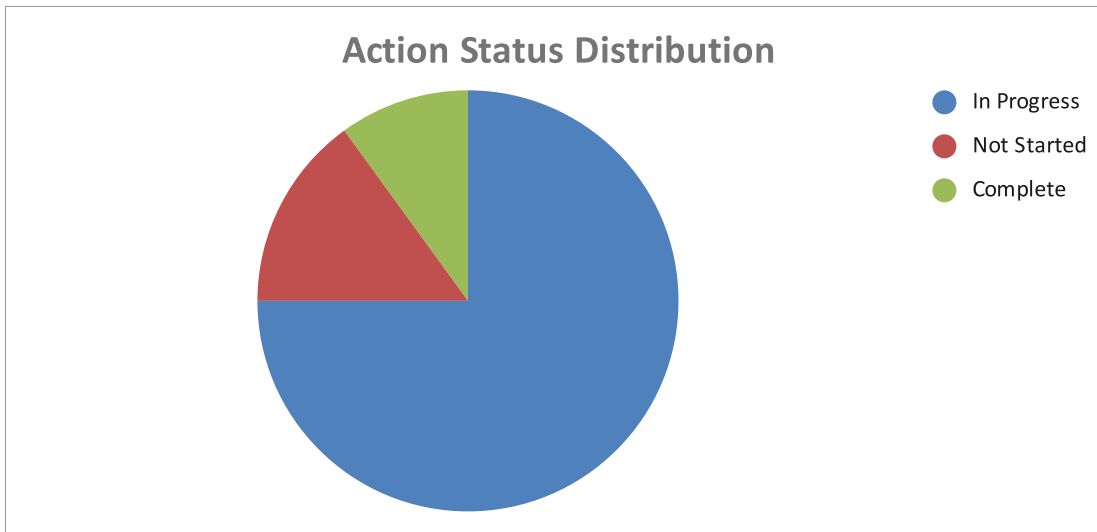


**Duluth Public Schools - Area Learning Center
Corrective Action Plan Dashboard**

Submitted to: Minnesota Department of Education
Prepared by: Jen Larva, Director of Secondary Education

Total Actions	20
In Progress	15
Not Started	3
Complete	2



Critical Element I — Organization and Administration

Finding	Corrective Action Steps	Evidence	Timeline	Responsible Party	Status	Notes
4-day week without approval	Seeking 1 year extension; Flexible Learning Year application submitted; determine compliant calendar	Application; Board calendar	By 26-27 SY	Superintendent; Director	In Progress	Met with Ms. Shorter at MDE. Supt will receive an email at 45-days regarding the issuance of a provisional extension for 1 year. No public meetings need to be held.
Blending seat-based and IS models	Separate School 611 and 616; redesign schedule with 450 minutes daily instruction; eliminate digital learning blocks	Master schedule	Fall 2026	Director; IC and MARSS Coordinators	In Progress	Phil and Danielle are working on School Org set-ups. Schedule is being worked on.
IS tied to contact hours	IS moved outside of seat-based school day; Align attendance to MDE requirements	MARSS docs	Fall 2026	MARSS Coordinator	In Progress	No IS until application is submitted.
IS structure unclear	Define teacher access through office hours, conferencing, and structured student engagement systems	Logs; schedules	Fall 2026	Director and Redesign Committee	In Progress	No IS until application is submitted. Redesigning how IS modules are designed for more teacher access through office hours and student engagement around learning (not seat time or completing check-in forms)
Recordkeeping inadequate	Redesign of tracking systems to align ADM, coursework, and enrollment reporting	Protocols; audits	Summer-Fall 2026	Director, IC and MARSS Coordinators	In Progress	
Course catalog misalignment	Full audit and alignment of course catalog with transcripts and IS reporting	Catalog; audit	June 2026	Director and C&I Coordinator	In Progress	Redesigned course catalog to align with district catalog and IC reporting.

