 E 500 770 701 401 000	FS SCH LNCH LKWD GENERAL SUPPLY	0.00	136.55	03/01/2022	Thomas Rusk	7TR03012022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	303.04	0.00	03/01/2022	Thomas Rusk	TR03012022
02 E 215 770 701 401 000	FS SCH LNCH DFLD GENERAL SUPPLY	0.00	303.04	03/01/2022	Thomas Rusk	TR03012022
01 R 005 203 868 400 180	TTL HOMELESS DW FED AID-THRU MDE	25,000.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 140 180	TTL MV HOMELESS DW SALARY-LIC TCHR	0.00	15,215.10	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 143 180	TTL MV HOMELESS DW LIC INST SUP	12,225.70	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 210 180	TTL MV HOMELESS DW FICA/MEDICARE	0.00	225.33	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 218 180	TTL MV HOMELESS DW PENS CERT TRA	0.00	285.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 220 180	TTL MV HOMELESS DW HLTH INS PRIMARY	797.70	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 230 180	TTL MV HOMELESS DW LIFE INSURANCE	3.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 235 180	TTL MV HOMELESS DW DENTAL INSURANCE	18.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 240 180	TTL MV HOMELESS DW LTD INSURANCE	6.95	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 251 180	TTL MV HOMELESS DW HRA PLAN	175.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 252 180	TTL MV HOMELESS DW OPEB TRUST CONT.	0.00	157.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 270 180	TTL MV HOMELESS DW WORKERS COMP	0.00	13.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 280 180	TTL MV HOMELESS DW UNEMPLOYMNT COMP	17.00	0.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 303 180	TTL MV HOMELESS DW FED CONT <25K	0.00	7,000.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 360 180	TTL MV HOMELESS DW TRANSP-PRIVATE	0.00	100.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 366 180	TTL MV HOMELESS DW MILEAGE	0.00	500.00	03/02/2022	Christopher Peterson	030222CP
01 E 005 203 868 401 180	TTL MV HOMELESS DW GENERAL SUPPLY	0.00	592.00	03/02/2022	Christopher Peterson	030222CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	333.14	0.00	03/02/2022	Thomas Rusk	2TR03022022
02 E 520 770 701 401 000	FS SCH LNCH LWLL GENERAL SUPPLY	0.00	333.14	03/02/2022	Thomas Rusk	2TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	3TR03022022
02 E 525 770 701 401 000	FS SCH LNCH LMAC GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	3TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	4TR03022022
02 E 540 770 701 401 000	FS SCH LNCH MWKN GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	4TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	5TR03022022
02 E 550 770 701 401 000	FS SCH LNCH PDMT GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	5TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	6TR03022022
02 E 565 770 701 401 000	FS SCH LNCH STOW GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	6TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	7TR03022022
02 E 580 770 701 401 000	FS SERV/RRA GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	7TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	500.00	0.00	03/02/2022	Thomas Rusk	8TR03022022
02 E 611 770 701 401 000	FS SCH LNCH ALC GENERAL SUPPLY	0.00	500.00	03/02/2022	Thomas Rusk	8TR03022022
02 E 012 770 701 401 000	FS SCH LNCH HCHS GENERAL SUPPLY	462.01	0.00	03/02/2022	Thomas Rusk	TR03022022
02 E 510 770 701 401 000	FS SCH LNCH LSTR GENERAL SUPPLY	0.00	462.01	03/02/2022	Thomas Rusk	TR03022022
01 E 005 605 320 366 340	IE DW MILEAGE	7,000.00	0.00	03/03/2022	Olivia Kinsley	OK030322
01 E 005 605 320 369 340	IE DW ENTRY FEE/STDNT	0.00	7,000.00	03/03/2022	Olivia Kinsley	OK030322
01 E 005 401 740 433 000	SPSV SPCH ST DW INDIV INSTR SUPP	200.00	0.00	03/07/2022	Angela Sepp	Clean up
01 E 005 402 740 433 000	SPSV DCDMST DW INDIV INSTR SUPP	0.00	200.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 305 000	SPSV DHH ST DW CONTRACTED SERV	5,000.00	0.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 305 000	SPSV DHH ST DW CONTRACTED SERV	1,000.00	0.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 433 000	SPSV DHH ST DW INDIV INSTR SUPP	0.00	1,000.00	03/07/2022	Angela Sepp	Clean up
01 E 005 405 740 530 000	SPSV DHH ST DW EQUIPMENT PURCHA	0.00	5,000.00	03/07/2022	Angela Sepp	Clean up
01 E 005 407 740 433 000	SPSV SLD ST DW INDIV INSTR SUPP	1,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 305 000	SPSV SMI ST DW CONTRACTED SERV	0.00	10,000.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 392 000	SPSV SMI ST DW ED PAY-OUT STATE	1,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 394 000	SPSV SMI ST DW - PAYMENTS TO OTHER	6,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 420 740 405 000	SPSV AGG ST DW SOFTWARE & LIC	2,000.00	0.00	03/07/2022	Angela Sepp	Clean up740
01 E 005 416 740 305 000	SPSV SMI ST DW CONTRACTED SERV	10,000.00	0.00	03/07/2022	Angela Sepp	Correct1
01 E 005 420 740 305 000	SPSV AGG ST DW CONTRACTED SERV	0.00	10,000.00	03/07/2022	Angela Sepp	Correct1

Budget Changes Report

Duluth Public Schools ISD #709 — 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 550 620 000 140 000	EDUC MEDIA PDMT SALARY-LIC TCHR	0.00	41,133.05	03/07/2022	Simone Zunich	shz30722
01 E 550 620 000 143 000	EDUC MEDIA PDMT LIC INST SUP	41,133.05	0.00	03/07/2022	Simone Zunich	shz30722
01 E 550 203 317 430 000	ELE CMPED-D PDMT CLASSROOM SUPPLY	9,450.00	0.00	03/09/2022	Simone Zunich	shz30922
01 E 550 640 150 401 000	ARP STAFF ENGAGEMENT PIED - SUPPLIES	500.00	0.00	03/09/2022	Simone Zunich	shz30922.2
01 E 540 298 000 401 429	SA XCUR - MWKN SCIENCE ENDOWMENT GEN	1,000.02	0.00	03/09/2022	Simone Zunich	shz30922.3
01 E 540 605 075 430 000	STEM/VERIZON CLASSROOM SUPPLY	0.00	1,000.02	03/09/2022	Simone Zunich	shz30922.3
01 E 540 620 000 140 000	EDUC MEDIA MWKN SALARY-LIC TCHR	10,729.18	0.00	03/09/2022	Simone Zunich	shz30922.4
01 E 540 620 000 143 000	EDUC MEDIA MWKN LIC INST SUP	0.00	10,729.18	03/09/2022	Simone Zunich	shz30922.4
01 R 215 610 000 099 151	BARR GRANT DFLD MISC REV LOCAL	9,140.76	0.00	03/10/2022	Christopher Peterson	031022CP
01 E 215 610 000 401 151	BARR GRANT DFLD GENERAL SUPPLY	9,140.76	0.00	03/10/2022	Christopher Peterson	031022CP
01 R 005 204 414 400 000	FD TTL IITCH DW FED AID-THRU MDE	145,915.50	0.00	03/10/2022	Christopher Peterson	031022CPA
01 R 005 204 414 400 011	T2 PRT A-CARRYOV FED AID-THRU MDE	331,052.58	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 303 000	TTL2 ITQ MRSH FED CONT <25K	0.00	1,000.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 366 000	TTL2 ITQ MRSH REG/LODG/MEALS	3,973.62	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 366 011	TTL2 ITQ PY MRSH REG/LODG/MEALS	15,727.59	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 368 000	TTL2 ITQ MRSH FED AIRFARE	0.00	6,300.00	03/10/2022	Christopher Peterson	031022CPA
01 E 002 204 414 470 000	TTL2 ITQ MRSH LIBRARY/MEDIA	0.00	2,200.00	03/10/2022	Christopher Peterson	031022CPA
01 E 003 204 414 366 000	TTL2 ITQ HLYR MILEAGE	464.78	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 003 204 414 366 011	TTL2 ITQ HLYR MILEAGE	2,591.91	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 003 204 414 401 000	TTL2 ITQ HLYR GENERAL SUPPLY	0.00	1,500.00	03/10/2022	Christopher Peterson	031022CPA
01 E 004 204 414 366 011	TTL2 ITQ LKVA MILEAGE	1,471.97	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 004 204 414 401 000	TTL2 ITQ LKVA GENERAL SUPPLY	0.00	1,987.98	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 110 000	FD TTL II DW ADMIN SALARY	0.00	17,545.63	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 140 011	FD TTL II PY DW CLASSROOM, LICENSED	44,400.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 143 000	FD TTL II DW LIC INSTR SUP	0.00	135,215.95	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 143 011	T2 PRT A-CARRYOV LIC INST SUP	155,800.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 145 000	FD TTL IITCH DW SUB TEACHER-LIC	0.00	205.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 170 000	FD TTL IITCH DW NONINST SUPP	0.00	5,291.05	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 185 000	FD TTL IITCH DW EXT YR HRLY CERT	47,900.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 210 000	FD TTL II DW FICA/MEDICARE	0.00	8,124.68	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 210 011	FD TTL II DW FICA/MEDICARE	15,400.00	0.00	03/10/2022	Christopher Peterson	031022CPA

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 005 204 414 214 000	FD TTL IITCH DW PENS NCRT PERA	0.00	396.68	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 218 000	FD TTL II DW CERT TRA	0.00	8,112.13	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 218 011	FD TTL II DW CERT TRA	16,700.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 220 000	FD TTL II DW HLTH INS PRIMARY	0.00	39,900.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 220 011	FD TTL II DW HLTH INS PRIMARY	41,700.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 230 000	FD TTL IITCH DW LIFE INSURANCE	0.00	130.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 230 011	FD TTL II PY DW LIFE INSURANCE	300.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 235 000	FD TTL II DW DENTAL INSURANCE	0.00	650.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 235 011	FD TTL II PY DW DENTAL INSURANCE	900.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 240 000	FD TTL II DW LTD INSURANCE	0.00	223.90	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 240 011	FD TTL II PY DW LONG TERM DISABILITY	400.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 251 000	FD TTL II DW HRA PLAN	0.00	9,400.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 251 011	FD TTL II DW HRA PLAN	9,200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 252 000	FD TTL IITCH DW OPEB TRUST CONT.	0.00	12,200.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 252 011	FD TTL IITCH DW OPEB TRUST CONT.	13,000.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 270 000	FD TTL II DW WORKERS COMP	0.00	597.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 270 011	FD TTL II PY DW WORKERS COMPENSATION	1,100.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 280 011	FD TTL II PY DW UNEMPLOYMENT	200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 303 000	FD TTL IITCH DW FED CONT <25K	0.00	20,000.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 366 000	FD TTL IITCH DW MILEAGE	20,200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 366 011	T2 PRT A-CARRYOV REG/LODG/MEALS	11,529.01	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 368 000	FD TTL IITCH DW FED-MILEAGE	0.00	16,500.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 401 000	FD TTL IITCH DW GENERAL SUPPLY	19,776.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 406 000	TITLE II DW INSTR SOFTWARE	32,078.11	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 460 000	TITLE II DW TEXTBOOKS	32,200.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 005 204 414 895 000	FD TTL IITCH DW INDIRECT COSTS	30,805.00	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 007 204 414 366 000	FD TTL2 ITQ SJM MILEAGE	0.00	745.43	03/10/2022	Christopher Peterson	031022CPA
01 E 009 204 414 366 000	FD TTL2 ITQ SJH MILEAGE	0.00	2,658.11	03/10/2022	Christopher Peterson	031022CPA
01 E 010 204 414 366 000	FD TTL2 ITQ SMI MILEAGE	0.00	700.00	03/10/2022	Christopher Peterson	031022CPA
01 E 010 204 414 368 000	FD TTL2 ITQ SMI FED-O/S CONF EXP	0.00	2,400.00	03/10/2022	Christopher Peterson	031022CPA
01 E 014 204 414 366 000	FD TTL2 MR MONT MILEAGE	2,797.96	0.00	03/10/2022	Christopher Peterson	031022CPA

