

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, June 18, 2013

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

1) 2013 Duluth East Daredevils Robotics Team Demonstration

The 2013 Duluth East Daredevils Robotics Team who ranked tenth out of 100 teams in the Galileo Division at the First Robotics World Championship April 24-27, 2013 in St. Louis, Missouri presented a Team Demonstration and a recap of another extremely successful season.

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

B. Grant Applications

1) Duluth Superior Area Community Foundation Grant Application

Ron Haglund, Education Equity Coordinator, has submitted a grant proposal to the Duluth Superior Area Community Foundation in the amount of \$2,000. If awarded funds will be used to bring Ronald F. Ferguson, PhD of Harvard University, to Duluth to speak to educators and the community regarding the Tripod Project as part of the Duluth Public Schools' effort to provide Achievement Gap training support.

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

C. Externally Sponsored Trip

5

Annette Strom has arranged an externally sponsored trip through Education First (EF) Tours and will be traveling to Costa Rica with Ordean-East students on June 12, 2013. Ed Crawford has received acknowledgement that the trip is not sponsored by the District from the parent(s) of all Duluth Public Schools' students participating in this trip.

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

2. Action Items

A. Presentation Items Requiring Approval

1) Closed Campus Presentation 6

Mike Tusken from the Duluth Police Department presented information about the Duluth Police Department's support and rationale for closed campus lunch periods for students at Duluth Denfeld and East High Schools.

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

2) Modified Open Campus Recommendation 21

Tonya Sconiers, Denfeld High School Principal, and Laurie Knapp, East High School Principal, presented recommendations for a modified open campus at Denfeld and East High Schools beginning with the 2013-14 school year in lieu of closed campuses, which have been discussed at the previous two Education Committee Meetings.

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

3) Aventa K-12 Online Program Presentation 30

Ed Crawford and Adrian Norman presented information on the the Aventa K-12 Online Program that administration is recommending for credit recovery at Denfeld and East High Schools, a newly created blended program at Unity/ALC, and as a supplemental online learning program for all Duluth Public Schools students beginning with the 2013-14 school year.

Recommendation: It is recommended that the Duluth Public Schools accept and approve this item.

B. Resolution E-06-13-3105 - Acceptance of Grant Awards to Duluth Public Schools 37

Attached is Resolution E-06-13-3105 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Northland Foundation
Lloyd K. Johnson Foundation
Northland Foundation

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-06-13-3105 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Trip Requests 46

MacArthur Elementary School's Fifth Grade Boys Group will be traveling

to Camp Newman in Superior, Wisconsin on June 13-14, 2013 in partnership with Men as Peacemakers. This trip will allow these boys to continue the work that took place throughout the 2012-13 school year of building meaningful and respectful friendships only in a deeper and more significant way. The total cost of the trip is \$495 and will be funded with donation dollars.

Homecroft Elementary School fourth and fifth grade Key Zone students will be traveling to Wolf Ridge Environmental Learning Center in Finland, Minnesota from June 19-21, 2013. This trip will provide an experiential learning opportunity for these students, help meet the Minnesota State Standards in Science and Physical Education, and provide a chance for personal growth and team building for the students. The total cost of the trip is \$8,998 and will be funded with grant dollars, donations, and student fees.

Recommendation: It is recommended that the Duluth School Board accept and approve the above-listed field trip requests.

D. Access to Internet Student Data - Non-District Employees

55

It is requested that the following organizations be granted access to the Student Information System to support District functions from July 1, 2013 to June 30, 2014.

Chester Creek and Merritt Creek Academy
The Educational Department of The College of St. Scholastica
Men as Peacemakers
Minnesota Alliance with Youth
University of Minnesota, Duluth
University of St. Thomas
University of Wisconsin, Superior

Recommendation: It is recommended that the Duluth School Board accept and approve the above Access to Internet Student Data - Non-District Employees requests.

