

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, August 16, 2011

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Presentations

A. 2010-11 Head Start Literacy Scores

4

Pam Rees, Director of Head Start, shared the results of the 2010-11 Duluth Head Start Literacy Scores, which are above the state average on literacy benchmarks. She also shared information on the strategies that have been implemented contributing to these positive results.

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

B. Effects of Minnesota State Shut Down on Duluth Public Schools Head Start Programming

Pam Rees, Director of Head Start, updated the School Board on the effects that the Minnesota State Shut Down has had on the Duluth Public Schools Head Start programming and State grant.

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

2. Informational Items

The following items are for informational purposes only and do not require School Board approval.

A. Grant Applications

1) Minnesota Common Grant Application - Essentia Corporate Contributions

9

Deidre Quinlan, Habitat Program Teen Parent Specialist, has applied for a grant from Essentia Corporate Contributions in the amount of \$20,000. If funded this grant award will be used to fund the positions of an on-site clinical nurse practitioner to provide health care services and an on-site clinical social worker to provide infant mental health services at Habitat Health Services, which will be located at Denfeld High School for the 2011-12 school year in conjunction with the Habitat Infant and Childcare Center.

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

3. **Action Items**

A. Presentation Items Requiring Approval - None

B. Resolution E-8-11-2918 - Acceptance of Grant Awards to Duluth Public Schools 13

Attached is Resolution E-8-11-2918 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards for the following organization:

Department of Health and Human Services Administration for Children/Families

Recommendation: It is recommended that the Duluth School Board approve Resolution E-8-11-2918 - Acceptance of Grant Awards to Duluth Public Schools.

C. Access to Internet Student Data - Non-District Employees 16

It is requested that the following organizations be granted access to the Student Information System to support District functions from July 1, 2011 to June 30, 2012:

Lutheran Social Services
College of St. Scholastica, Education Department (Student Teaching)
MN Reading Corps
UMD

Recommendation: It is recommended that the Duluth School Board accept and approve this item.

D. New Policy 5093 - Duluth Public Schools ISD 709 Restrictive Procedures Plan 20

Attached is recommended new Policy 5093 - Duluth Public Schools ISD 709 Restrictive Procedures Plan for the second reading.

Recommendation: It is recommended that the Duluth School Board accept and approve recommended new Policy 5093 - Duluth Public Schools ISD 709 Restrictive Procedures Plan for the second reading.

E. Policy 6140.10 - Co-Curricular Activities Participation Fees 33

Attached is Policy 6140.10 - Co-Curricular Activities Participation Fees with recommended revisions reflecting an increase in participation fees (effective August 1, 2011) for the second reading.

Recommendation: It is recommended that the Duluth School Board accept and approve Policy 6140.10 - Co-Curricular Activities Participation Fees for the second reading.

F. Diplomas

34

The following students have completed all high school requirements and should be awarded a diploma:

Vince L. Millender - July 28, 2011

Lance A. Handy, Jr. - July 28, 2011

Michael Wayne Torre - August 4, 2011

Cara Jorgensen - July 8, 2011

Recommendation: It is recommended that the Duluth School Board approve the above diploma awards.

SFY11 State Head Start Monitoring Report Follow-Up re: Corrective Action

Munzner, Naomi (MDE) [naomi.munzner@state.mn.us]

Sent: Tuesday, June 28, 2011 1:29 PM
To: pamela m. rees
Cc: Brown, Mike P (MDE) [mike.p.brown@state.mn.us]; Boemer, Lisa (MDE) [lisa.boemer@state.mn.us]
Importance: High
Attachments: Final Electronic monitori~1.docx (74 KB) ; Corrective Action Submitte~1.pdf (179 KB)

Greetings Pam,

This communication is a response to the second set of ERSEA Corrective Action documents dropped off at MDE on 5/2/11 in response to SFY11 Duluth State Head Start Monitoring Report's required Corrective Action.

The information submitted is not satisfactory as it does not provide demonstration of compliance. The submitted document is a description of policies and procedures which generally comply with Head Start Program Performance Standard 1305.

There are no stated provisions for:

- Addressing how gaps or discrepancies between date of enrollment, date of entry, and documentation of eligibility will be addressed
- Addressing how Duluth Head Start's Child Care Collaboration partnership sites' ERSEA **process and procedures will specifically demonstrate compliance with 45 CFR 1305.2b: Enrollment: the official acceptance of a family by a Head Start program and the completion of all procedures necessary for a child and family to begin receiving services**
- Re-verifying income "when there is change in the child's income and there is a child with a greater need for Head Start services." 45 CFR 1305.7

It is not clear how Duluth Head Start will ensure provisions are in place for internal monitoring and internal controls. The narrative does not address how Duluth Head Start will follow specific procedures, track steps, and appropriately retain the documentation for child enrollment and verifying child/family eligibility in state-funded childcare collaboration partnership sites. Finally, there is no evidence demonstrating that Duluth Head Start has fully implemented such procedures.

Thank you for submitting a corrective action response by September 1, 2011 to the Minnesota Department of Education that meets the above requirements and addresses the initial non-compliance in the SFY11 Duluth State Head Start Monitoring Report:

Service Category	Specific Regulation	Issue Identified / Sited	Follow-up required
Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start	Head Start Program Performance	Gap/discrepancy between date of enrollment, date of	Submit demonstration of compliance with 1305.2b when enrolling children in Duluth Head Start

(ERSEA)	Standard 1305.2b	entry, and documentation of eligibility	childcare collaboration sites to MDE
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Please feel free to contact me by phone if you have questions or need any further information re: this matter. We appreciate the ongoing opportunity to work together in support of positive outcomes for children and families in Minnesota.

Thank you-

Sincerely,

Naomi Munzner

Minnesota Department of Education

Compliance and Assistance

1500 Highway 36 West Cube A6

Roseville, MN 55113-4266

T: 651-582-8436

email: naomi.munzner@state.mn.us

<http://education.state.mn.us>

From: Munzner, Naomi (MDE)

Sent: Tuesday, April 19, 2011 3:22 PM

To: 'pamela m. rees'

Cc: Boemer, Lisa (MDE)

Subject: RE: SFY11 State Head Start Monitoring Report Follow-Up

Importance: High

Greetings Pam,

Thank you for your time this afternoon on the phone. This communication serves to summarize what we discussed:

- Duluth Head Start will provide a comprehensive summary and narrative of the Enrollment and Eligibility process to demonstrate compliance with Head Start Program Performance Standard 1305.2b
- The comprehensive summary and narrative outlining the Enrollment and Eligibility process will specifically reference the steps taken when enrolling children in Duluth Head Start childcare collaboration sites
- This summary will be submitted to the Minnesota Department of Education on May 3, 2011.