Budget Changes Report

Duluth Public Schools ISD #709 — 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 014 204 414 366 011	FD TTL2 MR MONT MILEAGE	114.78	0.00	03/10/2022	Christopher Peterson	031022CPA
01 E 017 204 414 401 000	FD TTL2 SPIRIT L GENERAL SUPPLY	0.00	68.38	03/10/2022	Christopher Peterson	031022CPA
01 E 702 204 414 366 000	TL2 ITQ MONT MILEAGE	0.00	521.07	03/10/2022	Christopher Peterson	031022CPA
01 E 702 204 414 366 011	TL2 ITQ PY MONT TRAVEL/CONFERENCE	517.32	0.00	03/10/2022	Christopher Peterson	031022CPA
01 R 005 211 155 400 000	ESSER II REVENUE	8,650,310.52	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 110 000	ESSER II TECHNOLOGY	100,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 143 000	ESSER II TECHNOLOGY LICENSED INSTR	65,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 465 000	ESSER II TECHNOLOGY NON-INSTRUCTIONAL	670,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 466 000	ESSER II TECHNOLOGY INSTR. TECHNOLOGY	250,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 108 155 556 000	ESSER II TECHNOLOGY - INSTRUCTIONAL TECH	1,349,750.29	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 203 155 170 000	ESSER II DW ELEMENTARY NONINSTR SUPPORT	60,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 140 000	ESSER II DW SECONDARY CLASSROOM	3,212,335.23	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 145 000	ESSER II DW SECONDARY SUBSTITUTE TEACHER-	600,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 165 000	ESSER II DW SECONDARY SCHOOL COUNSELOR	100,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 185 000	ESSER II DW SEC STIPEND SALARY-	1,225,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 210 000	ESSER II DW SECONDARY FICA/MEDICARE	250,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 218 000	ESSER II DW SECONDARY PENSION TRA	261,876.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 220 000	ESSER II DW SECONDARY HEALTH INSURANCE	320,015.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 230 000	ESSER II DW SECONDARY LIFE INSURANCE	8,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 235 000	ESSER II DW SECONDARY DENTAL INSURANCE	10,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 211 155 240 000	ESSER II DW SECONDARY LONG TERM DISABILITY	18,212.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 005 810 155 350 000	ESSER II DW MAINTENANCE	50,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
03 R 013 760 155 400 000	ESSER II REVENUE - TRANSPORTATION	25,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
03 E 013 760 155 170 000	TRS REG TO-F ESSR II 90% NONINSTR SUPPORT	25,000.00	0.00	03/10/2022	Christopher Peterson	031022CPB
01 E 520 203 000 470 000	ELE ED LWLL LIBRARY/MEDIA	1,000.00	0.00	03/10/2022	Rachel Beilke	rb31022
01 E 520 276 317 430 000	CMPED LWLL ELEM INDIV INSTR - CLASSROOM	0.00	1,000.00	03/10/2022	Rachel Beilke	rb31022
01 E 565 640 150 401 000	ARP STAFF ENGAGEMENT STOWE - SUPPLIES	0.00	500.00	03/10/2022	Simone Zunich	shz31022
01 R 215 298 000 099 421	SA XCUR DHS GRANTS - MISC REV	1,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 220 298 000 099 421	SA XCUR EHS GRANTS - MISCELLANEOUS	619.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 225 298 000 099 421	SA XCUR- LPMS GRANTS MISC REVENUE	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 225 298 000 099 421	SA XCUR- LPMS GRANTS MISC REVENUE	1,600.00	0.00	03/11/2022	Christopher Peterson	031122CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 R 335 298 000 099 421	SA XCUR- OEMS GRANTS MISC REVENUE	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 335 298 000 099 421	SA XCUR- OEMS GRANTS MISC REVENUE	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 335 298 000 099 421	SA XCUR- OEMS GRANTS MISC REVENUE	3,278.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 435 298 000 099 421	SA XCUR- CGDN GRANTS MISC REVENUE	1,200.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 475 298 000 099 421	SA XCUR HMCR GRANTS - MISCELLANEOUS	500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 525 298 000 099 421	SA XCUR- LMAC GRANTS MISC REVENUE	3,500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 R 540 298 000 099 421	SA XCUR MWKN GRANTS - MISCELLANEOUS	4,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 215 298 000 401 421	SA XCUR DHS GRANTS - SUPPLIES	1,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 220 298 000 401 421	SA XCUR EHS GRANTS - SUPPLIES	619.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 225 298 000 401 421	SA XCUR- LPMS GRANTS GEN SUPPLIES	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 225 298 000 401 421	SA XCUR- LPMS GRANTS GEN SUPPLIES	1,600.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 335 298 000 401 421	SA XCUR- OEMS GRANTS GEN SUPPLIES	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 335 298 000 401 421	SA XCUR- OEMS GRANTS GEN SUPPLIES	2,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 335 298 000 401 421	SA XCUR- OEMS GRANTS GEN SUPPLIES	3,278.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 435 298 000 401 421	SA XCUR- CGDN GRANTS GEN SUPPLIES	1,200.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 475 298 000 401 421	SA XCUR - HMCR GRANTS GENERAL SUPPLIES	500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 525 298 000 401 421	SA XCUR- LMAC GRANTS GEN SUPPLIES	3,500.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 540 298 000 401 421	SA XCUR - MWKN GRANTS GENERAL SUPPLIES	4,000.00	0.00	03/11/2022	Christopher Peterson	031122CP
01 E 005 740 499 430 000	PROJECT AWARE MDE - CLASSROOM SUPPLIES	0.00	40,000.00	03/14/2022	Christopher Peterson	031422CPA
01 E 215 740 499 530 000	PROJECT AWARE MDE DFLD - OTHER	8,512.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 220 740 499 530 000	PROJECT AWARE MDE EAST - OTHER	13,412.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 225 740 499 530 000	PROJECT AWARE MDE LPMS - OTHER	5,960.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 335 740 499 530 000	PROJECT AWARE MDE OEMS - OTHER	10,040.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 580 740 499 530 000	PROJECT AWARE MDE RESID ACAD - OTHER	1,006.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 611 740 499 530 000	PROJECT AWARE MDE ALC - OTHER EQUIPMENT	1,070.00	0.00	03/14/2022	Christopher Peterson	031422CPA
01 E 005 204 414 303 000	FD TTL IITCH DW FED CONT <25K	32,200.00	0.00	03/16/2022	Christopher Peterson	031622CP
01 E 005 204 414 460 000	TITLE II DW TEXTBOOKS	0.00	32,200.00	03/16/2022	Christopher Peterson	031622CP
01 R 540 610 000 370 000	FSCS GRANT MWKN - MISC REV-MDE	132,645.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 160 000	FSCS GRANT MWKN - MENTAL HLTH	18,800.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 210 000	FSCS GRANT MWKN - FICA/MEDICARE	1,500.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 214 000	FSCS GRANT MWKN - PENSION PERA	1,400.00	0.00	03/17/2022	Christopher Peterson	031722CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 540 610 000 220 000	FSCS GRANT MWKN - HEALTH INSURANCE	5,500.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 230 000	FSCS GRANT MWKN - LIFE INSURANCE	100.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 235 000	FSCS GRANT MWKN - DENTAL INSURANCE	100.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 240 000	FSCS GRANT MWKN - LONG TERM DISABILITY INS	35.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 251 000	FSCS GRANT MWKN - HRA HLTH REIMB	1,300.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 270 000	FSCS GRANT MWKN - WORKERS COMPENSATION	100.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 280 000	FSCS GRANT MWKN - UNEMPLOYMENT	10.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 303 000	FSCS GRANT MWKN - FED CONTRACTS UNDER	16,700.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 304 000	FSCS GRANT MWKN - FED CONTRACTS OVER	75,000.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 360 000	FSCS GRANT MWKN - TRANSPORTATION-PRIVATE	8,800.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 540 610 000 401 000	FSCS GRANT MWKN - GENERAL SUPPLY	3,300.00	0.00	03/17/2022	Christopher Peterson	031722CP
01 E 225 292 000 305 712	BOYS/GIRLS- LPMS SWIM CONTRACT SERVICES	450.00	0.00	03/17/2022	Simone Zunich	shz31722
01 E 225 292 000 305 714	BOYS/GIRLS- LPMS TRACK CONTRACT SERVICES	1,100.00	0.00	03/17/2022	Simone Zunich	shz31722
01 E 335 292 000 305 712	BOYS/GIRLS- OEMS SWIMMING CONTRACT	450.00	0.00	03/17/2022	Simone Zunich	shz31722
01 E 335 292 000 305 714	BOYS/GIRLS- OEMS TRACK CONTRACT SERVICES	1,100.00	0.00	03/17/2022	Simone Zunich	shz31722
01 R 005 720 170 400 000	MN COVID-19 TESTING PRG - FEDERAL AID THRU	444,699.76	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 155 000	MN COVID-19 TESTING PRG - LICENSED NURSING	51,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 170 000	MN COVID-19 TESTING PRG - NON INSTR	75,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 210 000	MN COVID-19 TESTING PRG - FICA	9,800.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 214 000	MN COVID-19 TESTING PRG - PERA	5,700.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 218 000	MN COVID-19 TESTING PRG - TRA	4,300.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 220 000	MN COVID-19 TESTING PRG - HEALTH INS	21,200.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 230 000	MN COVID-19 TESTING PRG - LIFE INS	195.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 235 000	MN COVID-19 TESTING PRG - DENTAL INS	600.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 240 000	MN COVID-19 TESTING PRG - LTD INS	250.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 251 000	MN COVID-19 TESTING PRG - HRA	5,200.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 270 000	MN COVID-19 TESTING PRG - WORKERS COMP	660.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 280 000	MN COVID-19 TESTING PRG - UNEMPLOYMENT	90.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 401 000	MN COVID-19 TESTING PRG - GENERAL SUPPLIES	100,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 405 000	MN COVID-19 TESTING PRG - NON INSTR	50,000.00	0.00	03/18/2022	Christopher Peterson	031822CP
01 E 005 720 170 465 000	MN COVID-19 TESTING PRG - NON INSTR TECH	120,704.76	0.00	03/18/2022	Christopher Peterson	031822CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 050 000 305 000	SCH ADMIN LPMS CONTRACTED SERV	0.00	1,020.00	03/22/2022	Susan Archambeau-	SB032222
01 E 225 050 000 490 000	SCH ADMIN LPMS FOOD	1,020.00	0.00	03/22/2022	Susan Archambeau-	SB032222
01 E 081 203 317 143 000	ELEM CMPED-DMRCK LIC INST SUP	0.00	48,581.93	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 145 000	ELEM CMPED-DMRCK SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 185 000	ELEM CMPED-DMRCK STPD SAL-LIC/CRT	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 210 000	ELEM CMPED-DMRCK FICA/MEDICARE	0.00	3,755.60	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 218 000	ELEM CMPED-DMRCK PENS CERT TRA	0.00	3,991.35	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 220 000	ELEM CMPED-DMRCK HLTH INS PRIMARY	0.00	14,121.86	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 230 000	ELEM CMPED-DMRCK LIFE INSURANCE	0.00	57.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 235 000	ELEM CMPED-DMRCK DENTAL INSURANCE	0.00	177.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 240 000	ELEM CMPED-DMRCK LTD INSURANCE	0.00	92.25	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 251 000	ELEM CMPED-DMRCK HRA PLAN	0.00	3,396.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 270 000	ELEM CMPED-DMRCK WORKERS COMP	0.00	287.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 203 317 280 000	ELEM CMPED-DMRCK UNEMPLOYMNT COMP	0.00	29.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 140 000	COMP HLT PHYED MRCK SALARY-LIC TCHR	0.00	77,595.58	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 145 000	COMP HLT PHYED MRCK SUB TEACHER	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 210 000	COMP HLT PHYED MRCK FICA	0.00	6,014.70	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 218 000	COMP HLT PHYED MRCK TRA	0.00	6,391.90	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 220 000	COMP HLT PHYED MRCK HLTH INS	0.00	16,288.61	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 230 000	COMP HLT PHYED MRCK LIFE INS	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 235 000	COMP HLT PHYED MRCK DENTAL INS	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 240 000	COMP HLT PHYED MRCK LTD INS	0.00	149.65	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 251 000	COMP HLT PHYED MRCK HRA	0.00	3,920.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 270 000	COMP HLT PHYED MRCK WORKERS COMP	0.00	460.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 240 317 280 000	COMP HLT PHYED MRCK UNEMP COMP	0.00	46.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 140 000	CMPED MRCK REMEDIAL OTHER - SALARY-LIC	77,595.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 145 000	CMPED MRCK REMEDIAL OTHER - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 210 000	CMPED MRCK REMEDIAL OTHER -	6,014.70	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 218 000	CMPED MRCK REMEDIAL OTHER - TRA	6,391.90	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 220 000	CMPED MRCK REMEDIAL OTHER - HEALTH INS	16,288.61	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 230 000	CMPED MRCK REMEDIAL OTHER - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 081 273 317 235 000	CMPED MRCK REMEDIAL OTHER - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 240 000	CMPED MRCK REMEDIAL OTHER - LTD INS	149.65	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 251 000	CMPED MRCK REMEDIAL OTHER - HRA	3,920.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 270 000	CMPED MRCK REMEDIAL OTHER - WORKERS	460.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 273 317 280 000	CMPED MRCK REMEDIAL OTHER - UNEMPLOY	46.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 143 000	CMPED MRCK ELEM INDIV INSTR - LIC INSTR	48,581.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 145 000	CMPED MRCK ELEM INDIV INSTR - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 185 000	CMPED MRCK ELEM INDIV INSTR - STIPEND -	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 210 000	CMPED MRCK ELEM INDIV INSTR -	3,755.60	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 218 000	CMPED MRCK ELEM INDIV INSTR - TRA	3,991.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 220 000	CMPED MRCK ELEM INDIV INSTR - HEALTH INS	14,121.86	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 230 000	CMPED MRCK ELEM INDIV INSTR - LIFE INS	57.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 235 000	CMPED MRCK ELEM INDIV INSTR - DENTAL INS	177.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 240 000	CMPED MRCK ELEM INDIV INSTR - LTD INS	92.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 251 000	CMPED MRCK ELEM INDIV INSTR - HRA	3,396.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 270 000	CMPED MRCK ELEM INDIV INSTR - WORKERS	287.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 276 317 280 000	CMPED MRCK ELEM INDIV INSTR - UNEMPLOY	29.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 143 000	SEC CMPED-D DFLD LIC INST SUP	0.00	81,088.78	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 145 000	SEC CMPED-D DFLD SUB TEACHER-LIC	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 210 000	SEC CMPED-D DFLD FICA/MEDICARE	0.00	7,378.98	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 214 000	SEC CMPED-D DFLD PENS NCRT PERA	0.00	577.08	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 218 000	SEC CMPED-D DFLD PENS CERT TRA	0.00	7,217.03	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 220 000	SEC CMPED-D DFLD HLTH INS PRIMARY	0.00	75,269.15	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 230 000	SEC CMPED-D DFLD LIFE INSURANCE	0.00	600.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 235 000	SEC CMPED-D DFLD DENTAL INSURANCE	0.00	1,637.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 240 000	SEC CMPED-D DFLD LTD INSURANCE	0.00	183.48	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 251 000	SEC CMPED-D DFLD HRA PLAN	0.00	16,500.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 270 000	SEC CMPED-D DFLD WORKERS COMP	0.00	565.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 280 000	SEC CMPED-D DFLD UNEMPLOYMNT COMP	0.00	56.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 211 317 366 000	SEC CMPED-D DFLD MILEAGE	0.00	3,000.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 140 000	DENFLD/COMP ED D SALARY-LIC TCHR	0.00	74,741.98	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 215 220 317 145 000	DENFLD/COMP ED D SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 210 000	DENFLD/COMP ED D FICA/MEDICARE	0.00	5,757.43	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 218 000	DENFLD/COMP ED D PENS CERT TRA	0.00	6,118.23	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 220 000	DENFLD/COMP ED D HLTH INS PRIMARY	0.00	21,849.40	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 230 000	DENFLD/COMP ED D LIFE INSURANCE	0.00	44.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 235 000	DENFLD/COMP ED D DENTAL INSURANCE	0.00	136.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 240 000	DENFLD/COMP ED D LTD INSURANCE	0.00	142.48	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 251 000	DENFLD/COMP ED D HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 270 000	DENFLD/COMP ED D WORKERS COMP	0.00	441.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 220 317 280 000	DENFLD/COMP ED D UNEMPLOYMNT COMP	0.00	44.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 140 000	MTH CMPED DFLD SALARY-LIC TCHR	0.00	19,398.13	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 145 000	MTH CMPED DFLD SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 210 000	MTH CMPED DFLD FICA/MEDICARE	0.00	1,523.15	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 218 000	MTH CMPED DFLD PENS CERT TRA	0.00	1,618.48	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 220 000	MTH CMPED DFLD HLTH INS PRIMARY	0.00	3,254.94	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 230 000	MTH CMPED DFLD LIFE INSURANCE	0.00	26.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 235 000	MTH CMPED DFLD DENTAL INSURANCE	0.00	82.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 240 000	MTH CMPED DFLD LTD INSURANCE	0.00	37.93	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 251 000	MTH CMPED DFLD HRA PLAN	0.00	784.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 270 000	MTH CMPED DFLD WORKERS COMP	0.00	117.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 256 317 280 000	MTH CMPED DFLD UNEMPLOYMNT COMP	0.00	12.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 140 000	CMPED DFLD REMEDIAL READING - SALARY-LIC	74,741.98	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 145 000	CMPED DFLD REMEDIAL READING - SUB	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 210 000	CMPED DFLD REMEDIAL READING -	5,757.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 218 000	CMPED DFLD REMEDIAL READING - TRA	6,118.23	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 220 000	CMPED DFLD REMEDIAL READING - HEALTH INS	21,849.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 230 000	CMPED DFLD REMEDIAL READING - LIFE INS	44.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 235 000	CMPED DFLD REMEDIAL READING - DENTAL INS	136.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 240 000	CMPED DFLD REMEDIAL READING - LTD INS	142.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 251 000	CMPED DFLD REMEDIAL READING - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 271 317 270 000	CMPED DFLD REMEDIAL READING - WORKERS	441.00	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 215 271 317 280 000	CMPED DFLD REMEDIAL READING - UNEMPLOY	44.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 140 000	CMPED DFLD REMEDIAL MATH - SALARY-LIC	19,398.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 145 000	CMPED DFLD REMEDIAL MATH - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 210 000	CMPED DFLD REMEDIAL MATH - FICA/MEDICARE	1,523.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 218 000	CMPED DFLD REMEDIAL MATH - TRA	1,618.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 220 000	CMPED DFLD REMEDIAL MATH - HEALTH INS	3,254.94	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 230 000	CMPED DFLD REMEDIAL MATH - LIFE INS	26.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 235 000	CMPED DFLD REMEDIAL MATH - DENTAL INS	82.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 240 000	CMPED DFLD REMEDIAL MATH - LTD INS	37.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 251 000	CMPED DFLD REMEDIAL MATH - HRA	784.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 270 000	CMPED DFLD REMEDIAL MATH - WORKERS COMP	117.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 272 317 280 000	CMPED DFLD REMEDIAL MATH - UNEMPLOY	12.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 143 000	CMPED DFLD SECD INDIV INSTR - LIC INSTR	81,088.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 145 000	CMPED DFLD SECD INDIV INSTR - SUB TEACHER-	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 210 000	CMPED DFLD SECD INDIV INSTR - FICA/MEDICARE	7,378.98	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 214 000	CMPED DFLD SECD INDIV INSTR - PERA	577.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 218 000	CMPED DFLD SECD INDIV INSTR - TRA	7,217.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 220 000	CMPED DFLD SECD INDIV INSTR - HEALTH INS	75,269.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 230 000	CMPED DFLD SECD INDIV INSTR - LIFE INS	600.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 235 000	CMPED DFLD SECD INDIV INSTR - DENTAL INS	1,637.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 240 000	CMPED DFLD SECD INDIV INSTR - LTD INS	183.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 251 000	CMPED DFLD SECD INDIV INSTR - HRA	16,500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 270 000	CMPED DFLD SECD INDIV INSTR - WORKERS	565.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 280 000	CMPED DFLD SECD INDIV INSTR - UNEMPLOY	56.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 215 277 317 366 000	CMPED DFLD SECD INDIV INSTR -	3,000.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 220 211 317 366 000	SEC CMPED-D EAST REG/LODG/MEALS	0.00	500.00	03/25/2022	Christopher Peterson	032522CP
01 E 220 277 317 366 000	CMPED EAST SECD INDIV INSTR -	500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 143 000	COMPED LPMS LIC INSTR SUP	0.00	90,641.78	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 144 000	COMPED LPMS NON-LIC SUP	0.00	45,113.33	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 145 000	MS CMPED-D LPMS SUB TEACHER-LIC	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 185 000	MS CMPED-D LPMS STPD SAL-LIC/CRT	0.00	7,700.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 211 317 186 000	MS CMPED-D LPMS STPD SAL-NONLIC	0.00	500.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 210 000	COMPED LPMS FICA/MEDICARE	0.00	11,169.43	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 214 000	COMPED LPMS PERA	0.00	3,573.15	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 218 000	MS CMPED-D LPMS PENS CERT TRA	0.00	8,202.05	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 220 000	COMPED LPMS HLTH INS PRIMARY	0.00	36,751.29	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 230 000	COMPED LPMS LIFE INSURANCE	0.00	600.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 235 000	COMPED LPMS DENTAL INSURANCE	0.00	1,883.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 240 000	COMPED LPMS LTD INSURANCE	0.00	261.38	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 251 000	COMPED LPMS HRA PLAN	0.00	8,950.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 270 000	COMPED LPMS WORKERS COMP	0.00	855.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 280 000	COMPED LPMS UNEMPLOYMENT COMP	0.00	85.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 211 317 366 000	MS CMPED-D LPMS MILEAGE	0.00	1,572.31	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 140 000	MTH CMPED-D LPMS SALARY-LIC TCHR	0.00	40,847.28	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 145 000	MTH CMPED-D LPMS SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 210 000	MTH CMPED-D LPMS FICA/MEDICARE	0.00	3,164.18	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 218 000	MTH CMPED-D LPMS PENS CERT TRA	0.00	3,363.03	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 230 000	MTH CMPED-D LPMS LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 235 000	MTH CMPED-D LPMS DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 240 000	MTH CMPED-D LPMS LTD INSURANCE	0.00	78.93	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 270 000	MTH CMPED-D LPMS WORKERS COMP	0.00	242.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 256 317 280 000	MTH CMPED-D LPMS UNEMPLOYMNT COMP	0.00	24.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 140 000	NAT SCI/LINC-COM SALARY-LIC TCHR	0.00	88,901.33	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 145 000	NAT SCI/LINC-COM SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 210 000	NAT SCI/LINC-COM FICA/MEDICARE	0.00	6,879.80	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 218 000	NAT SCI/LINC-COM PENS CERT TRA	0.00	7,311.33	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 220 000	NAT SCI/LINC-COM HLTH INS PRIMARY	0.00	21,702.81	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 230 000	NAT SCI/LINC-COM LIFE INSURANCE	0.00	174.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 235 000	NAT SCI/LINC-COM DENTAL INSURANCE	0.00	546.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 240 000	NAT SCI/LINC-COM LTD INSURANCE	0.00	171.18	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 251 000	NAT SCI/LINC-COM HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 260 317 270 000	NAT SCI/LINC-COM WORKERS COMP	0.00	526.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 260 317 280 000	NAT SCI/LINC-COM UNEMPLOYMNT COMP	0.00	53.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 140 000	SOC SCI/LINC-COM SALARY-LIC TCHR	0.00	51,506.25	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 145 000	SOC SCI/LINC-COM SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 210 000	SOC SCI/LINC-COM FICA/MEDICARE	0.00	4,019.03	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 218 000	SOC SCI/LINC-COM PENS CERT TRA	0.00	4,271.18	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 220 000	SOC SCI/LINC-COM HLTH INS PRIMARY	0.00	14,484.59	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 230 000	SOC SCI/LINC-COM LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 235 000	SOC SCI/LINC-COM DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 240 000	SOC SCI/LINC-COM LTD INSURANCE	0.00	99.43	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 251 000	SOC SCI/LINC-COM HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 270 000	SOC SCI/LINC-COM WORKERS COMP	0.00	308.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 270 317 280 000	SOC SCI/LINC-COM UNEMPLOYMNT COMP	0.00	31.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 140 000	CMPED LPMS REMEDIAL MATH - SALARY-LIC	40,847.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 145 000	CMPED LPMS REMEDIAL MATH - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 210 000	CMPED LPMS REMEDIAL MATH - FICA/MEDICARE	3,164.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 218 000	CMPED LPMS REMEDIAL MATH - TRA	3,363.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 230 000	CMPED LPMS REMEDIAL MATH - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 235 000	CMPED LPMS REMEDIAL MATH - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 240 000	CMPED LPMS REMEDIAL MATH - LTD INS	78.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 270 000	CMPED LPMS REMEDIAL MATH - WORKERS COMP	242.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 272 317 280 000	CMPED LPMS REMEDIAL MATH - UNEMPLOY	24.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 140 000	CMPED LPMS REMEDIAL OTHER - SALARY-LIC	88,901.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 140 000	CMPED LPMS REMEDIAL OTHER - SALARY-LIC	51,506.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 145 000	CMPED LPMS REMEDIAL OTHER - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 145 000	CMPED LPMS REMEDIAL OTHER - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 210 000	CMPED LPMS REMEDIAL OTHER - FICA/MEDICARE	6,879.80	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 210 000	CMPED LPMS REMEDIAL OTHER - FICA/MEDICARE	4,019.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 218 000	CMPED LPMS REMEDIAL OTHER - TRA	7,311.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 218 000	CMPED LPMS REMEDIAL OTHER - TRA	4,271.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 220 000	CMPED LPMS REMEDIAL OTHER - HEALTH INS	21,702.81	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 220 000	CMPED LPMS REMEDIAL OTHER - HEALTH INS	14,484.59	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 273 317 230 000	CMPED LPMS REMEDIAL OTHER - LIFE INS	174.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 230 000	CMPED LPMS REMEDIAL OTHER - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 235 000	CMPED LPMS REMEDIAL OTHER - DENTAL INS	546.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 235 000	CMPED LPMS REMEDIAL OTHER - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 240 000	CMPED LPMS REMEDIAL OTHER - LTD INS	171.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 240 000	CMPED LPMS REMEDIAL OTHER - LTD INS	99.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 251 000	CMPED LPMS REMEDIAL OTHER - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 251 000	CMPED LPMS REMEDIAL OTHER - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 270 000	CMPED LPMS REMEDIAL OTHER - WORKERS	526.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 270 000	CMPED LPMS REMEDIAL OTHER - WORKERS	308.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 280 000	CMPED LPMS REMEDIAL OTHER - UNEMPLOY	53.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 273 317 280 000	CMPED LPMS REMEDIAL OTHER - UNEMPLOY	31.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 143 000	CMPED LPMS SECD INDIV INSTR - LIC INSTR	90,641.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 144 000	CMPED LPMS SECD INDIV INSTR - NON-LIC INSTR	45,113.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 145 000	CMPED LPMS SECD INDIV INSTR - SUB TEACHER-	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 185 000	CMPED LPMS SECD INDIV INSTR - STIPEND -	7,700.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 186 000	CMPED LPMS SECD INDIV INSTR - STIPEND - NON	500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 210 000	CMPED LPMS SECD INDIV INSTR - FICA/MEDICARE	11,169.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 214 000	CMPED LPMS SECD INDIV INSTR - PERA	3,573.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 218 000	CMPED LPMS SECD INDIV INSTR - TRA	8,202.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 220 000	CMPED LPMS SECD INDIV INSTR - HEALTH INS	36,751.29	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 230 000	CMPED LPMS SECD INDIV INSTR - LIFE INS	600.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 235 000	CMPED LPMS SECD INDIV INSTR - DENTAL INS	1,883.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 240 000	CMPED LPMS SECD INDIV INSTR - LTD INS	261.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 251 000	CMPED LPMS SECD INDIV INSTR - HRA	8,950.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 270 000	CMPED LPMS SECD INDIV INSTR - WORKERS	855.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 280 000	CMPED LPMS SECD INDIV INSTR - UNEMPLOY	85.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 225 277 317 366 000	CMPED LPMS SECD INDIV INSTR -	1,572.31	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 210 000	SEC CMPED-D OEMS FICA/MEDICARE	0.00	1,304.83	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 214 000	SEC CMPED-D OEMS PENS NCRT PERA	0.00	1,279.20	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 218 000	SEC CMPED-D OEMS PENS CERT TRA	0.00	1,385.80	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 335 211 317 220 000	SEC CMPED-D OEMS HLTH INS PRIMARY	0.00	2,169.96	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 230 000	SEC CMPED-D OEMS LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 235 000	SEC CMPED-D OEMS DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 240 000	SEC CMPED-D OEMS LTD INSURANCE	0.00	32.80	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 251 000	SEC CMPED-D OEMS HRA PLAN	0.00	523.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 270 000	SEC CMPED-D OEMS WORKERS COMP	0.00	100.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 211 317 280 000	SEC CMPED-D OEMS UNEMPLOYMNT COMP	0.00	10.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 140 000	ENG CMPED OEMS SALARY-LIC TCHR	0.00	39,147.83	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 145 000	ENG CMPED OEMS SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 210 000	ENG CMPED OEMS FICA/MEDICARE	0.00	3,034.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 218 000	ENG CMPED OEMS PENS CERT TRA	0.00	3,224.65	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 220 000	ENG CMPED OEMS HLTH INS PRIMARY	0.00	10,914.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 230 000	ENG CMPED OEMS LIFE INSURANCE	0.00	70.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 235 000	ENG CMPED OEMS DENTAL INSURANCE	0.00	218.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 240 000	ENG CMPED OEMS LTD INSURANCE	0.00	75.85	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 251 000	ENG CMPED OEMS HRA PLAN	0.00	2,613.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 270 000	ENG CMPED OEMS WORKERS COMP	0.00	232.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 220 317 280 000	ENG CMPED OEMS UNEMPLOYMNT COMP	0.00	23.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 140 000	CMPED OEMS REMEDIAL READING - SALARY-LIC	39,147.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 145 000	CMPED OEMS REMEDIAL READING - SUB	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 210 000	CMPED OEMS REMEDIAL READING -	3,034.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 218 000	CMPED OEMS REMEDIAL READING - TRA	3,224.65	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 220 000	CMPED OEMS REMEDIAL READING - HEALTH INS	10,914.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 230 000	CMPED OEMS REMEDIAL READING - LIFE INS	70.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 235 000	CMPED OEMS REMEDIAL READING - DENTAL INS	218.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 240 000	CMPED OEMS REMEDIAL READING - LTD INS	75.85	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 251 000	CMPED OEMS REMEDIAL READING - HRA	2,613.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 270 000	CMPED OEMS REMEDIAL READING - WORKERS	232.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 271 317 280 000	CMPED OEMS REMEDIAL READING - UNEMPLOY	23.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 210 000	CMPED OEMS SECD INDIV INSTR -	1,304.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 214 000	CMPED OEMS SECD INDIV INSTR - PERA	1,279.20	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 335 277 317 218 000	CMPED OEMS SECD INDIV INSTR - TRA	1,385.80	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 220 000	CMPED OEMS SECD INDIV INSTR - HEALTH INS	2,169.96	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 230 000	CMPED OEMS SECD INDIV INSTR - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 235 000	CMPED OEMS SECD INDIV INSTR - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 240 000	CMPED OEMS SECD INDIV INSTR - LTD INS	32.80	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 251 000	CMPED OEMS SECD INDIV INSTR - HRA	523.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 270 000	CMPED OEMS SECD INDIV INSTR - WORKERS	100.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 335 277 317 280 000	CMPED OEMS SECD INDIV INSTR - UNEMPLOY	10.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 140 000	ELE CMPED-D CGDN SALARY-LIC TCHR	0.00	16,217.55	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 143 000	ELE CMPED-D CGDN LIC INST SUP	0.00	10,653.85	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 145 000	ELE CMPED-D CGDN SUB TEACHER-LIC	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 185 000	ELE CMPED-D CGDN STPD SAL-LIC/CRT	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 210 000	ELE CMPED-D CGDN FICA/MEDICARE	0.00	2,385.18	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 214 000	ELE CMPED-D CGDN PENS NCRT PERA	0.00	169.13	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 218 000	ELE CMPED-D CGDN PENS CERT TRA	0.00	2,351.35	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 220 000	ELE CMPED-D CGDN HLTH INS PRIMARY	0.00	7,416.17	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 230 000	ELE CMPED-D CGDN LIFE INSURANCE	0.00	35.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 235 000	ELE CMPED-D CGDN DENTAL INSURANCE	0.00	109.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 240 000	ELE CMPED-D CGDN LTD INSURANCE	0.00	55.35	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 251 000	ELE CMPED-D CGDN HRA PLAN	0.00	2,205.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 270 000	ELE CMPED-D CGDN WORKERS COMP	0.00	182.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 203 317 280 000	ELE CMPED-D CGDN UNEMPLOYMNT COMP	0.00	18.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 140 000	CMPED CGDN ELEM INDIV INSTR - SALARY-LIC	16,217.55	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 143 000	CMPED CGDN ELEM INDIV INSTR - LIC INSTR	10,653.85	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 145 000	CMPED CGDN ELEM INDIV INSTR - SUB TEACHER-	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 185 000	CMPED CGDN ELEM INDIV INSTR - STIPEND -	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 210 000	CMPED CGDN ELEM INDIV INSTR -	2,385.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 214 000	CMPED CGDN ELEM INDIV INSTR - PERA	169.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 218 000	CMPED CGDN ELEM INDIV INSTR - TRA	2,351.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 220 000	CMPED CGDN ELEM INDIV INSTR - HEALTH INS	7,416.17	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 230 000	CMPED CGDN ELEM INDIV INSTR - LIFE INS	35.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 435 276 317 235 000	CMPED CGDN ELEM INDIV INSTR - DENTAL INS	109.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 240 000	CMPED CGDN ELEM INDIV INSTR - LTD INS	55.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 251 000	CMPED CGDN ELEM INDIV INSTR - HRA	2,205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 270 000	CMPED CGDN ELEM INDIV INSTR - WORKERS	182.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 435 276 317 280 000	CMPED CGDN ELEM INDIV INSTR - UNEMPLOY	18.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 140 000	ELE CMPED-D HMCR SALARY-LIC TCHR	0.00	31,127.20	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 145 000	ELE CMPED-D HMCR SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 210 000	ELE CMPED-D HMCR FICA/MEDICARE	0.00	2,381.08	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 218 000	ELE CMPED-D HMCR PENS CERT TRA	0.00	2,530.73	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 220 000	ELE CMPED-D HMCR HLTH INS PRIMARY	0.00	4,882.41	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 230 000	ELE CMPED-D HMCR LIFE INSURANCE	0.00	39.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 235 000	ELE CMPED-D HMCR DENTAL INSURANCE	0.00	123.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 240 000	ELE CMPED-D HMCR LTD INSURANCE	0.00	59.45	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 251 000	ELE CMPED-D HMCR HRA PLAN	0.00	1,176.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 270 000	ELE CMPED-D HMCR WORKERS COMP	0.00	182.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 203 317 280 000	ELE CMPED-D HMCR UNEMPLOYMNT COMP	0.00	18.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 140 000	CMPED HMCR ELEM INDIV INSTR - SALARY-LIC	31,127.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 145 000	CMPED HMCR ELEM INDIV INSTR - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 210 000	CMPED HMCR ELEM INDIV INSTR -	2,381.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 218 000	CMPED HMCR ELEM INDIV INSTR - TRA	2,530.73	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 220 000	CMPED HMCR ELEM INDIV INSTR - HEALTH INS	4,882.41	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 230 000	CMPED HMCR ELEM INDIV INSTR - LIFE INS	39.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 235 000	CMPED HMCR ELEM INDIV INSTR - DENTAL INS	123.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 240 000	CMPED HMCR ELEM INDIV INSTR - LTD INS	59.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 251 000	CMPED HMCR ELEM INDIV INSTR - HRA	1,176.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 270 000	CMPED HMCR ELEM INDIV INSTR - WORKERS	182.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 475 276 317 280 000	CMPED HMCR ELEM INDIV INSTR - UNEMPLOY	18.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 140 000	CMPED-D K LKWD SALARY-LIC TCHR	0.00	27,293.70	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 145 000	CMPED-D K LKWD SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 210 000	CMPED-D K LKWD FICA/MEDICARE	0.00	2,096.13	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 218 000	CMPED-D K LKWD PENS CERT TRA	0.00	2,169.93	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 500 201 317 220 000	CMPED-D K LKWD HLTH INS PRIMARY	0.00	3,952.58	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 230 000	CMPED-D K LKWD LIFE INSURANCE	0.00	40.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 235 000	CMPED-D K LKWD DENTAL INSURANCE	0.00	109.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 240 000	CMPED-D K LKWD LTD INSURANCE	0.00	52.28	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 251 000	CMPED-D K LKWD HRA PLAN	0.00	800.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 270 000	CMPED-D K LKWD WORKERS COMP	0.00	200.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 201 317 280 000	CMPED-D K LKWD UNEMPLOYMNT COMP	0.00	67.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 140 000	CMPED LKWD KGR INDIV INSTR - SALARY-LIC	27,293.70	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 145 000	CMPED LKWD KGR INDIV INSTR - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 210 000	CMPED LKWD KGR INDIV INSTR - FICA/MEDICARE	2,096.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 218 000	CMPED LKWD KGR INDIV INSTR - TRA	2,169.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 220 000	CMPED LKWD KGR INDIV INSTR - HEALTH INS	3,952.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 230 000	CMPED LKWD KGR INDIV INSTR - LIFE INS	40.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 235 000	CMPED LKWD KGR INDIV INSTR - DENTAL INS	109.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 240 000	CMPED LKWD KGR INDIV INSTR - LTD INS	52.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 251 000	CMPED LKWD KGR INDIV INSTR - HRA	800.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 270 000	CMPED LKWD KGR INDIV INSTR - WORKERS	200.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 500 275 317 280 000	CMPED LKWD KGR INDIV INSTR - UNEMPLOY	67.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 145 000	ELE CMPED-D LSTR SUB TEACHER-LIC	0.00	2,152.50	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 210 000	ELE CMPED-D LSTR FICA/MEDICARE	0.00	909.18	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 214 000	ELE CMPED-D LSTR PENS NCRT PERA	0.00	153.75	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 218 000	ELE CMPED-D LSTR PENS CERT TRA	0.00	175.28	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 220 000	ELE CMPED-D LSTR HLTH INS PRIMARY	0.00	535.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 230 000	ELE CMPED-D LSTR LIFE INSURANCE	0.00	10.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 235 000	ELE CMPED-D LSTR DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 240 000	ELE CMPED-D LSTR LTD INSURANCE	0.00	4.10	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 251 000	ELE CMPED-D LSTR HRA PLAN	0.00	250.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 270 000	ELE CMPED-D LSTR WORKERS COMP	0.00	696.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 203 317 280 000	ELE CMPED-D LSTR UNEMPLOYMNT COMP	0.00	70.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 145 000	CMPED LSTR ELEM INDIV INSTR - SUB TEACHER-	2,152.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 210 000	CMPED LSTR ELEM INDIV INSTR - FICA/MEDICARE	909.18	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 510 276 317 214 000	CMPED LSTR ELEM INDIV INSTR - PERA	153.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 218 000	CMPED LSTR ELEM INDIV INSTR - TRA	175.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 220 000	CMPED LSTR ELEM INDIV INSTR - HEALTH INS	535.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 230 000	CMPED LSTR ELEM INDIV INSTR - LIFE INS	10.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 235 000	CMPED LSTR ELEM INDIV INSTR - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 240 000	CMPED LSTR ELEM INDIV INSTR - LTD INS	4.10	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 251 000	CMPED LSTR ELEM INDIV INSTR - HRA	250.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 270 000	CMPED LSTR ELEM INDIV INSTR - WORKERS	696.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 510 276 317 280 000	CMPED LSTR ELEM INDIV INSTR - UNEMPLOY	70.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 140 000	CMPED-D K LWLL SALARY-LIC TCHR	0.00	84,141.23	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 145 000	CMPED-D K LWLL SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 210 000	CMPED-D K LWLL FICA/MEDICARE	0.00	6,514.90	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 218 000	CMPED-D K LWLL PENS CERT TRA	0.00	6,923.88	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 220 000	CMPED-D K LWLL HLTH INS PRIMARY	0.00	21,703.88	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 230 000	CMPED-D K LWLL LIFE INSURANCE	0.00	174.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 235 000	CMPED-D K LWLL DENTAL INSURANCE	0.00	546.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 240 000	CMPED-D K LWLL LTD INSURANCE	0.00	161.95	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 251 000	CMPED-D K LWLL HRA PLAN	0.00	7,838.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 270 000	CMPED-D K LWLL WORKERS COMP	0.00	499.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 201 317 280 000	CMPED-D K LWLL UNEMPLOYMNT COMP	0.00	50.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 140 000	ELE CMPED-D LWLL SALARY-LIC TCHR	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 145 000	ELE CMPED-D LWLL SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 185 000	ELE CMPED-D LWLL STPD SAL-LIC/CRT	0.00	4,100.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 210 000	ELE CMPED-D LWLL FICA/MEDICARE	0.00	863.05	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 214 000	ELE CMPED-D LWLL PENS NCRT PERA	0.00	384.38	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 218 000	ELE CMPED-D LWLL PENS CERT TRA	0.00	500.20	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 220 000	ELE CMPED-D LWLL HLTH INS PRIMARY	0.00	8,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 230 000	ELE CMPED-D LWLL LIFE INSURANCE	0.00	150.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 235 000	ELE CMPED-D LWLL DENTAL INSURANCE	0.00	409.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 240 000	ELE CMPED-D LWLL LTD INSURANCE	0.00	10.25	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 251 000	ELE CMPED-D LWLL HRA PLAN	0.00	3,000.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 520 203 317 270 000	ELE CMPED-D LWLL WORKERS COMP	0.00	38.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 203 317 280 000	ELE CMPED-D LWLL UNEMPLOYMNT COMP	0.00	13.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 140 000	CMPED LWLL KGR INDIV INSTR - SALARY-LIC	84,141.23	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 145 000	CMPED LWLL KGR INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 210 000	CMPED LWLL KGR INDIV INSTR - FICA/MEDICARE	6,514.90	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 218 000	CMPED LWLL KGR INDIV INSTR - TRA	6,923.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 220 000	CMPED LWLL KGR INDIV INSTR - HEALTH INS	21,703.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 230 000	CMPED LWLL KGR INDIV INSTR - LIFE INS	174.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 235 000	CMPED LWLL KGR INDIV INSTR - DENTAL INS	546.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 240 000	CMPED LWLL KGR INDIV INSTR - LTD INS	161.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 251 000	CMPED LWLL KGR INDIV INSTR - HRA	7,838.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 270 000	CMPED LWLL KGR INDIV INSTR - WORKERS COMP	499.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 275 317 280 000	CMPED LWLL KGR INDIV INSTR - UNEMPLOY	50.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 140 000	CMPED LWLL ELEM INDIV INSTR - SALARY-LIC	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 145 000	CMPED LWLL ELEM INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 185 000	CMPED LWLL ELEM INDIV INSTR - STIPEND - CERT	4,100.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 210 000	CMPED LWLL ELEM INDIV INSTR - FICA/MEDICARE	863.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 214 000	CMPED LWLL ELEM INDIV INSTR - PERA	384.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 218 000	CMPED LWLL ELEM INDIV INSTR - TRA	500.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 220 000	CMPED LWLL ELEM INDIV INSTR - HEALTH INS	8,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 230 000	CMPED LWLL ELEM INDIV INSTR - LIFE INS	150.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 235 000	CMPED LWLL ELEM INDIV INSTR - DENTAL INS	409.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 240 000	CMPED LWLL ELEM INDIV INSTR - LTD INS	10.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 251 000	CMPED LWLL ELEM INDIV INSTR - HRA	3,000.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 270 000	CMPED LWLL ELEM INDIV INSTR - WORKERS	38.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 520 276 317 280 000	CMPED LWLL ELEM INDIV INSTR - UNEMPLOY	13.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 140 000	ELE CMPED LWLL SI SALARY-LIC TCHR	0.00	13,222.50	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 210 000	ELE CMPED LWLL SI FICA	0.00	1,011.68	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 218 000	ELE CMPED LWLL SI TRA	0.00	1,075.23	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 220 000	ELE CMPED LWLL SI HLTH INS	0.00	571.38	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 240 000	ELE CMPED LWLL SI LTD INS	0.00	25.63	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 521 203 317 270 000	ELE CMPED LWLL SI WORKERS COMP	0.00	77.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 203 317 280 000	ELE CMPED LWLL SI UNEMPLOYMENT COMP	0.00	8.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 140 000	CMPED LWLL SI ELEM INDIV INSTR - SALARY-LIC	13,222.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 210 000	CMPED LWLL SI ELEM INDIV INSTR -	1,011.68	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 218 000	CMPED LWLL SI ELEM INDIV INSTR - TRA	1,075.23	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 220 000	CMPED LWLL SI ELEM INDIV INSTR - HEALTH INS	571.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 240 000	CMPED LWLL SI ELEM INDIV INSTR - LTD INS	25.63	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 270 000	CMPED LWLL SI ELEM INDIV INSTR - WORKERS	77.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 521 276 317 280 000	CMPED LWLL SI ELEM INDIV INSTR - UNEMPLOY	8.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 140 000	ELE CMPED-D LMAC SALARY-LIC TCHR	0.00	342,126.55	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 143 000	ELE CMPED-D LMAC LIC INST SUP	0.00	52,319.08	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 144 000	ELE CMPED-D LMAC CS,NON-LIC SAL	0.00	10,706.13	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 145 000	ELE CMPED-D LMAC SUB TEACHER-LIC	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 210 000	ELE CMPED-D LMAC FICA/MEDICARE	0.00	31,464.43	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 214 000	ELE CMPED-D LMAC PENS NCRT PERA	0.00	879.45	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 218 000	ELE CMPED-D LMAC PENS CERT TRA	0.00	32,485.33	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 220 000	ELE CMPED-D LMAC HLTH INS PRIMARY	0.00	75,996.75	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 230 000	ELE CMPED-D LMAC LIFE INSURANCE	0.00	550.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 235 000	ELE CMPED-D LMAC DENTAL INSURANCE	0.00	1,500.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 240 000	ELE CMPED-D LMAC LTD INSURANCE	0.00	780.03	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 251 000	ELE CMPED-D LMAC HRA PLAN	0.00	18,326.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 270 000	ELE CMPED-D LMAC WORKERS COMP	0.00	2,408.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 203 317 280 000	ELE CMPED-D LMAC UNEMPLOYMNT COMP	0.00	2,408.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 140 000	CMPED LMAC ELEM INDIV INSTR - SALARY-LIC	342,126.55	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 143 000	CMPED LMAC ELEM INDIV INSTR - LIC INSTR	52,319.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 144 000	CMPED LMAC ELEM INDIV INSTR - NON-LIC INSTR	10,706.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 145 000	CMPED LMAC ELEM INDIV INSTR - SUB TEACHER-	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 210 000	CMPED LMAC ELEM INDIV INSTR - FICA/MEDICARE	31,464.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 214 000	CMPED LMAC ELEM INDIV INSTR - PERA	879.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 218 000	CMPED LMAC ELEM INDIV INSTR - TRA	32,485.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 220 000	CMPED LMAC ELEM INDIV INSTR - HEALTH INS	75,996.75	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 525 276 317 230 000	CMPED LMAC ELEM INDIV INSTR - LIFE INS	550.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 235 000	CMPED LMAC ELEM INDIV INSTR - DENTAL INS	1,500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 240 000	CMPED LMAC ELEM INDIV INSTR - LTD INS	780.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 251 000	CMPED LMAC ELEM INDIV INSTR - HRA	18,326.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 270 000	CMPED LMAC ELEM INDIV INSTR - WORKERS	2,408.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 525 276 317 280 000	CMPED LMAC ELEM INDIV INSTR - UNEMPLOY	2,408.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 140 000	CMPED-D K MWLK SALARY-LIC TCHR	0.00	173,667.80	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 145 000	CMPED-D K MWLK SUB TEACHER-LIC	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 210 000	CMPED-D K MWLK FICA/MEDICARE	0.00	13,442.88	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 218 000	CMPED-D K MWLK PENS CERT TRA	0.00	14,285.43	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 220 000	CMPED-D K MWLK HLTH INS PRIMARY	0.00	43,429.16	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 230 000	CMPED-D K MWLK LIFE INSURANCE	0.00	261.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 235 000	CMPED-D K MWLK DENTAL INSURANCE	0.00	819.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 240 000	CMPED-D K MWLK LTD INSURANCE	0.00	334.15	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 251 000	CMPED-D K MWLK HRA PLAN	0.00	10,472.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 270 000	CMPED-D K MWLK WORKERS COMP	0.00	1,029.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 201 317 280 000	CMPED-D K MWLK UNEMPLOYMNT COMP	0.00	103.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 140 000	ELE CMPED-D MWKN SALARY-LIC TCHR	0.00	221,400.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 141 000	ELE CMPED-D MWKN SALARY-NON LICEN	0.00	65,600.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 145 000	ELE CMPED-D MWKN SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 210 000	ELE CMPED-D MWKN FICA/MEDICARE	0.00	18,897.93	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 214 000	ELE CMPED-D MWKN PENS NCRT PERA	0.00	4,920.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 218 000	ELE CMPED-D MWKN PENS CERT TRA	0.00	14,749.75	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 220 000	ELE CMPED-D MWKN HLTH INS PRIMARY	0.00	109,482.40	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 230 000	ELE CMPED-D MWKN LIFE INSURANCE	0.00	800.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 235 000	ELE CMPED-D MWKN DENTAL INSURANCE	0.00	2,183.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 240 000	ELE CMPED-D MWKN LTD INSURANCE	0.00	469.45	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 251 000	ELE CMPED-D MWKN HRA PLAN	0.00	24,000.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 270 000	ELE CMPED-D MWKN WORKERS COMP	0.00	1,446.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 203 317 280 000	ELE CMPED-D MWKN UNEMPLOYMNT COMP	0.00	145.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 140 000	CMPED MWLK KGR INDIV INSTR - SALARY-LIC	173,667.80	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 540 275 317 145 000	CMPED MWLK KGR INDIV INSTR - SUB TEACHER-	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 210 000	CMPED MWLK KGR INDIV INSTR - FICA/MEDICARE	13,442.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 218 000	CMPED MWLK KGR INDIV INSTR - TRA	14,285.43	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 220 000	CMPED MWLK KGR INDIV INSTR - HEALTH INS	43,429.16	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 230 000	CMPED MWLK KGR INDIV INSTR - LIFE INS	261.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 235 000	CMPED MWLK KGR INDIV INSTR - DENTAL INS	819.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 240 000	CMPED MWLK KGR INDIV INSTR - LTD INS	334.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 251 000	CMPED MWLK KGR INDIV INSTR - HRA	10,472.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 270 000	CMPED MWLK KGR INDIV INSTR - WORKERS	1,029.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 275 317 280 000	CMPED MWLK KGR INDIV INSTR - UNEMPLOY	103.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 140 000	CMPED MWLK ELEM INDIV INSTR - SALARY-LIC	221,400.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 141 000	CMPED MWLK ELEM INDIV INSTR - EDUC ASST-	65,600.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 145 000	CMPED MWLK ELEM INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 210 000	CMPED MWLK ELEM INDIV INSTR -	18,897.93	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 214 000	CMPED MWLK ELEM INDIV INSTR - PERA	4,920.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 218 000	CMPED MWLK ELEM INDIV INSTR - TRA	14,749.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 220 000	CMPED MWLK ELEM INDIV INSTR - HEALTH INS	109,482.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 230 000	CMPED MWLK ELEM INDIV INSTR - LIFE INS	800.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 235 000	CMPED MWLK ELEM INDIV INSTR - DENTAL INS	2,183.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 240 000	CMPED MWLK ELEM INDIV INSTR - LTD INS	469.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 251 000	CMPED MWLK ELEM INDIV INSTR - HRA	24,000.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 270 000	CMPED MWLK ELEM INDIV INSTR - WORKERS	1,446.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 540 276 317 280 000	CMPED MWLK ELEM INDIV INSTR - UNEMPLOY	145.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 140 000	KGR CMPED-D PDMT SALARY-LIC TCHR	0.00	103,012.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 145 000	KGR CMPED-D PDMT SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 210 000	KGR CMPED-D PDMT FICA/MEDICARE	0.00	7,959.13	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 218 000	KGR CMPED-D PDMT PENS CERT TRA	0.00	8,458.30	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 220 000	KGR CMPED-D PDMT HLTH INS PRIMARY	0.00	32,578.29	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 230 000	KGR CMPED-D PDMT LIFE INSURANCE	0.00	174.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 235 000	KGR CMPED-D PDMT DENTAL INSURANCE	0.00	546.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 240 000	KGR CMPED-D PDMT LTD INSURANCE	0.00	197.83	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 550 201 317 251 000	KGR CMPED-D PDMT HRA PLAN	0.00	7,854.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 270 000	KGR CMPED-D PDMT WORKERS COMP	0.00	609.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 201 317 280 000	KGR CMPED-D PDMT UNEMPLOYMNT COMP	0.00	61.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 140 000	ELE CMPED-D PDMT SALARY-LIC TCHR	0.00	257,388.78	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 145 000	ELE CMPED-D PDMT SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 146 000	ELE CMPED-D PDMT SUB NON-LIC.CLAS	0.00	205.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 185 000	ELE CMPED-D PDMT STPD SAL-LIC/CRT	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 186 000	ELE CMPED-D PDMT OVERTIME,SHIFT	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 210 000	ELE CMPED-D PDMT FICA/MEDICARE	0.00	20,380.08	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 214 000	ELE CMPED-D PDMT PENS NCRT PERA	0.00	584.25	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 218 000	ELE CMPED-D PDMT PENS CERT TRA	0.00	20,466.18	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 220 000	ELE CMPED-D PDMT HLTH INS PRIMARY	0.00	88,954.45	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 230 000	ELE CMPED-D PDMT LIFE INSURANCE	0.00	500.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 235 000	ELE CMPED-D PDMT DENTAL INSURANCE	0.00	1,606.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 240 000	ELE CMPED-D PDMT LTD INSURANCE	0.00	506.35	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 251 000	ELE CMPED-D PDMT HRA PLAN	0.00	19,500.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 270 000	ELE CMPED-D PDMT WORKERS COMP	0.00	1,968.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 203 317 280 000	ELE CMPED-D PDMT UNEMPLOYMNT COMP	0.00	650.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 140 000	CMPED PDMT KGR INDIV INSTR - SALARY-LIC	103,012.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 145 000	CMPED PDMT KGR INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 210 000	CMPED PDMT KGR INDIV INSTR - FICA/MEDICARE	7,959.13	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 218 000	CMPED PDMT KGR INDIV INSTR - TRA	8,458.30	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 220 000	CMPED PDMT KGR INDIV INSTR - HEALTH INS	32,578.29	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 230 000	CMPED PDMT KGR INDIV INSTR - LIFE INS	174.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 235 000	CMPED PDMT KGR INDIV INSTR - DENTAL INS	546.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 240 000	CMPED PDMT KGR INDIV INSTR - LTD INS	197.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 251 000	CMPED PDMT KGR INDIV INSTR - HRA	7,854.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 270 000	CMPED PDMT KGR INDIV INSTR - WORKERS	609.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 275 317 280 000	CMPED PDMT KGR INDIV INSTR - UNEMPLOY	61.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 140 000	CMPED PDMT ELEM INDIV INSTR - SALARY-LIC	257,388.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 145 000	CMPED PDMT ELEM INDIV INSTR - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 550 276 317 146 000	CMPED PDMT ELEM INDIV INSTR - SUB NON-LIC	205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 185 000	CMPED PDMT ELEM INDIV INSTR - STIPEND -	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 186 000	CMPED PDMT ELEM INDIV INSTR - STIPEND -	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 210 000	CMPED PDMT ELEM INDIV INSTR - FICA/MEDICARE	20,380.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 214 000	CMPED PDMT ELEM INDIV INSTR - PERA	584.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 218 000	CMPED PDMT ELEM INDIV INSTR - TRA	20,466.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 220 000	CMPED PDMT ELEM INDIV INSTR - HEALTH INS	88,954.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 230 000	CMPED PDMT ELEM INDIV INSTR - LIFE INS	500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 235 000	CMPED PDMT ELEM INDIV INSTR - DENTAL INS	1,606.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 240 000	CMPED PDMT ELEM INDIV INSTR - LTD INS	506.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 251 000	CMPED PDMT ELEM INDIV INSTR - HRA	19,500.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 270 000	CMPED PDMT ELEM INDIV INSTR - WORKERS	1,968.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 550 276 317 280 000	CMPED PDMT ELEM INDIV INSTR - UNEMPLOY	650.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 140 000	ELE CMPED-D STOW SALARY-LIC TCHR	0.00	194,382.03	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 143 000	ELE CMPED-D STOW LIC INST SUP	0.00	15,065.45	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 145 000	ELE CMPED-D STOW SUB TEACHER-LIC	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 210 000	ELE CMPED-D STOW FICA/MEDICARE	0.00	16,414.35	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 218 000	ELE CMPED-D STOW PENS CERT TRA	0.00	17,444.48	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 220 000	ELE CMPED-D STOW HLTH INS PRIMARY	0.00	43,429.16	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 230 000	ELE CMPED-D STOW LIFE INSURANCE	0.00	261.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 235 000	ELE CMPED-D STOW DENTAL INSURANCE	0.00	819.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 240 000	ELE CMPED-D STOW LTD INSURANCE	0.00	407.95	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 251 000	ELE CMPED-D STOW HRA PLAN	0.00	10,472.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 270 000	ELE CMPED-D STOW WORKERS COMP	0.00	1,256.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 203 317 280 000	ELE CMPED-D STOW UNEMPLOYMNT COMP	0.00	1,256.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 140 000	CMPED STOW ELEM INDIV INSTR - SALARY-LIC	194,382.03	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 143 000	CMPED STOW ELEM INDIV INSTR - LIC INSTR	15,065.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 145 000	CMPED STOW ELEM INDIV INSTR - SUB TEACHER-	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 210 000	CMPED STOW ELEM INDIV INSTR -	16,414.35	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 218 000	CMPED STOW ELEM INDIV INSTR - TRA	17,444.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 220 000	CMPED STOW ELEM INDIV INSTR - HEALTH INS	43,429.16	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 565 276 317 230 000	CMPED STOW ELEM INDIV INSTR - LIFE INS	261.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 235 000	CMPED STOW ELEM INDIV INSTR - DENTAL INS	819.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 240 000	CMPED STOW ELEM INDIV INSTR - LTD INS	407.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 251 000	CMPED STOW ELEM INDIV INSTR - HRA	10,472.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 270 000	CMPED STOW ELEM INDIV INSTR - WORKERS	1,256.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 565 276 317 280 000	CMPED STOW ELEM INDIV INSTR - UNEMPLOY	1,256.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 140 000	ELEM CMPED-DCHCK SALARY-LIC TCHR	0.00	48,582.95	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 143 000	ELEM CMPED-DCHCK LIC INST SUP	0.00	63,101.05	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 145 000	ELEM CMPED-DCHCK SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 185 000	ELEM CMPED-DCHCK STPD SAL-LIC/CRT	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 186 000	ELEM CMPED-DCHCK EXT YR NONCERT	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 210 000	ELEM CMPED-DCHCK FICA/MEDICARE	0.00	8,566.95	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 214 000	ELEM CMPED-DCHCK PENS NCRT PERA	0.00	8.20	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 218 000	ELEM CMPED-DCHCK PENS CERT TRA	0.00	9,096.88	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 220 000	ELEM CMPED-DCHCK HLTH INS PRIMARY	0.00	15,836.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 230 000	ELEM CMPED-DCHCK LIFE INSURANCE	0.00	80.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 235 000	ELEM CMPED-DCHCK DENTAL INSURANCE	0.00	218.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 240 000	ELEM CMPED-DCHCK LTD INSURANCE	0.00	212.18	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 251 000	ELEM CMPED-DCHCK HRA PLAN	0.00	2,094.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 270 000	ELEM CMPED-DCHCK WORKERS COMP	0.00	656.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 203 317 280 000	ELEM CMPED-DCHCK UNEMPLOYMNT COMP	0.00	66.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 140 000	CMPED CHCK ELEM INDIV INSTR - SALARY-LIC	48,582.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 143 000	CMPED CHCK ELEM INDIV INSTR - LIC INSTR	63,101.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 145 000	CMPED CHCK ELEM INDIV INSTR - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 185 000	CMPED CHCK ELEM INDIV INSTR - STIPEND -	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 186 000	CMPED CHCK ELEM INDIV INSTR - STIPEND -	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 210 000	CMPED CHCK ELEM INDIV INSTR - FICA/MEDICARE	8,566.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 214 000	CMPED CHCK ELEM INDIV INSTR - PERA	8.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 218 000	CMPED CHCK ELEM INDIV INSTR - TRA	9,096.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 220 000	CMPED CHCK ELEM INDIV INSTR - HEALTH INS	15,836.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 230 000	CMPED CHCK ELEM INDIV INSTR - LIFE INS	80.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 575 276 317 235 000	CMPED CHCK ELEM INDIV INSTR - DENTAL INS	218.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 240 000	CMPED CHCK ELEM INDIV INSTR - LTD INS	212.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 251 000	CMPED CHCK ELEM INDIV INSTR - HRA	2,094.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 270 000	CMPED CHCK ELEM INDIV INSTR - WORKERS	656.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 575 276 317 280 000	CMPED CHCK ELEM INDIV INSTR - UNEMPLOY	66.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 143 000	CMPED-DROCK LIC INST SUP	0.00	53,825.83	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 145 000	CMPED-DROCK SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 210 000	CMPED-DROCK FICA/MEDICARE	0.00	4,156.38	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 218 000	CMPED-DROCK PENS CERT TRA	0.00	4,417.75	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 220 000	CMPED-DROCK HLTH INS PRIMARY	0.00	15,208.98	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 230 000	CMPED-DROCK LIFE INSURANCE	0.00	61.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 235 000	CMPED-DROCK DENTAL INSURANCE	0.00	191.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 240 000	CMPED-DROCK LTD INSURANCE	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 251 000	CMPED-DROCK HRA PLAN	0.00	3,665.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 270 000	CMPED-DROCK WORKERS COMP	0.00	318.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 280 000	CMPED-DROCK UNEMPLOYMNT COMP	0.00	32.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 211 317 366 000	CMPED-DROCK MILEAGE	0.00	1,100.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 140 000	ART CMPED-DROCK SALARY-LIC TCHR	0.00	12,931.40	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 145 000	ART CMPED-DROCK SUB TEACHER-LIC	0.00	205.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 210 000	ART CMPED-DROCK FICA/MEDICARE	0.00	1,004.50	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 218 000	ART CMPED-DROCK PENS CERT TRA	0.00	1,068.05	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 220 000	ART CMPED-DROCK HLTH INS PRIMARY	0.00	2,169.96	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 230 000	ART CMPED-DROCK LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 235 000	ART CMPED-DROCK DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 240 000	ART CMPED-DROCK LTD INSURANCE	0.00	24.60	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 251 000	ART CMPED-DROCK HRA PLAN	0.00	523.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 270 000	ART CMPED-DROCK WORKERS COMP	0.00	77.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 212 317 280 000	ART CMPED-DROCK UNEMPLOYMNT COMP	0.00	8.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 140 000	MTH CMPED-DROCK SALARY-LIC TCHR	0.00	46,316.68	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 145 000	MTH CMPED-DROCK SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 210 000	MTH CMPED-DROCK FICA/MEDICARE	0.00	3,621.33	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 580 256 317 218 000	MTH CMPED-DROCK PENS CERT TRA	0.00	3,848.88	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 220 000	MTH CMPED-DROCK HLTH INS PRIMARY	0.00	10,850.87	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 230 000	MTH CMPED-DROCK LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 235 000	MTH CMPED-DROCK DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 240 000	MTH CMPED-DROCK LTD INSURANCE	0.00	90.20	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 251 000	MTH CMPED-DROCK HRA PLAN	0.00	2,613.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 270 000	MTH CMPED-DROCK WORKERS COMP	0.00	277.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 256 317 280 000	MTH CMPED-DROCK UNEMPLOYMNT COMP	0.00	28.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 140 000	CMPED ROCK REMEDIAL MATH - SALARY-LIC	46,316.68	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 145 000	CMPED ROCK REMEDIAL MATH - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 210 000	CMPED ROCK REMEDIAL MATH - FICA/MEDICARE	3,621.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 218 000	CMPED ROCK REMEDIAL MATH - TRA	3,848.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 220 000	CMPED ROCK REMEDIAL MATH - HEALTH INS	10,850.87	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 230 000	CMPED ROCK REMEDIAL MATH - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 235 000	CMPED ROCK REMEDIAL MATH - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 240 000	CMPED ROCK REMEDIAL MATH - LTD INS	90.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 251 000	CMPED ROCK REMEDIAL MATH - HRA	2,613.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 270 000	CMPED ROCK REMEDIAL MATH - WORKERS COMP	277.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 272 317 280 000	CMPED ROCK REMEDIAL MATH - UNEMPLOY	28.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 140 000	CMPED ROCK REMEDIAL OTHER - SALARY-LIC	12,931.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 145 000	CMPED ROCK REMEDIAL OTHER - SUB TEACHER-	205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 210 000	CMPED ROCK REMEDIAL OTHER - FICA/MEDICARE	1,004.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 218 000	CMPED ROCK REMEDIAL OTHER - TRA	1,068.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 220 000	CMPED ROCK REMEDIAL OTHER - HEALTH INS	2,169.96	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 230 000	CMPED ROCK REMEDIAL OTHER - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 235 000	CMPED ROCK REMEDIAL OTHER - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 240 000	CMPED ROCK REMEDIAL OTHER - LTD INS	24.60	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 251 000	CMPED ROCK REMEDIAL OTHER - HRA	523.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 270 000	CMPED ROCK REMEDIAL OTHER - WORKERS	77.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 273 317 280 000	CMPED ROCK REMEDIAL OTHER - UNEMPLOY	8.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 143 000	CMPED ROCK SECD INDIV INSTR - LIC INSTR	53,825.83	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 580 277 317 145 000	CMPED ROCK SECD INDIV INSTR - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 210 000	CMPED ROCK SECD INDIV INSTR -	4,156.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 218 000	CMPED ROCK SECD INDIV INSTR - TRA	4,417.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 220 000	CMPED ROCK SECD INDIV INSTR - HEALTH INS	15,208.98	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 230 000	CMPED ROCK SECD INDIV INSTR - LIFE INS	61.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 235 000	CMPED ROCK SECD INDIV INSTR - DENTAL INS	191.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 240 000	CMPED ROCK SECD INDIV INSTR - LTD INS	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 251 000	CMPED ROCK SECD INDIV INSTR - HRA	3,665.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 270 000	CMPED ROCK SECD INDIV INSTR - WORKERS	318.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 280 000	CMPED ROCK SECD INDIV INSTR - UNEMPLOY	32.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 580 277 317 366 000	CMPED ROCK SECD INDIV INSTR -	1,100.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 140 000	CMPED-D ARTS AJC SALARY-LIC TCHR	0.00	28,237.73	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 145 000	CMPED-D ARTS AJC SUB TEACHER-LIC	0.00	256.25	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 210 000	CMPED-D ARTS AJC FICA/MEDICARE	0.00	2,180.18	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 218 000	CMPED-D ARTS AJC PENS CERT TRA	0.00	2,316.50	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 220 000	CMPED-D ARTS AJC HLTH INS PRIMARY	0.00	21,849.40	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 230 000	CMPED-D ARTS AJC LIFE INSURANCE	0.00	87.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 235 000	CMPED-D ARTS AJC DENTAL INSURANCE	0.00	273.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 240 000	CMPED-D ARTS AJC LTD INSURANCE	0.00	54.33	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 251 000	CMPED-D ARTS AJC HRA PLAN	0.00	5,225.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 270 000	CMPED-D ARTS AJC WORKERS COMP	0.00	167.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 212 317 280 000	CMPED-D ARTS AJC UNEMPLOYMNT COMP	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 140 000	CMPED AJC REMEDIAL OTHER - SALARY-LIC	28,237.73	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 145 000	CMPED AJC REMEDIAL OTHER - SUB TEACHER-	256.25	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 210 000	CMPED AJC REMEDIAL OTHER - FICA/MEDICARE	2,180.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 218 000	CMPED AJC REMEDIAL OTHER - TRA	2,316.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 220 000	CMPED AJC REMEDIAL OTHER - HEALTH INS	21,849.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 230 000	CMPED AJC REMEDIAL OTHER - LIFE INS	87.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 235 000	CMPED AJC REMEDIAL OTHER - DENTAL INS	273.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 240 000	CMPED AJC REMEDIAL OTHER - LTD INS	54.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 251 000	CMPED AJC REMEDIAL OTHER - HRA	5,225.00	0.00	03/25/2022	Christopher Peterson	032522CP