Critical Element II — Admissions (CLP Compliance)

Finding	Corrective Action Steps	Evidence	Timeline	Responsible Party	Status	Notes:
CLPs not compliant	Implement compliant CLP template	Template; samples	Summer 2026	Director	In Progress	Developed new CLPs for Middle School. Using new CLP for summer programming. Will revise CLP for fall this summer.
CLPs missing elements	CLP included graduation requirements, course plans, and progress monitoring measures; record in IC	Completed CLPs	Fall 2026	Director, IC Coordinator	In Progress	Working on the redesign of CLPs to include graduation requirements for HS, goals for students, action plans, and progress reporting measured. Will ensure all CLPs are uploaded into IC, including the elementary CLPs for Targeted Services.
Lack of collaboration and signatures	CLP requires student, parent/guardian, and staff signatures prior to enrollment.	Signed CLPs	Summer 2026 onward	Director, ALC counselor, Case Managers	In Progress	It has been communicated with school counselors that all CLPs require signatures before students are able to attend programming. Clarified there isn't a signature required for the referral. Just the CLP with goals and an action plan.
Improper use of referral forms	Elimination of referral-based process; CLP required prior to enrollment	Enrollment Protocols	Immediate	Director, ALC counselor	In Progress	

Critical Element III — Programming

Finding	Corrective Action Steps	Evidence	Timeline	Responsible Party	Status	Notes:
Google form attendance practice	Practice eliminated 25-26 School Yr.; replaced with structured engagement and monitoring systems within Canvas modules	Engagement logs in Grade Guardian	Complete	Director; ALC attendance clerical	Complete	Redesigning the Canvas modules to be based on the learning not seat-time or task completion.
IS / online engagement unclear	Implementation of structured engagement systems including MEIRS, Advisory, and Orientation	Engagement logs; program documentation	Fall 2026	Director; ALC Admin	In Progress	Redesigning the Canvas modules to be based on the learning not seat-time or task completion. Embedding office hours, learning check-ins with teachers, in-person completion of assessments, etc.
Unlicensed staff	Audit of teaching assignments; reassignment or suspension of courses until licensed staff secured; seek OFPs for qualified staff	Licensure audit; staffing assignments	Immediate audit started; full compliance by Aug 2026	Director; Human Resources	Complete	All OFPs for the 2025-26 school year and summer school have been acquired. Posting for Fall openings and will follow state protocol for 2026-27.
Course delivery misaligned to licensure	Alignment of course offerings to appropriately licensed staff	Staffing plan, HR documentation	Fall 2026	Director; Human Resources	In Progress	Posted open positions for Fall (6.4.26) and will begin hiring process per state guidelines.
Online instruction compliance	Alignment of online learning practices to MDE requirements with defined instructional oversight and student engagement	Canvas course modules; online procedures	Fall 2026	Director; ALC Admin	In Progress	Working with teachers to start with the summer course offerings and then will expand into the fall courses. Teachers will be addressing the need to ensure learning check-ins and projects are embedded into the course modules.
Reapplication requirements	Completion of ALC, IS, and Targeted Services applications with MDE collaboration	Applications	TBD	Director	In Progress	Met with an ALC application committee on May 14 and June 1. The ALC staff met on May 14 to review the application requirements. Have not started the ALC-IS application. A team met to discuss the needs for the targeted services application.

Cross-Cutting System Improvements

Finding	Corrective Action Steps	Evidence	Timeline	Responsible Party	Status
Staff training	Training on CLP, IS compliance, ADM, and instructional models.	Training materials; staff development course catalog	September 2026	Director; ALC Admin	Not Started
Monitoring Systems	Monthly compliance reviews and use of MEIRS teams for monitoring	Meeting notes; intervention logs	Ongoing starting fall 2026	Director; ALC Admin	Not Started
Student engagement systems	Realignment of MEIRS and advisory systems	Program documentation	Fall 2026	ALC Admin	In Progress
Program redesign and alignment	Alignment of ALC structure with SAAP statutory requirement upon application approval	Program model documentation	Upon approval	Director	Not Started