E. Local Education Agency (LEA) Authorizer

It is recommended that the Duluth School Board authorize Charlie Leibfried, Federal Programs Supervisor, to act as the LEA representative for the Duluth Public Schools in filing application for funds as provided under Public Law 103-382 for the 2013-14 School Year.

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

F. German V Textbook Adoption

84

The Duluth Public Schools World Language Committee is recommending

the purchase of the *Kaleidoskop, Kultur, Literatur and Grammatik* textbook by Moeller, Mabee, Berger and Adolph for the new German V course, which the Board approved at the December 18, 2012 School Board Meeting. The total cost of this purchase is \$6,503.60. Lynn Gibson, World Languages teacher, was available to present information and answer any questions.

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

G. Sixth Grade Social Studies Adoption 86

The Duluth Public Schools Social Studies Committee is recommending the purchase of the *Northern Lights* Revised Second Edition textbook for sixth grade social studies, Minnesota Studies from the Minnesota Historical Society. The textbook is written specifically to align with new Minnesota State Standards in History, Geography, Economics, and Government. The total cost of the adoption is \$39, 749. Susan Schmidt, Social Studies Curriculum Coach, was present to share information and answer any questions.

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

H. Diploma Requests 88

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

Justin Anderson - April 30, 2013
 Jacob Ormand - June 4, 2013
 Landon Warden Gill - April 24, 2013
 Felicia K. Hiltunen - May 9, 2013
 Anthony C. Williams - June 5, 2013
 Hakeem Coles - June 5, 2013
 Keith Oliver - June 5, 2013
 Dennis Riggins - June 5, 2013
 Halee Regan - June 5, 2013
 Amber Workman - June 4, 2013
 Jacob Mathew Howley - February 13, 2012

Recommendation: It is recommended that the Duluth accept and approve the above diploma requests.

EXTERNALLY SPONSORED TRIP

Externally sponsored trips involve travel to a foreign country, are voluntary in nature, and are not sponsored or approved by Independent School district No. 709. In addition, all staff who accompany students on such foreign travel trips must obtain a liability release and waiver from the students' parents/guardians and submit them to the Office of the Superintendent prior to the trip. All externally sponsored trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee Agenda for informational purposes.