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 605 273 317 270 000	CMPED AJC REMEDIAL OTHER - WORKERS COMP	167.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 605 273 317 280 000	CMPED AJC REMEDIAL OTHER - UNEMPLOY	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 140 000	COMPED ALC SALARY-LIC TCHR	0.00	16,402.05	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 141 000	COMPED ALC SALARY-NON LIC	0.00	20,720.38	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 145 000	SEC CMPED-D ALC SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 210 000	COMPED ALC FICA/MEDICARE	0.00	2,918.18	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 214 000	COMPED ALC PERA	0.00	1,553.90	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 218 000	SEC CMPED-D ALC PENS CERT TRA	0.00	3,021.70	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 220 000	COMPED ALC HLTH INS PRIMARY	0.00	10,165.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 230 000	COMPED ALC LIFE INSURANCE	0.00	61.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 235 000	COMPED ALC DENTAL INSURANCE	0.00	191.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 240 000	COMPED ALC LTD INSURANCE	0.00	72.78	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 251 000	COMPED ALC HRA PLAN	0.00	2,743.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 270 000	COMPED ALC WORKERS COMP	0.00	223.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 211 317 280 000	COMPED ALC UNEMPLOYMENT COMP	0.00	22.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 140 000	ENG CMPED ALC SALARY-LIC TCHR	0.00	88,341.68	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 145 000	ENG CMPED ALC SUB TEACHER-LIC	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 210 000	ENG CMPED ALC FICA/MEDICARE	0.00	6,836.75	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 218 000	ENG CMPED ALC PENS CERT TRA	0.00	7,265.20	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 220 000	ENG CMPED ALC HLTH INS PRIMARY	0.00	15,956.91	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 230 000	ENG CMPED ALC LIFE INSURANCE	0.00	96.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 235 000	ENG CMPED ALC DENTAL INSURANCE	0.00	300.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 240 000	ENG CMPED ALC LTD INSURANCE	0.00	170.15	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 251 000	ENG CMPED ALC HRA PLAN	0.00	4,310.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 270 000	ENG CMPED ALC WORKERS COMP	0.00	523.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 220 317 280 000	ENG CMPED ALC UNEMPLOYMNT COMP	0.00	52.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 140 000	FL CMPED ALC SALARY-LIC TCHR	0.00	9,714.95	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 145 000	FL CMPED ALC SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 210 000	FL CMPED ALC FICA/MEDICARE	0.00	751.33	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 218 000	FL CMPED ALC PENS CERT TRA	0.00	798.48	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 220 000	FL CMPED ALC HLTH INS PRIMARY	0.00	2,900.77	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 230 317 230 000	FL CMPED ALC LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 235 000	FL CMPED ALC DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 240 000	FL CMPED ALC LTD INSURANCE	0.00	18.45	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 251 000	FL CMPED ALC HRA PLAN	0.00	784.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 270 000	FL CMPED ALC WORKERS COMP	0.00	57.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 230 317 280 000	FL CMPED ALC UNEMPLOYMNT COMP	0.00	6.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 140 000	HLTH CMPED ALC SALARY-LIC TCHR	0.00	12,931.40	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 145 000	HLTH CMPED ALC SUB TEACHER-LIC	0.00	102.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 210 000	HLTH CMPED ALC FICA/MEDICARE	0.00	997.33	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 218 000	HLTH CMPED ALC PENS CERT TRA	0.00	1,059.85	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 220 000	HLTH CMPED ALC HLTH INS PRIMARY	0.00	2,900.77	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 230 000	HLTH CMPED ALC LIFE INSURANCE	0.00	17.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 235 000	HLTH CMPED ALC DENTAL INSURANCE	0.00	55.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 240 000	HLTH CMPED ALC LTD INSURANCE	0.00	24.60	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 251 000	HLTH CMPED ALC HRA PLAN	0.00	784.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 270 000	HLTH CMPED ALC WORKERS COMP	0.00	76.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 240 317 280 000	HLTH CMPED ALC UNEMPLOYMNT COMP	0.00	8.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 140 000	MATH CMPED ALC SALARY-LIC TCHR	0.00	10,887.55	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 143 000	MATH CMPED ALC LIC INST SUP	0.00	16,338.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 145 000	MATH CMPED ALC SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 210 000	MATH CMPED ALC FICA/MEDICARE	0.00	2,121.75	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 218 000	MATH CMPED ALC PENS CERT TRA	0.00	2,255.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 220 000	MATH CMPED ALC HLTH INS PRIMARY	0.00	8,703.38	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 230 000	MATH CMPED ALC LIFE INSURANCE	0.00	52.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 235 000	MATH CMPED ALC DENTAL INSURANCE	0.00	164.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 240 000	MATH CMPED ALC LTD INSURANCE	0.00	52.28	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 251 000	MATH CMPED ALC HRA PLAN	0.00	2,351.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 270 000	MATH CMPED ALC WORKERS COMP	0.00	162.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 256 317 280 000	MATH CMPED ALC UNEMPLOYMNT COMP	0.00	16.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 140 000	SCI CMPED ALC SALARY-LIC TCHR	0.00	17,737.63	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 145 000	SCI CMPED ALC SUB TEACHER-LIC	0.00	205.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 260 317 210 000	SCI CMPED ALC FICA/MEDICARE	0.00	1,372.48	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 218 000	SCI CMPED ALC PENS CERT TRA	0.00	1,458.58	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 220 000	SCI CMPED ALC HLTH INS PRIMARY	0.00	5,802.61	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 230 000	SCI CMPED ALC LIFE INSURANCE	0.00	35.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 235 000	SCI CMPED ALC DENTAL INSURANCE	0.00	109.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 240 000	SCI CMPED ALC LTD INSURANCE	0.00	33.83	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 251 000	SCI CMPED ALC HRA PLAN	0.00	1,567.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 270 000	SCI CMPED ALC WORKERS COMP	0.00	105.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 260 317 280 000	SCI CMPED ALC UNEMPLOYMNT COMP	0.00	11.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 140 000	SOC SCI C ED ALC SALARY-LIC TCHR	0.00	61,699.88	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 145 000	SOC SCI C ED ALC SUB TEACHER-LIC	0.00	512.50	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 210 000	SOC SCI C ED ALC FICA/MEDICARE	0.00	4,759.08	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 218 000	SOC SCI C ED ALC PENS CERT TRA	0.00	5,058.38	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 220 000	SOC SCI C ED ALC HLTH INS PRIMARY	0.00	13,055.07	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 230 000	SOC SCI C ED ALC LIFE INSURANCE	0.00	78.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 235 000	SOC SCI C ED ALC DENTAL INSURANCE	0.00	246.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 240 000	SOC SCI C ED ALC LTD INSURANCE	0.00	117.88	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 251 000	SOC SCI C ED ALC HRA PLAN	0.00	3,526.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 270 000	SOC SCI C ED ALC WORKERS COMP	0.00	364.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 270 317 280 000	SOC SCI C ED ALC UNEMPLOYMNT COMP	0.00	36.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 140 000	CMPED ALC REMEDIAL READING - SALARY-LIC	88,341.68	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 145 000	CMPED ALC REMEDIAL READING - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 210 000	CMPED ALC REMEDIAL READING -	6,836.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 218 000	CMPED ALC REMEDIAL READING - TRA	7,265.20	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 220 000	CMPED ALC REMEDIAL READING - HEALTH INS	15,956.91	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 230 000	CMPED ALC REMEDIAL READING - LIFE INS	96.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 235 000	CMPED ALC REMEDIAL READING - DENTAL INS	300.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 240 000	CMPED ALC REMEDIAL READING - LTD INS	170.15	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 251 000	CMPED ALC REMEDIAL READING - HRA	4,310.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 270 000	CMPED ALC REMEDIAL READING - WORKERS	523.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 271 317 280 000	CMPED ALC REMEDIAL READING - UNEMPLOY	52.00	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 272 317 140 000	CMPED ALC REMEDIAL MATH - SALARY-LIC TCHR	10,887.55	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 143 000	CMPED ALC REMEDIAL MATH - LIC INSTR	16,338.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 145 000	CMPED ALC REMEDIAL MATH - SUB TEACHER-LIC	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 210 000	CMPED ALC REMEDIAL MATH - FICA/MEDICARE	2,121.75	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 218 000	CMPED ALC REMEDIAL MATH - TRA	2,255.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 220 000	CMPED ALC REMEDIAL MATH - HEALTH INS	8,703.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 230 000	CMPED ALC REMEDIAL MATH - LIFE INS	52.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 235 000	CMPED ALC REMEDIAL MATH - DENTAL INS	164.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 240 000	CMPED ALC REMEDIAL MATH - LTD INS	52.28	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 251 000	CMPED ALC REMEDIAL MATH - HRA	2,351.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 270 000	CMPED ALC REMEDIAL MATH - WORKERS COMP	162.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 272 317 280 000	CMPED ALC REMEDIAL MATH - UNEMPLOY COMP	16.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	61,699.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	17,737.63	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	12,931.40	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 140 000	CMPED ALC REMEDIAL OTHER - SALARY-LIC	9,714.95	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	512.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	205.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 145 000	CMPED ALC REMEDIAL OTHER - SUB TEACHER-	102.50	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	4,759.08	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	1,372.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	997.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 210 000	CMPED ALC REMEDIAL OTHER - FICA/MEDICARE	751.33	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	5,058.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	1,458.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	1,059.85	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 218 000	CMPED ALC REMEDIAL OTHER - TRA	798.48	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	13,055.07	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	5,802.61	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	2,900.77	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 273 317 220 000	CMPED ALC REMEDIAL OTHER - HEALTH INS	2,900.77	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	78.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	35.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 230 000	CMPED ALC REMEDIAL OTHER - LIFE INS	17.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	246.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	109.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 235 000	CMPED ALC REMEDIAL OTHER - DENTAL INS	55.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	117.88	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	33.83	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	24.60	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 240 000	CMPED ALC REMEDIAL OTHER - LTD INS	18.45	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	3,526.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	1,567.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	784.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 251 000	CMPED ALC REMEDIAL OTHER - HRA	784.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	364.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	105.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	76.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 270 000	CMPED ALC REMEDIAL OTHER - WORKERS COMP	57.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	36.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	11.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	8.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 273 317 280 000	CMPED ALC REMEDIAL OTHER - UNEMPLOY	6.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 140 000	CMPED ALC SECD INDIV INSTR - SALARY-LIC	16,402.05	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 141 000	CMPED ALC SECD INDIV INSTR - EDUC ASST-	20,720.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 145 000	CMPED ALC SECD INDIV INSTR - SUB TEACHER-	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 210 000	CMPED ALC SECD INDIV INSTR - FICA/MEDICARE	2,918.18	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 214 000	CMPED ALC SECD INDIV INSTR - PERA	1,553.90	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 218 000	CMPED ALC SECD INDIV INSTR - TRA	3,021.70	0.00	03/25/2022	Christopher Peterson	032522CP

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 611 277 317 220 000	CMPED ALC SECD INDIV INSTR - HEALTH INS	10,165.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 230 000	CMPED ALC SECD INDIV INSTR - LIFE INS	61.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 235 000	CMPED ALC SECD INDIV INSTR - DENTAL INS	191.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 240 000	CMPED ALC SECD INDIV INSTR - LTD INS	72.78	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 251 000	CMPED ALC SECD INDIV INSTR - HRA	2,743.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 270 000	CMPED ALC SECD INDIV INSTR - WORKERS COMP	223.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 611 277 317 280 000	CMPED ALC SECD INDIV INSTR - UNEMPLOY	22.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 141 000	SEC CMPED-D AEO SALARY-NON LICEN	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 210 000	SEC CMPED-D AEO FICA/MEDICARE	0.00	392.58	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 214 000	SEC CMPED-D AEO PENS NCRT PERA	0.00	384.38	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 270 000	SEC CMPED-D AEO WORKERS COMP	0.00	31.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 211 317 280 000	SEC CMPED-D AEO UNEMPLOYMNT COMP	0.00	3.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 141 000	CMPED AEO SECD INDIV INSTR - EDUC ASST-	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 210 000	CMPED AEO SECD INDIV INSTR - FICA/MEDICARE	392.58	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 214 000	CMPED AEO SECD INDIV INSTR - PERA	384.38	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 270 000	CMPED AEO SECD INDIV INSTR - WORKERS COMP	31.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 650 277 317 280 000	CMPED AEO SECD INDIV INSTR - UNEMPLOY	3.00	0.00	03/25/2022	Christopher Peterson	032522CP
01 E 081 211 317 398 000	CMPED-DMRCK PRINT CHARGEBACK	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 081 277 317 430 000	CMPED MRCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 215 211 317 360 000	SEC CMPED-D DFLD TRANSP-PRIVATE	0.00	500.00	03/25/2022	Christopher Peterson	032522CPA
01 E 215 277 317 366 000	CMPED DFLD SECD INDIV INSTR -	500.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 220 211 317 305 000	SEC CMPED-D EAST CONTRACTED SERV	0.00	2,232.00	03/25/2022	Christopher Peterson	032522CPA
01 E 220 277 317 430 000	CMPED EAST SECD INDIV INSTR - CLASSROOM	2,232.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 211 317 360 000	MS CMPED-D LPMS TRANSP-PRIVATE	0.00	800.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 211 317 365 000	MS CMPED-D LPMS TRANSP CHRGEBACK	0.00	1,200.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 277 317 366 000	CMPED LPMS SECD INDIV INSTR -	800.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 225 277 317 366 000	CMPED LPMS SECD INDIV INSTR -	1,200.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 335 211 317 156 000	SEC CMPED-D OEMS SCHL SOC WRKR	0.00	17,049.85	03/25/2022	Christopher Peterson	032522CPA
01 E 335 740 317 156 000	CMPED SOC WKR OEMS SCHL SOC WRKR	17,049.85	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 435 203 317 305 000	ELE CMPED-D CGDN CONTRACTED SERV	0.00	3,500.00	03/25/2022	Christopher Peterson	032522CPA
01 E 435 276 317 430 000	CMPED CGDN ELEM INDIV INSTR - CLASSROOM	3,500.00	0.00	03/25/2022	Christopher Peterson	032522CPA

Budget Changes Report

Duluth Public Schools ISD #709 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 510 203 317 156 000	ELE CMPED-D LSTR SCHL SOC WRKR	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CPA
01 E 510 740 317 156 000	CMPED SOC WKR LSTR SCHL SOC WRKR	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 520 203 317 170 000	ELE CMPED-D LWLL HRLY NONUNIT WGS	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CPA
01 E 520 276 317 170 000	CMPED LWLL ELEM INDIV INSTR - NONINSTR	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 203 317 170 000	ELE CMPED-D LMAC HRLY NONUNIT WGS	0.00	1,025.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 203 317 398 000	ELE CMPED-D LMAC PRINT CHARGEBACK	0.00	689.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 276 317 144 000	CMPED LMAC ELEM INDIV INSTR - NON-LIC INSTR	1,025.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 525 276 317 430 000	CMPED LMAC ELEM INDIV INSTR - CLASSROOM	689.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 550 203 317 170 000	ELE CMPED-D PDMT HRLY NONUNIT WGS	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CPA
01 E 550 276 317 144 000	CMPED PDMT ELEM INDIV INSTR - NON-LIC INST	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 211 317 329 000	CMPED-DCHCK POSTAGE&EXPRESS	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 211 317 365 000	CMPED-DCHCK TRANSP CHRGEBACK	0.00	200.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 211 317 398 000	CMPED-DCHCK PRINT CHARGEBACK	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 277 317 366 000	CMPED CHCK SECD INDIV INSTR -	200.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 211 317 305 000	CMPED-DROCK CONTRACTED SERV	0.00	2,500.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 211 317 365 000	CMPED-DROCK TRANSP CHRGEBACK	0.00	200.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 211 317 398 000	CMPED-DROCK PRINT CHARGEBACK	0.00	100.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 277 317 366 000	CMPED ROCK SECD INDIV INSTR -	200.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	2,500.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	100.00	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 630 211 317 195 000	CMPED-DSUPA SALARIES CHRGBK	0.00	11,742.40	03/25/2022	Christopher Peterson	032522CPA
01 E 630 277 317 144 000	CMPED SUPA SECD INDIV INSTR - NON-LIC INST	11,742.40	0.00	03/25/2022	Christopher Peterson	032522CPA
01 E 081 211 317 320 000	CMPED-DMRCK COMMUNIC SVCS	0.00	3,500.00	03/25/2022	Christopher Peterson	032522CPB
01 E 081 277 317 430 000	CMPED MRCK SECD INDIV INSTR - CLASSROOM	3,500.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 215 211 317 170 000	SEC CMPED-D DFLD NONINST SUPP	0.00	7,687.50	03/25/2022	Christopher Peterson	032522CPB
01 E 215 211 317 305 000	SEC CMPED-D DFLD CONTRACTED SERV	0.00	40,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 215 277 317 144 000	CMPED DFLD SECD INDIV INSTR - NON-LIC INST	7,687.50	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 215 277 317 430 000	CMPED DFLD SECD INDIV INSTR - CLASSROOM	40,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 225 211 317 401 000	MS CMPED-D LPMS GENERAL SUPPLY	0.00	849.34	03/25/2022	Christopher Peterson	032522CPB

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 225 211 317 490 000	MS CMPED-D LPMS FOOD	0.00	500.00	03/25/2022	Christopher Peterson	032522CPB
01 E 225 277 317 430 000	CMPED LPMS SECD INDIV INSTR - CLASSROOM	849.34	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 225 277 317 430 000	CMPED LPMS SECD INDIV INSTR - CLASSROOM	500.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 435 203 317 170 000	ELE CMPED-D CGDN HRLY MONITOR	0.00	2,255.00	03/25/2022	Christopher Peterson	032522CPB
01 E 435 276 317 144 000	CMPED CGDN ELEM INDIV INSTR - NON-LIC INST	2,255.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 510 203 317 170 000	ELE CMPED-D LSTR HRLY MONITOR	0.00	2,050.00	03/25/2022	Christopher Peterson	032522CPB
01 E 510 276 317 144 000	CMPED LSTR ELEM INDIV INSTR - NON-LIC INST	2,050.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 525 203 317 305 000	ELE CMPED-D LMAC CONTRACTED SERV	0.00	1,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 525 276 317 430 000	CMPED LMAC ELEM INDIV INSTR - CLASSROOM	1,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 540 203 317 305 000	ELE CMPED-D MWKN CONTRACTED SERV	0.00	26,165.00	03/25/2022	Christopher Peterson	032522CPB
01 E 540 276 317 430 000	CMPED MWLK ELEM INDIV INSTR - CLASSROOM	26,165.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 550 203 317 430 000	ELE CMPED-D PDMT CLASSROOM SUPPLY	0.00	9,450.00	03/25/2022	Christopher Peterson	032522CPB
01 E 550 276 317 430 000	CMPED PDMT ELEM INDIV INSTR - CLASSROOM	9,450.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 565 203 317 305 000	ELE CMPED-D STOW CONTRACTED SERV	0.00	5,218.00	03/25/2022	Christopher Peterson	032522CPB
01 E 565 276 317 430 000	CMPED STOW ELEM INDIV INSTR - CLASSROOM	5,218.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 211 317 320 000	CMPED-DCHCK COMMUNIC SVCS	0.00	3,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 211 317 350 000	CMPED-DCHCK COPY MACH MAINT	0.00	1,000.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	3,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	1,000.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 580 211 317 350 000	CMPED-DROCK COPY MACH MAINT	0.00	900.00	03/25/2022	Christopher Peterson	032522CPB
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	900.00	0.00	03/25/2022	Christopher Peterson	032522CPB
01 E 005 219 317 305 000	CMPED-D CUR DW CONTRACTED SERV	25.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 219 317 398 000	CMPED-D CUR DW PRINT CHARGEBACK	0.00	25.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	18,750.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	38,250.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	3,195.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 305 000	CMPED CUR DW GEN INSTR - OTHER	34,500.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 401 000	CMPED CUR DW GEN INSTR - GEN SUPPLIES	0.00	18,750.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 405 000	CMPED CUR DW GEN INSTR - NON INSTR	0.00	38,250.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 406 000	CMPED CUR DW GEN INSTR - NON INSTR	0.00	3,195.00	03/25/2022	Christopher Peterson	032522CPC
01 E 005 605 317 430 000	CMPED CUR DW GEN INSTR - CLASSROOM	0.00	34,500.00	03/25/2022	Christopher Peterson	032522CPC

Budget Changes Report

Duluth Public Schools ISD #709 — 4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 081 277 317 401 000	CMPED MRCK SECD INDIV INSTR - GEN SUPPLIES	0.00	1,500.00	03/25/2022	Christopher Peterson	032522CPC
01 E 081 277 317 430 000	CMPED MRCK SECD INDIV INSTR - CLASSROOM	1,500.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 225 277 317 401 000	CMPED LPMS SECD INDIV INSTR - GEN SUPPLIES	0.00	2,309.00	03/25/2022	Christopher Peterson	032522CPC
01 E 225 277 317 430 000	CMPED LPMS SECD INDIV INSTR - CLASSROOM	2,309.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 335 277 317 406 000	CMPED OEMS SECD INDIV INSTR - NON INSTR	144.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 335 277 317 406 000	CMPED OEMS SECD INDIV INSTR - NON INSTR	0.00	144.00	03/25/2022	Christopher Peterson	032522CPC
01 E 520 276 317 144 000	CMPED LWLL ELEM INDIV INSTR - NON LIC INST	5,125.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 520 276 317 170 000	CMPED LWLL ELEM INDIV INSTR - NONINSTR	0.00	5,125.00	03/25/2022	Christopher Peterson	032522CPC
01 E 525 276 317 401 000	CMPED LMAC ELEM INDIV INSTR - GEN SUPPLIES	0.00	686.00	03/25/2022	Christopher Peterson	032522CPC
01 E 525 276 317 430 000	CMPED LMAC ELEM INDIV INSTR - CLASSROOM	686.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 540 276 317 401 000	CMPED MWLK ELEM INDIV INSTR - GEN SUPPLIES	0.00	7,500.00	03/25/2022	Christopher Peterson	032522CPC
01 E 540 276 317 430 000	CMPED MWLK ELEM INDIV INSTR - CLASSROOM	7,500.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 550 276 317 401 000	CMPED PDMT ELEM INDIV INSTR - GEN SUPPLIES	0.00	867.00	03/25/2022	Christopher Peterson	032522CPC
01 E 550 276 317 430 000	CMPED PDMT ELEM INDIV INSTR - CLASSROOM	867.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 575 277 317 401 000	CMPED CHCK SECD INDIV INSTR - GEN SUPPLIES	0.00	1,875.00	03/25/2022	Christopher Peterson	032522CPC
01 E 575 277 317 430 000	CMPED CHCK SECD INDIV INSTR - CLASSROOM	1,875.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 401 000	CMPED ROCK SECD INDIV INSTR - GEN SUPPLIES	0.00	2,625.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 405 000	CMPED ROCK SECD INDIV INSTR - NON INSTR	0.00	750.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 406 000	CMPED ROCK SECD INDIV INSTR - NON INSTR	750.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 580 277 317 430 000	CMPED ROCK SECD INDIV INSTR - CLASSROOM	2,625.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 401 000	CMPED AJC SECD INDIV INSTR - GEN SUPPLIES	0.00	375.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 405 000	CMPED AJC SECD INDIV INSTR - NON INSTR	0.00	188.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 430 000	CMPED AJC SECD INDIV INSTR - CLASSROOM	375.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 605 277 317 430 000	CMPED AJC SECD INDIV INSTR - CLASSROOM	188.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 611 277 317 401 000	CMPED ALC SECD INDIV INSTR - GEN SUPPLIES	0.00	15,026.00	03/25/2022	Christopher Peterson	032522CPC
01 E 611 277 317 430 000	CMPED ALC SECD INDIV INSTR - CLASSROOM	15,026.00	0.00	03/25/2022	Christopher Peterson	032522CPC
01 E 565 260 000 145 151	MN DNR OUTDOOR LEARNING GRANT	0.00	2,408.75	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 185 151	MN DNR OUTDOOR LEARNING GRANT STIPEND	0.00	6,970.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 186 151	MN DNR OUTDOOR LEARNING GRANT STIPEND	0.00	153.75	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 210 151	MN DNR OUTDOOR LEARNING GRANT	0.00	871.25	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 214 151	MN DNR OUTDOOR LEARNING GRANT PERA	0.00	10.25	03/29/2022	Christopher Peterson	032922CP

Budget Changes Report

Duluth Public Schools ISD #709

4/1/2022 12:42:27 PM

Account	Account Description	Debit	Credit	Post Date	Created By	Batch
01 E 565 260 000 218 151	MN DNR OUTDOOR LEARNING GRANT TRA	0.00	553.50	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 240 151	MN DNR OUTDOOR LEARNING GRANT LTD	0.00	20.50	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 270 151	MN DNR OUTDOOR LEARNING GRANT WORKERS	0.00	60.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 280 151	MN DNR OUTDOOR LEARNING GRANT	0.00	20.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 305 151	MN DNR OUTDOOR LEARNING GRANT	0.00	3,750.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 401 151	MN DNR OUTDOOR LEARNING GRANT GEN	0.00	399.00	03/29/2022	Christopher Peterson	032922CP
01 E 565 260 000 430 151	MN DNR OUTDOOR LEARNING GRANT	0.00	10,000.00	03/29/2022	Christopher Peterson	032922CP
01 E 012 108 000 320 000	TECH DEPT COMMUNIC SVCS	0.00	15,000.00	03/31/2022	Sheila Stevens	CN03312022
01 E 012 108 000 401 000	TECH DEPT GENERAL SUPPLY	15,000.00	0.00	03/31/2022	Sheila Stevens	CN03312022
01 E 012 108 000 350 000	TECH DEPT BLDG&GROUNDS MAI	0.00	7,000.00	03/31/2022	Coleen Nordwall	CN23312022
01 E 012 108 000 555 000	TECH DEPT TECHNOLOGY EQUIP	7,000.00	0.00	03/31/2022	Coleen Nordwall	CN23312022

Mar 23, 2022

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.

NAME OF GRADUATE	SCHOOL ON DIPLOMA	GRADUATION DATE
Charles Randolph Ostrofsky	**Duluth Public Schools**	**3/24/2022**

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

Nathan Glockle
Principal

Valarie Wagenbach
Administrative Assistant
Area Learning Center

March 22, 2022

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

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.

NAME OF GRADUATE	SCHOOL ON DIPLOMA	GRADUATION DATE
Gabrielle Aborqui	**Duluth Public Schools**	**3/22/2022**

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

Nathan Glockle
Principal

Kathleen Wilson
Area Learning Center

Mar 23, 2022

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.

NAME OF GRADUATE	SCHOOL ON DIPLOMA	GRADUATION DATE
Ethan John Kohlhaas	**Duluth Public Schools**	**3/24/2022**

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

Nathan Glockle
Principal

Valarie Wagenbach
Administrative Assistant
Area Learning Center

4/5/2022

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.

NAME OF GRADUATE	SCHOOL ON DIPLOMA	GRADUATION DATE
Maximilian James Reese	**Duluth Public Schools**	**4/6/2022**

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

Nathan Glockle
Principal

Valarie Wagenbach
Administrative Assistant
Area Learning Center

Apr 6, 2022

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.

NAME OF GRADUATE	SCHOOL ON DIPLOMA	GRADUATION DATE
Owen Michael-Alan Hoover	**Duluth Public Schools**	**6/2/2022**

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

Nathan Glockle
Principal

Valarie Wagenbach
Administrative Assistant
Area Learning Center

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☑ Extended

1. Organization/Grade/Course Planning Trip: Laura Mac 5th
2. Contact Person (Responsible for Checklist Completion): Adam Metzer
3. Field Trip Date(s): 5/9-5/11 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): 3 day - 2 night WR 5th Gr Trip
5. Field Trip Departure from School (Date and Time): 8:00 am 5/9/22
   Field Trip Return to School (Date and Time): 1:30 pm 5/11/22
6. Objectives of Field Trip: Team Building, Environmental education
7. Relationship to Curriculum or Student Learning: Covers science & social studies standards
8. Planned Follow-up Field Trip Activities: reflection, Wild MN Project
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	$
Total Meals	$ 3 @ $125.00 pers
Total Lodging	$
Total Transportation ☑ School District Vehicle(s) ☐ Commercial Transportation Carrier ~ Name: _____ ☐ Private Vehicle (requires certificate of insurance) ~ Name: _____	$
Total Additional Stipends:	$
Other:	$
Total	$

Revenues		
District Budget	Code: 74R525298	$ 00004477 $6885.28
Booster Group		$
Donations		$
Student Fees		$ 50.00 per person
Total Additional Stipends:		$
Total		$

11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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 ☐ Not Approved — Name: _____ Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: ☐ Approved ☐ Not Approved — Name: _____ Date: _____

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

✓ **EXTENDED TRIP ACTION**

Principal: ☒ Recommended ☐ Not Recommended — Name: [signature] Date: 3/23/22

Assistant Superintendent: ☒ Recommended ☐ Not Recommended — Name: [signature] Date: 3/25/22

School Board: ☐ Approved ☐ Not Approved — Name: _____ 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
See Attached	

- ☑ 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: _____

Time	Pav	Metzer
Monday May 9th		
7:35	Arrive at LM, gather in Large Muscle Room. Students should get breakfast. Pick up med bags from Nurse.	
8:05	Begin loading bus, everyone should have a bathroom break before we head out. Students load bags on to the trailer.	
8:15	Depart LM	
9:30	Arrive at WR, give room assignments and get unpacked.	
10:30 - 11:45	Meet with WR staff for welcome. *If there is extra time here we plan to take a quick nature walk.*	
12:20	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Class - Ojibwe Heritage ED5	Class - Wetlands ED6
5:20	Dinner - Fireplace Dining Hall	
5:30 - 6:15	Store TIme (adult and groups?)	
6:30 - 9:00	Evening Presentation SC1 6:30 - 7:15 Canoeing Raven Lake ED5 7:30 - 9:00	Evening Presentation SC1 6:30 - 7:15 Canoeing Wolf Lake ED6 7:30 - 9:00
9:00 - 10:00	Summit Campfire	
10:00	Bedtime, Lights Out	
Tuesday May 10th		
7:00	Everybody up and getting ready	
7:35 - 8:00	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	Wetlands ED4	Ojibwe Heritage ED8
12:20	Lunch - Fireplace Dining Hall	
1:30 - 4:30	Stream Study ED3	GPS / Geocache SC5
5:20	Dinner - Fireplace Dining Hall	
5:30 - 6:15	Store TIme (groups and adults?)	
6:00 - 9:00	Class - Skyview Adv. Ropes Dyrm B	Class - Ridgetop Adv, Ropes ED 3
9:00 - 10:00	Astronomy	
10:00	Bedtime, Lights Out	

TIme	Pav	Metzer
Wednesday May 11th		
7:00	Everybody up and getting ready	
7:35 - 8:00	Breakfast - Fireplace Dining Hall	
8:30 - 11:30	GPS / Geocache SC5	Stream Study ED6
11:30 - 12:00	Pack Up, double check that rooms are clean and nothing if left, Begin loading the bus at 12:00. Pick up our to-go lunch, BATHROOM BREAK!	
12:15	Everyone on the bus, headcount, start passing out lunch when we are on the highway.	
1:30	Arrive back at LM. Load back into the Large Muscle Room	
1:30 - 2:15	Check out students whose parents come to pick them up,.Return meds to Nurse.	

Wolf Ridge Environmental Learning Center

6282 Cranberry Road

Finland, MN 55603

800-523-2733 (MN, WI, ND)

218-353-7414

218-353-7762 (fax)

mail@wolf-ridge.org

WOLF RIDGE℠
ENVIRONMENTAL LEARNING CENTER

Dear 5th Grade Families,

We are excited to announce that the 5th grade class will be going to the Wolf Ridge Environmental Learning Center at the end of this school year.

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

This trip is a marvelous opportunity for our students to learn new skills, practice science inquiry, work as a community and have fun with their peers. Wolf Ridge is often a trip children remember their whole lives. Over the next 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.

Important Dates

- When; May 9th-11th, 2022
- Where; Near Finlayson, MN (about 70 miles northeast of Duluth)
- What: A three day, two night, learning experience focused on science, inquiry, and team building.
- Cost; $50.00per Student to be paid by families
- Due Dates: We are asking families to pay at least $25.00 by 03/31/22
- **The full balance is due 04/30/22**

Student Behavior (*please read with your student and sign below)*
Our trip to Wolf Ridge is an experience that promotes a sense of community and team building among students. The focus is to provide experiences that engage students in building skills of responsibility and self-confidence, while learning about the environment through outdoor educational activities. Students should come home from the experience exhausted from all of the activity being conducted over the three days at the environmental center.

To provide for a safe and memorable trip, students are reminded that we will be using the same behavioral expectations at Wolf Ridge as we do at Laura MacArthur.

Students are expected to be SOARing:

I will be….

- Safe
- On Task
- Act with Kindness
- Respectful

Expectations:

- All students will follow "Wolf Ridge" requirements and rules. These rules are set for any and all schools that participate at Wolf Ridge.
- Students will be respectful and responsible.
- Students will be a positive influence and will demonstrate that they are "gracious guests".

What happens if students follow the expectations:

- Everyone is safe and has a good experience with their friends and the adult supervisors.
- All groups will be able to participate in the activities planned for the group.

What happens if students <u>choose not</u> to follow the guidelines:

1. The adults will be working closely with students and will provide reminders of proper behavior and actions.
2. If a student continues to make poor choices, a teacher will conference with a student and complete a "Fix it Plan". Once the student has demonstrated that they are ready to resume activities, they will re-enter the group. Parents will be notified a "fix it plan" has been created (if needed).
3. If after creating a plan, a student <u>continues</u> to make poor choices, a phone call home will be made and parent(s) will be required to come pick up their child. If a parent cannot pick their child up, we will have to charge the standard mileage reimbursement rate per mile to have an adult bring the child home.

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

Parent Signature	Student Signature

FAQ

What will my student need to bring with?

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

Students may bring money to spend at the gift shop but it is their responsibility. Also students should bring a book to read during quiet time before bed.

What if my child is not able to go to Wolf Ridge because of their behavior?

Students who are not able to attend the Wolf Ridge trip will come to school as normal and have regular classes and expectations.

Can my student bring a cellphone?

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

Can my child bring snacks or candy with them?

No, meals and snacks will be provided. **Please do not allow your child to bring any candy or snack with them.**

Wolf Ridge Packing List

- ❑ Clothes (Long pants, shorts, short sleeve shirts, sweatshirt, light jacket)
- ❑ Shoes (good for walking/climbing/hiking)
- ❑ Pajamas
- ❑ Bedding (sleeping bag + pillow or blanket, sheet, and pillow)
- ❑ Book
- ❑ Hat
- ❑ Water Bottle
- ❑ Toiletries (toothbrush, toothpaste, soap, **deodorant**)
- ❑ Towel
- ❑ Sunscreen & Bug Repellent
- ❑ Optional - Spending money for the gift shop

PLEASE DO NOT BRING THE FOLLOWING ITEMS

Toys	Candy	Stuffed Animals	**Electronics**	Flashlights
Perfume	Gum	Snacks	Slime	

Rules for Wolf Ridge:

Please review prior to your trip.

1. Students must be with an adult at all times. You will usually be with your group leader.
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. All gear must be packed and ready to go Wednesday morning before Breakfast, so Wolf Ridge staff can start cleaning.
5. Keep the rooms clean and neat at all times so you are ready for inspection for the conservation award.
6. If you have KP duty, be at the dining hall at the correct time and stay with your adult supervisor. (7:15, 11:45, 4:45)
7. Quiet Time is from 9:30 pm to 6:30 am.
8. We are walking at all times, within the building.
9. Be on your best behavior at all times. We are representing Laura MacArthur Elementary School!
10. **Remember- All electronic devices, food, and gum are to stay home. They do not allow these there.**

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Signature Sheet

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

- I have reviewed the letter regarding student expectations and the "Rules for Wolf Ridge" information. 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 $0.54 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)	Student Signature
Parent Signature	Date

WOLF RIDGE[SM]
ENVIRONMENTAL LEARNING CENTER

Permission Form

I give my son/daughter permission to attend the 5th Grade Wolf Ridge trip May 9th-11th 2022. I understand this is a three-day/two-night trip.

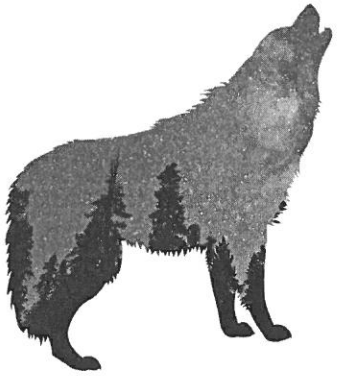
Student Name: _____ Parent/Guardian Signatarure_____

Payment (check one please) (Checks can be made payable to Laura MacArthur School)

- ❑ I am enclosing the full amount of $50.00
- ❑ I am enclosing the $25.00 due by 3/31/2022 with the balance to be paid by 4/30/2022
- ❑ Other (please explain)

_____

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. As you are well aware, our trip is fast approaching. We leave from Laura MacArthur Monday morning, **May 9th at 8:00am, and return to Laura MacArthur on Wednesday, May 11th by 2:00pm.**

We would like to request that chaperones meet us early at the school Monday morning by **7:35a.m.** to help with organizing students and their bags. Students should bring their bags immediately to the **large muscle room - a corner room near the main office inside the school.** The bus for Wolf Ridge will arrive about 8:00am. We will begin loading up the buses immediately, and the bus will leave promptly after, hopefully around 8:15am. After students have dropped off their bags in the morning, they are to report to their room after picking up breakfast from the cafeteria as normal. 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 bus.

Chaperones can drive separately on their own if they wish, or carpool with another chaperone. You may choose to bring your childś bag and your bags in your car. Your student may ride with you if you wish, but only your student. Reminder - Students are not allowed to bring their own phone or snacks, but chaperones can. However, chaperones cannot keep their snacks in their dorm room. We will have a special space available for you to keep these (snacks will be provided for your child, please do not pack snacks for your child).

Chaperones will be provided with a binder that will include important information you will need while we are at Wolf Ridge. This will include information such as your schedule, learning group, and meal times. Students will have a Wolf Ridge journal of their own in which they will have their schedule, and they will be required to fill out journaling tasks. They will keep these in their dorm rooms, and will be bringing extra pencils along with them. Chaperones are responsible to make sure that students are writing in these after their classes.

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!.

Adam Metzer adam.metzer@isd709.org ext. 1291
Kalina Pavlisich kalina.pavlisich@isd709.org ext. 2230

[Chaperone Tasks]

Monday Morning

-Help organize bags in the Large Muscle Room Monday 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.
-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).
-Stick to your assignment as a chaperone - we need everyone at their assignment in order to be covered and for safety reasons.
-Help ensure that students are filling out their journals entirely after classes, checking at night to see that they are completed for the day is a great idea!
-Maintain organization and cleanliness in the rooms. Help check thoroughly 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 in the dorm rooms.
-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.We will have some copies of chapter books that could be done as a read aloud by you or a student in your dorm room to help students settle in and get to sleep. .

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.
-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.

Wednesday Afternoon Responsibilities

-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 class.**
-Help load up buses, and head back to Laura MacArthur.

-Once back to Laura MacArthur, help unload bags into the cafeteria. Parents should be starting to arrive to collect students and their items.

801

Example from prev. year.

Room Assignments

B1	Lori	Karla	Renee	Orianna	Haylee D	Uriah	Josie	Crystal (Oria's mom
B2	Harper R	Sophie	Maribel	Isabella	Evaya	Siena	Kennidee	
B3	Saiya	Summer	Harper G.	Lila	Olivia	Mackenzie	Hailey O.	
B4	Giana	Joyya	Lexi	Bailey	Leola	Xiomara	Saige	
B5	Keisha	Allison	Hailey M.	Keeley	Ruby	Claire	Faith	
B6	Lindsey	Marianna	Rylan	Noah				
B7	Adam	Scott	Len	Cal	Jeff	AP's Dad	James K.	
B8	Anthony	Luke	Dominic	Dakota	Dustin	Aaron	Takeshi	Troy W.
B9	Santino	Jeremy	Garry	Jak	Reece	Mark	Jayden	Aidin
B10	Tami	Mary	MG's Sis					

Name	Parent Name	Parent Phone	Parent Email	Notes
Max Fish	Amy	(218)390-0997	amy_potts@hotmail.com	
Nathan Garrison	Nikki	(218)340-5864	Niqkee_Whittet101919@outlook.com	
La'khia Gilbert	Desmond	(515)514-5404	desmondgilbert330@gmail.com	
Ethan Gould	Stephanie	(218)727-5520	fernando99@rocketmail.com	
Saniyah Green	Steven	(218)213-6913		
Madelyn Herrick	Jennifer	(218)940-4093	jencarbax11@hotmail.com	
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Rylie Dobson	Nicholas	(218)833-3572	nicholasdobson91@gmail.com	
Madyson Fish	Amy	(218)390-0997	amy_potts@hotmail.com	
Kenneth Graves	Leiha	(218)590-0733	lselden@hotmail.com	
Shania Hendrickson	*Garry	(218)721-7171		
Stanley Jones	Stanley	(218)409-1376	stanleyfletcher22@gmail.com	
Evan Juntunen	*Cathryne	(218)464-3745	casjuntunen3@gmail.com	
Presley Ludwig	Ashley & Adam	(218)851-8476	ashleyerin007@gmail.com	

Name	Parent Name	Parent Phone	Parent Email	Notes
Katelynn McCauley	Sara	(218)221-9542	hendricksonsara4@gmail.com	
Jaden Mehlum	Barbara	(218)221-4172	barbwagner75@yahoo.com	
Kyla Moen	Kali	(218)340-2688	kalimoen16@gmail.com	
April Respler	*Holly	(218)206-4066	resplerbrian@yahoo.com	
Liam Riley	Debrah	(218)721-6655	dvandell1@outlook.com	
Jason Risner	Chad	(218)600-6173		
Jonathon Runquist	Marissa & Travis	(218)226-8215	tmrunquist@gmail.com	
Neveah Saice	Rhiannon	(218)343-4199		
KaMirra Spencer	Kaydee	(218)221-0037	Kadeemarie17@gmail.com	
Tara Strine	Esther	(417)294-1586	estermcgill@aol.com	
Christopher Trupe	Brandon	(218)390-9525	Btrupe36@gmail.com	

Adopted:_____

Revised:_____

MSBA/MASA Model Policy 419
Orig. 1995
Rev. 2020

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

D. The school district will not solicit or accept any contributions or gifts

of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption ~~that can be used by a person to simulate smoking in the delivery of nicotine or any other substance~~ through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of ~~vapors~~ aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated

tobacco product."

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.

B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

~~**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**~~

VI. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assistwith enforcement of this policy. Smoking or use of any tobacco product in a public

school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

Replacing: Policy 1140
First Reading:

Adopted: _____ *MSBA/MASA Model Policy 801*
Orig. 1995
Revised: _____ *Rev. 2006*

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;

2. require any person to participate in prayer or other religious activity;

3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;

7. abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 9 through 12 or any portion thereof.

C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated;

B. There is no sponsorship of the meeting by the school or its agents or employees;

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to District community education at least 96 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or

district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to Community Education: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. Community Education, in partnership with the building principal has responsibility to:

1. Keep a log of application information.

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728,

599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____ *MSBA/MASA Model Policy 802*
Orig. 1995
Revised: _____ *Rev. 2019*

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over $175,000

1. If the value of the equipment or materials is estimated to exceed $175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From $25,000 to $175,000

If the amount of the sale is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts $25,000 or Less

If the amount of the sale is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

   a. another school district;

   b. the state department of corrections;

   c. the board of trustees of Minnesota State Colleges and Universities;

   d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or

   e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: _____ *MSBA/MASA Model Policy 807*
Orig. 2012
Revised: _____ *Rev. 2015*

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing

within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory

committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)

Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

110 DULUTH PUBLIC SCHOOLS WEBSITE ACCESSIBILITY POLICY

I. PURPOSE OF POLICY

In order to comply with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, websites must meet the Web Content Accessibility Guidelines (WCAG) as instituted by the World Wide Web Consortium (W3C). Those schools not complying are subject to official complaints from the U.S. Department of Education Office for Civil Rights, fines from the U.S. Department of Justice, and further legal action.

As part of the WCAG 2.0 specification to make school websites accessible and ADA compliant, Duluth Public Schools is required to make public its Web Accessibility Policy.

II. GENERAL STATEMENT OF POLICY

The Duluth Public Schools is committed to ensuring accessibility of its website for students, caregivers, and members of the community with disabilities. All pages on the Duluth Public Schools website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent, or designee, is directed to establish procedures whereby students, families, caregivers, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

III. WEBSITE ACCESSIBILITY

With regard to the Duluth Public Schools website and any official Duluth Public Schools web presence which is developed by, maintained by, or offered through third party vendors and open sources, the Duluth Public Schools is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, families, caregivers and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Duluth Public Schools programs, services, and activities delivered online.

All existing web content produced by the Duluth Public Schools, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by October 31, 2018. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the Duluth Public Schools or provided by third-party developers.

IV. WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS AND GRIEVANCES

A student, parent, caregiver or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official Duluth Public Schools web presence that is developed by, maintained by, or offered through the Duluth Public Schools, third party vendors and/or open sources may contact the Superintendent's Office by calling 218-336-8752 or by completing the online Website Accessibility Complaint/Request Form. The Superintendent, or designee, shall immediately investigate the complaint or grievance.

Whether or not a formal complaint or grievance is made, once the Duluth Public Schools has been notified of inaccessible content, that content will be made available in an accessible format to the reporting party as soon as possible.

Complaints should be submitted in writing, via email, by completing the website complaint form or by calling the Superintendent's Office at 218-336-8752.

The formal ADA non-compliance complaint should include the following:

- Name
- Address
- Date of the Complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired
- Contact information in case more details are needed (email and phone number)

The ADA non-compliance complaint or grievance will be investigated by the Superintendent's Office or another person designated by the Superintendent. The student, parent, caregiver, or member of the public shall be contacted no later than five (5) working days following the date the Superintendent's Office receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the timeline may only be approved by the Superintendent.

- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.

- The Superintendent or designee shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

- A record of each ADA non-compliance complaint and grievance made pursuant to Policy 110 shall be maintained at the Duluth Public Schools Superintendent's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

New Policy
Replacing: None
First Reading: 07-17-2018
Adopted: 08-21-2018
First Reading: 03-15-2022

Second Reading: 04-05-2022
Revision Approved: 04-26-2022

ISD 709
DULUTH PUBLIC SCHOOLS
APR 26 2022
APPROVED BY
THE SCHOOL BOARD

RESOLUTION

Paraprofessional Employees

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and the Paraprofessional Employees, a summary of which is in the hands of all School Board members, be approved and adopted for the period of July 1, 2021 to June 30, 2023, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

Resolution #HR-4-22-3874
April 26, 2022

COLLECTIVE BARGAINING AGREEMENT

Between

INDEPENDENT SCHOOL DISTRICT NO. 709
DULUTH, MINNESOTA

and

PARAPROFESSIONALS

EFFECTIVE DATES

July 1, 2021
to
June 30, 2023

Table of Contents

PREAMBLE	PREAMBLE	1
ARTICLE 1	Union Recognition and Unit Description	1
ARTICLE 2	Definitions	1
ARTICLE 3	Re-Employment Right	2
ARTICLE 4	Management Rights	3
ARTICLE 5	Seniority	3
ARTICLE 6	Probation	3
ARTICLE 7	Vacancies, Transfers, Promotions, Demotions, Reclassifications	4
ARTICLE 8	Displacement/Layoff Procedure	7
ARTICLE 9	Summer Work Assignments	9
ARTICLE 10	Suspensions	9
ARTICLE 11	Resignations	10
ARTICLE 12	Removals	10
ARTICLE 13	Grievance Procedure	11
ARTICLE 14	Leaves	14
ARTICLE 15	Employee Personnel Files and Policies	21
ARTICLE 16	Union Security	21
ARTICLE 17	Access to Premises	21
ARTICLE 18	No Strike Clause	22
ARTICLE 19	Savings Clause	22
ARTICLE 20	Insurance and Hospitalization Coverage	22
ARTICLE 21	Work Related Damage to Personal Items	24
ARTICLE 22	Professional Development	24
ARTICLE 23	Renewal	24
ADDENDUM A1	Job Classifications and Pay Rates/Longevity	26

AGREEMENT

Between

Paraprofessionals
and
Independent School District No. 709
St. Louis County, Minnesota

PREAMBLE

THIS AGREEMENT was entered into by and between ***AFSCME Council 5, Local 66 and Independent School District No. 709***, St. Louis County, Minnesota.