Thank you. As always, please feel free to contact me if you have questions or need any additional information re: this matter.

Enjoy the afternoon-

Sincerely,

Naomi Munzner

Minnesota Department of Education

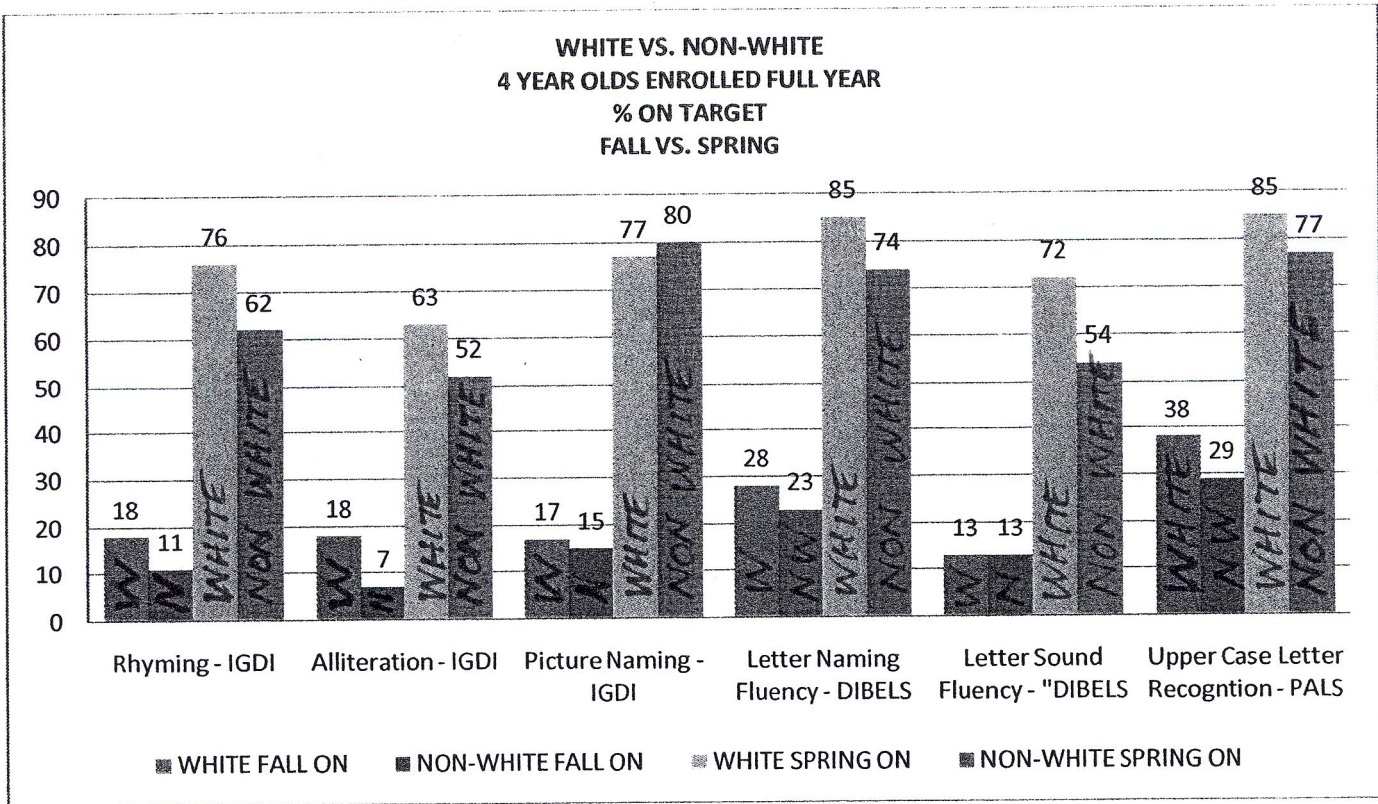
Compliance and Assistance

1500 Highway 36 West Cube A6

Roseville, MN 55113-4266

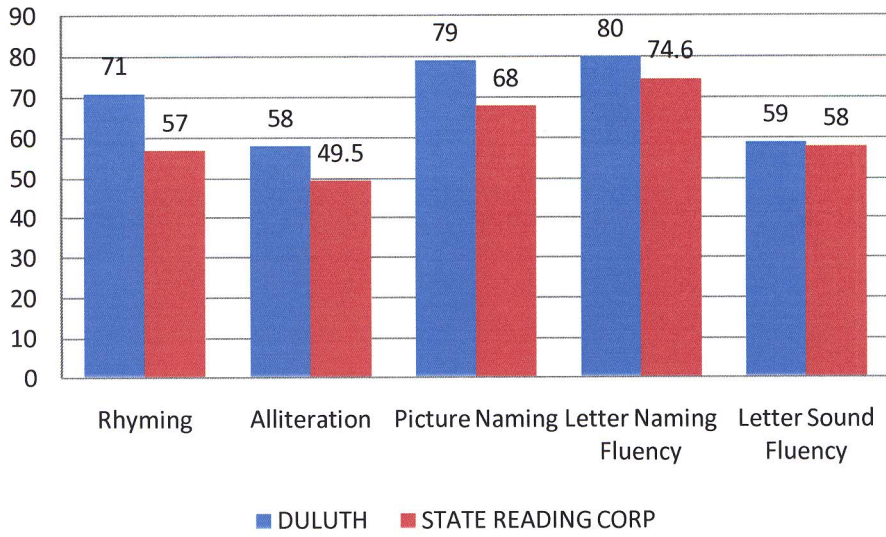
T: 651-582-8436

email: naomi.munzner@state.mn.us

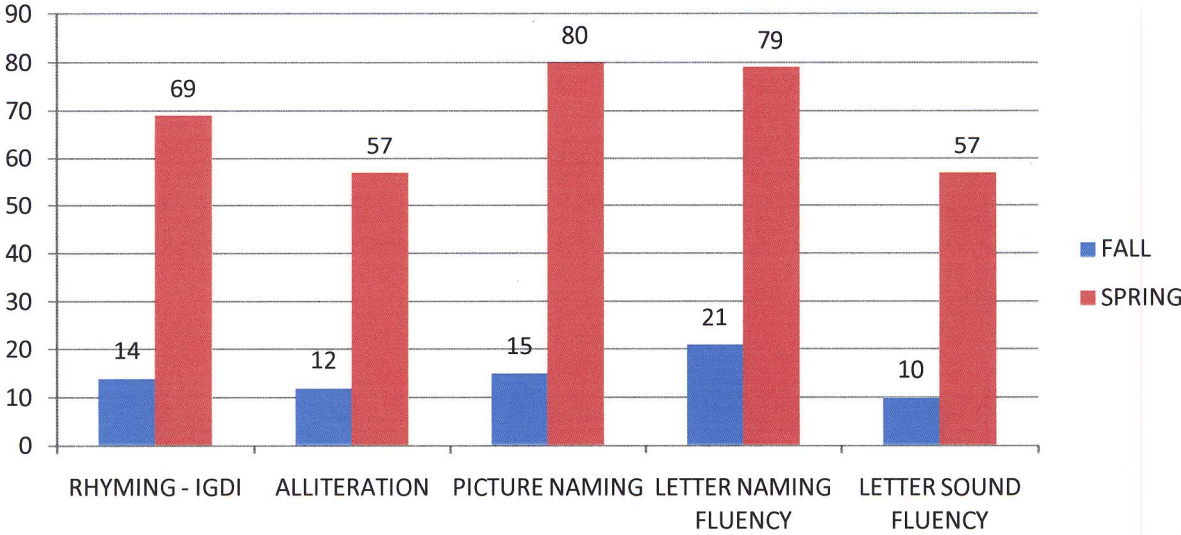


Total # of Children Tested		
White	Fall	106
Non-White	Fall	72
White	Spring	106
Non-White	Spring	70
Non-White is comprised of:		
	Fall	Spring
American Indian	11	12
African American	12	11
Multi-Racial	42	40
Not Specified	7	7

Percentage of 4 year olds on target Duluth vs. State Reading Corps 2010-2011



**Duluth Head Start
Child Outcomes
Literacy
% of Children on Target
4 Year Olds enrolled at any time during the year
2010-2011**





DULUTH PUBLIC SCHOOLS

*Preparing all students for successful lives in the twenty-first century . . .
success in the workplace, success in the home, and success in the community*

July 22, 2011

Essentia Corporate Contributions

SUBJECT: Habitat Health Services on-site services
 Application for funding for the 2011/12 school year

Attached is the Minnesota Common Grant Application requesting funding to cover the cost of 6 hours/week of on-site clinical nurse practitioner to provide health care services and 4 hours/week of on-site clinical social work to provide infant mental health services at Habitat Health Services in Denfeld High School for the period September 10, 2011 through June 10, 2012. Habitat Health Services is a school based clinic that partners with the Habitat Infant and Childcare Center to provide comprehensive services to pregnant and parenting teens and their children in the Duluth Public Schools by consolidating medical and mental health, social service and educational support to the target population.

We ask that Essentia support this invitation to continue to partner with the Duluth School District in providing these services. We believe that this programming contributes to best outcomes for pregnant and parenting teens and their children by facilitating long term self-sufficiency for the young parents, as well as building parenting capacity and ensuring the healthy mental and physical growth and development of their children.

Questions concerning this grant application should be directed to Deidre Quinlan at the address above or by telephone at 733-2140 or 591-4475. Thank you in advance for your continued support and consideration of this application.

Sincerely,

A handwritten signature in black ink that reads "Dr. I.V. Foster, Jr." The signature is written in a cursive style with a large, prominent "Jr." at the end.

Dr. I.V. Foster, Jr.
Superintendent of Schools

IF/skt

CC: Deidre Quinlan, MSW, LICSW, Habitat
Ed Crawford, Principal, Denfeld High School

Minnesota Common Grant Application Form

Date of application: July 15, 2011

Application submitted to: Essentia Corporate Contributions

Organization Information

Habitat Health Services

Name of organization

Legal name, if different

4405 West 4th Street

Duluth, MN 55807

Address

City, State, Zip

Employer Identification Number (EIN)

218.336.8830

41-6003776

Phone

Fax

Web site

I.V. Foster, Ed.D.