Externally Sponsored Trip Information

Date of Submission: 5/21 Destination: COSTA RICA

Organization/Group Planning Trip: EF TOURS Contact Person: Annette Strom

Overview of Trip: See attached

Trip Dates: _____

Externally Sponsored Trip Action

Participant List/Signed Waiver Release Forms Attached

Anna Klewe
Principal's Signature

5/21/13
Date

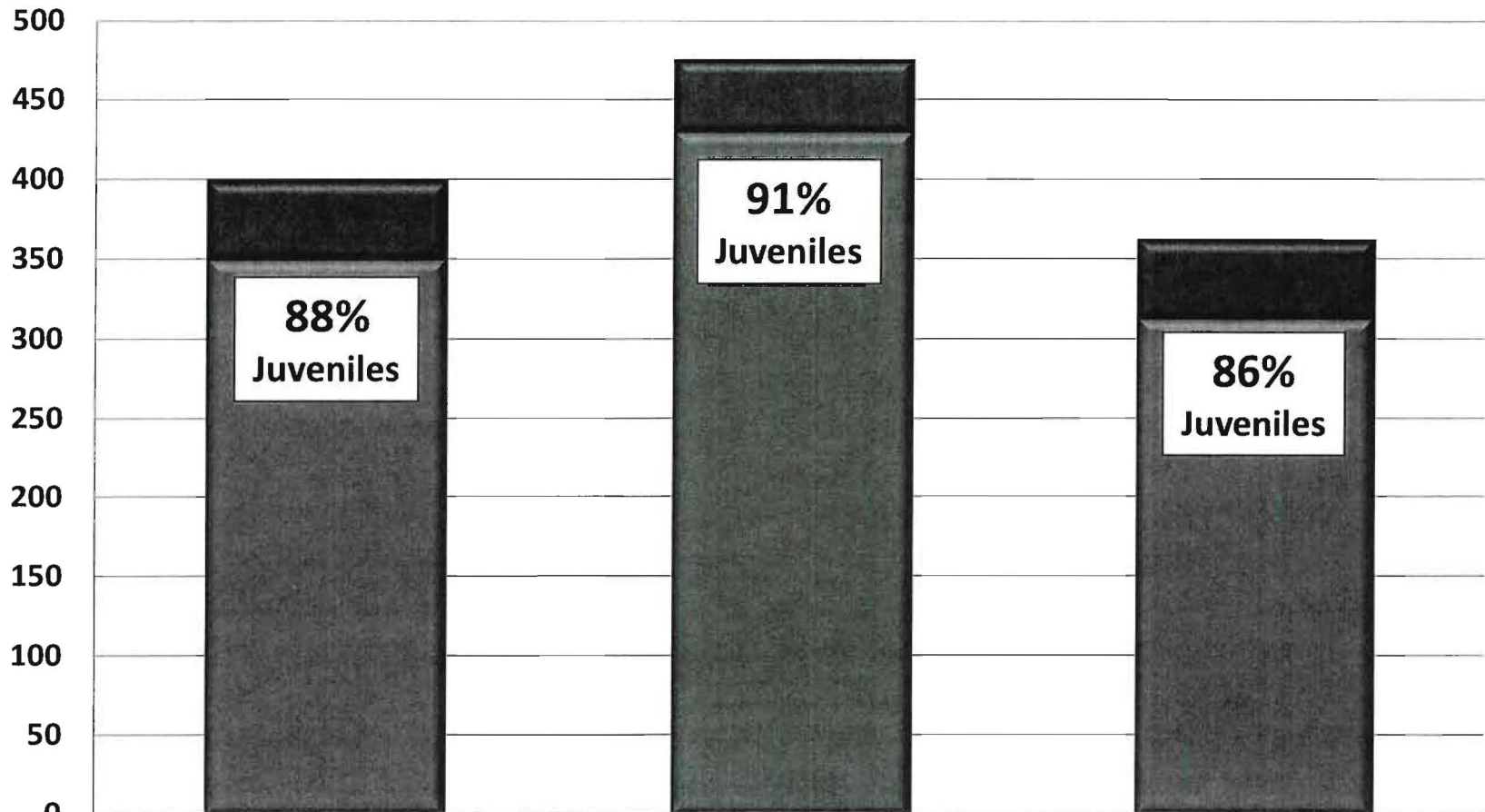
Participant List/Signed Waiver Release Forms Received