NOW, THEREFORE, in consideration of the mutual promises and agreements between the parties contained herein, the parties agree as follows:

ARTICLE 1
Union Recognition and Unit Description

Section 1 - The School District formally recognizes AFSCME Council 5, Local 66 as the exclusive bargaining agent for all paraprofessionals who work more than 12.5 hours per week or more than thirty-five percent (35%) of the normal work week within the bargaining unit, and more than sixty-seven (67) work days per year, excluding all other employees.

Section 2 - The Union shall be the duly authorized representative of said employees with respect to the terms and conditions of employment, including hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, and shall have the rights granted to it by the applicable laws of the State of Minnesota. It is agreed that the School District will not bargain individually or collectively in regard to any matter affecting conditions of employment of said employees, or affecting the role of the Union as exclusive bargaining agent, with any other organization or person, except as may be required by law.

ARTICLE 2
Definitions

The term ***"School Board"*** as used in this contract shall mean the School Board of Independent School District No. 709, St. Louis County, Minnesota.

The term ***"Employer"*** as used in this contract shall mean Independent School District No. 709, St. Louis County, Minnesota.

The term ***"School District"*** as used in this contract shall mean Independent School District No. 709, St. Louis County, Minnesota.

The term ***"Union"*** as used in this contract shall mean AFSCME Council 5, Local 66.

The term ***"Appointing Authority"*** as used in this contract shall mean the Human Resources Manager or a staff member delegated to perform those functions required of an appointing authority under this contract.

The term ***"Position"*** means any office or place of employment in the classified service of the School District with duties and responsibilities calling for the full-time or part-time of one (1) person in the performance and exercise thereof.

The term ***"Permanent Position"*** means any position in the classified service of the School District, which has required or which is likely to require the services of an incumbent without interruption for a period of sixty-seven (67) working days or more in any calendar year.

The term ***"Temporary Employee"*** means a person hired to fill any position in the School District, which requires or is likely to require the services of any incumbent for a period of less than sixty-seven (67) working days.

The term ***"Employee"*** means a person who is an incumbent of a position in the classified service of the School District or who is on leave of absence according to these rules and whose position is held for him/her pending his/her return.

The term ***"Substitute"*** means an appointment to fill a vacancy in a permanent position caused by the absence of a regular incumbent.

The terms ***"Class"*** or ***"Class of Positions"*** means a group of positions established under these rules sufficiently similar in respect to the duties, responsibilities, and authority thereof that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, knowledge, proficiency, ability, and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees, and that the same schedule of compensation can be made to apply with equity.

The terms ***"Title,"*** ***"Class Title,"*** or ***"Classification Title"*** means the designation given under these rules to a class, to each position allocated to the class, and to the incumbent of each position allocated to the class.

ARTICLE 3
Re-Employment Right

Section 1 - Re-Employment List. The name of any person holding a permanent position in the classified service who has performed his/her duties satisfactorily and has been laid off without fault on his/her part, or of any person on probation who has performed his/her duties satisfactorily and has been laid off without fault on his/her part shall be placed on the re-employment list for the appropriate class; or whenever any person has taken leave of absence and is ready to return to duty when a position in the class is open, or has resigned in good standing and, with the consent of the appointing authority and of the School Board, has withdrawn his/her resignation, and who has not been restored to his/her position.

Section 2 - Arrangement of Names on Re-Employment List. The names shall be arranged on the re-employment list in order of the employee's School District seniority; provided that after a period of two (2) years a name shall be removed from the list and the person notified of such action unless the two (2) year period is extended by the School Board. The appointing authority may remove from the list, the name of any person who, without giving a satisfactory reason, refused to accept an appointment offered to him/her or fails to respond within five (5) business days to the School District's attempts to contact them by regular mail. If an employee responds to the School District to say they are not interested in a posting and they provide a satisfactory reason for declining the vacant position they will stay on the re-employment list.

Section 3 - Persons who are on the re-employment list shall be re-employed ahead of employees from outside the bargaining unit, provided they satisfy the requirements of Sections 1 and 2 of this Article and meet the qualifications of the job.

ARTICLE 4
Management Rights

It is understood and agreed that the School District, on its own behalf and on behalf of the citizens whom it represents, hereby possesses, retains, and reserves unto itself the right to manage, direct and control all School District functions in all particulars except as limited by the terms of this Agreement or by applicable federal and state law.

ARTICLE 5
Seniority

Section 1 - Seniority shall be determined by date of hire in the unit.

Section 2 - Time spent on paid sick leave shall count toward seniority. Time spent on special leaves of absence over thirty (30) days, except military, union and maternity, shall not be counted toward seniority.

Section 3 - Seniority lists shall be available on-line and brought up to date February 1 of each year. Employees shall have fifteen (15) working days after the list is posted on-line to raise objections to their seniority rating. Any employee failing to protest his/her seniority as shown on such list within the fifteen (15) day period referred to above, shall be considered to have confirmed his/her seniority as listed.

Section 4 - In implementing any section of this Agreement where an action governed by seniority is to occur, including, but not limited to layoff or reduction, and where it is determined that two (2) or more persons in the class in which the action is to occur have the same seniority date the break in the tie shall be determined as follows. First, the employee with the earliest birth month; second, the employee with the earliest birthday in that month and; lastly, if still ties, by the flip of a coin.

ARTICLE 6
Probation

Section 1 - Probation Period. Any person when first appointed to a position in the unit shall be on probation for a period of one (1) calendar year. After completion of the one (1) year probationary period, the probation period for transfers, promotions, and demotions, whether voluntary or involuntary shall be

for a period of six (6) months not counting time worked in a summer school assignment. If an employee is laid off or demoted without fault on his/her part during the initial probationary period, and such employee is appointed to a new position, that employee shall continue serving his/her remaining initial probation period, but in no case shall that probation period in the new position be less than six (6) months. Any person may be rejected on probation after the initial one (1) calendar year probationary period if he/she fails to complete all professional development requirements

Section 2 - Rejection on Probation. The appointing authority may at any time before the expiration of the probation period fixed according to these rules, reject any person appointed to a position, provided that the appointing authority shall forthwith inform the employee in writing such rejection on probation, stating the date the rejection becomes effective and the reasons for the rejection. If the appointing authority is not satisfied that a probationer's work or attitude is sufficiently satisfactory to warrant his/her recommending that the employee be granted permanent status, he/she may recommend extension of the employee's probationary period for a specified period of time not to exceed six (6) calendar months; provided the recommendation shall be reported to the employee in writing at least fifteen (15) days before the date the employee's probationary status expires. A copy of such recommendation for extension of probationary period shall be furnished to the Union. During the probationary period the District shall have the unqualified right to suspend without pay, terminate or otherwise discipline such employee. Additionally, during the probationary period the employee shall have no recourse to the grievance procedure insofar as suspension, termination or other discipline is concerned.

Section 3 - Name of Rejected Probationer May Be Placed on Re-Employment List. Any probationer rejected as provided in the preceding Section shall be considered permanently separated from the position he/she has held; provided, that an employee promoted and then rejected during the probation period shall have the right to assume the position from which he/she was promoted if it is not occupied by a permanent employee, and in case he/she is not restored to his/her former position, the appointing authority shall place his/her name on the re-employment list.

ARTICLE 7
Vacancies, Transfers, Promotions, Demotions, Reclassifications

Section 1 - Vacancies. A vacancy shall be any position open as a result of being newly created or because of resignation, retirement, transfer, promotion, or demotion. Any permanent position to which more than ten (10) hours per week per school year is added or any permanent position which moves from non-benefit to benefit eligible shall be considered a vacancy.

Section 2 - Vacancies from the first (1st) day of school with students, until the last day of the first (1st) Middle/High School term, shall be posted. Employees may bid on and accept only one (1) bid, unless bidding on and accepting a position that will move an employee's eligibility for benefits from non-eligible to eligible or increase their total number of hours by at least ten (10) hours per week. Vacancies occurring from the first day of the second Middle/High School term through the last day of the school year will be considered temporary and will need to be posted for the following year. Vacancies shall be filled by most senior capable, qualified and eligible bidders. Internal applicants selected will be temporary appointees and will be placed on the re-employment list at the completion of their temporary appointment. They will then go through the displacement process conducted after the end of the school year.

External applicants who work in excess of the sixty-seven (67) day requirement will be placed on the re-employment list and are eligible to participate in the displacement process conducted after the end of the school year.

Vacancies shall be filled by the posting and bidding process until there is no bid, or until a maximum of two (2) such vacancies become filled, whichever comes first. The remaining vacancies will be filled from the re-employment list first and then the sub pool. Bids shall be awarded within fourteen (14) working days.

Option. The administration may deny a transfer and/or promotion under this Article to not more than four (4) posted positions occurring between September 1 of one year and September 1 of the following year. This denial shall be called an ***"option".*** Options shall not accumulate from one year to the next. When the District exercises an option under this Article, the employees affected and the union shall be notified.

All Paraprofessionals who applied for a vacancy shall be notified by School District email of all bid outcomes.

Section 3 – Posting Vacancies Will Occur as Follows. The first day of the school term through the last day of school, postings will be for seven (7) calendar days. Postings will go up at 4:00 p.m. and will come down at 4:00 p.m.

After the last day of the school year, postings from June through the end of the week before school starts will be seven (7) calendar days. Postings will go up at 4:00 p.m. and close at 4:00 p.m.

All postings shall be posted on the School District's website. In addition, Human Resources will notify employees on a weekly basis of all new job postings via email.

Any employee, who is not physically able to put in bids, may designate a proxy in writing to do so on his/her behalf with the Human Resources Department.

Section 4 – Temporary Re-Assignments. Any temporary re-assignments of twenty-four (24) hours or more and anticipated to last more than sixty-seven (67) days, shall be posted as a temporary re-assignment. The eligible bidder who accepts the position will be ineligible to bid again until the end of the temporary assignment or the April 1 postings. The School District will fill the position vacated for the temporary assignment by utilizing the re-employment list first, and then the sub pool list. Should there be no eligible bidders the re-assignment shall be filled first from the re-employment list and then the sub pool list.

In extreme staffing shortages, the School District reserves the right to temporarily reassign employee(s) for an undetermined period of time to cover the shortage. A list of volunteers will be created by the District. In there are no volunteers, placement will occur by inverse seniority from the closest District building. If the position of reassignment is in a higher pay grade, the employee will be paid at the rate of that pay grade.

Temporary positions anticipated to last less than sixty-seven (67) days will be filled first (1st) from the re-employment list and then from the sub pool list.

Any temporary military leave or special leave of absence shall be filled as above regardless of number of hours.

Section 5 - Overtime. Any employee within the bargaining unit required to work over forty (40) hours per week shall be paid time and one-half (1 ½) his/her regular rate of pay for each hour worked in excess of forty (40) hours. All overtime work must be approved in advance by the Superintendent of Schools or his/her designee. Overtime shall be computed to the nearest fifteen (15) minutes.

Section 6 – Lunch Period. Where a lunch period is scheduled, the employee shall be afforded a one-half (1/2) hour non-paid lunch time. The lunch period shall not be scheduled earlier than one-half (1/2) hour prior to their school's regularly scheduled period for children, nor later than one-half (1/2) hour after such regularly scheduled lunch period. Employees required to be on duty during their lunch period shall be paid for such time.

Section 7 – Classifications. The employer agrees to meet with the Union representative prior to the time a position in this unit is classified or reclassified in an effort to agree on an appropriate wage rate for the position. Should the parties not agree on such appropriate wage rate to be paid, either party may, in writing, appeal the dispute to the Human Resources Committee of the School Board of Independent School District No. 709. The decision of the Human Resources Committee shall be final and binding upon both parties. Thereafter, such final and binding decision shall be presented to the School Board for ratification without opposition by either party.

Section 8 – Pay Periods, Direct Deposit, Rates of Pay.

a. Employees shall be paid bi-weekly through the 2021-2022 contract year. The School District may pay such employees in the bargaining unit by depositing into such banks or credit unions as the employee shall designate, the net salary or wages owed to such employees. If the employee does not designate a bank or credit union, the School District will designate a bank or credit union for the employee, which allows the employee to withdraw such salary or wage payments from such bank or credit union without charge to the employee.
b. Twice-monthly Pay Schedule: Commencing July 1, 2022 or July 1 of any year thereafter, the School District will have the option of converting the pay periods for employees to a twice-monthly schedule in which there will be twenty-four (24) pay periods for payment of equal installments of salary in a fiscal year. Employees will be paid on the 15th of each month and the last day of each month. If the 15th day or last day of the month falls on a weekend or a holiday, the employee we be paid on the first business day prior to the 15th or the last day of the month. The District must provide employees at least two months' written notice prior to converting to a twice-monthly pay schedule.
c. Wage rates and step procedures shall be paid all employees as per Addendum A1.
d. When an employee is promoted to a position with higher pay, the employee's salary shall be increased to that salary in the new pay range, which is next over the salary the employee was receiving prior to promotion. An employee who is reclassified to a new pay group shall receive the hourly rate of pay which is in the same step column that they currently occupy. The employee shall then progress through the steps as provided in section d. However, if at any time an employee is promoted to a pay level previously held, the employee shall receive the same step in the wage schedule that they previously held. In no case will an employee who is promoted to a previously held position receive a lower rate of pay than was paid before. These employees shall continue to progress through the pay steps as though they had not left the previous position.

   When employees are demoted to a lower classified position, the employee shall remain at the same step in the new (lower) pay range, or be placed at a previously held step in the pay range, whichever is higher, and shall continue through the steps as though they had not been demoted.

When an employee is transferred to a new or formerly held classification within the same pay range, the employee will continue in the same step of the pay range and continue to progress through the steps as though there had been no transfer.

e. Beginning with the 2022-23 contract year, newly hired employees shall be hired on the salary schedule to which their education attainment and experience at the time of hiring entitles them to be placed. Any applicant failing to advise the School District at the time of hiring of their education or experience shall not be entitled to later use to obtain advancement on the salary schedule. Employees thereafter shall advance steps based on the timelines set forth in the salary schedule.

f. Except those specified to the contrary in Section c, employees shall remain in the first step as specified above until the beginning of the next pay period following completion of twelve (12) calendar months of service at which time he/she shall advance one (1) step in the pay schedule. After completion of two (2) calendar years of service, four (4), six (6), eight (8), ten (10), twelve (12) and fourteen (14) calendar years in a class, the employee shall advance to the next step in the pay schedule at the beginning of the next pay period.

g. This schedule is in compliance with the minimum wage requirements of the Federal Fair Labor Standard Act applicable to non-professional school employees. In no case shall any employee receive less than that required for non-professional school employees under the provisions of the Federal and State Fair Labor Standards Act, but this shall not affect the other rates provided herein.

h. Reduction Allowed. Upon the request of an employee or by the appointing authority, an employee may be reclassified from a higher to a lower classified position, which in the discretion of the appointing authority; the employee is eligible to fill.

i. Appointing authority shall make recommendations to School Board for demotion. The appointing authority proposing the demotion of an employee shall make his/her recommendation in writing to the School Board, and shall supply the employee with a copy of such recommendation, and such recommendation shall give the future date on which the proposed demotion is to become effective, the class to which it is proposed to demote the employee, the new rate of pay, and any other information that the School Board may require, including the specific reasons why such demotion is for the good of the School District; provided, that the recommendation shall also advise the employee that he/she may grieve pursuant to Article 13 if he/she does not agree with the appointing authority's recommendations.

ARTICLE 8
Displacement/Layoff Procedure

Section 1 - When it becomes necessary through lack of funds or for other cause for which the employee is not at fault to reduce the number of hours assigned to a position in excess of ten (10) hours per week during a contract year, or results in a loss of health benefit eligibility or to reduce the number of employees in a given classification, the reduction shall occur in the following order and manner:

a. Those employees so affected, may bid for vacancies for which they are qualified in accordance with Article 7 of this Agreement;

b. Any permanent employee in an affected position shall be permitted to exercise School District seniority rights to replace an employee with less seniority in the same or another job classification. The affected employee may bump any employee who is less senior in School District seniority and who is one of the sixty (60) lowest senior employees on the seniority list, provided the employee has the physical fitness and ability and meets the minimum qualifications to perform the duties in the new position.

For the purposes of bumping, the following program classifications are established:

CLASSIFICATION I	
Instructional Paraprofessional (Headstart, Title I, ECFE, Learning Readiness)	Special Education Paraprofessional/ Student Specific
Health Paraprofessional	Special Education Paraprofessional/LPN
Health Paraprofessional/LPN	Special Education Program Paraprofessional
Media Paraprofessional	Supervisory Paraprofessional
Special Education Paraprofessional/BW	Early Childhood Supports and Screening Assistant

CLASSIFICATION II	
Asian Oriented Paraprofessional	Integration Specialist/ Cultural Facilitator Paraprofessional
Certified Lifeguard Paraprofessional	Licensed Cued Speech Transliterator
Certified Occupational Therapy Assistant (COTA)	Licensed Sign Language Interpreter/Transliterator
Child Care Paraprofessional	Management Information Systems
Community Liaison Paraprofessional	Mental Health Practitioner
Cultural Center Paraprofessional	Physical Therapy Assistant (PTA)
Cultural Immersion Program Paraprofessional	Pre-licensed ASL Interpreter
Cultural Liaison Paraprofessional	Pre-licensed Cued Speech Transliterator
ELL	Language Facilitator-Sign
Experience Center Manager	Special Education Paraprofessional/ RN
Family Service Workers	Technical Tutor
Graphic Artist	Technical Tutor/Auto Mechanic
Indian Oriented Paraprofessional	Technical Tutor//Evaluation & Testing
Indian Student Services Coordinator	Technical Tutor/Industrial Technician
American Indian Home School Liaison	Transition Liaison Paraprofessional

Classification I incumbents affected by position elimination or bumping may not bump less senior employees in Classification II. Classification II incumbents so affected may bump less senior employees in Classification I.

c. An employee displaced in the process shall have the rights as detailed above in 1(a) and 1(b).
d. During any layoff, no temporary or original probationary employee shall be employed while any permanent qualified employee under this bargaining unit is laid off and requests work.
e. An employee not assigned to a position under these provisions shall be placed on the re-employment list by School District seniority.
f. The School District shall give notice in writing to the employee or employees to be laid off and shall transmit to the Union the names of those so notified.
g. This Article shall be grieveable pursuant to Article 13 of this Agreement.

Section 2 - In implementing Section 1 of this Article, where it is determined that two (2) or more persons in the class in which the layoff or reduction is to be made have equal seniority, the order of layoff or reduction in such tie cases shall be determined in accordance with the process identified in Article 5, Section 4. If a coin flip occurs, a Union representative shall be present at such determination. The Union and affected employees shall be notified in writing of the outcome.

Section 3 - Employees Choosing Not to Exercise Their Bumping Rights. Employees who do not meet the minimum requirements of a position, or qualify for bumping rights under Article 8, but choose not to exercise their bumping rights will be placed on the re-employment list and will not be considered laid off.

Such employees may apply for substitute positions but shall not be given first preference as covered by 1(e) of this Article.

Section 4 – The parties agree to meet and confer prior to March 1 regarding the process of posting, bidding and bumping related to projected school closures.

ARTICLE 9
Summer Work Assignments

Section 1 - Assignment of summer work shall be made to those employees who request to work during the summer recess on the following basis:

a. Employees who are regularly assigned to work within a program offered during the summer shall be assigned to such work before other persons. Where two (2) or more programs are identical and only one (1) is offered in the summer, the senior applicant applying using School District seniority shall be assigned.
b. By total School District seniority per request of those who qualify.
c. Employees shall be notified of their summer assignments at least two (2) weeks prior to the start of the summer session, if possible.

Section 2 - Assignment of summer work shall be made to those employees in Extended School Year Special Education programming as follows:

a. Offered first to the employee who performed the job during the school year.
b. Offered to the most senior employee in the program classification as defined in Article 8.
c. Offered to the most senior paraprofessional who meets the minimum qualifications of the position.
d. By total School District seniority.

All employees who are employed during the summer recess or called into substitute during the summer recess shall be paid at the rate of the classification in which they are assigned.

ARTICLE 10
Suspensions

Section 1 - Suspension. The appointing authority and, in his/her absence, the designee acting in his/her place, may for disciplinary purposes suspend without pay any employee under supervision from the performance of his/her duties for one (1) or more periods aggregating not more than thirty (30) days in a calendar year on account of inefficiency, incompetency, misconduct, negligence, insubordination, disloyalty, or other sufficient cause.

Section 2 - Employee to Be Notified of Suspension. In case the appointing authority or his/her designee acting in his/her place suspends any employee, he/she shall forthwith give written notice to the suspended employee stating the reason for the suspension and the duration thereof, and shall forthwith personally deliver such written notice to the employee or mail it to his/her last known address; he/she shall also forthwith send to the Union a copy of such notice sent to the employee. Such notice shall also advise the employee that he/she may grieve pursuant to Article 13 if he/she disagrees with the action of the appointing authority.

ARTICLE 11
Resignations

Section 1 - Resignations. Any employee in the classified service who wishes to resign in good standing shall give the appointing authority written notice of at least two (2) weeks, unless the appointing authority consents to his/her leaving on shorter notice.

Section 2 - Resignations Without Notice. If any employee resigns from the classified service without giving the required notice, the appointing authority shall enter that fact on his/her personnel file, and such failure to give the required notice may be considered sufficient reason for rejecting any future application from him/her for employment in the School District.

Section 3 - Resignations May Be Withdrawn. Any employee who has resigned after giving proper notice may, within thirty (30) days after termination of employment, and with the consent of the School Board and appointing authority, withdraw his/her resignation and be restored to the position vacated if it is still vacant or is filled by a temporary employee, and if it is not, he/she may, upon written request to the appointing authority, have his/her name placed on the re-employment list.

Section 4 - Resignation May Be Presumed in Certain Cases. Any employee who is absent from duty for three (3) consecutive business days without securing leave from his/her supervisor or without notifying him/her of the reason for his/her absence and the time when he/she expects to return, or who fails to notify the appointing authority of his/her readiness to resume his/her duties within five (5) business days after the expiration of a leave of absence, shall be considered to have resigned, and such resignation shall be treated as a resignation without notice, unless it can be proven that the employee had sufficient and good cause for not reporting for duty.

ARTICLE 12
Removals

Section 1 - Removals. Any employee holding a position in the classified service who has completed the probationary period prescribed in accordance with these rules may be removed only for cause; that in no case may an employee be removed on account of his/her religious or political opinions or affiliations or for refusing to contribute to a political fund or to render political service.

Section 2 - Causes for Removal. The following shall be sufficient cause for removal, though removals may be made for causes other than those enumerated:

a. That the employee is incompetent or inefficient in the performance of his/her duties.
b. That the employee has been wantonly careless or negligent in the performance of his/her duties.
c. That the employee has been brutal in his/her treatment of public charges, fellow employees, or other persons.
d. That the employee has been offensive in his/her conduct toward his/her fellow employees or the public.
e. That the employee has some permanent or chronic physical or mental ailment or defect, which incapacitates him/her for the proper performance of his/her duties.
f. That the employee has failed to obey reasonable direction given him/her by his/her supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in a lower morale in the organization or to result in loss, inconvenience, or injury to the School District or to the public.

g. That the employee has been convicted of a criminal offense.
h. That the employee, through negligence or willful conduct, has caused damage to public property or waste of public supplies.
i. Employee's job performance is impaired due to his/her tardiness or absence from work.
j. That the employee removed public or personal property from his/her place of employment without the owner's or supervisor's approval.
k. That the employee knowingly falsified any record or report required or authorized to be kept by the School District; or knowingly made a false statement, or misrepresented or concealed any material fact, or deceived or committed any fraud in any application for employment with the School District.

Section 3 - Who May File Removal Charges. The appointing authority may file written charges, in duplicate, for the removal of any employee in the classified service; provided that the appointing authority shall file charges against any employee in the classified service whose service ratings, as determined by the reports of the rating officers or by investigation are unsatisfactory for two (2) consecutive rating periods; and provided further, that the appointing authority may suspend without pay the employee against whom charges are filed, pending resolution of the matter through the grievance procedure of this Agreement should the employee file a grievance.

Section 4 - Charges to State Grounds for Removal. Any charges filed against any employee shall state specifically the cause or causes enumerated in this rule or other cause considered sufficient to constitute grounds for removal, and in addition, the specific act or acts of the employee constituting such cause; provided, that in no case shall such vague and indefinite charges as "for the good of the School District" be considered reason for removal.

Section 5 - Appointing Authority to Mail Notice of Charges to Employee. Upon receiving any charges, the Human Resources Manager shall forthwith mail one (1) copy by registered mail to the last known address of the employee against whom the charges are brought. Such notice shall also advise the employee that he/she may grieve the matter pursuant to Article 13 of this Agreement if he/she does not agree with the action of the appointing authority.

Section 6 - Removed Employee Not Eligible to Compete for Future Employment. Unless otherwise determined by arbitration or the appointing authority, no employee who has been removed from the classified service in the manner enumerated in these rules shall be allowed to compete in any future employment with the School District.

ARTICLE 13
Grievance Procedure

The purpose of this procedure is to provide a method whereby employees who are members of the appropriate bargaining unit may present their grievances concerning the interpretation or application of the terms of this Agreement. The School District and Union agree that the proceedings under this grievance procedure shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Definitions

A ***"Grievance"*** is an action instituted under this Article by an aggrieved employee or the Union in the belief that there has been a violation, misapplication or misinterpretation of the terms of this Agreement by the School District, School Board, its employees, agents or contractors.

The ***"Aggrieved Employee"*** is an employee within the appropriate bargaining unit as defined by the terms of this Agreement who has been directly affected by an alleged violation, misapplication, or misinterpretation of the terms of this Agreement.

The term ***"Days"*** when used in this grievance procedure shall refer to working days.

Representation Rights

Section 1 - The School District shall be a party to all grievances at all steps and may be represented by its designated representative.

Section 2 - The aggrieved employee reserves the right to be represented by a representative of his/her choice including a Union representative, at all steps of this grievance procedure, but the employee must be present at all meetings or hearings and accept that the Union shall be his/her designated representative in binding arbitration. The Union shall be notified and a representative of the Union may be present and express his/her views at all steps of this grievance procedure.

Step I

The aggrieved employee shall present his/her grievance within twenty (20) days of the time the employee knew or through the use or reasonable diligence should have known of the act, event, or default of the School District, School Board, its employees, agents or contractors, which is alleged to be a violation, misapplication or misinterpretation of the terms of this Agreement. The aggrieved employee shall file his/her grievance in writing with the principal or other head of a school, if assigned to a school, and if not assigned to a school, then his/her immediate supervisor, other than a member of the Teachers' Bargaining Unit, who is not a member of the Paraprofessional Bargaining Unit, and which writing shall state the nature and date of the violation to the best of the aggrieved employee's knowledge, the Article or Articles of this Agreement alleged to have been violated, misapplied, or misinterpreted, and the relief or action sought by the aggrieved employee. The principal or supervisor shall immediately set a hearing date within ten (10) days of filing and notify the Union and the aggrieved employee. A decision in writing by the principal or supervisor shall be rendered within ten (10) days of the hearing and communicated to the aggrieved employee, the Union, and the Human Resources Manager. Appeal from this decision shall be taken by the aggrieved employee within ten (10) days of the communication of the decision to him/her.

Step II

In the event the aggrieved employee is not satisfied with the decision at Step I, or at the option of the Human Resources Manager, the Human Resources Manager or his/her designee shall set a hearing within twenty (20) days of the filing of an appeal with him/her by the aggrieved employee, or within twenty (20) days of communication to him/her (the Human Resources Manager or his/her designee) of the decision at Step I, and shall so notify the aggrieved employee, principal, or supervisor, and the Union. The Human Resources Manager or his/her designee shall then proceed to such hearing and notify the aggrieved employee, principal or supervisor, and the Union, of his/her decision in writing within ten (10) days of the hearing.

Arbitration

The Union, through its appropriate officers, may appeal within thirty (30) days of the communication of the written decision at Step II. Such appeal shall be in writing and filed with the Human Resources Manager. The Human Resources Manager shall immediately make written request to the Director of the Bureau of Mediation Services for a list of five (5) arbitrators appointed pursuant to Minnesota Statutes, 179A.21, Subd. 2. Upon receipt of such list, and within five (5) days thereafter, the Union and the School District shall alternately strike four (4) names from such list, the first strike to be determined by the flip of a coin, unless the School District and Union can agree on the use of one of the arbitrators from the list. The remaining arbitrator shall be immediately notified of such selection and shall proceed to a hearing of the grievance and make his/her decision within thirty (30) days of the hearing. His/her written decision shall state the facts and Articles of the Agreement on which his/her decision relies, shall include his/her conclusions and the relief to be given, if any, and shall be final and binding on the Union and the School District.

The arbitrator shall first proceed to the question of arbitrability of the grievance if such issue is raised by the School District, and shall then proceed to hearing of the evidence and testimony on the grievance. The arbitrator shall not have authority to amend, alter, or in any way change the terms of this Agreement or to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of this Agreement, nor shall he/she have authority to determine whether any of the provisions of this Agreement are unlawful. The Union and School District may present any evidence or testimony or raise any issues before the arbitrator whether or not presented or raised at any prior step of this procedure. Either the School District or the Union may request that a verbatim report of the hearing before the arbitrator be taken. The School District and Union shall share equally in the expenses and cost of the arbitration including the taking of a verbatim report, but each of them (the School District and Union) shall pay the cost of their own witnesses, the presentation of their own evidence before the arbitrator, and of any copies of a written transcript of the proceedings it shall request from the arbitrator. The arbitrator shall permit oral arguments if requested by one of the parties and shall determine whether written briefs may be filed at the time therefore.

Miscellaneous Provisions

Section 1 - The Union may file a group grievance on behalf of several employees of the bargaining unit at Step II of this procedure if the act, event, or default of the School District, School Board, it's employees, agents, or contractors is alleged to have violated, misapplied, or misinterpreted this Agreement so as to directly affect at least ten (10) employees in the bargaining unit on the same or similar issues under an Article or Articles of this Agreement. The grievance shall be filed in like manner and within the time limits provided under Step I of this procedure. Likewise, the School District or appropriate hearing officer may join for hearing separate grievances by employees involving the same or similar issues under an Article or Articles of this Agreement at any step of the grievance procedure and shall so notify the Union.

Section 2 – The days specified are working days. The time limits specified herein may be waived or extended by mutual agreement of the parties and notice to the Union if not a party, but such waiver or extension shall be in writing and signed by the parties following the time of decision at Step I. Failure of the appropriate hearing officer to render a decision within the time permitted herein shall be considered a denial of the grievance and permit the aggrieved employee or the Union as the procedure may provide to appeal to the next step within the time limits set, but this shall not apply to the decision of the arbitrator.

Section 3 - Access shall be given at the expense of the party requesting to all non-confidential information which is exclusively in the possession or available to either of the parties and necessary to the

determination and processing of a grievance, but the determination of the confidentiality of the information by the party who has been requested to furnish the same shall be final except at the arbitration level where the decision of the arbitrator shall be final. This shall not apply to information or documents forbidden by law to be disclosed by either party.

Section 4 - Failure at any step of this grievance procedure to initiate or appeal a grievance within the time limits provided herein shall constitute a waiver of the grievance, but such waiver shall not bind the Union where the Union is not a party and does not have a right of appeal under the terms of this procedure. In the case of an event, act, or default which is of a continuing nature, the employee and Union shall waive their rights to any relief for any period during which the grievance has not been filed within the time limits specified within this grievance procedure.

Section 5 - All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the aggrieved employee.

Section 6 - All hearings through Step II shall be held during non-working hours of the aggrieved employee or employees, if possible; but in the event it is desired by the School District or hearing officer to hold the hearing during work hours of an aggrieved employee or employees, such employee or employees and the Union representative shall be given time off without loss of pay to attend such hearing. The Human Resources Manager shall first authorize any hearings at Step I during work hours.

Section 7 - Any decision which is mailed shall be presumed to be communicated within three (3) days of mailing, and the filing or service of any appeal shall be considered timely if mailed and bearing a dated postmark of the United States mail within the time period specified in this procedure.

ARTICLE 14
Leaves

Section 1 - Sick Leave.

a. Employees holding a position in the classified service who have served at least six (6) months of the required probationary period shall be granted sick leave with full pay at the rate of accumulation of 0.06 times the regular scheduled number of hours paid, accumulative to a maximum equal to one-hundred seventy (170) times the scheduled number of hours worked per day. Such leave may not be used during the first six (6) months of active employment with the School District. Employees will not accrue sick leave during summer work assignments. However, employees may use accumulated sick leave when ill during summer work assignments. To obtain approval for use of sick leave, employees must notify their supervisors as soon as possible, but no later than the time they are scheduled to report for duty, except when past practice has established an earlier notifying time. Employees will obtain prior approval for the purpose of medical, dental, optical examinations or treatments, except where an emergency precluded prior notice and approval. (See Article 20, Insurance and Hospitalization Coverage regarding requirements for continuous insurance and hospitalization coverage.)

b. ***Sick Leave - Family Leave.*** Eligible employees under this Agreement shall be allowed a maximum of twenty (20) days per year for absences due to a serious illness, or injury in the immediate family requiring the care or attendance of employee, such allowance is to be charged against the current or accumulated sick leave. Such leave shall require the approval of the immediate supervisor of the employee. ***"Family"*** shall constitute members of the immediate family of an employee, spouse or registered domestic partner and for purposes of this regulation shall include parent, stepparent,

mother-in-law, father-in-law, sibling, spouse, adult child, grandparent, and grandchild. This shall also apply to foster relationships of the above-listed categories. A ***"registered domestic partner"*** shall mean an individual who has been registered through the city of Duluth.as a domestic partner of an employee of the District. The School District may require a supporting written statement from the attending physician for any family medical leave. No employee, unless officially assigned to special duty, shall be granted sick leave for any injuries or illness resulting from any gainful employment on any job other than his/her regular School Board employment. Any employee removed from the payroll because he/she has used all accumulated vacation and sick leave shall be considered to be on leave not to exceed one (1) year and shall be reinstated in his/her position upon filing with the appointing authority a certificate of physical fitness to perform the duties of his/her position, signed by a doctor who shall be chosen and compensated by the School Board. In addition to the above, employees who work twenty (20) or more hours per week may use more than twenty (20) days of sick leave for absences due to an illness of the employee's dependent child in accordance with Minnesota State Statute §181.9413 (2013).

c. ***Death in Family.*** Full pay for absence not to exceed three (3) days for a death locally, and five (5) days if the funeral is held more than 150 miles from the City of Duluth, shall be granted to eligible persons covered by this Agreement, to attend a funeral in their immediate family. This leave shall be deducted from sick leave.
   1. An employee may be absent up to an additional three (3) days on account of death in the immediate family if necessary for travel or in connection with legal or business matters involving the estate or burial of the deceased.
   2. Definition of ***"family"*** under death in the family shall constitute members of the immediate family including spouse, father, mother, brother, sister, child (biological, step, adopted or foster), grandparent, grandchild, in-laws, aunts, uncles, nieces and nephews. This shall also apply to domestic partners as defined by City of Duluth Legislative Code Chapter 29D, Section 29D 1 through 5.

d. ***Former Employee May Have Sick Leave Reinstated.*** A former employee in the classified service of the School Board, who is reinstated under Article 11 to a position in the classified service, shall have his/her previously accumulated and unused balance of sick leave reinstated and placed to his/her credit.

e. ***The Appointing Authority Shall Require Certificate of Sick Leave.*** If an employee is absent from duty because of personal illness for more than three (3) consecutive days, or absent the day before and/or the day after a holiday because of personal illness, it will be necessary for him/her to file a certificate of illness from a reputable medical professional.

   In lieu of a medical certificate, when such certificate would normally be required, the employee's signed statement explaining the nature of his/her illness may be accepted when it is unreasonable to require a medical certificate because of shortage of physicians or remoteness of locality. If an employee is believed to be abusing sick leave privileges, he/she shall be advised that because of his/her questionable sick leave record, a medical certificate may be required for each subsequent absence of sick leave, whether or not such absence exceeds three (3) days; failure to furnish such written explanation shall preclude such employee from being allowed such absence as sick leave.

f. ***Sick Leave Bank.*** Each new contract employee, upon completion of six (6) months employment, shall contribute one (1) day to the sick leave bank. This deduction shall be deducted from such employee's accrued sick leave in either October 1 or May 1, whichever comes first. Employees who exhaust all accrued vacation, personal leave and sick leave, may borrow from the sick leave bank. The sick leave bank by-laws specify the required documentation to access the bank and rate of repayment. Human Resources and the Union will provide this information to employees upon request.

The sick leave bank shall be administered and be subject to the conditions, rules and regulations as adopted by the governing committee. The committee shall consist of three paraprofessionals appointed by the Union and three members appointed by the Superintendent, including the Human Resources Manager and/or his/her designee, who shall act as chairperson. The committee shall meet as needed. Meetings may be called by the Human Resources Manager or his/her designee or the Union to discuss the sick leave bank. The committee may modify the rules and regulations.

Section 2 - Special Leave of Absence.

a. Any employee holding a position in the classified service who desires to engage in a course of study such as will increase his/her usefulness on his/her return to the classified service, or who for any reason considered reasonable by the appointing authority desires to secure leave from his/her regular duties, may, on written request approved by the appointing authority and the School Board, be granted special leave of absence without pay for a period not exceeding one (1) year, which leave may be extended up to one (1) additional year. All employees with three (3) years of continuous service in the Unit shall qualify for a special leave of absence without pay if requested in accordance with this Article. The leave of absence will be considered a "B" leave of absence. Such leave shall be granted only once every three (3) years per employee. The employee on such leave will be required to advise the School Board of his/her intention to return at least two (2) weeks before returning to work. Returning employees will be placed on the re-employment list and secure positions for the following school year according to Article 5, Section 2 of this Collective Bargaining Agreement.
b. Special leave to be in writing. Any employee asking for special leave without pay shall submit, on forms prescribed by the School District, his/her request for special leave stating the reason the request should be granted, the date when he/she desires the leave to begin, and the probable date of his/her return.
c. Union Leave. Upon the written request of the Union, leave shall be granted to employees who are elected or appointed by the Union to serve on a union negotiating team. Local union stewards, local union officers, union officers or other employees who may be elected or appointed by the Union or Local Union to perform duties for the exclusive representative shall be granted time off, provided that the granting of such time off does not adversely affect the operations of the School District. Requests for Union leave shall include the anticipated number of days requested, as well as the dates of the leave.

   Upon the written request of the Union, leave shall be granted to employees who are appointed full-time representatives of the Union. Annually, the School District may request the Union to confirm the employee's continuation on Union leave.

   Leave time for service on a union master negotiating team/assembly, supplemental negotiations, School District meet and confers, and attendance at meet and confers established by this Agreement shall be considered as paid leave for purposes of vacation leave and sick leave accrual. Leave time for service on a union master negotiating team and attendance at meet and confers established by this Agreement shall also be considered as paid leave for purposes of eligibility for holiday pay.

   Reinstatement after leave. An employee on an approved leave of absence is required to contact the School District if an extension is being requested. Failure to contact the School District about an extension prior to the end of the approved leave shall be deemed to be a voluntary resignation, and the employee shall be severed from the School District.

Employees returning from extended leaves of absence (one month or more) shall notify the School District at least two (2) weeks prior to their return from leave. Employees may return to work prior to the agreed upon termination date with the approval of the School District. Employees returning from unpaid leave of absence shall be returned at the same rate of pay the employee had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence. No seniority will be lost.

Union leave of absences of less than one (1) school year shall be filled through the temporary assignment language in Article 7, Section 4.

When an employee returns from an approved leave of absence of more than one (1) school year, and there is a vacancy, the employee shall be reinstated to that vacancy, provided that no employee with more seniority has bid on the position. If a more senior employee has successfully bid on the position, the employee returning from the approved leave of absence shall be selected for the position vacated by the successful bidder.

Section 3 - Special Leave of Absence (FMLA & Parental).

a. ***Parental Leave.*** Up to six (6) months of unpaid parental leave shall be granted to a father or mother in conjunction with the birth or adoption of a child. However, if the employee requests, parental leave shall be granted to the end of the school year. In order to be eligible for a parental leave, the employee must request the parental leave in writing to the Human Resources Manager at least two (2) months in advance of the commencement of the leave and must commence the parental leave no more than six (6) weeks after the birth or adoption of the child, except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. Upon expiration of the parental leave and return to work, the employee shall be assigned to the employee's former position unless it has been eliminated.

   If during parental leave the School District experiences a layoff and the employee would have lost his/her position, pursuant to the layoff provisions of this Agreement, had the employee not been on parental leave, then the employee is not entitled to reinstatement in the employee's former position and, in such circumstances, the employee shall retain all rights under the layoff and re-employment provisions of this Agreement as if the employee had not been on parental leave.

   Any leave taken under this Section shall reduce the length of leave for which the employee is eligible under the Family and Medical Leave Act Policy for birth or placement of a child and any unpaid leave taken under the Family and Medical Leave Act Policy for birth or placement of a child shall reduce the length of leave for which the employee is eligible under this Section.

   Employees may request that parental leave be extended beyond six (6) months. Any such extension shall be subject to the mutual Agreement of the School District.

b. ***Special Leave of Absence (FMLA).*** Family and Medical Leave Act: Employees shall be eligible for leave in accordance with the School District's Family and Medical Leave Act Policy, which Policy shall be in compliance with the Family and Medical Leave Act.

Section 4 - School Board to Determine Status of Employee on Return.

a. For each separate case of special leave without pay, the School Board shall at the time it approves the leave, determine whether the employee granted such leave shall be entitled to his/her former

position on his/her return from such leave or whether his/her name shall be placed on the re-employment list. Employees are normally reinstated to their original position where the leave is mandated by state statute.