Superintendent, Duluth
Public Schools

218.336.8752

Name of top paid staff

Title

Phone

E-mail

Deidre Quinlan, MSW, LICSW

Habitat Director

218.591.4475

Deidre.quinlan@duluth.k
12.mn.us

Name of contact person regarding this application

Title

Phone

E-mail

Is your organization an IRS 501(c)(3) not-for-profit? Yes X No

If no, is your organization a public agency/unit of government? X Yes No

If no, check with funder for details on using fiscal agents, and list name and address of fiscal agent:
Duluth ISD #709 41-6003776

Historic Old Central High School 215N First Ave East, Duluth, MN 55802

Fiscal agent's EIN number

Proposal Information

Please give a 2-3 sentence summary of request:

This is a request for funding to put in place a cost effective system of health care and mental health services and supports for pregnant and parenting students and their children in the Duluth school district to be provided in partnership with community stakeholders.

Population served: Pregnant and parenting teens and their children

Geographic area served: Duluth ISD #709 & surrounding areas.

Funds are being requested for (check one) *Note: Please be sure funder provides the type of support you are requesting.*

 X General operating support

 Start-up costs

 Capital

 Project/program support

 Technical assistance

 Other (list) _____

Project dates (if applicable): September 10, 2011 – June 10, 2012

Fiscal year end: June 30

Budget

Dollar amount requested: \$ 20,000

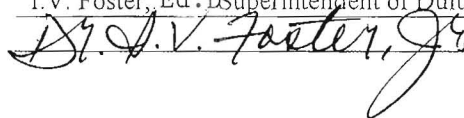
Total annual organization budget: \$222,929

Total project budget (for support other than general operating): \$ 20,000

Authorization

Name and title of top paid staff or board chair: I.V. Foster, Ed.D. Superintendent of Duluth Public Schools

Signature



Minnesota Common Grant Application Form

ORGANIZATION BUDGET

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government ISD 709 general fund	\$ 59,929 (11/12 estimated)
Foundations	
Northland Foundation	28,000 (pending 11/12)
Ordean Foundation	40,000 (Habitat 11/12 requested here)
Corporations Essentia Corporate Contributions	\$ 20,000 (CNP/MSW services 11/12)
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Investment income	\$
 <i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
St. Louis County – Childcare reimbursement	\$ 75,000 (estimated 11/12)
 Total Income	 \$ 222,929

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$ 98,480*
Insurance, benefits and other related taxes	\$ 55,235**
Consultants and professional fees (Essentia)	\$ 20,000
Travel	\$ 450
Equipment	\$ 28,000
Supplies	\$ 5,754
Printing and copying	\$ 150
Telephone (cell phone)	\$ 960
Postage and delivery	\$
Rent and utilities (copier/fax and clinic ISP services)	\$ 1,776
In-kind expenses	\$
Depreciation	\$
Other (specify)	\$
Program expenses (taxi transport, misc operating expense, Circle of Security parent stipend)	\$ 2,051
Special activity funds	\$ 1,598
Dues, memberships, licenses, fees	\$ 400
Circle of Security training	\$ 8,075
 Total Expense	 \$222,929
Difference (Income less Expense)	\$ 0

* Includes insurance and fringe costs for IECMHS and other grant funded positions

** Reflects district funded positions

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 grants 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 organizations.