[Signature]
Assistant Superintendent's Signature

6/6/13
Date

A majority of Juvenile Contacts happen Monday – Friday 8am – 4pm

Contacts w/Juveniles by Day of Week

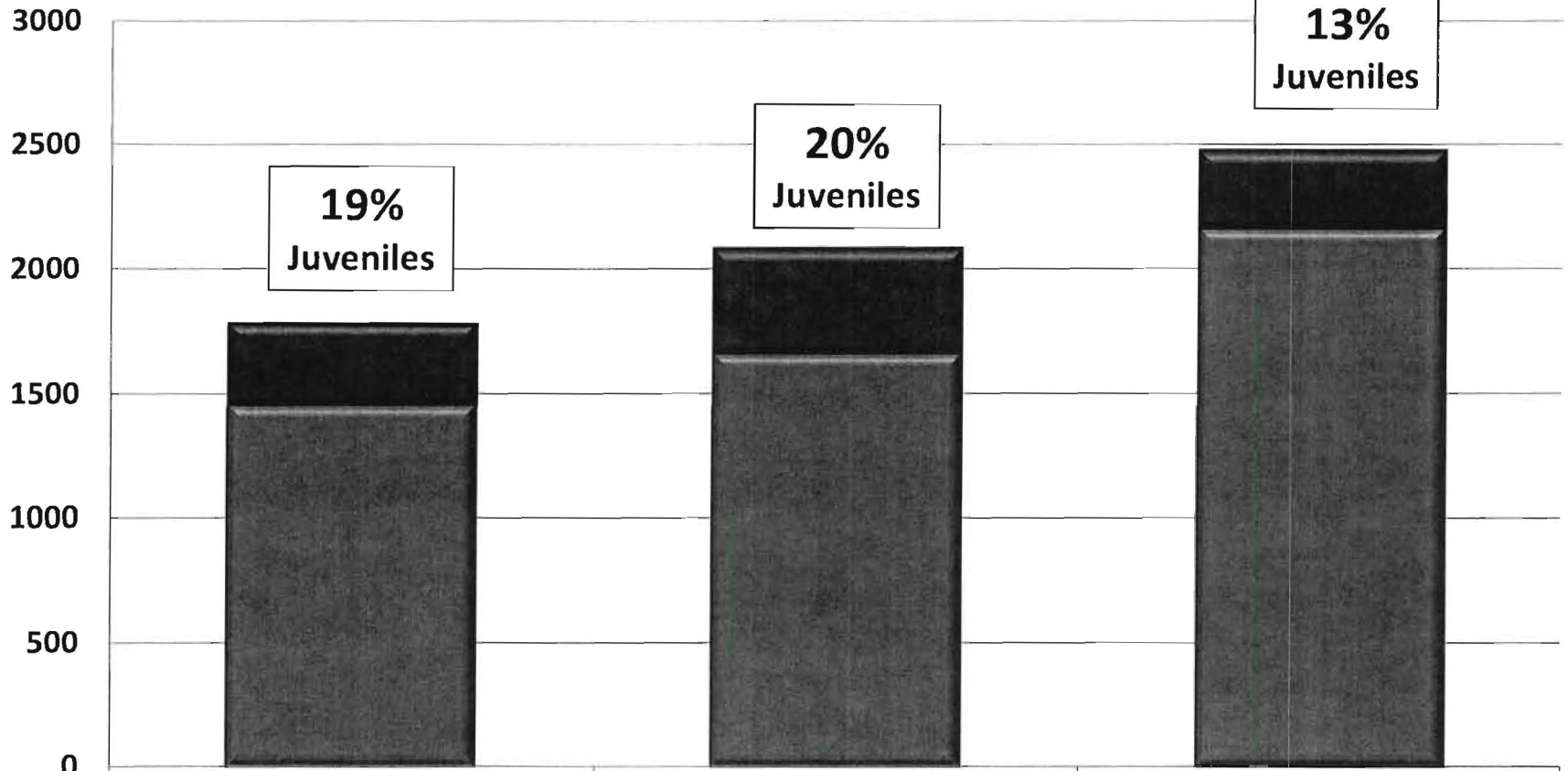


	2010 - 2011 School Year - Incidents	2011 - 2012 School Year - Incidents	2012 - 2013 School Year YTD - Incidents
■ Weekend	49	45	49
■ Mon-Fri	350	430	313