Section 5 - Military Leave of Absence.

a. Any employee while holding a permanent position in the classified service of the School Board, who, shall become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, or who shall hereafter become a member of said armed forces during said time, shall be granted a leave of absence without pay for the term of said military service and shall, upon receiving a discharge from such military service, be reinstated to said position.

b. Reinstatement of employee on military leave of absence. Reinstatement of any employee on military leave of absence shall be at the same salary which he/she would have received had he/she not taken such leave and shall be upon the following conditions:
   1. That the position has not been abolished;
   2. That the employee is not physically or mentally disabled from performing the duties of such position;
   3. That the draftee or enlistee makes written application for reinstatement to the appointing authority within ninety (90) days after termination of service and the employee assigned to training duty, makes application for reinstatement within forty-five (45) days;
   4. That he/she submits to the appointing authority an honorable discharge or other form of release by proper authority indicating that his/her military or naval service was satisfactory.

c. Upon reinstatement of any employee who has been on military leave of absence, said employee shall have such rights as provided in federal and state laws and regulations.

d. ***Employee on Probation May Receive Military Leave of Absence.*** Any employee who has been appointed to a permanent position in the classified service of the School Board who, subsequent to September 16, 1940, shall have become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, or who shall hereafter become a member of said armed forces during said time, who has not served the required probationary period for said position at the time of becoming a member of said armed forces shall, with the approval of the appointing authority and the School Board, at the date that he/she becomes a member of the armed forces of the United States, be considered to have completed said probationary period and shall thereafter have full status as though a full probationary period had been served and shall be granted a military leave of absence in accordance with the rules set out herein and shall, upon completion of such military service, if he/she is physically and mentally able to perform the duties of the position, be reinstated to the position which he/she held at the time of becoming a member of said armed forces in accordance with the rules herein before set out.

e. ***Vacancy Caused by Military or Special Leave of Absence to Be Known as Temporary Vacancy in Permanent Position.*** A vacancy created by an employee receiving a military or special leave of absence shall be filled by the provisions in Article 7, Section 4.

f. ***Name of Substitute to Be Placed on Re-Employment List.*** The name of any person appointed to a temporary vacancy in a permanent position as a substitute shall, upon the re-instatement of the regular incumbent, be placed upon the re-employment list.

g. ***Substitute May Be Appointed as Regular Incumbent.*** If it shall have been determined that the regular employee who has been on a leave of absence is physically or mentally unable or elects not to return to said permanent position said position shall be posted as a vacancy per Article 7.

h. ***Name of Substitute May Be Placed on Re-Employment List If Called into Armed Forces.*** The name of any substitute who, while acting as such, becomes a member of the armed forces of the United States

in time of war or other emergency declared by proper authority, shall be placed upon the re-employment list for the proper class, if, within ninety (90) days after receiving an honorable discharge from said armed forces said substitute shall file a written request with the School Board and if said substitute is mentally and physically capable of handling said position, provided, that if the name of more than one (1) such substitute is placed upon said re-employment list, such names shall be arranged on said list in the order of original appointment.

i. Military leave of absence with pay up to fifteen (15) calendar days per year as required by Minnesota Statutes, Section 192.26 or any act amendatory thereof. Where possible, all military leave with pay shall be taken while the employee is not working, and no employee under this Agreement shall request of the military unit to which he/she is assigned, or the commander thereof, that he/she be assigned or authorized military duty for which he/she would be entitled to leave with pay from the School District during the time the employee is working.

Section 6 - Jury Duty.

a. When an employee is selected for jury duty, upon prompt notification to his/her supervisor, he/she shall be released from his/her regular assignment for such duty on those days the employee is directed by the court to report for duty. The employee, when selected to a jury panel, shall attempt to ascertain whether a trial will continue for more than five (5) days; if so, the employee shall make a request to the court for release from that assignment prior to being placed on the jury.

b. While on jury duty an employee will be paid the regular contractual salary of the job, which they were scheduled to work. However, his/her jury per diem pay excluding mileage and expense money received by the employee is to be surrendered to the School District.

Section 7 - Any other reason for which the granting of a leave of absence is required by law.

Section 8 - Any paraprofessional on leave of absence may, if he/she so elects, remain in the School District's hospitalization group provided he/she pays all the premiums in advance to the School District.

Section 9 – Holidays, Personal Leave Day, School Closings/Spring Break Make-up Time.

a. ***Holidays.*** All employees within the bargaining unit who are regularly scheduled to work on a holiday, shall receive as paid holidays:

Labor Day
Education Minnesota in October
Thanksgiving -Fourth Thursday in November
The day after Thanksgiving
Christmas Eve – December 24
Christmas Day – December 25
New Year's Eve Day – December 31
New Year's Day – January 1
Presidents' Day – Third Monday in February
First day of spring recess
Memorial Day – Last Monday in May

For those employees whose regular position calls for a work year which extends beyond forty-two (42) weeks, July 4th.

Whenever a holiday falls on Saturday, the preceding day shall be a paid holiday instead; if on Sunday, the following day shall be a paid holiday instead.

b. ***Personal Leave.*** All employees within the bargaining unit may take three (3) personal leave days per year at a time approved by the employee's supervisor and agreeable with the employee. The days will be deducted from the employee's sick leave balance.
c. ***School Closing.*** When a school or schools are closed by order of the Superintendent or his/her designee because of snow or other emergency, the paraprofessionals assigned to the building or buildings shall be compensated for the first day with no deduction from the employee's sick leave balance. Any additional days will be deducted from the employee's sick leave balance at the employee's choice or the employee can choose to take leave without pay.
d. ***Spring Break Make-up Time. (Effective June 30, 2015, spring break make-up time will sunset at the end of the work day.)***
    1. The Collective Bargaining Agreement between the parties is hereby revised to provide that the paraprofessionals shall have the option to make-up two (2) days' worth of time per school year as is currently being done as ***"Spring Break Make-Up Time"***. A day shall be defined as equal to the hours the individual paraprofessional regularly works in one (1) day.
    2. The paraprofessionals who have previously qualified for the additional day will remain as negotiated.
    3. Anyone hired with a hire date of September 1, 1999 or greater will only get two (2) days of make-up time.
    4. If the School District returns to daytime conference, the members of the paraprofessional unit shall be allowed to work those days.
e. ***Two Hour Late Start.*** When a school or schools start two (2) hours late by order of the Superintendent or his/her designee because of snow or other emergency, the paraprofessionals assigned to the building or buildings shall be compensated for two (2) hours. Such hours will be deducted from the employee's sick leave balance at the employee's choice or employee can choose to take leave without pay.

Section 10 – Vacations. Employees in this unit shall not be entitled to vacation except as provided hereafter in this Article. Employees assigned to a position for forty-one (41) weeks or more per year, and those assigned for a thirty-eight (38) week work year who receive an assignment to be worked during the summer months that is an assignment designated as a contract extension, and work a minimum of ten (10) hours per week during the extension period shall be entitled to earn vacation in accordance with the following schedule:

Number of Weeks Worked	Vacation Earned
41	3 Days
42	3 Days
43	4 Days
44	4 Days
45 or More	5 Days

On September 1, a determination will be made as to the number of weeks worked in the previous contract year. Using the chart above, the number of days shall then be determined and credited to a vacation account for the individual in hours. The number of hours so credited may be taken as vacation during the succeeding twelve (12) month period at times that meet with the approval of the employee's supervisor.

ARTICLE 15
Employee Personnel Files and Policies

It is recognized by both parties that employee's personnel files may contain evaluations and material received from outside sources, which is solicited with the understanding that it will be kept confidential. It is further recognized that employees generally have the right to know how they stand with respect to evaluations made of their performance in this system.

Section 1 - Employees shall have the right to inspect and to obtain copies at their expense of all evaluations on file relating to the individual employee and submit for inclusion in the file written information in response to any such material.

Section 2 - All service ratings shall be reviewed with the employee by his/her supervisor prior to filing. The employee shall be requested to sign the evaluation to indicate that he/she has reviewed the same, and be given a copy upon request. Failure to sign the evaluation report, however, shall in no way detract from its effect or validity. Signatures shall not be construed as meaning agreement with the evaluation.

The employer may establish and enforce reasonable personnel policies that are not in conflict with the provisions of this Agreement. Such policies shall be applied and enforced without discrimination. The employer shall provide copies of any proposed changes in personnel policies to the Union prior to posting. New or amended personnel policies shall be posted on appropriate bulletin boards not less than fifteen (15) calendar days before their effective date.

ARTICLE 16
Union Security

Section 1 - Upon receipt from the Union of its membership list, the School District shall arrange to deduct from each such Union member's wages the monthly Union dues of such employee and shall remit the same to the appropriate Union representative or its assignee as may be properly designated. In addition, the School District shall check off from the earnings of any employee within the bargaining unit who is not a member of the Union the ***"fair share"*** fee required by law upon appropriate action being taken by the Union pursuant to law, such sum not to exceed the monthly dues of Union members.

Section 2 - The employer shall deduct from the wages of any employee who is a member of the Union, PEOPLE (Public Employees Organized to Promote Legislative Equality) program a deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer shall remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE 17
Access to Premises

Union representatives shall have access to the premises to meet and confer with the employee, but agree herein not to interfere with the employee during their scheduled working hours. Union representatives must sign in at the office of the building, which they are in.

ARTICLE 18
No Strike Clause

AFSCME Council 5, Local 66 and the employees covered under this Agreement agree that they will not call, engage in, or sanction any strike, stoppage of work or other concerted refusal to perform services during the term of this Agreement, except as otherwise permitted by law.

ARTICLE 19
Savings Clause

This Agreement is subject to the laws of the State of Minnesota and at any time any provision is in conflict and held to be contrary to law by a court of competent jurisdiction from which final judgment of decree no appeal has been taken within the time provided; such provision shall be void and inoperative. All other provisions shall continue in force and effect. The voided provision shall be renegotiated at the request of either party.

ARTICLE 20
Insurance and Hospitalization Coverage

Section 1 – Eligibility. The School District shall make available to each employee within this bargaining unit who regularly works twenty-four (24) or more hours per week during the school year the same group health insurance as is or are available to employees within the teacher bargaining unit of the School District and their dependents. The School District shall make the same employer contributions for employees in this bargaining unit and their dependents as are paid for employees within the teacher bargaining unit.

Any change to the coverage of the School District health insurance policy (as contracted with the School District's contribution to the premium), negotiated by the exclusive representative of the Duluth Federation of Teachers, during the term of the contract shall be promptly presented to the Union. Employees covered by this contract shall then vote on these changes.

Employees do not have to be enrolled in the medical/hospitalization insurance to be eligible for long-term disability, life insurance, and dental insurance.

Section 2 – Dental. The employer shall pay, on behalf of each employee in the unit who is eligible (20 or more hours per week) for medical/hospitalization coverage under Section 1 of this Article, a monthly premium for single basic dental insurance. The employee may augment this basic coverage by authorizing an additional premium amount to be deducted from his/her earnings to purchase additional single coverage and/or family coverage. Only such options as are available in the dental insurance plan mutually agreed to by representatives of the bargaining unit and the administration may be selected.

Section 3 – Life Insurance. The employer shall pay, on behalf of each employee in the unit who is eligible (20 or more hours per week) for medical/hospitalization coverage under Section 1 of this Article, a monthly premium for basic life insurance. The employee may augment this basic coverage by authorizing an additional premium amount to be deducted from his/her earnings to purchase additional life insurance. Only such options as are available in the life insurance plan mutually agreed to by representatives of the bargaining unit and the administration may be selected.

Section 4 – Long Term Disability (LTD). The School District will pay the cost of an LTD income protection plan for those eligible (20 or more hours per week) employees in the bargaining unit. This plan shall be continued in effect for employees with coverage to include provisions for payments of a benefit in the event of disability of two-thirds (2/3) of salary without any maximum salary limitation and shall provide for a ninety (90) day waiting period for commencement of benefits. In all other respects and level of benefits the LTD coverage will remain at the same or improved level as the plan in effect on the date of this Agreement. Each employee may at his/her option elect to have the payments added to his/her taxable salary provided he/she authorizes a payroll deduction to pay the LTD premium. After the initial enrollment period, such election may be made annually during open enrollment for the next calendar year.

Section 5 – Leaves of Absence. An employee must be on a paid status on the first workday of each month in order to be eligible for the School District's insurance plans. The only exception is if they qualify for the Family Medical Leave Act (FMLA) due to medical reasons. Should the employee be on a leave of absence without pay at the beginning of any month, their insurance will be terminated the end of the month in which they last worked and/or were on paid status. The employee will be sent a COBRA notice. COBRA requires the employee to pay the full premium should they elect coverage.

Section 6 – Summer Coverage. Paraprofessional members who are eligible for School District insurance will receive coverage for the summer only if they complete the school year. These employees must be at work, on a paid leave, or FMLA on the last day of the school year to be eligible for July and August.

Section 7 - Health Care Savings Plan (HCSP).

1. ***Eligibility.*** Eligible employees shall receive a contribution of unused sick leave benefits, as defined below, to a Health Care Savings Plan (HCSP). To be eligible to receive the Health Care Savings Plan benefits, an employee must be immediately eligible for a Minnesota pension plan at separation of service.
2. ***Maximum Days.*** The number of unused and accumulated sick leave days up to a maximum of one-hundred fifty (150) times the scheduled number of hours worked per day times the hourly rate in effect at the time of retirement.
3. ***Discount Calculation.*** The amount of unused sick leave multiplied by the employee's daily rate of pay (DRP) excluding over time, will be discounted by three percent (3%). The discounted calculation of the value of the days will be contributed to the HCSP for the employee by the District.
4. ***Participation in the District Health Plan.*** Retired employees will be allowed to participate in the District's group health and dental plans at their own expense pursuant to applicable State and Federal laws. Monthly premiums will be paid one month in advance to the School District.

A HCSP is an individual tax-free account to be used for reimbursement of post-employment medical expenses per the laws/rules governing the HCSP. The HCSP is administered by the Minnesota State Retirement System (MSRS) and the utilization of the HCSP is governed by MSRS Plan policy.

Section 8 - Dental. The employer shall pay, on behalf of each employee in the unit who is eligible for medical/hospitalization coverage under Section 1 of this Article, a monthly premium for single basic dental insurance. The employee may augment this basic coverage by authorizing an additional premium amount to be deducted from his/her earnings to purchase additional single coverage and/or family coverage. Only such options as are available in the dental insurance plan mutually agreed to by representatives of the bargaining unit and the administration may be selected.

ARTICLE 21
Work Related Damage to Personal Items

When an employee, while on the job with ISD 709, suffers the loss of his/her eyeglasses or contact lenses or personal hearing devices, due to physical contact with a student, the School District shall reimburse such employee the fair and reasonable cost for repair or replacement of the item(s). The employee shall file an accident report for such reimbursement claim.

ARTICLE 22
Professional Development

Participation in the Professional Development program is required for all members of the bargaining unit of this agreement. All employees of the bargaining unit shall be offered at least three (3) days of job appropriate in-service training to be offered during student conferences or teacher in-service days. An employee shall be paid their regular rate of pay for all hours of in-service training attended, even if the training lasts longer than the employee's regularly scheduled day. During student contact days, f the in-service training is less than an employee's regularly scheduled number of hours, such employee shall return to work and be paid up to the employee's regular number of hours. By the last Monday of the current school year a schedule of training dates for the following school year will be provided by the District to all Paraprofessionals.

ARTICLE 23
Renewal

Section 1 - This Agreement shall continue and remain in full force and effect until the first day in July 2021, and from year to year thereafter unless either party hereto shall give written notice to the other not more than ninety (90) days nor less than sixty (60) days prior to June 30, 2023; of such party's desire to inaugurate collective bargaining discussions over changes of any one (1) or more Articles of this Agreement. Notice and substance of changes desired shall be included with the written notice. The other party shall have fifteen (15) days thereafter to respond with its proposals.

Section 2 - This Agreement is not subject to re-negotiation during the term hereof, unless mutually agreed upon between the parties; provided, however, this does not deny employees redress under the normal grievance procedure when it pertains to wages, hours, and terms and conditions of employment.

IN WITNESS WHEREOF, the parties have, by and through their duly authorized officers, executed this Agreement on the date first above mentioned.

Signature Page to Follow

AFSCME COUNCIL 5, LOCAL 66

By: _____
Field Representative

By: _____
Field Director

By: _____
Local 66 President

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____
Chairperson, School Board

By: _____
Clerk, School Board

ADDENDUM A1
2021-2022 WAGES

Pay Grp	Classifications	Step 1 0-12 mos.	Step 2 12+ mos.	Step 3 2+ yrs.	Step 4 4+ yrs.	Step 5 6+ yrs.	Step 6 8+ yrs.	Step 7 10+ yrs.	Step 8 12+ yrs.	Step 9 14+ yrs.
1	Instructional Paraprofessional	15.03	15.83	15.98	16.12	16.31	16.54	16.76	16.99	17.31
2	ECFE Paraprofessional Learning Readiness Paraprofessional Media Paraprofessional Title I Paraprofessional Early Childhood Support and Screening Assistant	15.73	16.57	16.71	16.84	17.01	17.26	17.45	17.72	18.02
3	Certified Lifeguard Paraprofessional Supervisory Paraprofessional	16.44	17.32	17.43	17.60	17.76	18.01	18.21	18.43	18.77
4	Asian Oriented Paraprofessional Headstart Paraprofessional Health Paraprofessional Indian Oriented Paraprofessional Sign Language Facilitator Special Education Building-wide Paraprofessional Special Education Student-Specific Paraprofessional Special Education Program Paraprofessional	17.38	18.20	18.32	18.48	18.70	18.89	19.13	19.34	19.67
5	American Indian Home School Liaison Child Care Paraprofessional Community Liaison Paraprofessional Cultural Center Paraprofessional Cultural Immersion Program Paraprofessional Cultural Liaison Paraprofessional Family Service Worker Indian Student Services Coordinator Integration Specialist/Cultural Facilitator Paraprofessional Management Information Systems Paraprofessional Special Education Student-Specific Paraprofessional Setting III Technical Tutor Technical Tutor/Auto Mechanic Technical Tutor/Evaluation & Testing Technical Tutor/Industrial Technician Transition Liaison Paraprofessional	18.49	19.28	19.43	19.61	19.74	19.93	20.23	20.41	20.74
6	Certified Occupational Therapist (COTA) Experience Center Manager Graphic Artist Health Paraprofessional/LPN Physical Therapy Assistant (PTA) Special Education Paraprofessional/LPN	22.29	23.09	23.28	23.44	23.56	23.81	24.02	24.22	24.51
7	Mental Health Practitioner Pre-Licensed ASL Interpreter* Pre-Licensed Cued Speech Transliterator* *Must have completed certification as required for District reimbursement.	23.43	24.17	24.34	24.47	24.62	24.90	25.07	25.33	25.61
8	Licensed Cued Speech Transliterator Licensed Sign Language Interpreter/Transliterator Special Education Paraprofessional/RN	28.11	28.60	29.67	30.77	31.83	32.92	34.00	35.10	36.20

Pay Grp	Classifications	Step 1 0-12 mos.	Step 2 12+ mos.	Step 3 2+ yrs.	Step 4 4+ yrs.	Step 5 6+ yrs.	Step 6 8+ yrs.	Step 7 10+ yrs.	Step 8 12+ yrs.	Step 9 14+ yrs.
1	Instructional Paraprofessional	15.37	16.18	16.34	16.49	16.68	16.92	17.14	17.38	17.70
2	ECFE Paraprofessional Learning Readiness Paraprofessional Media Paraprofessional Title I Paraprofessional Early Childhood Support and Screening Assistant	16.08	16.95	17.08	17.22	17.40	17.65	17.85	18.12	18.42
3	Certified Lifeguard Paraprofessional Supervisory Paraprofessional	16.81	17.71	17.83	17.99	18.16	18.41	18.62	18.84	19.20
4	Asian Oriented Paraprofessional Headstart Paraprofessional Health Paraprofessional Indian Oriented Paraprofessional Sign Language Facilitator Special Education Building-wide Paraprofessional Special Education Student-Specific Paraprofessional Special Education Program Paraprofessional	17.77	18.61	18.74	18.89	19.12	19.31	19.56	19.77	20.12
5	American Indian Home School Liaison Child Care Paraprofessional Community Liaison Paraprofessional Cultural Center Paraprofessional Cultural Immersion Program Paraprofessional Cultural Liaison Paraprofessional Family Service Worker Indian Student Services Coordinator Integration Specialist/Cultural Facilitator Paraprofessional Management Information Systems Paraprofessional Special Education Student-Specific Paraprofessional Setting III Technical Tutor Technical Tutor/Auto Mechanic Technical Tutor/Evaluation & Testing Technical Tutor/Industrial Technician Transition Liaison Paraprofessional	18.90	19.72	19.86	20.05	20.19	20.38	20.68	20.87	21.20
6	Certified Occupational Therapist (COTA) Experience Center Manager Graphic Artist Health Paraprofessional/LPN Physical Therapy Assistant (PTA) Special Education Paraprofessional/LPN	22.79	23.61	23.81	23.96	24.09	24.35	24.56	24.77	25.06
7	Mental Health Practitioner Pre-Licensed ASL Interpreter* Pre-Licensed Cued Speech Transliterator* *Must have completed certification as required for District reimbursement.	23.95	24.72	24.88	25.02	25.18	25.46	25.64	25.90	26.19
8	Licensed Cued Speech Transliterator Licensed Sign Language Interpreter/Transliterator Special Education Paraprofessional/RN	28.74	29.24	30.34	31.46	32.55	33.67	34.76	35.89	37.01

Longevity - Employees with twenty (20) years of service based on their seniority date will receive $360 per year to be paid in a lump sum amount on the second pay period in May of each year.

ISD 709
DULUTH PUBLIC SCHOOLS
APR 26 2022
APPROVED BY
THE SCHOOL BOARD

RESOLUTION

Duluth Federation of Teachers

RESOLVED, By the School Board of Independent School District 709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District 709 and the Duluth Federation of Teachers, a summary of which is in the hands of all School Board members, be approved and adopted for the period July 1, 2021 to June 30, 2023, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

COLLECTIVE BARGAINING AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 709
DULUTH, MINNESOTA

and

DULUTH FEDERATION OF TEACHERS
Local 692, A.F.T.
Certified Exclusive Bargaining Agent

EFFECTIVE DATES

2021-2022
and
2022-2023

ARTICLE I

Recognition

A. The School District hereby recognizes the Duluth Federation of Teachers, Local 692, as the exclusive bargaining representative of all teachers of the District as defined in this Agreement and in the Public Employment Labor Relations Act of 1971, as amended, and of all professional personnel employed as registered or public health nurses, physical therapists, occupational therapists, and Head Start teachers. Further: Any teacher represented by the D.F.T. shall have the right to meet with and consult with a Union representative at their worksite.

Access to membership lists
By October 1 of each school year, the district shall provide in electronic form to the Union the names, addresses, telephone numbers, email address, birthday, not including the year of birth, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed. On a quarterly basis of on request, the District shall provide the Union with a current bargaining unit list. Such requests shall be filled with in five days.

Access to worksites
Representatives of the Union shall have reasonable access to worksites and school facilities to investigate employee complaints, communicate with members, hold meetings, and conduct other business. Upon arrival at the worksite, Union representatives shall make their presence known to the worksite supervisor of his/her designee. Such visits shall not interrupt normal work responsibilities.

Maintenance of membership
Any member of the bargaining unit may authorize the District to deduct from his/her pay the amount of dues charged by the union. This authorization must be in writing and forwarded to the Payroll Office not less than two (2) weeks before the payday when it is to become effective. The district agrees to implement all the terms of dues-check off authorizations submitted to the District by the Union and agreed to by the Employee.

The Employer shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted, and all other provisions agreed to by the employee as stated on the authorization.

When a bargaining unit member has so authorized a dues deduction, such authorization cannot be canceled except during the week preceding October 1 each year. Cancellation must be in writing, and forwarded to the Payroll Office with in that week.

1. Teachers shall mean all persons in the unit employed by the School District in a position for which the person must be licensed by the State Board of Education, whether compensated according to Exhibit "B" or on a per diem, hourly or class rate basis, specifically including but not limited to:
   a. Classroom Teachers
   b. Counselors
   c. Media Specialists
   d. Psychologists
   e. Social Workers
   f. Work Experience Teachers (WECEP, WED, WEH)
   g. Special/Vocational Teacher Coordinators
   h. Speech Language Pathologists
   i. Curriculum Technology Integrators
   j. Vocational Education Advisors
   k. Teachers Employed Under Federal and/or State Grant Programs

l. Early Childhood Teacher
m. Parent Educator
n. Support Service Managers/Special Education Case Managers
o. Helping Teachers/Teachers on Special Assignment
p. Staff Developers
q. Nurses
r. Chemical Health Specialists
s. Activities Director
t. Facilitator for QSC
u. Elementary Specialists

2. Teachers shall not include:
   a. Superintendent
   b. Assistant Superintendents
   c. Principals
   d. Assistant Principals
   e. Administrative Assistants
   f. Confidential Employees as Defined in Minnesota Statutes 179A.03, Subd. 4
   g. Supervisory Employees as Defined in Minnesota Statutes 179A.03, Subd. 17
   h. Administrative Trainees
   i. Department heads who devote more than fifty percent (50%) of their time to administrative or supervisory duties.
   j. Employees hired to replace an absent teacher where the substitute is employed for thirty (30) or less working days as a replacement for that teacher.

B. Adult vocational teachers who work less than three hundred (300) hours in any school year. When a new classification requiring a license is to be established which is not clearly supervisory, the Union will be notified in writing not less than fifteen (15) days prior to the hiring of a person or persons to fill the position or positions and the parties shall promptly meet to agree whether such classification should be included or excluded under this Agreement, and if included, the terms and conditions of employment therefore. If no Agreement is reached regarding inclusion in, or exclusion from the bargaining unit, either party may petition the Minnesota Bureau of Mediation Services to make such determination subject to all rights of appeal under the PELRA. Pending the determination and resolution of all such issues, including the terms and conditions of employment, the School Board may appoint a person or persons to fill such position or positions, provided that the School District has posted notice of the availability of such positions to be filled and the parties have met at least once as provided above.

C. The Superintendent and the D.F.T. President will jointly establish an interview team to recommend the Facilitator for QSC.

ARTICLE II

Purpose And Scope Of Agreement

The School District and the Union recognize a common responsibility to work together toward the achievement of quality education. The attainment of this directive requires mutual cooperation between both parties and all members of the staff.

To promote this objective the parties have agreed upon the following terms relating to terms and conditions of employment which shall be applicable to all personnel of the School District covered under this Agreement. Neither the School District nor any employee covered by this Agreement shall enter into any agreement either written or unwritten which is in violation of this Agreement.

It is understood and agreed that the School District, on its own behalf and on behalf of the citizens whom it represents, hereby possesses, retains, and reserves unto itself the right to manage, direct and control all School District functions in all particulars except as limited by this Agreement or by applicable law or the regulations of the Minnesota State Board of Education.

In carrying out the terms and conditions of this Agreement, neither the Union nor the School District will discriminate for or against any person because of race, color, creed, national origin, sex, religion, age, sexual orientation or physical impairment to the extent prohibited by law.

ARTICLE III

Grievance Procedure And Arbitration

The purpose of this procedure is to provide a method whereby employees who are members of the bargaining unit may present their grievances concerning the interpretation or application of the terms of this Agreement.

A. ***Definitions***
   1. A ***"grievance"*** is an action instituted under this Article by an aggrieved employee or the Union in the belief that there has been a violation, misapplication, or misinterpretation of the terms of this Agreement by the School District, School Board, its employees, agents or contractors.
   2. The aggrieved employee is an employee within the appropriate bargaining unit as defined by the terms of this Agreement who has been directly affected by an alleged violation, misapplication, or misinterpretation of the terms of this Agreement.
   3. The term ***"days"*** when used in this grievance procedure shall refer to calendar days, except that when the last day for doing any act under this grievance procedure falls on a Saturday, Sunday or such holidays as provided in this Agreement, the next calendar day which is not a Saturday, Sunday or such holiday shall be the last day for doing that which is required or is to be done under the terms of this procedure.

B. ***Representation Right***
   1. The School District shall be a party to all grievances at all steps and may be represented by its designated representative.
   2. The aggrieved employee reserves the right to be represented by a representative of his/her choice, including a Union representative, at all steps of this grievance procedure, including arbitration. The Union shall be notified and a representative of the Union may be present and express his/her views at all steps of this grievance procedure after Step I.

C. ***Procedure***
   1. ***Step I*** - The aggrieved employee shall present his/her grievance within twenty (20) days of the time he/she knew or should have known of the act, event or default of the School District, the School Board, its employees, agents or contractors, which is alleged to be a violation, misapplication or misinterpretation of the terms of this Agreement.

      The grievance shall be presented in writing to his/her building Principal or other immediate supervisor who is not a member of the bargaining unit under this Agreement or when the act, event or default which is alleged is not the action or failure to act of a building Principal or other immediate supervisor, then the employee or employees may initially file a grievance at Step II of the grievance procedure in like manner and within the time limits provided in this Section.

      The written grievance shall state the nature and date of the violation to the best of the employee's knowledge, the Article or Articles of this Agreement alleged to have been violated, misapplied or misinterpreted and the relief or action sought by the aggrieved employee. The Principal, President or Supervisor shall immediately set a hearing date that is within five (5) days of the filing and notify the aggrieved employee and his/her designated representative. A decision in writing by the Principal, President or Supervisor shall be rendered within five (5) days of the hearing and communicated to the aggrieved employee, the Union, and the Superintendent of Schools. Any appeal from this decision shall be taken by the aggrieved employee within twenty (20) days of the communication of the decision to him/her.
   2. ***Step II*** - In the event an appeal is filed from a decision at Step I, or in the event of a grievance initially filed at Step II under this Article, or at the option of the Superintendent, the Superintendent shall set a

hearing date that is within ten (10) days of the filing of such grievance or appeal, or within twenty (20) days of communication to the Superintendent of the decision at Step I, and so notify the aggrieved employee, the Union, and on an appeal the Principal, President or Supervisor rendering the decision at Step I. The Superintendent or his/her designee shall conduct such hearing and notify the aggrieved employee, the Union, and on an appeal the Principal, Director or Supervisor rendering the decision at Step I of his/her decision in writing within ten (10) days of the hearing.

D. ***Arbitration*** - The Union, through its appropriate officers, may appeal within thirty (30) days of the communication of the written decision at Step II, or if no decision has been made by the Superintendent, within forty (40) days of the Step II hearing. Such appeal shall be in writing and filed with the Superintendent of Schools. The Superintendent of Schools shall immediately make written request to the Director of the State Mediation Bureau for a list of five (5) arbitrators appointed pursuant to Minnesota Statutes, Section 179A.21, subd. 2. Upon receipt of such list and within five (5) days thereafter, the Union and School District shall alternately strike four (4) names from such list. The first strike to be determined by the flip of a coin, unless the School District and Union can agree on the use of one (1) of the arbitrators from the list. The remaining arbitrator shall be immediately notified of such selection and shall proceed to hearing of the grievance and decision within thirty (30) days of the hearing.

His/her written decision shall state the facts and Articles of the Agreement on which the decision relies, shall include conclusions and the relief to be given, if any, and shall be final and binding on the Union and School District.

The arbitrator shall first proceed to the question of arbitrability of the grievance if such issue is raised by the School District and shall then proceed to hearing of the evidence and testimony on the grievance. The arbitrator shall not have authority to amend, alter or in any way change the terms of this Agreement or to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement, nor shall he/she have authority to determine whether any of the provisions of this Agreement are unlawful. The Union and School District may present any evidence or testimony or raise any issues before the arbitrator whether or not presented or raised at any prior step of this procedure. Either the School District or the Union may request that a verbatim report of the hearing before the arbitrator be taken. The School District and Union shall share equally in the expenses and cost of the arbitration, but each of them (the School District and Union) shall pay the cost of their own witnesses except as otherwise provided herein, the presentation of their own evidence before the arbitrator, and of any copies of a written transcript of the proceedings it shall request from the arbitrator, and the cost of a verbatim report shall be borne by the party requesting the same. The arbitrator shall permit oral arguments if requested by one of the parties and shall determine whether written briefs may be filed and the time therefore.

For purposes of complying with Minnesota Statute with 572B.19(a), the arbitrator shall mail his/her decision by certified mail to the grievant and the representatives of the employer and the Union.

E. ***Miscellaneous Provision***

1. The Union may file a group grievance on behalf of several employees of the bargaining unit at Step II of this procedure if the act, event or default of the School District, School Board, it's employees, agents or contractors is alleged to have violated, misapplied or misinterpreted this Agreement so as to directly affect at least ten (10) employees in the bargaining unit on the same or similar issues under an Article or Articles of this Agreement. The grievance shall be filed in like manner and within the time limits provided under Step I of this procedure.
2. The Union may file a grievance when it is alleged that a member of the bargaining unit has violated this Agreement.
3. The Union may file a grievance concerning an alleged violation of this Agreement when the members of this unit would not reasonably be expected to have knowledge; e.g., failure to post a vacant or new position, failure to notify the Union of creation of new positions, failure to notify the Union of transfers denied.
4. The time limits specified herein may be waived or extended by mutual agreement of the parties, and notice to the Union after Step I if not a party, but such waiver or extension shall be in writing and

signed by the parties following the time of decision at Step I. Failure of the appropriate hearing officer to render a decision within the time permitted herein shall be considered a denial of the grievance and permit the aggrieved employee or the Union as the procedure may provide to appeal to the next step within the time limits set, but this shall not apply to the decision of the arbitrator.

5. Access shall be given at the expense of the party requesting to all non-confidential information which is exclusively in the possession or available to either of the parties and necessary to the determination and processing of a grievance, but the determination of the confidentiality of the information by the party who has been requested to furnish the same shall be final except at the arbitration level where the decision of the arbitrator shall be final. This shall not apply to information or documents forbidden by law to be disclosed by either party.
6. Failure at any step of this grievance procedure to initiate or appeal a grievance within the time limits provided herein shall constitute a waiver of the grievance, but such waiver shall not bind the Union where the Union is not a party and does not have a right of appeal under the terms of this procedure. Likewise, where the aggrieved employee has not appealed a decision at Step I for whatever reason, the School District shall not be bound by the decision at Step I in the case of other grievances on the same or similar issues by other employees, the same employee, or the Union. In the case of an event, act or default which is of a continuing nature, the employee and the Union shall waive their rights to any retroactive relief for any period during which the grievance has not been filed within the time limits specified within this grievance procedure.
7. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the aggrieved employee.
8. All hearings through Step II shall be held during non-working hours of the aggrieved employee or employees, if possible; but in the event it is desired by the School District or hearing officer to hold the hearing during work hours of the aggrieved employee or employees such employee or employees and the Union representative shall be given time off without loss of pay to attend such hearing. The Superintendent of Schools shall first authorize any hearings at Step I during working hours.
9. When arbitration hearings are held during normal working hours, employees who appear at the request of the Union and who shall not lose wages from the School District due to their participation in such hearings are as follows:
   a. The number of employees including the grievant or grievants equal to the number of persons testifying in the grievance proceeding on behalf of the public employer; or
   b. If the number of persons testifying on behalf of the public employer is less than three (3), three (3) employees including the grievant or grievants may still participate in the proceedings without loss of wages.
   c. The Union President may attend without loss of pay and shall not be counted in the numbers determined in a. and b. above.
10. Any decision which is mailed shall be presumed to be communicated within three (3) days of mailing, and the filing or service of any appeal shall be considered timely if mailed and bearing a dated postmark of the United States mail within the time period specified in this procedure.

ARTICLE IV

Assignment And Transfer

A. The School District recognizes that it is desirable in assigning personnel to consider the interests and aspirations of their employees. An attempt shall be made to place people in the school and class for which they are qualified and have the greatest interest, consistent with the needs and requirements of the School District.

B. Procedures for posting and application assignment and transfer:
   1. Posting
      a. Newly established positions or positions that are vacated during the school year by retirement, resignation or death shall be posted not more than fifteen (15) working days after it has been determined through official School Board action that such vacancy is about to occur.

b. Positions that are vacated during the school year resulting from a transfer to another position shall be posted not more than fifteen (15) days after acceptance of such transfer.
c. Positions that are vacant resulting from the incumbent being selected for another position effective with the next school year will be posted within ten (10) days after acceptance by the incumbent of a new position.
d. Positions which are vacated due to reasons listed above will be posted and filled in accordance with this Article with the successful applicant assuming the position with the start of either the semester or next school year.
e. When a position is awarded with the successful applicant assuming the position at a later date, the position may be filled on a temporary basis for the remainder of the semester or year by an employee hired in accordance with this contract and State statute.
f. All postings shall be posted outside of Human Resources of the administration building with a copy of each notice furnished to the Union posted on the School District's website and posting of vacancies that occur during the school year will be emailed to all sites for posting.
g. Positions posted on or after August 15 shall not be filled until after one working day has elapsed after the date of posting. Positions filled pursuant to a one (1) day posting on or after August 15 shall be re-posted prior to the beginning of the next school year.

2. Application Timeline
   a. Applications shall be submitted within five (5) working days of the posting to be considered for the vacancy except as provided in B.1.g. of this Article.
3. Posting Notices
   a. Each position that is posted shall be described with minimum qualifications and assigned building(s).

C. The following provisions shall apply in the filling of new or vacant positions:
1. Only applicants exceeding or meeting the minimum qualifications stated in the posting notice may be hired to fill a position.
2. The most senior applicant will be selected to fill the position except as follows:
   a. Newly established or vacant positions for Teachers on Special Assignment (TOSA), Curriculum Specialist, Activities Director and Assertive Discipline may be filled by the District based on the unique qualifications needed for the position.
   b. A less senior applicant may be chosen in a maximum of five percent (5%) of the positions posted to date in the current school year. A position filled with a less senior applicant pursuant to Section C.2.a., immediately above, does not count toward the five percent (5%) maximum.
3. An applicant will not be awarded more than two (2) transfers during any contract year.
4. Posting Timeline:
   a. Normal Posting Timeline: Once an applicant has been informed in person (i.e., face-to-face or telephone is acceptable; a voice message is unacceptable) that he/she is being offered the position, he/she will have two (2) District workdays to inform the District of his/her decision to accept the position. If the applicant does not notify the District of his/her decision to accept the position within two (2) District workdays, he/she waives any right to the position and the next most senior applicant (subject to the limitations contained in paragraphs 1., 2., and 3. above) will be offered the position and will be subject to the same timeline for acceptance of the position.
   b. One-Day Posting Timeline: An applicant offered a position as a result of a posting pursuant to Article IV. B.1.g. shall be subject to the timeline contained in Paragraph a. above, except that the applicant shall have until 9:00 a.m. the following District workday to notify the District of his/her decision to accept the position. If the applicant does not so inform the District, he/she waives any right to the position.
5. The administration shall keep accurate records which will identify the positions which were posted, the number and seniority rank of the applicants, those who were interviewed, and the successful applicant. This information shall upon request be made available to the Union.

D. Transfers necessitated by school closings or reduction of staff shall be accomplished by those employees so affected applying for vacancies for which they are qualified and being transferred in accordance with Paragraph D. of this Article.

Transfers due to reduction of staff shall be accomplished by retaining the senior employees in those positions which remain provided they are properly licensed for those positions, unless conditions exist justifying a variance from the normal rule. Conditions justifying a variance exist whenever:

1. An existing academic program would be eliminated by this process.
2. There would be a significant adverse impact upon an existing academic program for students.
3. There would be a significant adverse impact upon an existing extra-curricular program for students; e.g., no other teacher within the building is qualified to assume the extra-curricular assignment in which the teacher's presence in the building during the school day is needed; the continuity of the extra-curricular program is adversely affected. (The Principal shall have determined that a qualified replacement does not exist from within the building before initiating the transfer process.)

Whenever a less senior teacher is retained, written reasons for such variance shall be given to the teacher being transferred and the Union.

A senior teacher being transferred may appeal to a Transfer Review Committee and the decision of such committee shall be final and binding. The Transfer Review Committee shall be composed of five (5) members consisting of one (1) School Board member appointed by the Chairperson of the School Board; two (2) administrators appointed by the Superintendent; and two (2) persons appointed by the Union. Alternates for each of the five (5) members may also be appointed.

Transfers due to school closings shall be made prior to July 1 of each school year.

E. Transfers due to administrative requests shall be identified by April 1 by a letter of notification of such request, including the reason for said request. Such teachers may apply for vacant positions under Paragraph D. of this Article. If denied a position or if no application is made, administrative transfers up to three percent (3%) of the bargaining unit may be made. Administrative reassignments occurring pursuant to Paragraph D. of this Article or administrative realignment of the assigned schools of elementary media specialists, physical education specialists, art specialists, music specialists and music itinerant teachers shall not be considered as unrequested transfers.

The requirements of this Section do not apply to unrequested transfers made to accomplish realignment as described in Strand vs. Special School District No. 1. If a teacher is transferred to another licensure area as a result of such realignment and circumstances thereafter change that remove the necessity of the transfer the District shall give immediate notice to the teacher of the option to be reinstated to his/her former position. The teacher will have two (2) District workdays to inform the District of his/her decision to accept the position. If the applicant does not notify the District of his/her decision to accept the position within two (2) workdays, he/she waives any right to the position. Any teacher thereafter entitled to the position will be offered the position and will be subject to the same timeline for acceptance of the position.

F. ***Federal Grant and Special Services Departments***

1. New positions and vacancies shall be filled pursuant to Sections B and C of this Article.
2. The following staff may be affected by the provisions hereinafter stated:
   a. Head Start
   b. LD and EBD Teachers - Except secondary and elementary teachers assigned to self-contained classrooms are subject to transfer pursuant to Section D of this Article. Elementary teachers in self-contained classrooms may be reassigned due to the lack of physical space needed for primary subjects pursuant to Section F of this Article.
   c. Psychologists
   d. Social Workers
   e. Speech Language Pathologists
   f. Nurses
   g. Occupational Therapists
   h. Physical Therapists
   i. New positions placed in unit pursuant to Article I when assigned to two (2) or more buildings.
3. Staff referred to in Paragraph 2. above shall be subject to changes:

a. At any time during the school year, whenever increases and/or decreases in number of children identified for their services pursuant to the Regulations and Guidelines of the State Department of Education; or
b. Development of new programs; or
c. Increases and decreases in staff occur. (A decrease in staff does not occur allowing a permanent reassignment where there is a temporary decrease during the posting and hiring process to fill a vacancy.)

Whenever possible, reassignments for the following year shall be made prior to the close of the school year.

A written notice shall be given to the teacher(s) affected, stating the reason(s) for reassignment at least twenty (20) calendar days prior to reassignment, with a copy also going to the Senior Human Resources Manager and the Union.

4. Any teacher objecting to a transfer of assignment pursuant to this Section may appeal the decision to a Special Service Transfer Review Committee which shall be composed of five (5) members, two (2) administrators appointed by the Superintendent; two (2) employees appointed by the Union, and one (1) School Board member appointed by the Chairperson of the School Board. The decision of the Special Service Transfer Review Committee shall be final and binding.

G. In the interest of reducing travel time and cost, the D.F.T. and District agree that whenever two (2) teachers occupy the positions at two (2) buildings which total 2.0, the District, with agreement of the teachers, may combine part-time positions to constitute two (2) 1.00FTE positions. The most senior of the teachers will have his/her choice of position

ARTICLE V

Leaves Of Absence Without Pay

A. Leaves of absence without pay shall be granted upon written application to the Senior Human Resources Manager for the following reasons:
1. ***Military*** leaves of absence shall be granted to any teacher who shall be inducted for military duty in any branch of the armed forces of the United States pursuant to the provisions of Minnesota Statutes, Section 192.261.
2. ***Parental Leave:*** Up to six (6) months of unpaid parental leave shall be granted to a father or mother in conjunction with the birth or adoption of a child. In order to be eligible for parental leave, the teacher must request the parental leave in writing to the Senior Human Resources Manager at least two (2) months in advance of the commencement of the leave and must commence the parental leave no more than six (6) weeks after the birth or adoption of the child, except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. Upon expiration of the parental leave and return to work, the teacher shall be assigned to the teacher's former position unless it has been eliminated.

If during parental leave the District experiences a layoff and the teacher would have lost his/her position, pursuant to the layoff provisions of this Agreement, had the teacher not been on parental leave, then the teacher is not entitled to reinstatement in the teacher's former position and, in such circumstances, the teacher shall retain all rights under the layoff and re-employment provisions of this Agreement as if the teacher had not been on parental leave.