	Organization	Author/Contact	Project Title	Award Amount	Terms
1	Department of Health and Human Services Administration for Children and Families (OA/OGM/Region V)	Pam Rees	Federal Head Start Grant	\$1,896,178	This grant award will support funding the Duluth Public Schools Head Start Program.

**Department of Health and Human Services
Administration for Children and Families
Financial Assistance Award (FAA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:
05CH533532

14

1. AWARDING OFFICE: OA/OGM/Region V		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH5335/32	4. AMEND. NO.:
5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: Non-competing Continuation		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 08/01/2011 THRU 07/31/2012		9. PROJECT PERIOD: INDEFINITE		10. CAT NO./CFDA: 93.600 ...
11. RECIPIENT ORGANIZATION: DULUTH PUBLIC SCHOOL DISTRICT #709 Barnes Early Childhood Center 2101 Blackman Ave Duluth MN 55811 2058 Judy Punyko, Board Chair			12. PROJECT / PROGRAM TITLE: HEAD START: FULL YEAR PART DAY HANDICAPPED TRAINING AND TECHNICAL ASSISTANCE	

13. COUNTY: ST LOUIS	14. CONGR. DIST: 08	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Keith Dixon , Superintendent of Schools
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 1,196,081	A. NON-FEDERAL SHARE.....	\$ 474,045 20.00 %
Fringe Benefits.....	\$ 510,043	B. FEDERAL SHARE.....	\$ 1,896,178 80.00 %
Travel.....	\$ 10,483	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0	A. TOTAL FEDERAL SHARE.....	\$ 1,896,178
Supplies.....	\$ 24,487	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 31,318
Contractual.....	\$ 66,506	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$ 1,864,860
Facilities/Construction.....	\$ 0	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 29,782	\$ 1,864,860	
Direct Costs.....	\$ 1,837,382	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 58,796	\$	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0	22. APPLICANT EIN:	23. PAYEE EIN:
Total Approved Budget(**)..	\$ 1,896,178	1-416003776-A1	1-416003776-A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:				DUNS: 071501092		
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	05CH533532	75-1-1536	2011 G054120	\$28,958		
OGM	05CH533532	75-1-1536	2011 G054122	\$1,835,902		
OGM	05CH533530	75-9-1536	2009 G054122		(\$31,318)	
OGM	05CH533532	75-9-1536	2009 G054122		\$31,318	

26. REMARKS: (Continued on separate sheets)

Client Population: 255.
Number of Delegates: 0.
Paid by DHHS Payment Management System (PMS), see attached for payment information.
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.
This includes requirements in Parts I and II (available at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>) of the HHS GPS.

27. SIGNATURE - ACF GRANTS OFFICER Eric P. Staples <i>E.P. Staples</i> 7/8/11	DATE: 7/8/11	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Katie L. Williams <i>Katie L. Williams</i> 7/7/11	DATE: 7/7/11
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Kay Willmoth, Regional Program Manager <i>Kay Willmoth</i>		DATE: 7/9/11	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
FINANCIAL ASSISTANCE AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:
05CH533532

15

1. AWARDING OFFICE: OA/OGM/Region V		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH5335/32	4. AMEND. NO.
5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: Non-competing Continuation		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 08/01/2011 THRU 07/31/2012		9. PROJECT PERIOD: 08/01/2009 THRU 07/31/2012		10. CAT NO./CFDA: 93.600
11. RECIPIENT ORGANIZATION: DULUTH PUBLIC SCHOOL DISTRICT #709				

26. REMARKS: (Continued from previous page)

Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html.
This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS).
For full text go to http://www.acf.hhs.gov/grants/award_term_ccr_duns.html.
This award is subject to requirements as set forth in 2 CFR 25.110.
For full text go to http://www.acf.hhs.gov/grants/msg_sf425.html.
This grant is subject to the requirements as set forth in 45 CFR Part 87.
Attached are terms and conditions, reporting requirements, and payment instructions.
Initial expenditure of funds by the grantee constitutes acceptance of this award.
This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and 1310.
(**) Reflects only federal share of approved budget.
This action fully funds Program Accounts 4120 and 4122 for your Head Start continuation grant. This action offsets unobligated PA 4122 funds totaling \$31,318 from Program Year 30 to Program Year 32.

The HHS GPS (II-56) (see above) and Parts 74.25(c)(2) and 92.30(d)(3) (as applicable) provide the authority to ACF to approve Key Staff of Head Start Grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50% with Head Start funds.

No funds may be charged to the Head Start grant or to any other Federal program either as a direct cost or any pro-rata as an indirect cost for an employee whose compensation exceeds Executive Level II, which is currently \$179,700.

This action approves the reduction of 15 Head Start slots effective with the August 1, 2011 - July 31, 2012 budget period. The new funded enrollment level for the Head Start program is 255 children.

ANNUAL DATA SHARING AGREEMENT

July 1, 2011 to June 30, 2012

THIS AGREEMENT, by and between INDEPENDENT SCHOOL DISTRICT 709 (hereinafter "ISD 709") and **Lutheran Social Service**.

WITNESSETH

NOW, THEREFORE, the Duluth Public Schools and **LUTHERAN SOCIAL SERVICE** in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any ISD 709 educational data shared with any employee, agent, or public official of the **LUTHERAN SOCIAL SERVICE** is for the sole purpose of grading, schedules, and attendance.

That the **LUTHERAN SOCIAL SERVICE** recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.

LUTHERAN SOCIAL SERVICE will submit to ISD 709 site principals a list of employee names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The **LUTHERAN SOCIAL SERVICE** further agrees to comply with any requests of ISD 709 that are necessitated by the obligations under said act.

INWITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from July 1, 2011 to June 30, 2012. It must be renewed by the July 2011 School Board Meeting or when directed by the ISD709 program director. This contract is not automatically renewable.

LUTHERAN SOCIAL SERVICE will instruct all their employees that are approved access to ISD 709 student data about the requirement to protect student data.

Date: 6-27-11

By: 
LUTHERAN SOCIAL SERVICE
~~Scott Peters~~ Dawn Shykes, Director II

INDEPENDENT SCHOOL DISTRICT 709

Date: _____

By: _____
 Duluth School Board Chair

ANNUAL DATA SHARING AGREEMENT

July 1, 2011 to June 30, 2012

THIS AGREEMENT, by and between INDEPENDENT SCHOOL DISTRICT 709 (hereinafter "ISD 709") and **College of St. Scholastica, Education Department (Student Teaching)**.