Any leave taken under this Section shall reduce the length of leave for which the teacher is eligible under the Family and Medical Leave Act policy for birth or placement of a child and any unpaid leave taken under the Family and Medical Leave Act policy for birth or placement of a child shall reduce the length of leave for which the employee is eligible under this Section.
Teachers may request that parental leave be extended beyond six (6) months. Any such extension shall be subject to the mutual agreement of the District and shall expire at the end of a semester or

academic school year unless mutually agreed by the teacher and the District that it expire at another time.

3. ***Family and Medical Leave Act:*** Teachers shall be eligible for leave in accordance with the District's Family and Medical Leave Act Policy, which policy shall be in compliance with the Family and Medical Leave Act.
4. ***Organizational:*** Employees who are elected or appointed representatives of the Union shall upon request be granted leaves of absence for the purpose of conducting the duties of the Union as required by Minnesota Statutes, Section 179A.07, subd. 6.
5. ***A full time program of study*** related to the employee's licensed field, provided application is made prior to April 1, or approved by the Superintendent if application is made after April 1, for the following school year. Such leave shall be for a period of one (1) school year. The number of such leaves shall be not more than ten (10) persons in any one school year, nor more than ten percent (10%) of the persons in any field of certification or one (1), whichever is greater.
6. ***Medical*** leave of absence up to two (2) years shall be granted while an employee is unable to perform the regular duties of his/her employment because of illness or injury. This leave may, at the option of the School Board, be extended for a maximum of an additional three (3) years upon request at the end of each prior year.
7. ***Other:*** Leaves of absence shall be granted for any other reason that is required by law. Leave may also be granted, at the discretion of the Superintendent, upon written request for purposes other than those enumerated.
8. All proposed changes in Board policy related to leaves of absence without pay shall be reviewed by a sub-committee of the District-wide Quality Steering Committee.

B. Upon termination of his/her leave of absence and return to the school system, the employee shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the District during such period if the leave was granted for any of the following purposes:
   1. Military leave, provided that the requirements of Minnesota Statutes, Section 192.261 are complied with.
   2. Medical and parental leave of absence of less than eighty (80) working days in any school year.
   3. Exchange teaching programs with schools in Minnesota or in other states, territories or countries.
   4. Federal, foreign or military teaching programs.
   5. The Peace Corps, Teacher's Corps, or Job Corps, if the individual is a full-time teacher in such program.
C. Any teacher on leave of absence may, if he/she so elects, remain in the School District's hospitalization group, provided he/she pays all premiums monthly.

ARTICLE VI

Personal Leave Day

A. Three (3) personal leave days to be used at the discretion of the teacher under the following guidelines:
   1. A written request shall be submitted to employee's Principal or other immediate supervisor at least five (5) days prior to the requested leave day.
   2. Upon confirmation of the leave by the Human Resources Department, the employee will request a substitute through the District's phone system. If no substitute is needed, the phone system shall be used to record the reason for the absence. Use of the phone system and recording of the absence will not authorize the leave unless it has been approved by the Human Resources Department.
   3. In emergency situations written requests may be submitted after the fact, however, it is understood that the teacher will assume the responsibility in such an emergency of notifying the building Principal or other immediate supervisor at the earliest possible time.
B. Deduction for personal leave shall be from accumulated sick leave.
C. No personal leave days may be carried over from one school year to the next school year.
   Not more than fifty (50) contract teachers of the bargaining unit may be allowed to take personal leave on the same day except that no more than forty (40) contract teachers may be allowed personal leave on Mondays and Fridays or a workday immediately preceding or following a holiday or recess period referred

to in Exhibit C of this Agreement. Requests will be honored on a first-come first-served basis upon receipt of the request in the Human Resources Department of the District.

D. Teachers with a balance to be paid to the sick leave bank will not be allowed to use personal leave until the balance is repaid.

ARTICLE VII

Leaves Of Absence With Pay

A. ***Absences with pay*** shall be granted for the following reasons:
   1. Time necessary to submit to one (1) Selective Service physical examination per year.
   2. Military leave of absence with pay as required by law.

B. ***Absences with pay*** may be granted by the Superintendent for the following reasons:
   1. Visits to another school
   2. Educational conference, workshop or convention
   3. Service as a member of a committee, task force or commission relating to education appointed by the Federal or State government.
   4. Reasonable time for Union business upon written request by the Union and payment by the Union of the cost of substitutes required.
   5. Other reasons deemed appropriate.

C. ***Sick Leave Allowance***
   1. ***Yearly allowance:*** Ten (10) days full pay for personal illness shall be allowed in any one (1) school year to eligible employees covered under this Agreement.
      Cumulative Plan: Unused allowance for personal illness shall be cumulative to a maximum of two hundred ten (210) days. (i.e. no buffer)
   2. Holidays which occur during absence on account of personal illness, death in family, or family leave shall be compensated for and shall not be deducted from sick leave.
   3. An employee who fails to report on the first day of the school year shall not receive salary for time previous to the date of reporting unless absence is due to personal illness or death in family, in which case salary shall be allowed for such period of time as may be due under the accumulated leave or sick leave bank.
   4. In no case shall the yearly allowance for personal illness or death in the family be credited until the employee reports for duty on or after the opening of school in the fall.
   5. An employee who has been absent for five (5) days or less may be required to sign a form stating that such absence was due to personal illness, and an employee who has been absent for more than five (5) consecutive working days may be required to submit a doctor's certificate covering such absence.
   6. A teacher who is injured due to a battery by a student shall be granted leave without loss of pay for a period not to exceed five (5) days, if a physician certifies that the injury precludes the teacher from performing the duties of his/her position. Such a leave shall not be deducted from the teacher's accumulated sick leave.
   7. ***Sick Leave Bank***
      a. A committee consisting of three (3) teachers appointed by the Union and three (3) members appointed by the Superintendent, shall adopt rules and regulations governing the sick leave bank, which is to be administered by the school district. The Superintendent shall appoint the chair from one of the six (6) members.
      b. All employees in the teachers' bargaining unit working under contract half time (1/2) or more, shall be members of the sick leave bank and shall contribute days pursuant to (c.) below and may use days pursuant to the Sick Leave Rules and Regulations.
      c. At such point that the bank becomes less than a total of three hundred (300) days, the process of deducting one (1) day shall be repeated from each member of the bargaining unit having more than five (5) days of accumulated leave remaining.
      d. The rules and regulations adopted may modify the provisions of this Article by reducing, if such committee deems proper, the amount of the deduction or the bank balance limitation contained above.

e. An employee is eligible to use the sick leave bank following the exhaustion of yearly and accumulative sick leave credited to their personal account and prior to the date they begin receiving benefits under the long term disability insurance program of the School District, but shall not be entitled to use the sick leave bank once they begin receiving benefits under the long term disability insurance program or any time thereafter for any one illness or injury. The employee shall not be eligible for the sick leave bank if he/she refuses to apply for long-term disability benefits within thirty (30) days of receiving the forms from the District.
f. The total maximum number of days that may be withdrawn by any employee from the sick leave bank at any one time shall be one hundred eighty (180).
g. Teachers who have borrowed days from the sick leave bank will repay days from their yearly allowance at the beginning of each school year until all days have been repaid. The maximum required repayment shall be five (5) days per year.
h. A teacher must have been employed for a minimum of three (3) continuous years to utilize the sick leave bank.

Death in Family Allowance

1. Full pay for absence not to exceed three (3) days for a death locally, and five (5) days if the funeral is held more than one hundred fifty (150) miles from the city of Duluth, shall be granted to eligible persons covered by this Agreement, to attend a funeral in their immediate family. This leave shall be deducted from sick leave.
2. An employee may be absent up to an additional three (3) days on account of death in the immediate family if necessary for travel or in connection with legal or business matters involving the estate or burial of the deceased. The cost of any substitute employee required shall be paid by the employee for such additional days as are missed; otherwise such additional days are to be deducted from sick leave.
3. Definition of ***"family"*** under death in family allowance shall constitute members of the immediate family of an employee, spouse or registered domestic partner and shall include father, mother, brother, sister, husband, wife, child, grandparent, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law and grandchild. This shall also apply to foster relationships of the above listed categories. A "registered domestic partner" shall mean an individual who has been registered through the city of Duluth as a domestic partner of an employee of the District.

E. ***Family Leave***

1. Eligible employees under this Agreement shall be allowed a maximum of twenty (20) sick leave days per year for absences due to a serious illness or injury in the immediate family requiring the care or attendance of the employee. Employees may use more than twenty (20) sick leave days per year for absences due to illness or injury of a child to the extent provided in Minnesota Statutes, Section 181.9413. Such allowance is to be charged against the current or accumulated sick leave. Such leave shall require the approval of the immediate supervisor of the teacher who is not a member of the bargaining unit.

2. **"Family"** shall constitute members of the immediate family of an employee, spouse or registered domestic partner and for purposes of this regulation shall include parent, mother-in-law, father-in-law, stepparent, sibling, spouse, adult child, grandparent and grandchild. This shall also apply to foster relationships of the above listed categories. A "registered domestic partner" shall mean an individual who has been registered through the employee's political subdivision of residence as a domestic partner of an employee of the District.

F. ***Jury Duty***

1. When a teacher is selected for jury duty, upon notification to his/her supervisor, he/she shall be released from his/her regular assignment for such duty. The teacher, when selected to a jury panel, shall attempt to ascertain whether a trial will continue for more than five (5) days; if so, the teacher shall make a request of the court for release from that assignment prior to being placed on such jury.

2. The teacher will receive his/her regular contractual salary while on jury duty; however, his/her jury per diem pay excluding mileage and expense money received by the teacher is to be surrendered to the School District.

G. Eligible employees under Paragraphs C., D., E. and F. of this Article shall be those paid for one-half (1/2) time or more. Employees paid for less than full time shall accumulate and use sick leave on a pro-rata basis.

ARTICLE VIII

Teacher Personnel Files

A. A teacher shall have the right to inspect and to obtain copies at their expense of all evaluations and files within the School District and maintained at the Historic Old Central High School (HOCHS) or local school office relating to the individual teacher as provided by Minnesota Statutes, 122A.41, Subd. 15 and to submit for inclusion in the file written information in response to any such material.
B. Identification or written authorization shall be required before access is given to any file.
C. All evaluations of a teacher shall be reviewed with him/her by his/her Principal prior to filing. The teacher shall be requested to sign the evaluation to indicate that he/she has reviewed the same, and be given a copy upon request. Failure to sign the evaluation report, however, shall in no way detract from its effect or validity. Signatures shall not be construed as meaning agreement with the evaluation. Any form of evaluation shall be identified, and each teacher so evaluated shall be informed.
D. Official grievances filed by any teacher under the grievance procedure shall not be placed in the personnel file of the teacher nor shall such a grievance become a part of any other file or record utilized in personnel assignments; nor shall it be used in any recommendations for personnel assignment.
E. All materials received for inclusion in a personnel file shall be stamped with date received for filing.
F. An employee shall be notified whenever derogatory material, which does not contain his/her signature, is entered into the personnel file.
G. Each individual personnel file shall have a form placed in it to be used whenever someone outside the Human Resources Department is provided information or inspects that file. It shall have space for the date, name, and reason for inspection.

ARTICLE IX

Health Care Savings Plan (HCSP)

A. To be eligible to receive the Health Care Savings Plan (HCSP) benefits through the Minnesota State Retirement System (MSRS), a teacher (employee) must be immediately eligible for a Minnesota pension plan at separation of service and have fifteen (15) years of total service to the School District.
B. Employees shall be granted ten (10) days of sick leave per year, which may accumulate. Up to one hundred eighty (180) days of accumulated sick leave may be used for Plan purposes.
C. The daily rate of pay (DRP) shall be the basic daily rate at the time of termination (including longevity step) not including additional compensation for extra-curricular, extended employment or other additional compensation. The daily rate of pay will be determined by dividing the teacher's annual salary, plus longevity by 190 days. An employee must work until the end of the first semester in a school year to qualify for the daily rate of pay in that year, if not, the daily rate of pay shall be the rate of the prior contract year. The Superintendent may, at his/her discretion, make exception to these waiting periods. If termination occurs after service to the District ceases, the basic daily rate of pay shall be the rate of the last day of service, which follows eighty nine (89) calendar days of continuous service.
D. Determination of the first HCSP amount: Up to one hundred (100) days of accumulated sick leave x daily rate of pay at retirement shall be contributed to the HCSP as outlined in Section J below. Any accumulated sick leave days remaining, beyond one hundred (100) days will be used in Section E below.
E. Calculation of employee's second HCSP amount: The amount contributed by the District to the employee's account shall be determined as follows. Each employee will be credited one (1) day for each

year of service to the District. This total will be multiplied using a multiplier determined from the chart below. Formula days referred to in the chart shall be equal to the number of accumulated sick leave days at retirement. The number of days derived (1 day/year of service x multiplier) shall be added to any sick leave days remaining after subtraction of days determined in Paragraph D. placed in the HCSP The total will be multiplied by the employee's daily rate of pay and will be deposited in the employee's HCSP as outlined in Section J below.

HCSP Account Formula Multiplier Chart	
(Accumulated Sick Leave Days = Formula Days)	
Formula Days	**Multiplier**
150 to 180	3.35
125 to 149	3.25
100 to 124	3.15
75 to 99	3.05
50 to 74	2.95
25 to 49	2.85
0 to 24	2.75

F. Employees discharged for cause shall not be eligible for benefits under the HCSP payable at retirement or the Addendum, if applicable.

G. The employee must give written notice of resignation/retirement of employment to the Senior Human Resources Manager prior to February 1 if not returning for the following school year, or three (3) months prior to resignation/retirement if during the school year, whichever occurs earlier, except in cases of emergency involving serious illness or other justifiable cause, an employee may terminate employment after such time limits with the approval of the Superintendent and may receive benefits under the HCSP. Written notice of resignation/retirement received after February 1 for the following school year will result in a one year deferment of the District contribution as stated in paragraph J.

(In order for the one year deferment to become effective, the district must inform members via email of the February 1st deadline a minimum of 3 times prior to the 1st of the month beginning in November. Included in these email reminders shall be the deadline to receive an accurate HCSP estimate at least one month prior to the February 1st deadline. The one-year deferment set forth above will not apply under circumstances in which an employee submits a timely request for a HCSP estimate by the deadline established by the District and does not receive the requested HCSP estimate by January 1,)

H. To be eligible for benefits under the HCSP or the Addendum, if applicable, the employee must retire with an effective date the last day of a semester or another date with prior approval of the Superintendent.

I. If a retiring teacher meets the criteria of exemption from the HCSP according to Minnesota State Retirement System (MSRS) guidelines, the amount of the HCSP payment calculated in Article IX of the Collective Bargaining Agreement, shall be placed into a 403(b) account of the retiring teacher's choice of the allowed District vendors. The decision of the Minnesota State Retirement System (MSRS) shall not be grievable under the Collective Bargaining Agreement grievance process. The payments will be made in the same time line as defined in Section J below.

J. Payments made for the amount calculated in Section D and Section E above shall be as follows: One-third (1/3) at the time of retirement, one-third (1/3) one (1) year after the first payment and the final one-third (1/3) two (2) years after the first payment. If the individual is taking family insurance and one-third (1/3) of the amount is less than the yearly family premium, the deposit will be the amount of a yearly family premium. If a retired teacher dies before all or a portion of the benefit has been distributed, the balance due must be paid to the deceased's estate. At no time will the sum of the payments be greater than the sum of the amounts in Section D and Section E.

ADDENDUM TO ARTICLE IX

Health Care Savings Plan (HCSP)

A. Due to IRS regulations in effect at this time, the Memorandum of Understanding governing Article IX, HCSP, does not contain a 403(b) match provision. In the event that the IRS rules that a non-taxable benefit can retain its non-taxable designation when offset by a taxable benefit option, employees may choose to have their HCSP contributions reduced by contributions to their 403(b) plan pensions in the manner described below. In no event, however, will the provisions in this Addendum take effect before the effective date of the MOU, which is June 15, 2002.

1. Beginning the next calendar year following the completion of fifteen (15) years of service to the School District, an employee may elect annually to participate in a 403(b) match program. An employee may exchange up to one hundred (100) days of sick leave balance with employer match. The number of days exchanged and matched will be determined by the following schedule. To be eligible to participate in the match program the employee must have at least forty (40) days of accumulated sick leave immediately following that year's sick leave allocation. Should the employee have less than forty (40) days of accumulated sick leave, the employee will have to delay participation until this level is reached. To participate the employee must match the value of the days contributed.
2. Sick leave days which are matched will be deducted from: a. the portion of the one hundred (100) days to be contributed to the HCSP at the time of retirement, b. the maximum accumulation for determination of benefits, and c. the employee's total sick leave accumulation to date.
3. Match calculations shall be determined as follows: Members electing to participate in the match for a given year will do so according to the schedule with the amounts determined by years of service. Failure to participate in a given year will not cause the member to forfeit future participation. Those desiring to participate in the match will notify the District during open enrollment. Should the member's match calculation exceed the amount allowed by State law, the excess amount of District contribution will be credited to the individual to be taken in cash on the second pay period of the calendar year. In the event that a negotiated contract settlement is reached after the expiration of the current contract period, any amount due the employee as a result of an increase in salary as a part of the District match contribution will be paid in cash the second payday following acceptance of the new contract.

Years of Service	Days Matched At Daily Rate of Pay	Days Traded For Matched Days
16	3.75	7
17	4.00	7
18	4.25	7
19	4.50	7
20	4.75	7
21	5.00	7
22	5.25	7
23	5.50	7
24	5.75	7
25	6.00	7
26	6.25	7
27	6.50	7
28+	6.75	7

After exchanging ninety-eight (98) days of accumulated sick leave, the remaining two (2) days of sick leave available for exchange will be multiplied by 1.93 times daily rate of pay, to determine the match amount in the final year.

In no event may an employee trade more than one hundred (100) days of sick leave for purpose of the

403(b) match program.

The following Paragraph B. will replace Paragraph E. in the new Article IX language:

B. Calculation of employee's HCSP Account: The amount contributed by the District to the employee's account shall be determined as follows. Each employee will be credited one day for each year of service to the District. This total will be multiplied using a multiplier determined from the chart below. Formula days referred to in the chart shall be equal to the number of accumulated sick leave days plus traded match days. The number of days derived (1 day/year of service x multiplier) shall be added to any sick leave days remaining after subtraction of days determined in paragraph D. placed in the HCSP. The total will be multiplied by the employee's daily rate of pay and will be credited to the employee's HCSP Account.

HCSP Account Formula Multiplier Chart	
(Accumulated Sick Leave Days + Traded Match Days = Formula Days)	
Formula Days	**Multiplier**
150 to 180	3.35
125 to 149	3.25
100 to 124	3.15
75 to 99	3.05
50 to 74	2.95
25 to 49	2.85
0 to 24	2.75

ARTICLE X

Teacher Workday

High School Teacher Workday:

1. This language will apply to high schools consisting of grades 9, 10, 11 and 12. (Duluth East and Duluth Denfeld)
2. The high school teacher workday will be an eight (8) hour day, which may begin from 7:00 a.m. to 7:45 a.m. The usual starting time shall be 7:45 a.m. however, individual teachers and the building Principal may mutually agree upon starting times other than 7:45 a.m. The normal end of the teacher workday will be 3:45 p.m. or as determined in light of mutually agreed upon start times.
3. Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
4. High School Teacher Day:
   A. The high school teacher workday shall consist of six (6) academic class periods. A teacher may be assigned an average daily assignment not to exceed two hundred seventy (270) minutes of academic and WIN period time exclusive of passing times. A teacher shall not be assigned more than five (5) academic classes. All full time teachers will receive at least one (1) class period of duty free preparation time which may be scheduled before the student day as long as the total amount of preparation time is equal to one class period. (However-see Article XXI C.1)
   B. Non-academic assignments:
   The non-academic assignments in Article X - I A. 1. a. are no longer assignable. Instead if teachers have a preparation period during the student day their non-academic assignment shall be a Professional Learning Community (PLC) for one period per week prior to the student day (Zero Hour). Teachers who are assigned a Zero Hour class may have the opportunity for a common meeting time (PLC) within the school building/ and or across the district during the course

of the student day if they also have a preparation period. Teachers may also be asked to attend up to fifty (50) minutes of staff meeting time per month during the period prior to the student day. Part time teachers: Through mutual agreement between the teacher and administration, part time teachers PLC time will be created by coverage and/or pro-rata compensation depending what the teacher's individual schedule will allow. Otherwise PLC's are voluntary.

C. WIN (What I Need) Period:
All full time certified staff may be assigned a WIN period unless a non-academic assignment for the WIN period is mutually agreed to by administration and teachers. The high school WIN period shall be a maximum of thirty (30) minutes within the student day. Based on outcomes from PLCs and common assessment and input from the curriculum department the WIN period will be a structured supported guided study time, a non-preparation assignment.

Teachers whose assignment is at more than one site, and teachers with a 1/6 overload, Career & Technical Education teachers who teach (3) 2 hour blocks shall not be assigned a WIN period per semester.
Teachers whose academic assignment is speech, yearbook or newspaper may mutually agree to have a WIN / advisory period.

Special Education teachers may not have a WIN period in order to create PLC time that would ordinarily infringe on their due process and/or prep period. **(i.e. may be assigned either/or but not both.)**

Part time teachers: If a teacher is .8 or .9 FTE they may be assigned a WIN period. Teachers who are .7 FTE or less shall not be assigned a WIN period unless there is mutual agreement between the teacher and administration. All part time teachers will be paid pro-rata compensation if the advisory period is in addition to what the teacher's individual schedule will allow.

5. During the remaining teacher time at the high schools, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
6. The school Principal may request and the individual teacher may agree to supervise students prior to commencement or immediately following the regular school day provided such time shall be included in the teacher's eight (8) hour day and the teachers eight (8) hour day shall be adjusted accordingly.
7. Items not addressed in the High School Teacher Workday shall be subject to the provisions in Article X that apply to secondary teachers, contained in the currently applicable teachers' collective bargaining agreement.

Middle School Teacher Workday:

1. This language will apply to middle schools consisting of grades 6, 7 and 8.
2. The middle school teacher workday will be an eight (8) hour day, which may begin from 7:00 a.m. to 7:45 a.m. The usual starting time shall be 7:45 a.m. however, individual teachers and the building Principal may mutually agree upon starting times other than 7:45 a.m. The normal end of the teacher workday will be 3:45 p.m. or as determined in light of mutually agreed upon start times.
3. Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
4. Middle School Teacher Day:
   A. The middle school teacher workday shall consist of six (6) academic class periods. A teacher may be assigned an average daily assignment not to exceed two hundred seventy-six (276) minutes of academic and advisory time exclusive of passing times. A teacher shall not be assigned more than five (5) academic classes. All full time teachers will receive at least one (1) class period of duty free preparation time which may be scheduled before the student day as long as the total amount of preparation time is equal to one class period.
   B. Non-academic assignments:

The non-academic assignments in Article X - I A. 1. a. are no longer assignable. Instead if teacher has a preparation period during the student day their non-academic assignment shall be a Professional Learning Community (PLC) for one period per week prior to the student day. Teachers may also be asked to attend one (1) staff meeting per month during the period prior to the student day. Meetings during the period before the student day beyond required PLC's and staff meetings shall be considered voluntary.
Part time teachers: Through mutual agreement between the teacher and administration, part time teachers PLC time will be created by coverage and/or pro-rata compensation depending what the teacher's individual schedule will allow. Otherwise PLC's are voluntary.

C. WIN (What I Need) / Advisory Period:
All full time certified staff may be assigned a WIN period unless a non-academic assignment for the WIN/ advisory period is mutually agreed to by administration and teachers. The middle school WIN period shall be a maximum of thirty one (31) minutes within the student day. Based on outcomes from PLCs and common assessment and input from the curriculum department the WIN period will be a structured supported guided study time, a non-preparation assignment.
Teachers whose assignment is at more than one site and teachers with a 1/6 overload shall not be assigned a WIN / advisory period.
Special Education teachers may not have a WIN / advisory period in order to create PLC/staff meeting time that would ordinarily infringe on their due process and/or prep period. . **(i.e. may be assigned either/or but not both.)**
Part time teachers: If a teacher is .8 FTE or .9 FTE they may be assigned a WIN / advisory period. Teachers who are .7 FTE or less shall not be assigned a WIN / advisory unless there is mutual agreement between the teacher and administration. All part time teachers will be paid pro-rata compensation if the WIN / advisory period is in addition to what the teacher's individual schedule will allow.

D. A minimum of thirty (30) minutes of after school student programming time will occur after the student day and during the teacher workday. It is understood that teachers will be available for students after the student contact day. (i.e. homework help, IEP meetings, etc.) Also, it is understood that the teacher may accept reasonable responsibilities mutually agreed to by the teacher and administration related to middle school program activities. (i.e. Excel, academic clubs, intramural programs, coaching etc.)

E. Any or all of the periods of academic assignments may be utilized by administration for assignment of the teacher to supervise various school related non-academic activities.

5. During the remaining teacher time at the middle schools, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
6. It is understood that middle school teachers will accept reasonable responsibilities in connection with those types of co-curricular activities occurring after the teacher's workday, which are presently conducted.
7. The school Principal may request and the individual teacher may agree to supervise students prior to commencement or immediately following the regular school day provided such time shall be included in the teacher's eight (8) hour day and the teachers eight (8) hour day shall be adjusted accordingly.
8. Items not addressed in the Middle School Teacher Workday shall revert to the provisions in Article X that apply to secondary teachers, contained in the teachers' collective bargaining agreement.

Residential Teacher Workday:

1. This Language will apply to the following Residential and Day Treatment sites: Chester Creek Academy, Merritt Creek Academy, Woodland Hills Academy, Arrowhead Academy, Superior Academy, Bethany
2. All Residential Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
3. Residential Secondary Workday
   A. Work Day:

The Residential and Day Treatment teacher workday will be an eight (8) hour day, which may begin from 7:00 AM to 7:45 AM. The normal end time of the teacher work day will be from 3:00 PM - 3:45 PM or as determined in light of mutually agreed upon start times.

B. Academic Assignment:

The Residential teacher workday shall consist of six (6) academic class periods. A teacher may be assigned an average daily assignment not to exceed two hundred seventy (270) minutes of academic exclusive of passing times. A teacher shall not be assigned more than five (5) academic classes. All full-time teachers will receive at least one class period of duty-free preparation time per day. *including teachers of "hospitalization settings" or "short-term settings"

C. Non-Academic Assignments:

A teacher's non-academic assignment shall be a Professional Learning Community (PLC) for one period per week. Teachers may also be asked to attend one (1) staff meeting per month. The non-academic assignments in Article X-IA. 1. a. are no longer assignable. Instead, if teachers have a preparation period during the student day their non-academic assignment shall be a Professional Learning Community (PLC) for one period per week.

Through mutual agreement between the teacher and administration, part time teachers PLC time will be created by coverage and/or pro-rata compensation depending what the teacher's individual schedule will allow.

D. Home Room Period:

The Residential and Day Treatment home room period shall be a maximum of 25 minutes within the student day. This is considered a non-preparation assignment; i.e., the teacher will not be expected to prepare any material or presentation.

All full-time certified staff may be assigned an advisory period or an intervention period. Teachers whose assignment is at more than one site (within one contract day) shall not be assigned an advisory period in order to provide for travel time.

E. Special Education Teacher Due Process Time follows the terms and conditions of Article X contained in the currently applicable teachers' collective bargaining agreement.

4. Residential Elementary Teacher Day

The details of the elementary school day are as follows:

   A. The period of work for the elementary teacher may begin as early as 7:30 a.m. or as late as 8:15 a.m. The starting time shall be determined within these limits by the administration.
   B. All elementary teachers shall receive a 55 minute, uninterrupted prep period.
   C. Every elementary teacher shall have a maximum of 5.5 hours of instructional class time per teaching day.
   D. Teacher meetings called by the administration that would occur during the usual preparation period shall be held to a minimum, not to exceed two (2) per month.

5. Residential and Day Treatment teachers will not be available to students before or after school in order to create PLC and Due Process time.
6. During the remaining teacher time at the residential sites, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
7. Items not addressed in the Residential Teacher Workday shall be subject to the provisions in Article X that apply to secondary teachers, contained in the currently applicable teachers' collective bargaining agreement.

AEO Academic Excellence Online (AEO) / Area Learning Center (ALC)Teacher Work Day/Week:

The schedule is as follows:

1. The work week shall be a four (4) day week, Monday through Thursday.
2. The typical teacher work day shall be 8:00 a.m. to 6:00 p.m. and shall include (1) class period of duty-free preparation time and thirty (30) minutes of duty free lunch time.
3. The maximum length of the teacher work week shall be forty (40) hours.

4. Variation from the normal AEO/ALC teacher work day or work week may be made by mutual consent of the teacher and the building administrator.
5. Duties may not be scheduled on holidays or recess days.
6. Licensed teaching positions are TOSA

Items not addressed above shall be subject to the following:

Secondary School Day

I. Because the single salary schedule is predicated on the principle of equal pay for equal work, the teacher's workday in both the elementary and secondary schools shall be of uniform length.

A. ***Secondary School Day:*** The usual or typical secondary workday is from 7:45 a.m. to 3:45 p.m., except at Ordean-East and Lincoln Park where the workday shall be from 7:30 a.m. to 3:30 p.m. During this period the teacher shall be entitled to a half-hour duty-free lunch period and approximately one (1) hour of preparation time. The secondary school day shall follow one of the following plans:

1. Seven (7) Period Day
   a. The teacher may be assigned a maximum of five (5) academic classes, a normal length class period of duty-free preparation time, plus a study hall, lunchroom supervision, hall duty, student council, student assistance program, in-school suspension supervision or other assignment mutually agreed upon by the teacher and the Principal. Effective July 1, 1988, hall duty would be assigned only by mutual agreement of the teacher and the Principal. Prior to the school year, teachers will be asked to volunteer for lunchroom supervision. If there are not sufficient volunteers the Principal may assign teachers. No teacher will be assigned to lunchroom supervision for more than one (1) semester per school year; a second semester may be assigned by mutual agreement. The number of students in any study hall shall be determined by the administration.
   b. They would also be responsible for a brief attendance period if so assigned by the Principal of up to eleven (11) minutes.
   c. Any or all of the five (5) hours of academic assignment may be utilized by the Principal for assignment of the teacher to supervise various school-related non-academic activities.
   d. No teacher shall be assigned more than thirty (30) minutes lunchroom supervision without his/her consent.
   e. Six (6) Period Student Day/Common Preparation Period Option: At the high school level, if the School District decides to establish a six (6) period student day, the School District may assign a common preparation period immediately before students are scheduled to arrive at school in the morning or after students are scheduled to depart school in the afternoon. The time from 7:45 a.m. to 8:02 a.m. and from 3:24 p.m. to 3:45 p.m. shall not be counted toward this preparation time.
2. During the remaining teacher time in any secondary school, the teacher shall be in the school and available to his/her students for student requested assistance; and available to the Principal in case of operational emergencies. This provision to apply to all secondary schools.
3. It is understood that the teacher will accept reasonable responsibilities in connection with those types of co-curricular activities occurring after the regular school day, which are presently conducted.
4. The school Principal may request and the individual teacher may agree to supervise students prior to commencement of or immediately following the regular school day, provided such time shall be included in the teacher's eight (8) hour day and the teacher's eight (8) hour day shall be adjusted accordingly.

B. ***Elementary School Day.*** The details of the elementary school day are as follows:

1. The period of work for the elementary teacher may begin as early as 7:30 a.m. or as late as 8:15 a.m. The starting time shall be determined within these limits by the administration.
2. All elementary teachers shall receive a one-half (1/2) hour duty-free lunch period, except in those programs now established (Head Start and Special Education classes) where educational

experiences are performed with the teacher-student lunch relationship. In those cases, the lunch period shall be considered a part of the teacher's assigned pupil contact time. Elementary teachers shall not be assigned lunchroom duties except in emergency.

Elementary teachers shall not be assigned playground supervision outside the school building except in those programs now established where educational experience are performed with the teacher-student relationship. In those cases, the playground supervision shall be considered a part of the teacher's assigned pupil contact time.

3. Every elementary teacher shall have a maximum of 5 1/2 hours of instructional class time per teaching day.
4. Each teacher shall have a minimum of fifty-five (55) continuous minutes of duty-free preparation time without students each day.
5. Each teacher may have up to fifty-five (55) minutes of time assignable to functions necessary for efficient operation of the school. Of the fifty-five (55) minutes, fifteen (15) minutes will usually be in the classroom prior to opening the morning session and fifteen (15) minutes prior to the opening of the afternoon session. The requirement that a teacher be in the classroom fifteen (15) minutes prior to the opening of the afternoon session will be waived in those situations where a teacher does not have more than a half (1/2) hour lunch period.
6. Teacher meetings called by the administration that would occur during the usual preparation period shall be held to a minimum, not to exceed two (2) per month. The administration may, when necessary, call meetings, which extend beyond the school days with the concurrence of a simple majority of those present at the meeting.
7. In those elementary schools, which have regular education split grades in grades one through six, the teacher who has a split grade class for the school year will receive $7,000 additional salary. Payment to be made half in January and half in May or paid over the year.

II. By mutual agreement between the teacher and Principal, a teacher in a secondary school may exceed the usual instructional hour load provided in Paragraph I of the Article; e.g., six (6) art classes. Provided such assignments are offered and accepted, the teacher shall be additionally compensated based on the following formula:

$$\text{(Hourly Instructional Load Per)} \left(\frac{5}{} \right) \text{(1/6 Teacher's Basic Annual Salary X Week In Excess of 25 Hours)}$$

III. The basic hours worked per week by Special Education, Home Based, Head Start and Early Childhood teachers employed in excess of fourteen (14), but less than forty (40) hours per week may be increased, with the agreement of the teacher, not to exceed forty (40) hours per week on an assignment basis. Teachers working between fourteen (14) and twenty (20) hours shall be given first consideration in being offered any increased hours available where scheduling, programs and economic considerations permit. Upon completion of such assignment(s), the teachers' hours worked per week shall revert back to the original or basic hours of assignment. Such additional hours shall be assigned according to the following guidelines:

1. Hours of employment shall be performed during the regular workweek and workday.
2. Basic hours of assignment per week shall be set at the beginning of each school year. (Such hours of assignment shall not be less than the basic hours of assignment established the previous year, except as provided otherwise in this Agreement or by law.)

IV. When mutually agreed to by the teacher and the supervisor, the following positions may have flexible scheduling, Parenting Program, Teacher Specialist, Early Childhood Program, and Staff Developers according to the following guidelines:

1. The workweek shall begin on Monday and end on Friday.
2. The assignment will not usually exceed the equivalent of forty (40) hours in any one (1) week.
3. The assignment will not usually exceed eight (8) hours in any one day.
4. The assigned time will not be on holidays or recess days as provided in Exhibit "C".

5. Staff may exceed the daily assignment guidelines in item 3. above in order to attend regional in-service meetings provided compensatory time off is taken on a non-instructional (training) day within the same school year.

V. The following positions may have flexible work schedules according to the following guidelines (Arrowhead Academy):
   1. A teacher requested and agreeing to teach beyond the school calendar may contract for service and shall be compensated on a pro-rata basis for such service.
   2. The workweek will begin on Monday and end on Friday.
   3. The assignment will not exceed the equivalent of forty (40) hours in any one (1) week.
   4. The assignment will not exceed eight (8) hours in any one day.
   5. A mutual agreement between the staff members and the supervisor will be worked out so that coverage is maintained for all periods of recess time except a legal holiday.
   6. Up to four (4) workdays per school year involving staff associated with parent/teacher conferences may be modified according to the following guidelines:
      a. That the staff and the building administrator mutually agree to a modified workday.
      b. The workweek shall begin on Monday and end on Friday.
      c. The assigned time will not be on holidays or recess days as provided in Exhibit "C".

VI. All special education teachers will have time available within the contract day to enable them to meet the requirements of due process and IEP development.
   1. The teacher shall first use conference time for all due process, IEP, and other staffings not held during the teacher's contract day. Once the conference days have been used, the teacher shall be compensated pro-rata for such time.
   2. All full-time special education staff will have the following minutes per week for due process requirements:
      a. One hundred twenty five (125) minutes per week: Teachers in settings III and above or self-contained, D/HH teachers, ECSE teachers (birth through two years), psychologists and social workers.
      b. One hundred seventy five (175) minutes per week: POHL, OT, PT, DAPE (average caseloads of 27-40, but no case manager responsibilities); ECSE 3-6 years (average caseloads of 11-20 plus case manager responsibilities 9 to 16)
      c. Two hundred fifty (250) minutes per week: Speech/language pathologists (direct service provision ranging from 37-58 students plus case manager responsibilities ranging from 10-33 cases). Resources teachers (typical special education teachers).

VIII. Adult Basic Education & Area Learning Center (ALC):
   A. Adult Basic Education and ALC programs serve non-traditional learners and are by State rule "year-round learning programs." Flexible scheduling for learners, including evening hours, is another State expectation. To meet these rules, teachers may have flexible work schedules during the year and may be requested to teach beyond the regular school year to maintain continuity of service to learners. These guidelines will be followed:
      1. Regular school year:
         a. The workweek will begin on Monday and end on Friday.
         b. The assignment shall not exceed forty (40) hours per week.
         c. The workday will begin no earlier than 7:30 a.m. and end no later than 9:00 p.m.
         d. The assignment shall not exceed eight (8) hours a day unless mutually agreed upon by teacher and supervisor.
         e. The assigned time shall not be on holidays or recess days.
      2. Extended year:
         a. Teacher workdays during the summer session will not exceed eight (8) weeks.
         b. The workweek will begin no earlier than Monday and end no later than Thursday.
         c. Hours per week will range from five (5) to twenty five (25) except as otherwise agreed between supervisor and teacher.
         d. A schedule for this teaching shall be set by agreement with the supervisor, and ABE and ALC contract teachers shall be compensated on a pro-rata basis.

e. At the Habitat site, to accommodate childcare schedules, the program may be open five (5) days/week for up to seven (7) weeks, with a thirty five (35) hour workweek.

IX. Specialist's assignment and school day. The following govern the assignment and teaching load of teachers assigned as elementary specialists/district wide.
1. An elementary specialist is defined as a teacher in a specialty area (i.e. PE, Music, Art and Media) for grades K-5.
2. Specialists will function within the guidelines of the elementary day contract language (Article X.B.).
3. Specialists are entitled to preparation time, lunchtime and mileage reimbursement according to the elementary contract language. Travel time within the contact day will reduce assignable time.
4. Full-time specialists assigned to an early start school day and late start school day or to late start school day and an early start school day on the same day, will end their working day eight (8) hours from their start time.

X. The District and the Union recognize the necessity to develop innovative programs for the benefit of students. Programs with deviations from the contractual workday or school day may take place under the following conditions:
A. A plan for deviation has been developed by:
1. A committee consisting of teachers and administrator at a building; or
2. A plan for deviation has been developed by a committee established by the School District and the D.F.T. to create an innovative program. This committee must have representation determined by the D.F.T. and administration.
B. Once a plan for deviation has been developed, it must be submitted to the Quality Steering Committee which will make recommendation to the School Board and the D.F.T. Executive Board.
C. The proposal for change must be approved by the School Board and the D.F.T. Executive Board prior to implementation.
D. All deviations or changes will sunset at the completion of the school year unless a continuation is recommended by the Quality Steering Committee and approved by the D.F.T. and the School Board.

XI. The above provisions are intended to outline the requirements necessary to provide a good educational program, and nothing shall preclude the right of an individual teacher to exercise his/her own judgment in exceeding the assignment hours established herein.

XII. The District and the D.F.T. agree to meet and confer on issues related to the reporting and investigating of alleged assaults of teachers occurring while the teacher is performing his/her duties.

ARTICLE XI

Part-Time And Temporary Employees

A. Part-time/temporary employees under this Article are teachers whose services do not exceed the lesser of thirty-five percent (35%) of the normal workweek within the bargaining unit or fourteen (14) hours per week and those who hold positions of a temporary or seasonal character for a period not in excess of one hundred (100) working days in any calendar year. Furthermore, a temporary employee also includes a substitute teacher who is hired to replace an absent teacher where the substitute is employed more than thirty (30) working days as a replacement for that teacher except as otherwise provided in Article XX. A. 2.

B. All terms and conditions of employment (as defined in179A.03 for part-time and temporary employees except involving Grievance Procedures (Article III): Teachers Personnel Files (Article VIII); Payroll Deductions (Article XVI) and Paydays (Article XVII) shall be contained solely within this Article.

C. ***Terms and Conditions of Employment***

Subd. 1 Part-time and temporary employees service shall be paid in accordance with the hourly rates specified in Article XX (Special Compensation Groups) of this Agreement.

Subd. 2 Except as provided for long term substitute teachers in Article XX.A.2, part time and temporary employees shall not accrue seniority and have or establish any layoff or re-entry rights while employed as a part-time or temporary employee.

Subd. 3 For the purpose of transfer and assignment, (including summer employment) part-time and temporary employees may apply for new or vacant positions; however, their applications shall be considered on the same basis as "applicants new to the system".

Subd. 4 Except as it involves long-term substitute teachers [as provided in Article XX (Special Compensation Groups) A (2)] no fringe benefits are provided part-time or temporary employees. No leave benefits are provided except as required by law.

ARTICLE XII

Professional Development

Participation in the professional development program is a part of the requirements of the salary schedule. Regulations apply to all members of the bargaining unit under this Agreement.

A. The term, ***"Professional Development Period"***, is interpreted to mean the State licensure period for all teachers with the exception of those with life licenses. The professional development requirements shall be those listed by the Board of Teaching Rules and Regulations 8700~~10~~.
B. A student teacher shall not be assigned to work with a teacher in the School District without the consent of the teacher.
C. Local Committee for Continuing Education and Relicensure
   1. The teacher and School District recognize and will accept the official acts of the "Local Committees: Standard (Pre-K through grade 12 Secondary Vocational Post-Secondary Vocational)".
   2. In order to implement the Minnesota State Regulations for Renewal of Continuing Licenses:
      a. The Superintendent may grant one-half (1/2) day released time per month of the school year for purposes of the Renewal Committee.
      b. The Superintendent may provide space, secretarial help, necessary forms, record storage space and files necessary for the proper operation of this Committee.

ARTICLE XIII

Teacher Development Program

I. The Teacher Development Program supports professional growth. It offers an opportunity for certified staff to develop and deliver training for colleagues in content, instruction, assessment, technology, and leadership. This program has three (3) components:
   1. Training and development offerings:
      A. Content, instruction, assessment, technology, and leadership in-service offerings
      B. Staff publications
      C. Independent study
   2. Germane Schedule
   3. The "Teacher Development and Evaluation Plan"

   Evaluation, assistance and Peer review for licensed personnel are outlined on the Teacher Development and Evaluation Plan available on the district website.

   The program will be structured in the following manner:
   1. Standing Committee
      A. A Standing Committee of teachers and administrators will be formed for the purpose of establishing the program, reviewing the budgets, and evaluating the progress of the program. This committee will have monthly meetings scheduled at the discretion of the Teacher Coordinator.