WITNESSETH

NOW, THEREFORE, the Duluth Public Schools and **COLLEGE OF ST. SCHOLASTICA, EDUCATION DEPARTMENT (STUDENT TEACHING)** in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any ISD 709 educational data shared with any employee, agent, or public official of the **COLLEGE OF ST. SCHOLASTICA, EDUCATION DEPARTMENT (STUDENT TEACHING)** is for the sole purpose of grading, schedules, and attendance.

That the **COLLEGE OF ST. SCHOLASTICA, EDUCATION DEPARTMENT (STUDENT TEACHING)** recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.

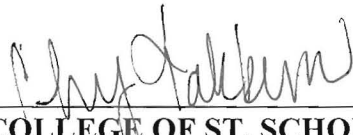
COLLEGE OF ST. SCHOLASTICA, EDUCATION DEPARTMENT (STUDENT TEACHING) will submit to ISD 709 site principals a list of employee names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The **COLLEGE OF ST. SCHOLASTICA, EDUCATION DEPARTMENT (STUDENT TEACHING)** further agrees to comply with any requests of ISD 709 that are necessitated by the obligations under said act.

INWITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from July 1, 2011 to June 30, 2012. It must be renewed by the July 2011 School Board Meeting or when directed by the ISD709 program director. This contract is not automatically renewable.

COLLEGE OF ST. SCHOLASTICA, EDUCATION DEPARTMENT (STUDENT TEACHING) will instruct all their employees that are approved access to ISD 709 student data about the requirement to protect student data.

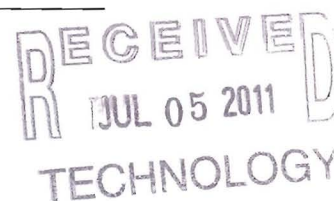
Date: 6-26-2011

By: 
**COLLEGE OF ST. SCHOLASTICA,
EDUCATION DEPARTMENT (STUDENT
TEACHING) Dr. Chery Takkunen, Chair**

INDEPENDENT SCHOOL DISTRICT 709

Date: _____

By: _____
Duluth School Board Chair



ANNUAL DATA SHARING AGREEMENT

July 1, 2011 to June 30, 2012

THIS AGREEMENT, by and between INDEPENDENT SCHOOL DISTRICT 709 (hereinafter "ISD 709") and **MN READING CORPS**.

WITNESSETH

NOW, THEREFORE, the Duluth Public Schools and **MN READING CORPS** in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any ISD 709 educational data shared with any employee, agent, or public official of the **MN READING CORPS** is for the sole purpose of grading, schedules, and attendance.

That the **MN READING CORPS** recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.

MN READING CORPS will submit to ISD 709 site principals a list of employee names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The **MN READING CORPS** further agrees to comply with any requests of ISD 709 that are necessitated by the obligations under said act.

INWITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from July 1, 2011 to June 30, 2012. It must be renewed by the July 2011 School Board Meeting or when directed by the ISD709 program director. This contract is not automatically renewable.

MN READING CORPS will instruct all their employees that are approved access to ISD 709 student data about the requirement to protect student data.

Date: 7-1-11

By: Audrey Suker
MN READING CORPS
 Audrey Suker, Executive Director

INDEPENDENT SCHOOL DISTRICT 709

Date: _____

By: _____
 Duluth School Board Chair

RECEIVED
 JUL 06 2011
 TECHNOLOGY

ANNUAL DATA SHARING AGREEMENT

July 1, 2011 to June 30, 2012

THIS AGREEMENT, by and between INDEPENDENT SCHOOL DISTRICT 709 (hereinafter "ISD 709") and **UMD**.

WITNESSETH

NOW, THEREFORE, the Duluth Public Schools and **UMD** in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any ISD 709 educational data shared with any employee, agent, or public official of the **UMD** is for the sole purpose of grading, schedules, and attendance.

That the **UMD** recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.

UMD will submit to ISD 709 site principals a list of employee names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The **UMD** further agrees to comply with any requests of ISD 709 that are necessitated by the obligations under said act.

INWITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from July 1, 2011 to June 30, 2012. It must be renewed by the July 2011 School Board Meeting or when directed by the ISD709 program director. This contract is not automatically renewable.

UMD will instruct all their employees that are approved access to ISD 709 student data about the requirement to protect student data.

Date: 6-27-11

By: 
UMD
Dean Paul Deputy

INDEPENDENT SCHOOL DISTRICT 709

Date: _____

By: _____
Duluth School Board Chair



5093 - Duluth Public Schools ISD 709 Restrictive Procedures Plan

In accordance with Minnesota Statute 125A.0942, Subd. 1, every school district is required to develop and make public a plan that discloses its use of restrictive procedures. The plan specifically outlines the list of restrictive procedures the school intends to use; how the school will monitor and review the use of restrictive procedures, including post use debriefings and convening an oversight committee; and a written description and documentation of the training and staff that have completed the training.

Duluth Public Schools ISD 709 uses restrictive procedures only in response to behavior(s) that constitutes an emergency, even if written into a child's Individual Education Plan (IEP) or Behavior Intervention Plan (BIP).

A. Definitions

The following terms are defined as:

1. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury to prevent serious property damage.
2. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement and where body contact is the only source of physical restraint. The term physical holding does not mean physical contact that:
 - a. helps a child respond or complete a task;
 - b. assists a child without restricting the child's movement;
 - c. is needed to administer an authorized health-related service or procedure; or
 - d. is needed to physically escort a child when the child does not resist or the child's resistance is minimal.
3. "Positive behavioral interventions and supports" means interventions and strategies to improve the school environment and teach children the skills to behave appropriately.
4. "Restrictive procedures" means the use of physical holding or seclusion in an emergency.
5. "Seclusion" means confining a child alone in a room from which egress is barred. Removing a child from an activity to a location where the child cannot participate in or observe the activity is not seclusion.

B. Staff Training - Requirements and Activities

Requirements

Staff who design and use behavioral interventions will complete training in the use of positive approaches as well as restrictive procedures. Training records will identify the content of the training, attendees and training dates. Duluth Department of Special Services #709 will compile a list of all Nonviolent Crisis Intervention (NCI) trainings from the Crisis Prevention Institute (CPI) and retain attendance records in the district office. The district will maintain records of additional trainings provided within the district. Records of all trainings will be maintained at each building site. See Attendance Form (Appendix A) and Professional Development Form (Appendix B).

The following employee job classifications are authorized and certified to use restrictive procedures:

- Licensed special education teacher
- School social worker
- School psychologist
- Behavior analyst certified by the National Behavior Analyst Certification Board
- A person with a master's degree in behavior analysis
- Other licensed education professional
- Highly qualified education paraprofessional
- Mental health professional

Activities

Personnel development activities will be provided to district staff and contracted personnel who have routine contact with students and who may use restrictive procedures in the following areas:

1. Positive behavioral interventions;
2. Communicative intent of behaviors;
3. Relationship building;
4. Alternatives to restrictive procedures, including techniques to identify events and environmental factors that may escalate behavior;
5. De-escalation methods;
6. Standards for using restrictive procedures;
7. Obtaining emergency medical assistance;
8. Physiological and psychological impact of physical holding and seclusion;
9. Monitoring and responding to a child's physical signs of distress when physical holding is being used; and
10. Recognizing the symptoms of and interventions that may cause positional asphyxia when physical holding is used.

C. Restrictive Procedures and Seclusion

Restrictive procedures that may be used in emergency situations include physical holding and seclusion. Physical holding and seclusion will end when the threat of harm has ended and staff has determined that the student can safely return to the requested activity. Building nurse or health assistant will monitor and assess the student's physical condition during the restrictive procedure.

Physical Holdings

Duluth Public Schools intend to use the following types of physical holding: Children's Control, Team Control, Transport, and Interim Control.

Seclusion

Duluth Public Schools do not use any rooms for seclusion.

D. Prohibited Procedures

Duluth Public Schools will never use the following prohibited procedures on a child:

1. Corporal Punishment which includes conduct involving: (a) hitting or spanking a person with or without an object; or (2) unreasonable physical force that causes bodily harm or substantial emotional harm.
2. Requiring the student to assume and maintain specified physical position, activity, or posture that induces physical pain.
3. Presenting an intense sound, light or other sensory stimuli using smell, taste, substance, or spray as punishment.
4. Denying or restricting the students access to equipment and devices such as wheelchairs, hearing aids or communication boards that facilitate the student's functioning except when temporarily removing the equipment or device is needed to prevent injury to the student others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the student as soon as possible.
5. Interacting with a student in a manner that constitutes sexual abuse, neglect, or physical abuse.
6. Totally or partially restricting a student's senses as punishment.
7. Withholding regularly scheduled meals or water.
8. Denying the student access to bathroom facilities.
9. Physical holding that restricts or impairs a student's ability to breathe.

E. Documentation of Physical Holding

Each time physical holding is used, the staff person who implements or oversees the physical holding shall document, as soon as possible after the incident concludes, the following information:

- A description of the incident that led to the physical holding;
- Why a least restrictive intervention failed or was determined by staff to be inappropriate or impractical;
- The time the physical holding began and the time the child was released; and
- A brief record of the child's behavioral and physical status.

The use of restrictive procedures in emergency situations will be documented through the use of the Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students (Form 5093) for general education students and Use of Restrictive Procedure-Physical Holding (SpEd Forms).

F. Documentation of Post-use Staff Debriefing Meeting

Each time physical holding is used, the staff person who implemented or oversaw the physical holding shall conduct a post-use debriefing with involved staff within two school days of the incident after the restrictive procedure concludes. There will be at least one staff member attending the debriefing meeting who was not involved in the incident and has knowledge of behaviors. A copy of the Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students (Form 5093) or Use of Restrictive Procedure-Physical Holding (SpEd Forms) and the Staff Debriefing Meeting Form Utilized with General Education Students (Form 5093.1) or the Staff Debriefing Meeting Form (SpEd Forms) will be sent to: child's case manager, the building principal, the district's special services director, and the assistant superintendent. A copy will also be placed in the student's due process file in the school building. The administrative assistant to the director of special services will keep a comprehensive file of all restrictive procedure forms used within the school district.

If the post-use debriefing meeting reveals that the use of physical holding was not used appropriately, the Building Oversight Committee will convene immediately to ensure corrective action is taken. The Building Oversight Committee will review and evaluate the Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students (Form 5093) or the Use of Restrictive Procedure-Physical Holding (SpEd Forms) and the Staff Debriefing Meeting Form Utilized with General Education Students (Form 5093.1) or the Staff Debriefing Meeting Form (SpEd Forms) to determine and recommend training needs.

G. Documentation for an IEP

The use of restrictive procedures will be documented on the Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students (Form 5093) or the Use of Restrictive Procedure-Physical Holding (SpEd Forms). Reviews will be conducted in accordance with MN Statute 125A.0942 Subd. 2(c) which requires when restrictive procedures are used twice in 30 days or when a pattern emerges and restrictive procedures are not included in a child's IEP or BIP, the district will hold a meeting of the IEP team, conduct or review a functional behavioral analysis, review data, consider developing additional or revised positive behavioral interventions and supports, consider actions to reduce the use of restrictive procedures, and modify the IEP or BIP as appropriate. At the meeting the team will review any known medical or psychological limitations that contraindicate the use of a restrictive procedure, consider whether to prohibit that restrictive procedure, and document any prohibition in the IEP or BIP.

Record retention will be in accordance with district policies on student records.

H. Building Oversight Committees

At the start of the school year, a team will convene to identify members and the purpose of the Building Oversight Committee. The Building Oversight Committee will meet at the end of each semester to review collected data provided in the Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students (Form 5093) or the Use of Restrictive Procedure-Physical Holding (SpEd Forms) and the Staff Debriefing Meeting Form Utilized with General Education Students (Form 5093.1) or the Staff Debriefing Meeting Form (SpEd Forms). The Committee will complete the Building Oversight Committee Review Form each semester (Form 5093.2). At the end of the school year, the Building Oversight Committee will complete the Annual Summary of Use of Restrictive Procedures form (Form 5093.3).

The Building Oversight Committee will make recommendations in regards to the District's Restrictive Procedures Plan, indicate training needs, and establish a plan for addressing Committee recommendations.

If a post-use debriefing meeting reveals that the use of physical holding was not used appropriately, the Building Oversight Committee will convene immediately to ensure corrective action is taken. The Building Oversight Committee will review and evaluate the Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students (Form 5093) or the Use of Restrictive Procedure-Physical Holding (SpEd Forms) and the Staff Debriefing Meeting Form Utilized with General Education Students (Form 5093.1) or the Staff Debriefing Meeting Form (SpEd Forms) to determine and recommend training needs.

The District Oversight Committee composed of the Special Services Leadership team will review the Annual Summary of Use of Restrictive Procedures form (Form 5093.3) from each school building within the school district and assist with future trainings.

I. Emergency Situations – Use of Restrictive Procedures

The Duluth Public Schools shall make reasonable efforts to notify the parent by phone on the same day when restrictive procedures are used in an emergency. If the school is unable to provide same-day notice, notice will be sent by written or electronic means or as otherwise indicated by the parent.

Building administrators will receive written notification when restrictive procedures are used in emergency situations. Records will be reviewed and summarized annually.