         The Standing Committee will consist of seven (7) permanent members. Prior to September 1 of each year, four (4) teachers and two (2) alternates who would serve only in the absence of a regular member shall be appointed by the Union. The teacher members shall notify the Union by June 1, if they do not wish to continue in such a position. One of these will be designated as Teacher Coordinator. The Superintendent and the D.F.T. President will jointly establish an interview team to recommend the Teacher Coordinator.

The Administration will be represented on the Committee by three (3) administrators selected by the Superintendent.

B. The duties of the Standing Committee will be as follows:
   1. Annually assess training needs and formulate direction of the program.
   2. Coordinate and schedule teacher training and develop in-service offerings.
   3. Establish operational rules and time schedules for all in-service training and develop in-service courses under this Article. Insofar as possible, such schedules shall be available in each building by October 1, of each year.
   4. Develop in-service course application process.
   5. Identify, encourage, and approve training staff for in-service courses.
   6. Provide resources and consultants as needed.
   7. Monitor and evaluate courses.
   8. Publish and disseminate descriptive in-service course schedules.

   NOTE: Five (5) of the seven (7) voting members must approve any proposed in-service course.

C. The Teacher Coordinator will:
   - Chair all meetings of the Standing Committee
   - Direct all training and development offerings
   - Grant credits upon the recommendation of the trainers
   - Assure Germane Schedule annual review and communication to all certified staff
   - Facilitate the development and implementation of the responsibilities as outlined in the "Teacher Development and Evaluation Plan".

II. Determination of Credits

A. On-going and newly approved in-service courses:
   1. Ten (10) hours of Teacher Development Program in-service classroom training equals one (1) graduate credit for salary purposes.
   2. Maximum individual course credit equals six (6) credits per year.
   3. Credit granted upon full completion of course.
   4. Program Coordinator will have the discretion to determine the minimum number of participants.
   5. All participation will be voluntary and notices will be distributed to all staff members.

B. Newly approved site sponsored courses:
   1. Must have pre-approval of Teacher Development Committee.
   2. Participation may be limited to site members.
   3. Sites will assume all financial costs associated with courses/in-services.

C. Independent Study
   1. Application must be made thirty (30) days prior to the beginning of any Independent Study project. The applicant must give a description of the project, outline the objectives and estimate the time involved along with the number of credits requested.
   2. The project must be applicable to the teacher's assignment and of a quality satisfactory to use in other classrooms in the School District.
   3. Credits will be granted upon completion of the project and review by the Committee. Maximum credit for Independent Study is three (3) graduate credits per project.
   4. Articles published in professional journals may be considered for Independent Study.

III.

A. Number of credits granted to individual teacher:
   1. Maximum number per teacher per year equals six (6).
   2. Total maximum number per teacher for salary schedule equals twenty-one (21).
   3. Restrictions: M.A. degree or equivalency must be received or held to move beyond the B.A.+45 lane. Teachers hired on or after September 7, 1998, shall no longer have access to the M.A. Equivalent Lane of M.A.+15 or beyond.

B. All credits must be earned prior to September 1 to receive salary credit for coming year.
C. All licensed employees of the School District may apply for or request in-service training.

IV. Budget for Fiscal Year

		2017-2018 & 2018-2019?
1.	Coordinator	1/6 Overload
2.	Secretary	
3.	In-service Training	16,010
4.	Supplies	1,200

V. Control of Funds
A. The determination of the funds to be allocated to the Teacher Development Program will be made by the School Board. The committee will be authorized to make all expenditures within each budget classification.
B. The Committee shall maintain minutes of its meetings with all approved courses and expenditures fully noted in the minutes.
C. All requests for materials and equipment will follow the Board's established purchasing and payment procedures, even though the priorities for purchasing may be established by this Committee within its budget funds.

VI. In the event that State or Federal funds or other local funds within School District budgeted for other in-service training activities of the School District become available for the purposes of this teacher development program under this Article, the School District may allot such funds or additional funds for the purposes of this Article. In which case the Union and School District shall mutually agree upon any additional credits to be allotted to the total credits provided in each year under this Article.

VII. Germane Schedule: The Teacher Development Committee will review and update the Germane Schedule as necessary by May 1st of each year. The Committee will seek input from those they represent and the Senior Human Resources Manager.

ARTICLE XIV

Scholarships

A. ***Scholarships***
1. ***Applications*** by certified personnel for scholarships for each school year shall be submitted to the office of the Senior Human Resources Manager by November 1, for scholarships to be used during the fall, winter, and spring; and by April 1, for scholarships to be used during the summer. Scholarships to be used during the fall, winter and spring shall be awarded by December 1; and scholarships to be used during the summer shall be awarded by May 1. Upon announcement of the awards, a list of all persons, amount, and division shall be immediately forwarded to the President of the Duluth Federation of Teachers.
2. ***Selection:*** Scholarships shall be awarded in the following manner:
   a. Not more than twenty-seven (27) to be awarded for use during the fall and spring semesters, or fall, winter, and spring quarters at $150 divided as follows:
      I. Twelve (12) for elementary
      II. Twelve (12) for secondary
      III. Three (3) for vocational
   b. Twenty-three (23) shall be awarded for use during the summer at $175:
      I. Ten (10) for elementary
      II. Ten (10) for secondary
      III. Three (3) for vocational
   c. Scholarships shall be awarded in the order the applications are received and to those not previously receiving a scholarship within the past three (3) years if there are an excess of applicants, except no teacher shall receive a second scholarship during any school year. School year shall be defined as September 1 to August 31 of the following year.

If in any category, (elementary, secondary) applications are fewer than in the total number available, such open scholarships shall be awarded in the other categories to qualified applicants.

3. ***Payment:*** Such scholarship awards shall be paid by separate checks and not as part of a person's regular salary. Each person shall be paid within thirty (30) days following the filing of transcripts and a written request for payment with the Senior Human Resources Manager. To qualify for payment, the certified person must complete five (5) quarter hour credits during that portion of the year for which the scholarship is awarded.

ARTICLE XV

Summer School Compensation And Regulations

A. Summer School Calendar: Summer school programs of at least ten (10) days in elementary, secondary, middle may be offered during the period beginning with the closing of the regular school year and concluding with the beginning of the following school year. Specific beginning days may be offered for summer school in servicing. Summer school will not be offered on July 4 in each year. Whenever July 4th falls on a Saturday, the preceding day will be declared a non-workday, if on a Sunday, the following day will be taken off.
B. Teacher workday shall be a minimum of three (3) hours. For each twenty-five (25) minutes of instructional time, five (5) minutes of paid preparation time shall be provided by the District.
C. Pay Days: Paid in a manner as to prevent large withholding deductions.
D. Summer School Hiring Policy:
   1. Summer school openings will be posted on the School District's website and outside of the Human Resources Department no later than May 15.
   2. Applications will be submitted within five (5) working days of the posting to be considered for the vacancy.
   3. All summer school applicants shall receive:
      a. Written notice of appointment
      b. Written acceptance form

      Appointments shall be published in school bulletin following approval of Board.
   4. Selection Process:
      a. Only Duluth Public School teachers under contract will receive appointments to summer school teaching positions provided a sufficient number of qualified candidates apply and the acceptance form is returned within seven (7) days of notice of appointment.
      b. Candidates will be hired to teach in the area of regular teaching assignment provided a sufficient number of such applicants are available.
E. Summer school salary shall be at the hourly rate of $24.96 for the 2021-2022 school year and $25.52 for the 2022-2023 school year.
F. Teachers' workday in the Early Childhood Handicapped programs may start as late as 8:30 a.m. and operate Monday through Thursday.

ARTICLE XVI

Payroll Deductions

A. Payroll deductions shall be made in accordance with the following schedule:
   1. First payday of the month:
      a. Federal and State Taxes
      b. Annuities
      c. Teachers Retirement Association (TRA)
      d. Social Security
      e. Insurance Premiums

f. Duluth Federation of Teachers Dues
g. Harbor Pointe Credit Union

2. Second payday of the month:
   a. Federal and State Taxes
   b. Annuities
   c. Teachers Retirement Association (TRA)
   d. Social Security
   e. Insurance Premiums
   f. United Way
   g. Harbor Pointe Credit Union
   h. Duluth Federation of Teachers Dues
   i. C.O.P.E.
3. Third payday of the month (where applicable):
   a. Federal and State Taxes
   b. Teachers Retirement Association (TRA)
   c. Social Security
   d. Duluth Federation of Teachers Dues

B. ***Special Provisions*** which shall apply are:
1. United Way deductions shall be at a minimum of $10.00 and in regular payments of not less than $1.00 per month.
2. All insurance premiums shall be paid in advance of the month in which they are due.
3. Teachers Retirement Association (TRA) deductions shall be from each payroll period.

ARTICLE XVII

Paydays

A. ***Paydays:*** All employees covered under this Agreement shall be paid every other Friday for the 2021-2022 contract year.

B. ***Number of Paydays:*** The number of equal payments of salary shall be twenty-six (26) for all employees unless the District switches to a twice-monthly pay schedule as set forth in Paragraph E of this Article.

C. ***Method of Payment:*** The employer may pay employees in the bargaining unit by depositing in such financial institutions within the School District, as the employer shall designate the net salary or wages owing to such employees in an account provided for each employee. Employees not desiring to do their banking with such financial institutions as designated by the School District shall be permitted to withdraw such salary or wage payments from such financial institutions without charge to the employee.

D. Payments made on a twenty-six (26) payment schedule shall be twenty-seven (27) paydays for any school year in which twenty-seven (27) bi-weekly paydays exist.

E. ***Twice-monthly Pay Schedule:*** Commencing July 1, 2022 or July 1 of any year thereafter, the School District will have the option of converting the pay periods for employees to a twice-monthly schedule in which there will be twenty-four (24) pay periods for payment of equal installments of salary in a fiscal year. Employees will be paid on the 15th of each month and the last day of each month. If the 15th day or last day of the month falls on a weekend or a holiday, the employees will be paid on the first business day prior to the 15th or the last day of the month. The District must provide employees at least two months' written notice prior to converting to a twice-monthly pay schedule.

ARTICLE XVIII

Insurance

1. Basic Medical-Hospital Medical Plan.
   a. Level of Benefits. The level of benefits will be those offered through the Public Employees Insurance Program (PEIP) as determined by the State Employee Group Insurance Program High Advantage Plan.
   b. District Contribution – Single Coverage. The District will contribute 100% of the premium for all employees in the bargaining unit who are eligible (Article XVIII, Section 6) for and have enrolled in the PEIP High Advantage Health Plan.
   c. District Contribution – Family Coverage. The District will contribute 75% of the family premium for all employees in the bargaining unit who are eligible (Article XVIII, Section 6) for and have enrolled in the PEIP High Advantage Health Plan.
   d. District Contribution – Two Employee coverage with dependents. If two (2) employees, married to each other, are both eligible pursuant to Article XVIII, Section 6, the two (2) employees must take one (1) family PEIP High Advantage Health Plan for which the District will fully pay the insurance premium. Two (2) employees married to each other without dependents must each take the single PEIP High Advantage Health Plan if both are eligible (Article XVIII, Section 6)
2. Health Reimbursement Arrangement (HRA):
   a. Single Plan Contribution: For each employee who is enrolled in the single PEIP High Advantage Health Plan, the District shall contribute $2,000 or 95% (whichever is greater) of the single maximum out of pocket expenses (medical and prescription drugs) as determined by the PEIP High Advantage Health Plan Cost Level 2 into the employee's HRA account during a Plan year.
   b. Family Plan Contribution: For each employee who is enrolled in the Family PEIP High Advantage Health Plan the District shall contribute $4,000 or 95% (whichever is greater) of the family maximum out of pocket expenses (medical and prescription drugs) as determined by the PEIP High Advantage Health Plan Cost Level 2 into the employee's HRA account during a Plan year. Two employees married to each other with dependents will only have one (1) HRA account into which only one (1) contribution will be made.
   c. HRA Contributions: Annual contributions will be pro-rated monthly and will be made the first of each month. In the event the employee has a catastrophic medical expense during the year, the District shall contribute into the HRA of that employee an amount equal to the out of pocket expense incurred not to exceed the yearly limit in a. or b. above. The employee is required to show proof of the medical expense before any early contributions are made. Any expedited HRA payments made that are subsequently not earned shall be repaid to the District by the employee and may be deducted from his/her last salary payment.
   d. HRA Trust Adoption Agreement: The HRA Adoption Agreement will create a trust and will specify that eligible health expenses will be paid from the FSA first, until an individual's FSA account is exhausted, and from the HRA Plan second.
   e. HRA Accounts: The HRA will be composed of individual accounts for each eligible participant. Participants who leave employment will be permitted to continue accessing their individual HRA balances until the account is exhausted.
   f. Benefits of HRA: The HRA will reimburse all expenses eligible under IRS rules and regulations, without restrictions.
   g. Administrative Fees: Administrative fees allocable to individual accounts shall be paid from the account.
   h. Prorated Year: Any employee, who becomes eligible late or loses eligibility part way through the year, shall receive a prorated amount of benefit credit to reflect the prorated employment status. (e.g. a teacher who works 100 days of the year would receive 100/190 of the HRA contributions for the calendar year.)
   i. HRA Plan Year: The Plan year shall be January 1 through December 31.
   j. Carry Over: Any amount remaining in the individual account at the end of the HRA Plan year will carry forward to use by the participants.

3. Long-Term Disability: The School District shall provide a long-term disability (LTD) income protection insurance plan. This plan shall be continued in effect for employees with coverage to include provisions for payment of a benefit in the event of disability of two-thirds (2/3) of salary without any maximum salary limitation and shall provide for a ninety (90) day waiting period for commencement of benefits. In all other respects and level of benefits the LTD coverage will remain at the same or an improved level as the plan in effect on the date of this Agreement. Each employee may at his/her option elect to have the payment added to his/her taxable salary provided he/she authorizes a payroll deduction to pay the LTD premium. After the initial enrollment period, such election may be made annually during open enrollment for the next calendar year.
4. Life Insurance: The School District shall purchase $50,000 of group term life insurance protection for each employee. An employee may purchase up to $100,000.00 in $10,000 increments of additional coverage at the employee's own expense during open enrollment. Payment for the additional coverage will be through payroll deduction.
5. Dental Insurance: The School District shall provide for each employee, single dental insurance coverage. The School District shall continue the plan in effect, including a level of benefits the same as those provided under the Delta Basic Dental Core Program coverage. In all other respects the dental plan coverage shall remain at the same or an improved level as the plan in effect on the date of this Agreement. The District will offer a group dependent dental insurance option. Teachers electing this option will be responsible for paying any costs in excess of that paid by the District for single dental insurance.
6. For an employee to qualify for the insurance being provided in this Article, they must regularly work 0.6 FTE or more. Newly hired employees will be provided coverage as soon as they are entitled to under this Article effective the first day of the month following their date of employment. Except persons hired to start the first day of the school year shall be covered from the date of employment.
7. Employees meeting the eligibility requirements of Minnesota Statute 471.61, Subd. 2b shall be allowed to continue the group hospital and medical coverage by paying the full regular monthly premium in advance to the School District. To be eligible, such employees must notify the Senior Human Resources Manager of retirement prior to April 1 if not returning for the following year, or three (3) months prior to retirement if retiring during the school year, except in cases of emergency involving serious illness or other justifiable cause where the reason for retirement is not known sufficiently in time to give the proper notice, but in such case the retiree shall notify the School District as soon as the reason for retirement is known. The employee and employee's dependents may continue such coverage indefinitely, subject to the conditions and requirements of Minnesota Statute 471.61, Subd. 2b.
8. Flexible Spending Account (FSA): The District shall sponsor a FSA at no cost to the employee (IRS Code 125). The plan year will run January 1 - December 31.

ARTICLE XIX

Co-Curricular Activities

1. The Co-Curricular Compensation Schedule shall be as attached hereto as Exhibit "A" and made a part hereof.
2. Individuals who have a co-curricular assignment paying $1000 or more shall have the compensation for that assignment paid as a part of the bi-weekly salary. Assignments wherein the compensation is less than $1000 shall be paid at the completion of an activity.
3. A teacher wishing to resign a co-curricular activity position shall give written notice to the building Principal prior to April 1, to take effect the following school year. If a replacement acceptable to the administration and the Board is available, a teacher by mutual agreement with the administration may resign such position at any time. If such teacher has received payment for services not performed, the School Board shall be reimbursed.
4. Instructors for co-curricular activities must be qualified in the area of responsibility. Co-curricular assignments are usually made from within the affected school, then from among the feeder schools, and then from the remainder of the bargaining unit. If there are no applicants from within the bargaining unit, the School Board may appoint a person or persons from outside the bargaining unit if the position has been posted in the School Bulletin. Such appointments from outside the unit may be renewed from year to

year. The District agrees to send copies of Human Resources Committee agendas and Personnel Committee reports that contain proposed non-bargaining unit appointments to the Union at the same time these agendas and reports are mailed to School Board members.

Notwithstanding the above, up to ten percent (10%) of the co-curricular appointments may be made by the School Board without regard to bargaining unit membership, from persons recommended by a committee consisting of three (3) administrative appointees, three (3) D.F.T. appointees and a community member. The D.F.T. and the administration will meet and confer to determine the process of selection to be used by the committee.

5. If a staff member is not appointed to an activity, compensation will not be received for said activity. Co-curricular compensation will not be paid if the job description for the activity is not fulfilled in accordance with the expectations of the building Principal.
6. All assistants must report at the same time as the person in charge of the activity, unless specifically excepted by said person in charge; if an assistant reports late, his/her salary will be pro-rated for days worked.
7. In the event that new activities are added to the co-curricular program by the School District, each will be studied jointly and placed on the schedule with appropriate compensation mutually agreed upon.
8. Participants in all activities must be accompanied by, and under the supervision of, a coach, faculty sponsor, or advisor.
9. If a teacher or an Activities Director is not to be reassigned a co-curricular activity position the following school year, he/she shall be notified in writing by the building Principal prior to the last day of the school year, if it is an activity that has been completed prior to that date and prior to July 1, for other co-curricular positions.
10. Activities Directors shall have a regular assignment of not more than five (5) hours of student contact time.
11. Academic clubs noted in the Co/Extra Curricular Compensation Schedule are identified as student activities recommended by the building administrator and approved by the Assistant Superintendent requiring teacher time beyond the school day for advising/coaching students.

ARTICLE XX

Special Compensation Groups

A. ***Substitute Teaching***

1. Long-term substitutes may be hired in the following cases:
   1) Teachers hired to replace permanent staff on parental or military leaves of absence
   2) Teachers hired to replace permanent staff who are on a leave of absence of at least thirty (30) working days, but less than one (1) year who have rights to reinstatement to a position

   Such long-term substitutes shall be hired under the following provisions:
   a. Salary shall be based on the beginning step of the correct lane on the salary schedule as provided in this Agreement, unless it is a teacher returning from layoff to a long-term substitute position which is a semester or longer in duration or where in the opinion of the School Board and the Superintendent of Schools it is desirable to grant a higher step placement because of either the difficulty of filling a position with a qualified candidate or the unique qualifications of the applying candidate.
   b. Insurance, sick leave (except sick leave bank), and all other benefits except as provided in this Article, shall be the same as for regular employees except that salary and insurance benefits shall not be retroactive beyond the date that it was known by the School District that the permanent staff members would be absent for over thirty (30) working days.
   c. Teachers referred to in subsection d (1-2) below shall be eligible for step increases if hired as a permanent staff member or long term substitute for subsequent years and worked at least one hundred (100) working days the previous school year.
   d. Persons employed in a long-term substitute capacity shall accrue seniority only under the following conditions:

1) Any service in a single position for more than thirty (30) days within a twenty-four (24) month period immediately prior to becoming a permanent (contract) staff member.
2) Teachers on layoff who are placed in long-term substitute positions.
3) For the time worked in the school year immediately prior to becoming a permanent (contract) staff member in the case of a teacher hired to fill a vacancy created after the beginning of the school year.

e. When a teacher on leave remains on leave beyond one (1) year the position will be posted as a permanent position.
f. Long-term substitutes will be considered applicants new to the system when applying for contract posted positions.

2. Recall of laid off teachers to long-term substitute positions which are in the bargaining unit:

Employees desiring to be employed in long-term substitute assignments must maintain a letter of intent to accept a long term substitute assignment prior to the start (by August 15) of each school year with the Human Resource Department and be able to respond to a job within three (3) days of initial contact. It shall be the responsibility of the employee to maintain, in writing, a current telephone number at all times so that he/she can be reached within 48 hours (between the hours of 8:00 a.m. and 5:00 p.m. of each workday.)

A teacher, referred to in this sub-section, completing a term as a long-term substitute will continue to gain seniority equal to that of a less senior teacher in the same licensure area who is still employed in a long-term substitute position until such time as the more senior teacher refuses to accept another assignment during the same school year. Bumping between long-term substitute assignments is expressly prohibited.

B. ***Homebound Teachers.*** The hourly rate for homebound teaching shall be $24.96 per hour for the 2021-2022 school year and $25.52 per hour for the 2022-2023 school year.

C. ***In-Service Training.*** The hourly rate for in-service training (other than the teacher development program under Article XIII) shall be $22.58 per hour for the 2021-2022 school year and $23.09 per hour for the 2022-2023 school year.
New teacher induction day (not to exceed 8 hours) $22.58 per hour for the 2021-2022 school year and $23.09 per hour for the 2022-2023 school year.

D. ***Driver Training.*** The driver training hourly rate shall be $25.82 per hour for the 2021-2022 school year and $26.40 per hour for the 2022-2023 school year.

E. ***Other Hourly.*** Teaching adult education classes when teachers' licensure is required, (except post-secondary vocational and extension classes) hourly paid special education teachers and those other salaries applicable to the hourly rate shall be $22.58 per hour for the 2021-2022 school year and $23.09 per hour for the 2022-2023 school year.

F. ***Excel Courses.***
1. Excel summer school salary shall be at the hourly rate of $24.96 for the 2021-2022 school year and $25.52 for the 2022-2023 school year.
2. Teachers teaching Excel shall be paid a co-curricular stipend of $1,715.13, per semester.

G. ***Curriculum Writing.*** Curriculum writing rate shall be $32.72 per hour for the 2021-2022 school year and $33.46 per hour for the 2022-2023 school year outside of the teacher contract day.

H. ***Counselors, Social Workers Activities Directors And Nurses.*** Counselors and social workers shall work two (2) weeks in addition to the school year. The scheduling of the two (2) weeks shall be arranged through mutual agreement between the counselor, or social worker and his/her supervisor. School Nurses shall work two (2) additional days at the beginning of the school year. Activities Directors shall work four (4) weeks in addition to the school year. The scheduling of the four (4) weeks shall be arranged through mutual agreement between the Activities Director and his/her supervisor.

I. Employees may contract for services beyond the term of the school calendar and shall be paid on the teachers' salary schedule for the terms of the school calendar and for services beyond such time the additional salary shall be based on the ratio that the number of weeks of additional employment bears to the number of weeks in the school calendar, and may contract for services beyond forty-two (42) weeks for a minimum of four and one-half (4 ½) hours per day for five (5) days a week.

J. The mileage rate to employees shall be that established by the IRS. If the mileage rate is increased by the School District for employees not covered by this Agreement, the same increase shall be granted employees under this Agreement.
K. Contract teachers, licensed for and agreeing to teach fee generating post-secondary vocational credit classes and/or hourly extension classes beyond their teacher contract day shall be paid on a pro-rata basis or on the School Board approved hourly extension pay schedule, whichever is greater.
L. Parking Fees: Teachers will not be required to pay District-imposed parking fees.

ARTICLE XXI

Vocational

Vocational salary schedule shall be identical to the basic teacher salary schedule as to lanes, steps, and compensation on each step.

A. The following provisions shall apply to vocational employees assigned to the Secondary Vocational Center:
   1. The School District may employ a vocational teacher on any step of the salary schedule based on work training and teaching experience. Non-degree teachers with appropriate vocational licensure shall be employed on the Bachelors lane. Effective July 1, 1979, non-degree vocational teachers will be allowed to advance to the BA+15, 30, 45 and MA Equivalency with all credits earned after securing their five (5) year license and appropriate credits in accordance with the lane requirement schedule provided below. Advancement beyond the MA equivalency requires a four (4) year BA (teaching) license and the appropriate additional credits (54 credits or a Masters Degree).

      College credit for advancement beyond the BA degree must be secured through an accredited college in methods, educational psychology, education and vocational education.

      Relicensure credits, which can be used for State relicensure, may also be used for lane movement. Relicensure credit which can be used for lane movement shall only be in the following areas: college courses, teacher development credits under Article XIII, industrial conferences, and workshops having pre-approval of the vocational relicensure committee. Relicensure credits used for lane change may only be credits earned beyond a teacher's workday/year. Credits shall be given to course work, which extends beyond a normal workday on a pro-rata basis. Teachers must provide necessary written documentation (official transcripts and original certificates) from the workshop sponsor supporting any credit claimed for lane movement.

      Credits applied for lane movement shall be germane to the individual's present teaching assignment. College and teacher development credits used for lane change may only be credits earned beyond a teacher's workday/year unless prior approval, in writing, is secured from the Superintendent of Schools.

      Workshop clock hours shall be given credit on the basis that twelve (12) clock hours shall equate to one (1) quarter hour credit for lane change purposes. Advancement onto the Ph.D. lane of the salary schedule shall be satisfied only if all requirements of Article XXII are attained in order to secure a Ph.D.

      Approved workshop clock hour credits for the purpose of lane credit shall be considered graduate.

      Official transcripts and original licenses substantiating any change in classification on the salary schedule for course work must be filed in the office of the Senior Human Resources Manager by October 15th of the school year in which the change is to become effective. Monetary adjustments in the contract salary retroactive to a teacher's first day of work during the current contract year will be made on the next payroll following approval of the change in classification.

Lane requirements for degreed and non-degreed vocational teachers:

CLASS.	DEGREE & NUMBER OF COLLEGE CREDITS NEEDED TO ACQUIRE THE LANE	MINIMUM NUMBER OF COLLEGE CREDITS (GRAD. & UNDER GRAD.) & TEACHER DEVELOPMENT CREDITS	MAXIMUM NUMBER OF WORKSHOP CLOCK HOUR CREDITS
III+15	Bachelors Degree Plus 15 Credits	12	3
III+30	Bachelors Degree Plus 30 Credits	12	3 (Or Total of 6)
III+45	Bachelors Degree Plus 45 Credits	12	3 (Or Total of 9)
IV	1) Masters Degree 2) Bachelors Degree Plus 54 Credits (Masters Equivalency)	9	3 (Or Total of 9)
IV +15	Masters or Equivalency Plus 15 Credits	12 (Graduate Only)	3
IV +30	Masters or Equivalency Plus 30 Credits	12 (Graduate Only)	3
IV +45	Masters or Equivalency Plus 45 Credits	12 (Graduate Only)	3

Sections A., B. (1), (2), (3), (4), (5), (8), (10), and D. through J. of Article XXII are also applicable to the vocational division.

Lane change requirements as provided herein pertain only to teachers assigned to the Secondary Vocational Center. Secondary Vocational Center is located where students from across the District may attend as opposed to Secondary Vocational Programs, which are located in a secondary building for which usually students from only that building attend and are instructed by staff which must always be degreed personnel. Secondary Vocational Program teachers' lane change requirements are provided only in Article XXI of this Agreement except for non-degreed teachers employed and assigned to a Secondary Vocational Program prior to July 1, 1979.

2. All vocational employees shall be employed for the same number of days as those employed on the school calendar. Vocational employees requested and agreeing to teach beyond the school calendar may contract for services and shall be compensated on a pro-rata basis for such additional services and the workday shall be the same as during the regular school year. Leave time for persons employed as counselors in student personnel services may be arranged by mutual consent of the employer and employee so as to allow for scheduled employment beyond the end of the normal school calendar.

B. ***Secondary Vocational Centers***
   1. All Secondary Vocational Center teachers may be allowed two one-half hour preparation periods so as not to conflict with the three (3) two (2) hour blocks of teaching. The workday for employees newly assigned to a Secondary Vocational Center after July 1, 1978, may provide six (6) hours of student contact time without additional compensation, provided two (2) hour blocks of time are required by the State plan.
   2. The school day shall be between 7:45 a.m. and 3:45 p.m.

C. ***Secondary Vocational Program***
   1. Secondary Vocational Program teachers' workday shall be consistent with the high school location to which they are assigned. Teachers in these locations, teaching the six (6) hour day, will be compensated in accordance with Section II of Article X.

D. Teachers without a degree but teaching with vocational licensure and assigned to secondary vocational educational programs and centers shall be based on the Class I and II lane, plus an additional one-sixth (1/6) pay for each hourly instructional load per week in excess of twenty-five (25) hours in accordance with

Section II of Article X, or shall be based on the Class III lane or Class III+15 lane or +30 lane or +45 lane on the appropriate step, whichever method of calculation is the greater.

Any teacher holding a four (4) year degree or beyond shall continue to be compensated based on the appropriate lane and step of the salary schedule for other secondary teachers and shall be compensated for assignments beyond the normal instructional load in accordance with Section II of Article X.

E. The School District shall attempt to establish training programs in the local community for secondary teachers who are teaching vocationally reimbursable courses but who are not vocationally licensable. Teachers volunteering to enter this program of training may be granted a leave of absence with pay, with the School Board's approval, for that period of time necessary to secure such licensure.

ARTICLE XXII

Salary Schedule And Regulations

A. The following conditions and rules apply to all employees except as otherwise provided in this Agreement.
   1. Salaries shall be as set forth in Exhibit "B" attached hereto and incorporated herein by reference.
   2. Pro-rata additions or subtractions shall be based on 1/192nd of an employee's base salary per day.
   3. Employees working half time or more shall be paid pro-rata on the salary schedule during the term of the school calendar and if their normal employment is extended beyond thirty-eight (38) weeks.
   4. Employees working less than half time shall be compensated in accordance with the applicable hourly rate.

B. Credits to be allowed for application on the salary schedule shall be germane to the individual's teaching or extra-curricular assignment subject to the following guidelines:
   1. All credits earned or completed prior to winter quarter of the 1974-1975 school year shall qualify for advancement on schedule under the salary schedule regulations contained in the 1972-1974 Labor Agreement. All credits earned or completed prior to summer quarter 1978 shall qualify for advancement on schedule under the salary schedule regulations contained in the 1975-1977 Labor Agreement. Credits so qualifying shall not be lost or affected by this Article.
   2. Employees having completed fifteen (15) credits on an approved graduate program by the end of the fall quarter of 1974 may continue to complete such program and receive credit for advancement on the salary schedule notwithstanding the requirements of this Article if such program is completed by September 1, 1976.
   3. Credits once granted for advancement on the salary schedule shall not be affected by any change in an employee's teaching assignment.
   4. Credit will not be granted for a course that has been previously taken unless a request to duplicate such course has been approved by the Teachers' Development Committee.
   5. For those employed before the 1974-1975 school year, courses taken after fall quarter of 1974 qualify for advancement if such course work is required to retain licensure in the minor field.
   6. Movement beyond Class IV with a Master's equivalent or for nurses shall not be more than one (1) lane a year.

   7. Lane Requirements:

CLASS	DEGREE & NO. OF CREDITS NEEDED TO ACQUIRE THE LANE	NO. OF UNDER GRADUATE CREDITS ALLOWED PER LANE	NO. OF EXTRA CURRICULAR CREDITS ALLOWED PER LANE	NO. OF CREDITS FIELDS OF LICENSURE ALLOWED PER LANE (EFFECTIVE 07/01/88)
III+15	Bachelor Degree Plus 15 Credits	3	3	3
III+30	Bachelor Degree Plus 30 Credits	3 (Or Total of 6)	- (Or Total of 3)	3
III+45	Bachelor Degree Plus 45 Credits	3 (Or Total of 9)	- (Or Total of 3)	3**
IV	*(a) Master Degree, (b) Bachelor Degree Plus 54 Credits (Masters Equivalency)	3 (Or Total of 9)	3 (Or Total of 6)	3**
IV+15	Master or Equivalency Plus 15 Credits	3	3	3
IV+30	Master or Equivalency Plus 30 Credits	3 (Or Total of 6)	- (Or Total of 3)	3
IV+45	Master or Equivalency Plus 45 Credits	3 (Or Total of 9)	3 (Or Total of 6)	3

* At the discretion of the college granting the Master Degree. An approved Master program may include more than nine (9) undergraduate credits. However, these additional undergraduate credits can only be used at this class and not to attain previous or subsequent lanes.

** Can use the three (3) credits for Class III+45 or IV, not both

8. All credits referred to in this schedule are quarter hour credits.
9. Courses required by the State for continued licensure in the field of teaching assignment shall be considered to be germane; (for example, Human Relations training.)
10. The Superintendent or his/her designee may approve courses that are not germane to the individual's teaching field or extra/curricular assignment in advance of taking the course.
11. Teachers newly hired as of September 1998 shall no longer have access to the MA Equivalent Lane of MA+15 or beyond.

C. Official transcripts substantiating any change in classification on the salary schedule and application for lane change must be filed in the office of the Senior Human Resources Manager by October 15 of the school year in which the change is to become effective. Monetary adjustments in the contract salary, retroactive to the opening of school, will be made on the next payroll following approval of the change in classification (normally in the month of November).

D. It is required that teachers entering into a graduate program submit the plan to the Teacher Development Committee, including a course listing, before embarking upon the graduate program. Once a new graduate program is approved, all credits taken through that program will be considered to be germane.

E. Increments for teachers employed during the school year:
   1. Teachers who begin their service in the local School District on or before February 3rd of the school year will receive the full increment the following year.
   2. Teachers who begin their service after February 3rd will receive no increment the following year.

F. Formula for determining the placement of newly-hired teachers on the salary schedule:
   1. Newly hired teachers shall be hired on the salary schedule on the salary lane to which their educational attainment (degree plus subsequently earned germane credits) at the time of hiring entitles them to be placed. Any applicant failing to advise the School District at the time of hiring of any credits or degrees for which he/she had earned or received credit at the time of application, shall not be entitled to later use such credits or degrees to obtain advancement on the lane of the salary schedule.

      The method of initial placement on the appropriate step within the lane shall be determined by School Board policy.

2. When a war veteran is hired as a teacher, if he/she was a full-term teacher at the time he/she entered the military service and has a continuous teaching and service record, he/she shall be given the same credit in the hiring formula for the time he/she was in the military service as if he/she had been teaching.

G. Period of Service: The contract period for employees paid on the salary schedule shall, except for the period designated school not in session, be for the term of the school calendar unless otherwise provided in this Agreement, or unless assigned to positions in which the State Department of Education requires services beyond the term of the School Calendar and in such cases the contract period shall be extended for the additional weeks required according to the State guidelines. The school calendar shall be as attached hereto as Exhibit "C" for illustrative purposes. The school calendar is subject to change by the School Board consistent with the Board's authority to establish the annual school calendar as set forth in Minnesota Statutes section 120A.40 and 120A.41.

H. Physical Examination: Every employee within the bargaining unit shall be required to submit to a tuberculin test or chest x-ray as required by Minnesota Stature 144.441, subd 4, and the School District will assume the payment of the services necessary for such diagnosis and report, but shall not pay any travel or incidental expenses in connection therewith. Such test or x-ray shall be performed by such person or persons designated by the School District and shall be conducted within the School District if the necessary services are available within the School District.

Any other medical examination which may in the future be required by law or requested by the School District shall be paid for by the School District, including necessary travel and incidental expenses in connection therewith, except as such examination may in the future be required for continued licensure of such employees within the bargaining unit as are required to be licensed pursuant to rules or regulations established by the Minnesota State Board of Education.

I. ***Teachers' Meetings:*** Teachers' meetings are not to be called during the school year on days when school is not in session.

J. ***Filing of Licenses - TRA and PERA Deduction:*** Employees covered under this Agreement agree to present for filing with the office of the Senior Human Resources Manager prior to the beginning of the school year, if required and if not already done, a presently valid license or copy thereof, authorized by the Minnesota State Board of Education and issued by the Commissioner of Education for the State of Minnesota to perform the services for the position to which the employee is assigned. If not a member of the Teachers Retirement Association or the Public Employees' Retirement Association, the employee's contribution to said association will be deducted from the employee's salary payments, along with all deductions required by law and all deductions authorized in advance by the employee, in writing, and approved by the School District.

K. ***Education District:*** All teaching positions resulting from Education District implementation shall be made by contracting with the individual school districts. The teacher so contracted, whether full or part-time, will continue on the seniority list of that teacher's home district and the salary schedule of that district. No combined Education District seniority list will be used.

ARTICLE XXIII

Seniority - Tenure

A. ***Seniority*** shall be established for all employees in the bargaining unit based upon their years of service as calculated under the following rules:

1. In calculating service for seniority purposes, all service within the bargaining unit will be counted as well as all leave time granted by the School Board to a bargaining unit employee, provided that such leave time is immediately followed by continued employment and shall not include any time on leave while an employee of the School Board in a position not in this bargaining unit.

In the case of part-time employees, service time prior to July 1, 1983, will be calculated by accumulating hours worked in the school year with each hour of time worked being equivalent to 1/5 of a day, except for Head Start teachers, where one (1) hour of time will be equivalent to 1/8 of a day.

The accumulated number of days, rounded to the nearest full day, will be related to one hundred eighty (180) workdays representing a full work year and credited to service time. Effective July 1, 2014, no person shall be given credit for more than 38.4 weeks in a work year. The work year shall be defined as September 1 through August 31.

Effective July 1, 1983, service time involving all employees covered by this Agreement will be calculated only for those weeks of the school year in which the employee worked more than fourteen (14) hours per week converted to weeks (with a week constituting no more than forty (40) hours) rounded off to the nearest hundredth. Seniority shall not be counted for an additional assignment by a teacher performed outside the regular school day, or for a homebound assignment, or for long-term substitutes except:

a. Persons who have established seniority standing as of June 30, 1983, pursuant to Article XX-A (2) of the 1981-1983 Agreement;
b. Teachers on layoff who are placed in long-term substitute positions pursuant to Article XX of this Agreement;
c. For teachers hired on and after July 1, 1985, any service in a single position for more than thirty (30) days within a twenty-four (24) month period immediately prior to becoming a permanent (contract) staff member.

or temporary employees except any seniority an employee may have accrued or established as a part-time or temporary employee during the period May 1, 1980, to July 1, 1981, shall be retained and included in determining seniority if such persons are employed under a contract for regular employment prior to July 1, 1983. Effective July 1, 2014, no person shall be given credit for more than 38.4 weeks in a work year. The work year shall be defined as September 1 through August 31.

2. In calculating seniority an employee who is re-employed in the bargaining unit whose continuous service has been interrupted for any reason, including transfer to non-bargaining unit employment or termination, will be granted credit for prior service only if the return to bargaining unit service is within two (2) years of the date of such interruption if the employee had previously accumulated bargaining unit seniority of two (2) years or more and, if less, the return to bargaining unit service must be within a period of time not greater than the equal to the amount of accumulated seniority at the time his/her continuous service was interrupted, provided this limitation is not applicable to teachers holiday re-employment rights under "C" of this Article.
3. Seniority will apply on a district-wide basis; i.e., a teacher may apply all services as defined in 1. above to any teaching assignment for which he/she is licensed at the time of layoff or reassignment resulting from layoff.
4. Where two (2) or more employees with the same amount of seniority commenced their employment on the same date the following shall apply in this order; the date of Board action, the date of acceptance and the date of oldest application. In calculating seniority, extra-curricular, summer school work, will be specifically excluded in calculating time worked and date of commencement of employment.
5. An updated seniority list shall be provided to the Union by the first day of school following winter recess and posted in each school building.

The list shall include name, number of weeks worked, date of employment or re-employment, date of Board action, acceptance date, date of oldest application and areas of licensure. Any employee whose name appears on such list, or may have been omitted from such list, and who may disagree with the findings of the School District and the order of seniority in said list shall have the opportunity to challenge by supplying documentation and proof of their request to change.

Upon failure of employee and Senior Human Resources Manager to agree to said change within ten (10) workdays of receipt of said documentation, proof and request of such change, the employee or the Union shall have five (5) workdays to file a grievance with the Superintendent. The grievance shall then be handled in accordance with Step II of the grievance procedure in this Agreement, subject further to the right of arbitration provided in the grievance procedure of this Agreement.

A supplemental list involving corrections shall be provided the Union representative and reposted by March 15.

Effective with the posting of the seniority list on the first day of school following winter recess in school year 1983-1984, any employee failing to protest their seniority as shown on such list within the period of time specified above shall be considered to have confirmed their seniority as listed. Challenge to seniority after school year 1983-1984 shall be limited only to the current year's seniority accrual.

B. ***Layoffs*** necessitated because of discontinuance of position or lack of pupils, shall be in the reverse order of seniority with the last senior teacher to be the first laid off, provided in all cases that the teacher must be licensed for a newly sought position.

In any year in which a reduction in teaching staff is occurring, and the School District is placing teachers on layoff, only those licenses actually received by the Human Resources Department by March 1 shall be considered for purposes of determining layoff within areas of licensure for the following school year. A license filed after such time shall be utilized for purposes of recall to vacated or new positions but not to the current reduction.

C. ***Re-employment:*** Any teacher having been laid off due to staff reduction shall have re-employment rights for a period of four (4) school years following layoff, and re-employment, shall be in the reverse order of layoff, providing in all cases the teacher must be licensed for the position for which re-employment is sought. Re-employment rights may be exercised as vacancies occur. No employed teacher will be required to transfer to another licensure area or building in a realignment of positions to accommodate re-employment of teachers on layoff. Re-employed teachers shall be reinstated with full credit for seniority, salary, sick leave, and all other benefits as though their service was not interrupted, except that the aforementioned shall not accrue during the time they were not under contract because of layoff. If re-employment is offered under the provisions of this Section, the teacher must return to employment with the District not later than the commencement of the next beginning school year; provided, a teacher laid off from a full-time position may decline an offer of re-employment to a part-time position without loss of his/her relative position on the re-employment list. A teacher who accepts an offer of re-employment to a part-time position pursuant to this paragraph or who is reduced from a full-time position to a part-time position involuntarily in lieu of layoff shall not relinquish his/her right to reinstatement into a full-time position based on his/her seniority and qualifications thereafter. When placed on layoff, a teacher shall file his/her name and address with the School District's Human Resources Department to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher by certified mail at the last known address shall be sufficient and it shall be the responsibility of any teacher on layoff to provide for forwarding of mail or for address change. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein. The teacher receiving notice shall give written acceptance of the offer of re-employment within one-half the time remaining between the date of mailing of the offer and the date school commences, but in any event the teacher shall have not less than ten (10) days from the date of mailing to respond.

A teacher who returns to a part-time position involving less hours than their tenure right would permit of permanent nature from layoff status will have the option of staying in that position even if another position for which a license is held of more hours opens in that year. Should the more senior teacher remain in the part-time position, he/she will be granted seniority equal to the less senior teacher who assumes that position of more hours per week. A permanent position is defined as a position, which is permanently vacated by its incumbent for which seniority is accrued and which is not a long-term substitute position.