J. Positive Behavior Interventions and Supports

Duluth School District #709 is committed to the three aims of: safe and welcoming environment; high achievement for all; and effective and efficient systems. The district is committed to using positive behavioral interventions and supports to ensure a safe and welcoming environment throughout the school district which will allow for the high achievement for all students. Positive behavior interventions and supports improve the school environment and teach children the skills to behave appropriately.

References: MS 125.0942, Subd. 1
MS 125.0942, Subd. 2(c)

Adopted: 8-17-11 ISD 709

Duluth Public Schools #709
Critical Incident Data Sheet for Restrictive Procedures Utilized with General Education Students

Student Name: _____ **DOB:** _____

Building: _____ **Date of Incident:** _____

Directions: Complete this form whenever a physical hold is used. All students must be monitored by an adult at all times. End the intervention when the threat of harm ends and staff determine that the student can safely return to the classroom or activity.

***A debriefing meeting must be held within 2 school days and a Staff Debriefing Meeting form completed.**

Involved Staff: _____

Signature of person completing this form: _____

Description of incident that led to restrictive procedure:

Intervention Time Start	Intervention Time End	Location	Type of Physical Hold Used (options below)				Other (see below)	Denied (Y/N)	
			Water	Restroom	CC	TC		TE	IC
			<input type="checkbox"/> CC	<input type="checkbox"/> TC	<input type="checkbox"/> TE	<input type="checkbox"/> IC			
			<input type="checkbox"/> CC	<input type="checkbox"/> TC	<input type="checkbox"/> TE	<input type="checkbox"/> IC			
			<input type="checkbox"/> CC	<input type="checkbox"/> TC	<input type="checkbox"/> TE	<input type="checkbox"/> IC			
			<input type="checkbox"/> CC	<input type="checkbox"/> TC	<input type="checkbox"/> TE	<input type="checkbox"/> IC			

Description of child's behavior and physical status during intervention:

Any Clothing Removed? Shoes _____ Belt _____ Pocket Contents _____ Other _____

Was Meal Delayed? Yes _____ No _____ Explanation: _____

Describe emergency situation:

Intervention was used to protect child or others from physical injury? Yes _____ No _____

Intervention was used to prevent serious property damage? Yes _____ No _____

Positive and least restrictive interventions tried before use of restrictive procedure:

- Redirection, Correction, Verbal or Non-verbal Feedback
- Brief supervised removal – (another location for purposes of engaging in activities or discussion related to behavior, thoughts or feelings.)
- Safe place to relax/regroup (voluntary)
- Other: _____
- Description of why a less restrictive intervention failed or was determined by staff to be inappropriate or impractical: _____

Parent(s) Notification: Parents must be notified the same day the procedure is used. A written or electronic notice sent within 2 days if unable to notify on same day.

Date: _____ Time: _____

Parent Name: _____ By Whom: _____

Parent Comments: _____

Was law enforcement contacted? Yes _____ No _____ By Whom: _____

Outcome of call: _____

Physical Hold Options: Children's Control=CC, Team Control=TC, Team Escort=TE, Interim Control=IC

Duluth Public Schools #709 Staff Debriefing Meeting Utilized with General Education Students			
Student Name: _____	DOB: _____	Building: _____	
Date of Debrief: _____		Date of Incident: _____	
Student on an IEP: Yes _____ No _____	BIP in Place: Yes _____ No _____	<i>Appendix F</i>	
Was IEP followed: Yes _____ No _____	Was BIP followed: Yes _____ No _____		
If answered no, explain why: _____			
Signatures of staff attending debrief (should include at least one person not involved in incident who has knowledge of behavior). Circle the Facilitator's signature: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div>			
Identify the antecedents, triggers and proactive interventions used prior to escalation. Briefly describe the impact of the less restrictive interventions. What behavior did the student exhibit to require a restrictive procedure? Was the intervention used to protect child/others from injury or to prevent serious property damage? Describe student and staff behavior during the intervention. 			
What actions helped/what did not help? 			
Describe the procedure used to return the child to his/her routine activity, education setting, intervention, and/or site determined by the team, BIP and/or administrator. 			
Was the hold an emergency?	Yes _____	No _____	
Was the hold least intrusive?	Yes _____	No _____	
Did the hold end when threat of harm ended?	Yes _____	No _____	
Is corrective action needed?	Yes _____	No _____	
Is the behavior likely to occur again?	Yes _____	No _____	
Follow-up action (to prevent need for future restrictive procedures): 			
Behavior history:			
Other restrictive procedures used in the last 4 weeks?	Yes _____	No _____	
Restrictive procedures used twice in a month?	Yes _____	No _____	
Does the team see this as a pattern?	Yes _____	No _____	
Does the child's IEP team need to meet?	Yes _____	No _____	

Place a copy of these forms in Student's Due Process File in Section 3.
 Send copies to: case manager Special Services Office building principal, other _____

**Duluth Public Schools #709
Building Oversight Committee Members
(2011-12 School Year)**

The Building Oversight Committee will meet three times a year: organizational meeting at the start of the school year, review of use of restrictive procedures at the end of the first semester, and review of use of restrictive procedures at the end of the second semester. The Building Oversight Committee will summarize data reviewed at each meeting (Appendix E).

The Building Oversight Committee will complete the Annual Summary of Use of Restrictive Procedures form (Appendix F) based on data provided in the Critical Incident Data Sheet for Restrictive Procedures (Appendix C) and the Staff Debriefing Meeting (Appendix D) forms.

The Building Oversight Committee may be called together at other times to address the inappropriate use of physical holding and to determine and recommend training needs.

(Insert Building Name) Organizational Meeting

Date:

Oversight Committee Members:

(Insert Building Name) Semester 1

Date:

Members:

Summary:

(Insert Building Name) Semester 2

Date:

Members:

Summary:

Staff Debriefing Meeting

Student Name: _____ DOB: _____ Grade: _____
Date of _____ Date of _____
School: _____ Incident: _____ Debriefing: _____

Student was on an IEP: Yes No Was IEP implemented correctly? Yes No
Was a BIP in place: Yes No Was BIP implemented correctly? Yes No

Identify the antecedents, triggers and proactive interventions used prior to escalation:
[Expanding Text Box](#)

Briefly describe the impact of these less restrictive interventions:
[Expanding Text Box](#)

What behavior necessitated the use of a restrictive procedure?
[Expanding Text Box](#)

Describe student and staff behavior during the incident:
[Expanding Text Box](#)

What actions helped or didn't help?
[Expanding Text Box](#)

Describe the procedure used to return the student to his/her routine activity:
[Expanding Text Box](#)

Was the hold/seclusion the in response to an emergency situation: Yes No
Was the hold/seclusion the least restrictive intervention? Yes No
Did the hold/seclusion end when the threat of harm ended? Yes No
Is corrective action needed? Yes No
Is the behavior likely to reoccur? Yes No

Follow-up action to prevent the need for future use of restrictive procedures:
[Expanding Text Box](#)

Behavior History:

Other restrictive procedures used in a the last 4 weeks: Yes No
Restrictive procedures used twice in a month: Yes No
Does the team see this as a pattern: Yes No
Does the child's IEP team need to meet? Yes No

Staff Attending Debriefing (should include one individual not involved in the incident) **Circle Facilitator's Name**

Use of Restrictive Procedure – Physical Holding

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Student
Name: _____ DOB: _____ Grade: _____
School: _____ Date of Incident: _____

Directions: Complete this form whenever a physical hold used. All students must be monitored by an adult at all times. End the intervention when the threat of harm ends and staff determine that the student can safely return to the classroom or activity. A debriefing meeting must be held within two (2) days and a Staff Debriefing Meeting form completed.

Staff involved: _____

Signature of person completing this form: _____

Description of incident that led to physical holding:

[Expanding Text Box](#)

Time physical hold began: _____ Ended: _____ Total time: _____

Description of physical holding and the student's behavior and physical status:

[Expanding Text Box](#)

- Intervention was to protect student or others from physical injury: Yes No
- Intervention was used to prevent serious property damage: Yes No
- Did staff directly observe the child during the physical hold: Yes No
- Did the physical holding end when the threat of harm ended and staff determined that the student could safely return to the classroom or activity: Yes No
- Positive and least restrictive interventions tried before use of restrictive procedure:
 - Redirection Verbal or non-verbal feedback
 - Correction Safe place to relax/regroup (voluntary)
 - Brief supervised removal to another location for purposes of engaging in activities and discussion related to behavior
 - Other: [Text box](#)
- Description why a less restrictive intervention failed or was determined to be inappropriate or impractical:

[Expanding Text Box](#)

Parent Notification: Parents must be notified the same day a restrictive procedure is used. A written or electronic notice must be sent home within two (2) days if unable to notify on the same day.

Parent: _____ Date: _____ Time: _____

Notified by: _____

Parent Comments:

[Expanding Text Box](#)



Duluth Public Schools Professional Development

This Certifies That

Participated In

Nonviolent Crisis Intervention Training
Held On - Held At - Time

DATE OF THE CLASS - PLACE OF CLASS - TIME

For A Total Of

CLOCK HOURS OF PARTICIPATION

Renewal Hours In

THIS ACTIVITY ADDRESS CATEGORY B, C, D, E, F, G or H

Relicensure Category B - Workshop

LIST ONLY COMPONENT(S) FULFILLED BY ATTENDING THE CLASS. REMOVE THE REST.

To ensure adequate progress toward the state's academic standards and to appropriately meet the needs of individual students, these activities included the following elements:

- Using Positive Behavioral Interventions
- Accommodating, Modifying and Adapting Curricula, Materials and Instruction
- Evidence of Further Reading Preparation
- Understanding The Key Warning Signs of Early-onset Mental Illness in Children and Adolescents
- Integrate Technology With Student Learning

For
Relicensure
Purpose Only

Signature Here

TYPE THE WORKSHOP SPONSOR NAME - TITLE - PHONE NUMBER HERE *Signature Above*

Peggy Ehlert - Instructor - HOCHS 218.336.8740

"Warning: any alteration to this certificate by the person issuing the certificate, or by the participant for renewal could result in the denial of the licensure application." - MDE

6140.10 - Co-Curricular Activities Participation Fees

Participation fees are charged to students who participate in the following co-/extra-curricular activities. Activities have been placed within categories depending upon the amount of money paid for coaching/advisor stipends, the number of games or contests held during a season, transportation costs associated with the activity, lease and rental costs, and the amount of money paid to officials and judges. The fee structure to be implemented as of August 1, 2009~~11~~ is as follows:

Category One	Category Two	Category Three	Category Four
<u>\$450</u>	<u>\$225</u>	<u>\$175</u>	<u>\$50</u>
Hockey	Baseball	Cross Country Running	Math Team
	Basketball	Swimming	Knowledge Bowl
	Speech	Tennis	Drama
	Football	Track	
	Soccer	Cheerleading (Per Year)	
	Softball	Danceline (Per Year)	
	Volleyball	Golf	
		Skiing-Alpine	
		Skiing-Nordic	

The participation fee is reduced for students who qualify for reduced lunch to \$25.00 for all activities. The participation fee is waived for students who qualify for free lunch. The family maximum fee will be \$850,~~1,000~~.

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

Participation Fee Refunds

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

Adopted: 6-18-96 ISD 709

Revised: 9-19-00
1-15-2002
11-21-2006
8-19-2008
6-16-2009
8-16-2011



Woodland Hills Academy
110 West Redwing Street
Duluth, MN 55803
Phone: 218-728-7492
Fax: 218-728-7495

July 14, 2011

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

Dear Mr. Gronseth,

This is to certify that the persons listed below have completed all of the requirements for High School graduation from the Duluth Public Schools and are eligible to receive their diplomas from the Duluth Public Schools.

<u>Name of Graduate/School</u>	<u>Graduation Date</u>
<u>Woodland Hills Academy</u>	
Vince L. Millender	7/28/2011
Lance A. Handy, Jr.	7/28/2011



Nathan Glockle

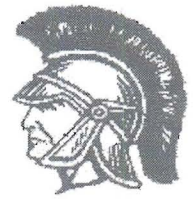
Principal,
Residential and Day Treatment Schools



Vance Hopkins
Assistant Principal

Central High School
800 E. Central Entrance
Duluth, MN 55811
Phone (218) 733-2130 - Fax (218) 733-2153

Ed Crawford
Principal



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Nathan Glöckle
Assistant Principal

July 6, 2011

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, Minnesota 55802

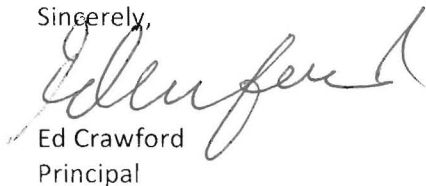
The following student completed his high school graduation requirements at the Duluth Area Learning Center and requests a diploma.

I would like to order a Central High School diploma for:

Name **Michael Wayne Torre**
Date of Graduation **August 4, 2011**

Thank you.

Sincerely,



Ed Crawford
Principal

Proudly serving the Denfeld and Central Communities

MEMORANDUM

TO: Curriculum Dept.
FROM: Beth Tamminen, Adult Diploma Program
SUBJECT: High School Diploma
DATE: July 11, 2011

The following student completed all requirements for graduation from I.S.D. 709 in the Adult Diploma Program and requests her Duluth Public Schools diploma, dated July 8, 2011:

Cara Jorgensen