D. ***Tenure Rights:*** Any employee within the appropriate bargaining unit who is not otherwise covered by the provisions of Minnesota Statutes, Section 122A.41 or any act amendatory or in place thereof, shall during the first three (3) years of consecutive employment with the School District be in a probationary status during which time said employee may be discharged for any constitutionally permissible reason upon thirty (30) days written notice of said discharge. Following said three (3) consecutive years of employment with the School District without notice of termination or discharge as stated above, said employee shall not be

discharged, suspended or demoted except for just cause which shall include, but not be limited to, the causes specified in Minnesota Statutes, Section 122A.41. Notice of said discharge, suspension or demotion after the probationary period shall be given in writing to the employee with the reasons and causes stated therefore, and the employee if not satisfied with the reasons given or causes stated shall have the right to have his/her status reviewed within the time limits and pursuant to the grievance procedure provided in this Agreement.

ARTICLE XXIV

Savings Clause

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and all other provisions of this Agreement shall continue in effect.

ARTICLE XXV

Site Based Decision Making

The Duluth Federation of Teachers (D.F.T.) and Independent School District No. 709 agree to implement a labor management process to be known as the Quality Leadership Initiative comprised of a central steering committee called the Quality Steering Committee with subcommittees including the High School Quality Leadership Team, the Middle School Quality Leadership Team, the Elementary School Quality Leadership Team, the Special Education Quality Leadership Team, and building level leadership teams. The Quality Steering Committee will create additional special purpose committees as appropriate to address issues such as insurance, assignment and transfer and co-curricular.

The number of members and duties of the leadership teams and committees will be determined by the Quality Steering Committee with the D.F.T. selecting teacher members and administration selecting administration members.

The President of the D.F.T. and the Superintendent will jointly select and appoint two (2) co-facilitators from the D.F.T. and administration. The D.F.T. Facilitator will be a 0.2 FTE position. The D.F.T. President's District assignment will include Quality Process responsibilities. Release time will be afforded the D.F.T. President, not to exceed one (1) class period (.2 FTE) for the purpose of working with the District Administration on the Labor Management Process. The Superintendent and the D.F.T. President will serve on the Quality Steering Committee and with the Facilitator, will determine agendas.

In addition, The Duluth Federation of Teachers (D.F.T.) and Independent School District No. 709 agree to implement a Continuous Improvement Process (CIP). CIP leadership teams and the meeting calendar will be developed jointly between the D.F.T. President, D.F.T. Facilitator, district administration and building principals. The intent of CIP will be to provide support and training for district wide initiatives.

Budget and cost of both the Quality Leadership Initiative and Continuous Improvement Process (CIP) will be the responsibility of the District. Certified teaching staff who agree to serve on a site Continuous Improvement Team (CIT) will receive a stipend of $500 per school year to be a member of the CIT. Being a member of the CIT will require meetings outside of the teacher work day not to exceed two (2) times per month.

ARTICLE XXVI

Term Of Agreement

This Agreement represents the full and complete Agreement between the parties and supersedes all previous Agreements between the parties. The parties agree to faithfully execute all the provisions of this Agreement. The teachers agree that they will not call, engage in, or sanction any strike, stoppage of work or other connected refusal to perform services during the term of this Agreement.

This Agreement shall be effective on July 1st, except as otherwise provided herein. The term of this Agreement shall be from July 1, 2021, to June 30, 2023, except as otherwise provided herein, and thereafter according to law.

Contracts: Following ratification, the 2021-2023 Collective Bargaining Agreement will be placed on the District's Internet site. One hundred (100) copies of the Collective Bargaining Agreement will be printed for the D.F.T.

Dated at Duluth, Minnesota, on April 26, 2022.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: _____
Chairperson of the School Board President

By: _____
Clerk of the School Board

DULUTH FEDERATION OF TEACHERS LOCAL NO 692

By: _____

EXHIBIT "A"		
STIPENDS ARE PER SCHOOL, PER PROGRAM UNLESS NOTED		
POSITION	***RATE FOR STAFF MEMBER/SCHOOL***	***RATE FOR STAFF MEMBER/SCHOOL***
SENIOR HIGH ATHLETICS	***2021-2022***	***2022-2023***
Activities Director	$6,177	$6,316
HEAD COACHES		
Basketball	$5,957	$6,091
Football	$5,957	$6,091
Hockey (1 program per school boys, 1 program in District girls)	$5,957	$6,091
Swimming (1 program in District boys, 1 program per school girls)	$4,764	$4,871
Track (1 boys & 1 girls head coach per school)	$4,917	$5,028
Volleyball	$5,065	$5,179
Baseball	$4,806	$4,914
Softball	$4,806	$4,914
Cross-Country (1 program per school boys/girls combined)	$4,239	$4,334
Tennis	$3,903	$3,991
Golf (1 program per school boys/girls combined)	$3,123	$3,193
Skiing Alpine (1 program per school boys/girls combined)	$3,712	$3,795
Skiing Nordic (1 program per school boys/girls combined)	$4,055	$4,146
Soccer	$4,205	$4,300
Dance Team	$4,806	$4,914
Robotics Team	$4,031	$4,122
Lacrosse (1 Program in District boys, 1 program in District girls)	$3,943	$4,031
ASSISTANT COACHES	***2021-2022***	***2022-2023***
Football (3)	$3,881	$3,968
Basketball (1 Boys & 1 Girls)	$3,881	$3,968

Hockey (1 Boys, 1 Girls)	$3,881	$3,968
Swimming (1 Boys, 1 Girls)	$3,169	$3,240
Track (4 assistant coaches per school boys/girls combined)	$3,215	$3,287
Baseball	$3,040	$3,108
Volleyball	$3,189	$3,261
Softball	$3,040	$3,108
Cross-Country (1 program per school boys/girls combined)	$2,876	$2,941
Golf (1 program per school boys/girls combined)	$1,846	$1,887
Tennis (1 Boys, 1 Girls)	$2,485	$2,541
Soccer (1 Boys, 1 Girls)	$2,762	$2,824
Nordic Ski (1 program per school boys/girls combined)	$2,702	$2,762
Alpine Ski (1 program per school boys/girls combined	$2,032	$2,077
Dance Team	$3,041	$3,109
Lacrosse (1 Program in District boys, 1 program in District girls)	$2,681	$2,741
ADVISORS/COACHES NINTH GRADE	***2021-2022***	***2022-2023***
Football - Assistant (2)	$2,882	$2,947
Basketball - Assistant (1 Boys, 1 Girls)	$3,036	$3,104
Track - Assistant (1 program per school boys/girls combined)	$2,508	$2,565
Volleyball - Assistant	$2,522	$2,579
Intramural	$2,137	$2,185
INTRAMURALS	$3,794	$3,879
SENIOR HIGH ACTIVITIES	***2021-2022***	***2022-2023***
Head Cheerleader Advisor	$3,657	$3,739
Assistant Cheerleader Advisor	$2,377	$2,431
Band	$4,440	$4,540
Vocal	$1,534	$1,569
Orchestra	$1,447	$1,479

Plays (Per Act, 10 Act Maximum)	$638	$653

EXHIBIT "A"		
Page 2 of 3		
STIPENDS ARE PER SCHOOL, PER PROGRAM UNLESS NOTED		
POSITION	***RATE FOR STAFF MEMBER/ SCHOOL***	***RATE FOR STAFF MEMBER/ SCHOOL***
SENIOR HIGH ACTIVITIES (CONTINUED)	2021-2022	2022-2023
Plays (Stage, Lighting & Sound)	$1,174	$1,200
Speech Head Coach	$4,032	$4,123
Speech Assistant Coach	$1,414	$1,446
Debate Head Coach	$3,490	$3,569
Debate Assistant Coach	$1,864	$1,906
Academic Clubs (5 Per School)	$1,084	$1,108
Mathematics Coach	$2,242	$2,292
Knowledge Bowl	$2,213	$2,263
Special Olympics Coach	$3,768	$3,853
Jazz Band Director	$1,534	$1,569
Newspaper	$4,032	$4,123
Annual	$3,089	$3,159
Technology	$4,226	$4,321
Musical Director	$3,312	$3,386
Musical Tech. Director	$994	$1,017
Musical Costumer	$397	$406
Musical Choreographer	$397	$406
Stage (For School Events)	$2,410	$2,464
Clubs That Travel (e.g. BPA, FFA, HOSA, FCCLA-HERO) Max. 3	$3,445	$3,523
CLASS ADVISOR	2021-2022	2022-2023
Senior Class	$1,275	$1,303
Junior Class	$956	$977

Sophomore Class	$689	$704
Freshman Class	$587	$600
MIDDLE SCHOOL ATHLETICS	2021-2022	2022-2023
Activities Director	$1,237	$1,265
HEAD COACHES	2021-2022	2022-2023
Cross-Country	$986	$1,008
Skiing	$378	$387
Head Boys Basketball - Grade 8	$1,523	$1,557
Head Boys Basketball - Grade 7	$1,523	$1,557
Head Girls Basketball - Grade 8	$1,523	$1,557
Head Girls Basketball - Grade 7	$1,523	$1,557
Head Boys/Girls Swimming	$1,218	$1,245
Asst. Boys/Girls Swimming	$853	$872
Asst. Boys/Girls Swimming	$853	$872
Head Boys/Girls Track	$1,218	$1,245
Asst. Boys/Girls Track	$853	$872
Asst. Boys/Girls Track	$853	$872
Head Girls Volleyball - Grade 8	$1,218	$1,245
Head Girls Volleyball - Grade 7	$1,218	$1,245
INTRAMURALS PROGRAM (8)	$957	$978

EXHIBIT "A"
Page 3 of 3

STIPENDS ARE PER SCHOOL, PER PROGRAM UNLESS NOTED

POSITION	*RATE FOR STAFF MEMBER/ SCHOOL*	*RATE FOR STAFF MEMBER/ SCHOOL*
MIDDLE SCHOOL ACTVITIES	2021-2022	2022-2023
Band	$757	$774
Vocal	$757	$774

Orchestra	$757	$774
Plays (Per Act, 3 Act Maximum)	$593	$607
Plays (Stage, Lighting & Sound)	$596	$610
Newspaper (Per Issue, Max. of 6 Issues Per Year)	$437	$447
Academic Clubs (Max 5)	$1,084	$1,108
Special Olympics Coach	$1,155	$1,181
Annual	$1,068	$1,092
Technology	$3,563	$3,643
Musical Director	$3,312	$3,386
Musical Tech. Director	$994	$1,017
Musical Costumer	$397	$406
Musical Choreographer	$397	$406
Stage	$1,194	$1,221
ELEMENTARY SCHOOL ATHLETICS	2021-2022	2022-2023
Choir Director	$732	$748
Elementary Clubs (6)	$662	$676
Technology	$2,897	$2,962
School Patrol Advisor 0-10 Corners	$897	$917
10+ Corners	$956	$977

HIGH SCHOOL ADDITIONAL ASSISTANT COACHES
Add an assistant coach for approximately every twenty (20) participants for non-cut activities. (track, cross country, nordic skiing, speech)
MIDDLE SCHOOL ADDITIONAL ASSISTANT COACHES
Add an assistant coach for approximately every twenty (20) participants for non-cut activities. (track, cross country, nordic skiing, speech)
Add an assistant coach if participation is above 90 and every additional twenty (20) participants beyond that for non-cut activities (track, cross country, swimming)
SITE COUNCIL STIPENDS
Site council team members shall receive an annual stipend of $315 for the 2021-2022 school year and $322 for the 2022-2023 and the site council chair shall receive a annual stipend of $525 for the 2021-2022 school year and $537 for the 2022-2023 school year. The stipends are subject to availability of funding out of staff development funds, if any, and are payable to a maximum of ten (10) participants per site.
All Item shaded in grey are funded for the duration of the most recent collective bargaining agreement

EXHIBIT B
Page 3 of 4
TEACHERS' SALARY SCHEDULE
DULUTH PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 709
EFFECTIVE 2021-2022

STATE CODE	*3* *III*	*4* *III + 15*	*5* *III + 30*	*6* *III + 45*	*8* *IV*	*9* *IV + 15*	*10* *IV + 30*	*11* *IV + 45*	*14* *PhD*
STEP	BA OR BS CLASS III	CLASS III PLUS 15	CLASS III PLUS 30	CLASS III PLUS 45	MA CLASS IV	CLASS IV PLUS 15	CLASS IV PLUS 30	CLASS IV PLUS 45	CLASS V
1	$40,160	$40,683	$41,426	$42,165	$46,599	$47,866	$49,135	$50,400	$51,666
2	$40,748	$41,490	$42,231	$42,969	$48,543	$49,843	$51,114	$52,383	$53,652
3	$42,481	$43,223	$43,964	$44,707	$50,737	$52,010	$53,280	$54,552	$55,820
4	$44,236	$44,983	$45,719	$46,464	$53,140	$54,414	$55,689	$56,959	$58,228
5	$46,204	$46,948	$47,689	$48,432	$56,396	$57,664	$58,941	$60,217	$61,486
6	$48,457	$49,200	$49,945	$50,692	$59,949	$61,225	$62,500	$63,779	$65,055
7	$51,381	$52,127	$52,873	$53,621	$64,501	$65,783	$67,065	$68,345	$69,628
8	$54,304	$55,055	$55,802	$56,549	$69,531	$70,870	$72,209	$73,544	$74,832
9					$74,560	$75,957	$77,354	$78,744	$80,034

Career Increment: Employees after 15 years of seniority will receive an additional increment of $1,400.00
Employees after 20 years of seniority will receive an additional increment of $2,200.00
Employees after 25 years of seniority will receive an additional increment of $3,100.00

EXHIBIT B
Page 3 of 4
TEACHERS' SALARY SCHEDULE
DULUTH PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 709
EFFECTIVE 2022-2023

STATE CODE	*3* *III*	*4* *III + 15*	*5* *III + 30*	*6* *III + 45*	*8* *IV*	*9* *IV + 15*	*10* *IV + 30*	*11* *IV + 45*	*14* *PhD*
STEP	BA OR BS CLASS III	CLASS III PLUS 15	CLASS III PLUS 30	CLASS III PLUS 45	MA CLASS IV	CLASS IV PLUS 15	CLASS IV PLUS 30	CLASS IV PLUS 45	CLASS V
1	$41,063	$41,599	$42,358	$43,114	$47,648	$48,943	$50,241	$51,534	$52,828
2	$41,664	$42,424	$43,181	$43,935	$49,635	$50,964	$52,264	$53,561	$54,859
3	$43,437	$44,196	$44,954	$45,713	$51,879	$53,181	$54,479	$55,780	$57,076
4	$45,232	$45,995	$46,748	$47,510	$54,336	$55,639	$56,942	$58,241	$59,538
5	$47,243	$48,004	$48,762	$49,521	$57,665	$58,961	$60,267	$61,572	$62,869
6	$49,548	$50,307	$51,069	$51,833	$61,298	$62,603	$63,907	$65,214	$66,518
7	$52,537	$53,300	$54,063	$54,827	$65,953	$67,263	$68,574	$69,883	$71,195
8	$55,526	$56,294	$57,057	$57,822	$71,095	$72,465	$73,834	$75,199	$76,515
9					$76,237	$77,666	$79,095	$80,515	$81,835

Career Increment: Employees after 15 years of seniority will receive an additional increment of $1,500.00
Employees after 20 years of seniority will receive an additional increment of $2,300.00
Employees after 25 years of seniority will receive an additional increment of $3,200.00

DATES ARE NOT FINAL AND ARE SUBJECT TO CHANGE.

EXHIBIT C

CALENDAR
School Year 2021-2023
Independent School District #709
Duluth, Minnesota

	2021-2022	2022-2023
School Year Begins	August 31, 2021	August 30 ,2022
School Year Closes	June 10, 2022	June 9, 2023
Opening of School	September 7, 2021	September 6, 2022

School Not In Session

	2021-2022	2022-2023
Staff Meeting/Professional Development	August 31 & September 1, 2021	August 30 & 31, 2022
(no more than a total of 12 hours of Building and District meetings for the above two days)		
Teacher Preparation Day	September 1 & 2, 2021	August 31 & September 1, 2022
No School Staff/Students (Non-Contract Day)	September 3, 2021	September 2, 2022
Labor Day	September 6, 2021	September 5, 2022
Teachers Convention (MEA)	October 21 & 22, 2021	October 20 & 21, 2022
Thanksgiving & Friday following	November 25 & 26, 2021	November 24 & 25, 2022
Winter Recess	December 23-31, 2021	December 23-30, 2022 and and January 2, 2023
	Resumes January 3, 2022	Resumes January 3, 2023

	2021-2022	2022-2023
Martin Luther King Day	January 17, 2022	January 16, 2023
End of Semester Records Day	January 21, 2022	January 23, 2023
Presidents' Day	February 21, 2022	February 20, 2023
Winter Break	February 24 & 25, 2022	February 23-24, 2023
Spring Break	April 20-22, 2022	April 12-14, 2023
Memorial Day	May 30, 2022	May 29, 2023

Legal holidays not shown above as holidays or recess days are teaching days with students in session. The equivalent of two (2) school days are also to be scheduled for evening and/or other non-duty hours for fall and spring conferencing/counseling. Bargaining unit members who do not participate in conference/counseling are to work the equivalent of two (2) school days in what would otherwise be non-duty hours with the tasks to be performed and the schedule of times to be agreed upon by the unit member and the immediate supervisor.

Emergency Closing

In the event that more than two (2) teacher workdays in session with students are lost due to an emergency, teachers may be required to perform duties on other days or days in lieu thereof. There shall be consultation with the Union in the re-scheduling of said days. Teachers shall not be required to be present on days when school is closed due to emergencies.

Daylight Savings Time

Starting and closing times may be adjusted by no more than one (1) hour if daylight savings time is in effect

between December 1 and January 31 of the following year with prior consultation with the Union.

Two Hour Late Start

Teachers who are scheduled at the beginning of the school day will start two hours later than their regularly scheduled reporting time. i.e.: Elementary teachers who report at 7:15 am will now report at 9:15 am. All Schools will dismiss at their regular times.

Open House

Certified teaching staff shall participate in a building open house not to exceed (2) hours. These hours will be flexed by agreement with teachers and building administration. (i.e. flexible work day, in lieu of conference time, etc.)

EXHIBIT "D"

Special Education Caseload Process

The Duluth School District and the Duluth Federation of Teachers have established a list of guidelines for teachers and administrators to use in addressing caseload concerns. If an individual and/or group has a caseload concern, the first need will be to gather data based on those guidelines. If, after reviewing the gathered data, the individual and/or group still has concerns regarding the caseload, they will then meet as a Building Special Education Team and include the respective Pyramid Supervisor and the Building Level Administrator.

If a satisfactory resolution is not obtained, a formal written review will be developed and forwarded to the Director of Special Education and the D.F.T. for information and possible action.

If a satisfactory explanation or resolution is not obtained, the matter will be reviewed by a Special Education Review Board, consisting of one (1) School Board Member, the Director of Special Education and a D.F.T. Representative.

A written report will then go to the Superintendent, School Board and D.F.T.

Guidelines That May Relate To Caseloads

1. State rules and regulations.
2. Collective bargaining agreement regarding teachers' workday.
3. Total number of students for whom responsible.
4. Time involved in meeting due process requirements for students.
5. Number of students receiving direct vs. indirect service.
6. Student contact hours per teacher.
7. Number of students in each class.
8. Variations in degree of services provided to students.
9. Amount of service to be provided, as stated in IEP's.
10. Services provided in more than one location.
11. Preparation time.
12. Severity of handicaps of students.
13. Turnover rate of caseload.
14. Travel schedule.
15. Representative caseloads of other staff in similar teaching situations.
16. Recommended caseload maximums as provided by governing/accrediting/advocacy or other agencies, for example, Speech and Hearing Association.
17. Extent of other student related tasks, such as, curriculum adaptations, Planned Documented Intervention, conferring with regular education staff, etc.

MEMORANDUM OF UNDERSTANDING

Co-Curricular Activities

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the below language regarding the following co-curricular items.

1. Once hired, head coaches will appoint assistant coaches with the approval of the activities director and/or building principal.
2. Stipends for coaching staff(s) cannot exceed amounts listed in the Co/Extra Curricular Compensation Schedule.
3. Academic clubs noted in the Co/Extra Curricular Compensation Schedule are identified as student activities shall be appointed from within the school by the building principal.
4. Plays that are extended beyond a reasonable per act basis may be approved for additional per act stipends (not to exceed 10 Act Maximum). Pre-approval must first be made with building principal and activities director.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Magyar

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Ellen M Fiestas

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING

Digital Learning Workload

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the certified teaching staff at Academic Excellence Online (AEO) and Area Learning Center (ALC) regarding the digital learning work load.

The basic week for the certified teaching staff at Academic Excellence Online (AEO) and Area Learning Center (AIC) is considered forty (40) hours. These hours may be flexible upon mutual agreement with their building administrator. The teacher positions at Academic Excellence Online (AEO) and Area Learning Center (ALC) are considered TOSA (Teacher on Special Assignment) positions.

Full time AEO/ALC positions

1. The work week shall be a four (4) day week, Monday through Thursday.
2. The typical teacher work day shall be 8:00 a.m. to 6:00 p.m. and shall include one (1) class period of duty-free preparation time and (30) minutes of duty-free lunch time.
3. Duties may not be scheduled on Holidays or recess days.
4. A teacher work day may be a digital learning or a combination of digital learning and the ALC seat based program.
5. Each seat based ALC class shall be considered a .2 FTE.

Digital Learning student enrollment consists of students enrolled in courses at Academic Excellence Online (AEO) and Area Learning Center (ALC) Credit recovery and independent Study. A teacher's workload shall follow state online guidelines limiting the number of students per section. A teacher teaching 3+ digital classes (majority of their assignment being digital) shall not have a total student roster exceeding 200 active students at any one time. This roster shall include students in additional classes taught such as seat-based, independent study, and credit recovery assignments. As a TOSA the number of preparations shall be considered but not limited to the Article X limits. Upon mutual agreement by the principal and teacher, the above limits may be adjusted and other duties may be considered to equate or adjust staffing percentage.

As part of a teacher's assignment at Academic Excellence Online (AEO) and Area Learning Center (ALC) administration may assign AEO, Credit Recovery and Independent Study support at another district site. Every period assigned at another site within the student day shall equate to .2 FTE of their assignment. If assigned the extended day period before school (Zero Hour), it shall also equate to .2 FTE of their assignment. If assigned the extended day period after school (3:45-5:00), it shall equate to .2 FTE of their assignment as well. This support will follow the AEO/ALC work week schedule of Monday through Thursday, A teacher will not be required to travel more than once per day and a minimum of 30 minutes will be allowed to travel between sites.

ALC/AEO staff meetings shad be scheduled as needed as mutually agreed upon by staff and ALC/AEO principal.

Part time AEO/ALC Teachers (including ones who travel between buildings as well as hourly teachers.)

1. Each seat based ALC class shall be considered a .2 FTE including the extra or 5th period per week. (This extra or 5 th period is assignable by administration to facilitate non-academic responsibilities or other duties as required).
2. Digital learning responsibilities for part-time teachers shall be staffed at a .2 for every 40 students according to State Statute.
3. A part time teacher work day may be all digital learning or a combination of digital learning and the ALC seat based program.
4. If a part time teacher's digital learning responsibilities involve online (AEO) and/or extended day programing (i.e. credit recovery and/or independent study) they will be responsible to maintain office hours for student support during designated extended day support times that occur outside the seat-based student day. Each .1 or tenth of the AEO/ALC assignment will result in one office hour. (i.e. a .4 FTE = 4 office hours per week).
5. Hourly AEO/ALC Teachers whose total assignment is less than .5 will be paid at their pro rata hourly rate.

AEO Course Creation

A mutual agreement of time during the work day between administration and teaching staff could be made in lieu of payment for approved course creation. If approved course creation occurs outside the teacher work day the teacher will be paid based on the following stipend guidelines once the course is completed and meets MDE, NCAA and district standards and requirements. Courses built for AEO will be compensated at a rate not to exceed $2,500 per semester course and not to exceed $5,000 per year long course.

Courses must be pre-approved by April 1st of the previous year to be built the following calendar year by mutual agreement of the teacher, principal and curriculum coordinator All courses are ISD 709 property.

Digital courses that do not have existing MDE, NCAA, or district curriculum standards and requirements, which are built outside of the teacher work day, shall be compensated the current curriculum writing hourly rate. The maximum number of hours allotted for course creation shall be pre-approved by April 1st of the previous year with the intent that the course will be built the following calendar year. This approval shall be by mutual agreement of the teacher, principal and curriculum coordinator. All courses are property of ISD 709.

Items not addressed in the Digital Learning Workload Memorandum of Understanding shall revert to the provisions in Article X that apply to secondary teachers, contained in the currently applicable teachers' collective bargaining agreement.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signatures below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Mayer

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Ethan M Fiske

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING
Early Childhood Programs

The Duluth Federation of Teachers ("D.F.T.") and Independent School District No. 709 ("District") agree to this Memorandum pertaining to Early Childhood Programs

Early Childhood Programs serve children birth to five years and their families. Flexible scheduling, including evening hours, is an expectation for this service provision. To meet these expectations, teachers may have flexible work schedules during the school year and may be requested to teach beyond the regular school day to maintain continuity of service.

These guidelines will be followed:

1. The workweek will begin on Monday and end on Friday.
2. The assignment will not exceed forty (40) hours per week.
3. The workday will begin no earlier than 7:30 a.m. and end no later than 9:00 p.m. unless a deviation from this is mutually agreed on between teacher and supervisor.
4. Requirements of the program may result in the typical work day being up to 9 hours per day with one day per week being up to 12 hours per day. Any further work day deviation requires mutual agreement between teacher and supervisor.
5. The assignment shall not be on holidays or recess days.
6. The teacher shall have a minimum of thirty (30) minutes for a duty free meal during their workday.
7. The teacher shall have a minimum of two hundred fifty (250) minutes of preparation time per week.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Magnan

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Allison Foster

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING
Elementary Teacher Workday

1. The period of work for the elementary school teacher workday may begin as early as 7:15 am or as late as 8:15 am. The starting time shall be determined within these limits by administration.

2. Teacher preparation time of a continuous fifty-five (55) minute block will be scheduled before or after the student day, four days per week. One day per week, to be specified by each building, forty-five minutes of the time outside of the student day will be PLC time.

3. The classroom teachers will have no more than thirty (30) minutes of assignable time per day. The time will usually be in the classroom prior to opening the morning session, prior to the opening of the afternoon session or immediately after the end of the student day. Specialists may be given assignable time beyond class and passing time, up to the maximum 5.5 student contact hours of the elementary contract. Assignable time will be determined by the building administrator.

4. Teachers will be assigned no more than 5.5 hours of instructional time, inclusive of the time in which the students are entering the classroom.

5. Specialists shall not be assigned more than nine (9) thirty (30) minute, six (6) forty-five (45) minute or five sixty (60) minute blocks exclusive of a five (5) minute passing time between blocks per day. Teachers assigned thirty (30) and forty-five (45) minute class in one day, without travel, may have the following as maximum classes scheduled, exclusive of passing time:
   - 8 - 30 minute classes and 1 - 45 minute class
   - 6 - 30 minute classes and 2 - 45 minute classes
   - 5 - 30 minute classes and 3 - 45 minute classes
   - 3 - 30 minute classes and 4 - 45 minute classes

6. In order to provide for grade level meetings which will be held outside the student contact day, specialist schedules should have classes of the same grade level "blocked," or consecutive classes of upper grade levels or lower grade levels whenever possible.

7. If Specialist schedule allows forty-five minutes of non-instructional time within the work day during an eight-day rotation, the Specialist may follow the same protocol of exchanging prep time for PLC time on a weekly basis.

8. No less than forty five (45) minutes will be given for a teacher to travel from one building to another during the student day. The forty five (45) minutes begin five (5) minutes after the last class leaves his/her room and ends with the beginning of the next class.

9. If a Specialist is assigned more than 4.8 hours of student contact time on a day in which they travel during the student contact day, he/she will be compensated their pro-rated salary for the period of extra duty. (30 minute block, compensation of 35 minutes, 45 minute block, compensation of 50 minutes, 60 minute block, compensation of 65 minutes).

10. As the PLCs will be scheduled once a week, instead of every eight days, teacher meetings called by the administration that would occur during the usual preparation period shall be held to a minimum, not to exceed two (2) per month.

11. All elementary buildings will have forty-five (45) minutes of student recess/lunch time per school day, including passing time.

12. It is understood by the parties that the teacher preparation time in this Agreement does not meet the language of Article X.I.B, and that it is the goal of the parties to achieve the contractual agreed to fifty-five (55) minutes of continuous preparation time within the student day for each day in the 2021-2023 school years.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT No. 709

By: John Magas

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Ethan M Fosle

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING
Instructional Leadership Positions

The Duluth Federation of Teachers ("D.F.T.") and Independent School District No. 709 ("District") agree to this Memorandum pertaining to instructional leadership positions.

Staff hired for instructional leadership and curriculum positions will have look back rights for a one (1) year term in these leadership positions. If they do not return to his/her former position after the first year, his/her previous position could be posted.

After working in the leadership position for three (3) years, the position may be reposted. Staff in these leadership positions who have been in the position may choose to reapply for the special assignment position.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Magyar

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Ethan M Foster

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING
Part-time Postings/Traveling Teachers

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the following language regarding part-time postings and traveling teachers.

1. .1 and .2 FTE positions may not be posted and may be assigned by the Senior Human Resource Manager to fill out certified staff teaching positions.
2. .3 FTE positions and above shall be posted and following the guidelines set forth in the most recently approved teacher collective bargaining agreement.
3. All full and part time TOSA positions must follow the posting and interviewing guidelines set forth in the most recently approved teacher collective bargaining agreement.
4. A certified staff member may agree to take a .1 and .2 position as an overload if they hold the appropriate teaching license.
5. .1 and .2 FTE positions may be assigned to a certified teacher on a variance only if an appropriately licensed teacher at the site refuses to teach the .1 and/or .2 FTE position as an overload and/or an appropriate licensed teacher could not be hired from a posting.
6. A traveling teacher shall receive a minimum of 30 minutes between district sites to allow for safe travel, wrap up responsibilities and preparation for the next class. If this is not possible due to scheduling, the teacher shall receive a pro-rata 1/6 overload upon mutual agreement of the schedule with the Senior Human Resources Manager. If the teacher's schedule is between three or more sites, the teacher shall receive a pro-rata 1/6 overload upon mutual agreement of the schedule with the Senior Human Resource Manager.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Magnuson

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Ethan M Fuste

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING
Sub Coverage

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the following language regarding certified teaching staff covering classes when a substitute teacher is not available.

1. At the secondary level the teacher shall be paid a pro-rata 1/6 overload for each period of coverage provided for the teacher who is absent or unavailable.
2. At the elementary level the teacher shall be paid a pro-rata 1/6 overload for a morning coverage assignment and a pro-rata 1/6 overload for an afternoon coverage assignment if provided for a teacher who is absent or unavailable.
3. A certified teacher staff member can receive a maximum of two (2) pro-rata 1/6 overloads per day for coverage assignments on days where students are in attendance.
4. Certified staff who have been excused from their regular duty for the day in order to cover an assignment will not receive a 1/6 overload (i.e. interventionalist, TOSA) provided the assignment does not exceed a normal work day.
   Volunteers will be requested before a teacher will be excused from their normal assignment.
5. Staff substitute coverage will not deny a teachers right to a duty free lunch period.

- This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Magnuson

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Ethan M Fisher

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING
Teacher Summer School Pay Adjustment

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding pertaining to the certified teaching staff regarding summer school pay.

1. The hourly rate for teaching summer school will increase to the rate of $30 per hour.
2. For year around programs offered by the district (Area Learning Center, Residential Sites, etc.) that currently receive hourly pro-rata pay for teaching summer programs, they will receive the higher of the two rates. (Pro-rata or the above rate of $30 per hour)
3. This MOU can be extended upon mutual agreement by Independent School District No. 709 administration and the Duluth Federation of Teachers; otherwise the teacher summer school pay will revert back to the provisions contained in the teachers' currently applicable collective bargaining agreement.
4. The parties agree that nothing in this Agreement may be deemed to establish a precedent or practice or to alter any existing precedent or practice arising out of or relating to any collective bargaining agreement. No party may refer to this Agreement or submit it in any proceeding or case as evidence of a precedent or practice.

This MOU will remain in effect until the effective date of the next collective bargaining agreement.

The signature below represent that the parties have read, understand and agree to be bound by the terms of this Memorandum of Understanding.

INDEPENDENT SCHOOL DISTRICT NO. 709

By: John Magnus

Dated: 5/17/22

DULUTH FEDERATION OF TEACHERS

By: Jessica Fuchs

Dated: 5-23-22

Memorandum of Agreement
One-Time Recruitment/Retention Stipend

This Memorandum of Agreement ("MOA") is entered into by and between Independent School District No. 709, Duluth ("District") and the Duluth Federation of Teachers ("Union").

WHEREAS, the Union and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers and other individuals employed in positions within the teacher's bargaining unit;

WHEREAS, the COVID-19 pandemic has caused staffing shortages and the District would like to offer retention incentives to respond to and address this problem;

WHEREAS, the District is willing to agree, on a one-time basis, to pay a $600 longevity and retention stipend during the 2021-22 school year to employees within the payment schedule and eligibility criteria defined below;

WHEREAS, during negotiations for the 2021-2023 CBA, the parties agreed to document the one-time longevity and retention stipend in a memorandum of agreement separate from the CBA;

NOW, THEREFORE, the Union and the District agree as follows:

1. For purposes of this MOA, the term "Employee" refers to individuals employed in a position that is in the teachers' bargaining unit represented by the Union.

2. Employees who meet the eligibility criteria set forth in Paragraph 3 will receive a one-time longevity and retention stipend in the amount of $600 for the 2021-22 school year.

3. An Employee is eligible to receive the longevity and retention stipend if one of the following two criteria are met:

    a. Employees hired and employed on or prior to June 30, 2021 are eligible if they have remained in active and eligible status through both parties' ratification of the 2021-2023 CBA. Employees who meet this eligibility standard will receive the stipend with the next available payroll cycle following both parties' ratification of the contract.

    b. Employees hired and employed after June 30, 2021 will be eligible if they remain in active and eligible status through June 10, 2022. Employees who meet this eligibility standard will receive the stipend with the next available payroll cycle after June 10, 2022.

4. Employees who do not meet the requirements set forth in Paragraph 3 are not eligible for the one-time longevity and retention stipend.

This MOA is separate from and not part of the CBA. This MOA does not establish any precedent or practice that will continue after June 30, 2022. No party may present or rely on this MOA as establishing any precedent or practice extending beyond June 30, 2022. This MOA will expire on June 30, 2022.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on the dates set forth below.

Independent School District No. 709

School Board Chair

School Board Vice Chair

Dated: 5/12/2022

Duluth Federation of Teachers

President

Dated: 5-23-22

Memorandum of Understanding
Additional Professional Development for 2022-2023 school year

This Memorandum of Understanding ("MOU") is entered into by and between Independent School District No. 709, Duluth ("District") and the Duluth Federation of Teachers ("Union").

WHEREAS, the Union and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for teachers and other individuals employed in positions within the teacher's bargaining unit (referred to herein as "Employees");

WHEREAS, during negotiations for the 2021-23 CBA, the parties agreed to execute this MOU outlining the parties' agreement to add an additional professional development day to the calendar for the 2022-23 school year;

NOW, THEREFORE, the Union and the District agree as follows:

1. The District will schedule up to 8 hours for additional professional development beyond what is currently set forth in the 2022-23 school calendar. This will be scheduled on Monday, August 29, 2022 or another weekday prior to the start of the 2022-2023 school year in the event unforeseen circumstances prevent scheduling on August 29. This additional professional development will be mandatory.

2. Employees who are unable to attend due to illness or other excused absence will not receive the stipend, but will not have their absence charged against any available leave.

3. The Union and the District have a shared expectation that employees will participate in the additional PD day to the maximum extent possible.

4. Employees will receive a stipend of $480 for this additional 8 hours of professional development.

5. Employees who do not complete the professional development for any reason will not be eligible for the stipend.

6. The stipend will be paid with the next available payroll cycle following the professional development day.

7. The District will explore connecting the professional development to re-licensure components.

8. The MOU will sunset upon expiration of the 2021-23 collective bargaining agreement, and will be non-precedent setting.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on the dates set forth below.

Independent School District No. 709

School Board Chair

School Board Vice Chair

Dated: 5/12/2022

Duluth Federation of Teachers

President

Dated: 5-23-22

MEMORANDUM OF UNDERSTANDING

BETWEEN THE DULUTH FEDERATION OF TEACHERS AND INDEPENDENT SCHOOL DISTRICT #709 REGARDING ESSER POSITIONS

This Memorandum of Understanding ("MOU") is entered into by and between the Duluth Federation of Teachers ("Union") and Independent School District 709 ("District").

WHEREAS, the Union and the District are parties to a Master Agreement, for the period of July 1, 2021 through June 30, 2023, which governs the general terms and conditions of employment for teachers; and

WHEREAS, the Duluth Federation of Teachers is the exclusive representative for the teachers employed by Independent School District Number 709, Duluth, Minnesota; and

WHEREAS, the District received Elementary and Secondary School Emergency Relief (ESSER) funds to address certain issues related to the Covid-19 Pandemic; and

WHEREAS, the District used certain ESSER funds to create new positions that the Union's members could apply for;

NOW, THEREFORE, the parties hereby agree to the following:

1. Staff hired into ESSER positions shall have the right to reinstatement to their previous position, regardless of FTE status, for the duration of the ESSER position.
2. A staff member's right to seek reinstatement to a previous position from an ESSER position is subject to the requirement that reinstatement to a previous position must coincide with (1) the start of a new school year or (2) the conclusion of the ESSER position. The staff member must notify the District by June 1 if the staff member seeks reinstatement for the start of the next school year.
3. If a staff member chooses not to return to the previous position following the conclusion of the ESSER position, the previous position can be posted and filled as provided in the Master Agreement.
4. A list of all ESSER funded positions within the District shall be provided to the Union at the beginning of each school year.

No Precedent or Past Practice. Nothing in this MOU shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the Master Agreement between the District and the Union. No party may submit this MOU in any proceeding as evidence of a precedent or practice.

Entire Agreement. This MOU constitutes the entire agreement between the parties relating to the subject matter described in this document. No party has relied on any statements or promises that are not set forth in this document. The MOU controls to the extent that it conflicts with the Master Agreement. No changes in this MOU are valid unless they are in writing and signed by both parties.

This MOU will remain in effect until the effective date of the 2021-2023 collective bargaining agreement.

IN WITNESS WHEREOF, the parties have entered into this MOU on the dates shown below.

Independent School District 709

Chairperson

6-7-2022

Duluth Federation of Teachers

President

6-7-2022

ISD 709
DULUTH PUBLIC SCHOOLS
APR 26 2022
THE SCHOOL BOARD

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	Authors or Contacts	School	Award Amount	Terms
Northern Regional Implementation Project/ MN Dept of Education	Barry Fischer/Rachel Thapa	LPMS	$1,000	We intend to build on our efforts from last year to provide shirts with our universal ROAR (Responsible, Open-Minded, Accepting, Restorative) expectations for all students and staff.
Northland Foundation	Jeremy Rupp	Denfeld	$10,000	OEE is working in partnership with the DCSC to design, develop, implement and host a *Summer Arts, Cultural, SEL, and Academic Camp*. This project intends to provide a midsummer check-in, support, and supplemental service to approximately seventy students from the Duluth School District area.
Minnesota Department of Education	Rebecca & Jason Crane	Early Childhood/ Director of Special Services	$18,625	EQIP would allow our children in Early Intervention to also receive high quality services and ultimately this will lead to better outcomes as children enter preschool, kindergarten, and the rest of their educational journey. We feel we have done what we can to further our knowledge regarding Early Intervention, but we need support going to the next step at this time. The framework, structure, ongoing professional development, and coaching with the EQIP innovation would support our program improvement.

Minnesota Department of Education	Tawnyea Lake	Director of Assessment of Evaluation	$100,000 for two years	MDE makes this federal funding available for the purpose of State Systemic Improvement Plan (SSIP) evaluation by 2015-2021 State Personnel Development Grant (SPDG) subgrantee school districts to continue and sustain improvement of graduation rates for American Indian and Black students with disabilities (SPDG Evaluation and Improvement Grant)

ISD 709
DULUTH PUBLIC SCHOOLS
APR 26 2022
APPROVED BY
THE SCHOOL BOARD

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
Lakewood	Raymond P. Bjornson Trust	$5,114.30		
Homecroft	King Solutions INC	$52.98		
Denfeld	Irving Community Assn.	$1,500	Golf Team	
Denfeld	Irving Community Assn.	$2,000	Choir	
Ordean-East	Phillip A, Rebecca L Davidson	$50.00	Choir as needed	
Ordean-East	Friday Properties Management LLC	$75.00	Choir as needed	
Ordean-East	Melissa A Grumdahl	$50.00	Choir as needed	
Ordean-East	Todd R Hurley, April A Frinkenhoefer	$150.00	Choir as needed	
Ordean-East	Nathan, Rebekah Johnson	$50.00	Choir as needed	
Ordean-East	Judd W, Jennifer M Medak	$100.00	Choir as needed	
Ordean-East	Medak Medical LLC	$100.00	Choir as needed	Choir did check with the person about the two checks and they stated to keep both checks.
Lincoln Park	Larry, Donna Pulkrabek Foundation	$1,934.87	Ski Club	Purchased ski clothing for the kids. In kind, they donated free ski rental, free lift passes and provided free transportation for many kids to ski on Wednesdays for several weeks at Mont du lac Ski resort.
Ordean-East	Nick D Campanario, Noah Cooper	$150.00	Choir as needed	

Ordean-East	Halon and Associates LLS	$100.00	Choir as needed	947
Ordean-East	Odin M, Sally A Oase	$50.00	Choir as needed	
Ordean-East	Jaek R, Anya Powell	$20.00	Choir as needed	
Ordean-East	Jamie R, Lea Nicol Prochnow	$100.00	Choir as needed	

ISD 709
DULUTH PUBLIC SCHOOLS
APR 26 2022
APPROVED BY
THE SCHOOL BOARD

RESOLUTION

Approval of Trail Easement Clarification on Central on the Hill Property

RESOLVED, that the Independent School District 709, St. Louis County, approves of the easement clarification provided by the City of Duluth related to trails on property currently owned by the District currently designated at 800 East Central Entrance, and directs the school board chair to sign the easement with the City of Duluth. This agreement does not materially change the current approved easement, rather, it provides clarification on trail designation on the property.

ISD 709
DULUTH PUBLIC SCHOOLS
APR 26 2022
APPROVED BY
THE SCHOOL BOARD

RESOLUTION

Redistricted School Board Election Districts

BE IT RESOLVED, by the School Board of Independent School District No. 709, St. Louis County, State of Minnesota, acting pursuant to the provisions of Minnesota Statute 204B.135, Subdivision 2, et seq, that the School Board redefines the following school board election districts as follows:

District 1: **Shall include the townships of Gnesen, Lakewood, Normanna, and North Star, the City of Rice Lake, and voting precincts 1 through 5, and 7 in the City of Duluth.**

District 2: **Shall include voting precincts 6, and 8 through 14 in the City of Duluth.**

District 3: **Shall include voting precincts 15 through 19, and 22 through 25 in the City of Duluth.**

District 4: **Shall include voting precincts 21, 26 through 30, and 32 through 34 in the City of Duluth.**