** Note: 2012-2013 School Year includes many ongoing investigations – numbers are likely to change

Incidents Including Arrest/Suspect Information

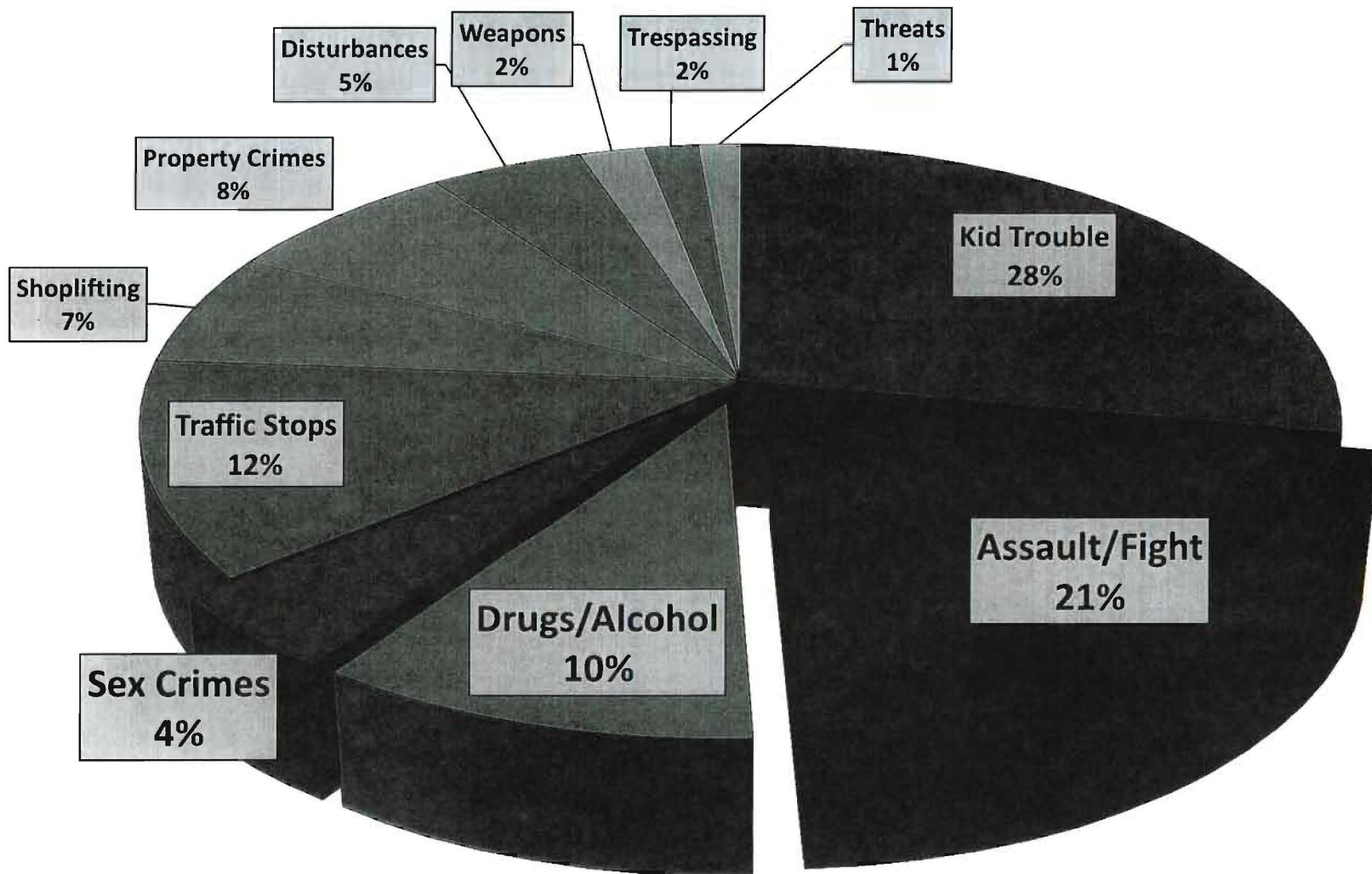
Listed Adult/Juvenile Arrests/Suspects for Incidents



	2010 - 2011 School Year - Incidents	2011 - 2012 School Year - Incidents	2012 - 2013 School Year YTD - Incidents
☑ Juvenile	332	417	312
☑ Adult	1457	1666	2164

** Note: 2012-2013 School Year includes many ongoing investigations – numbers are likely to change
 * Stats include Mon-Fri 8am-4pm during school year

2010 - 2011 School Year - Incidents w/Juveniles (M - F 8am-4pm)

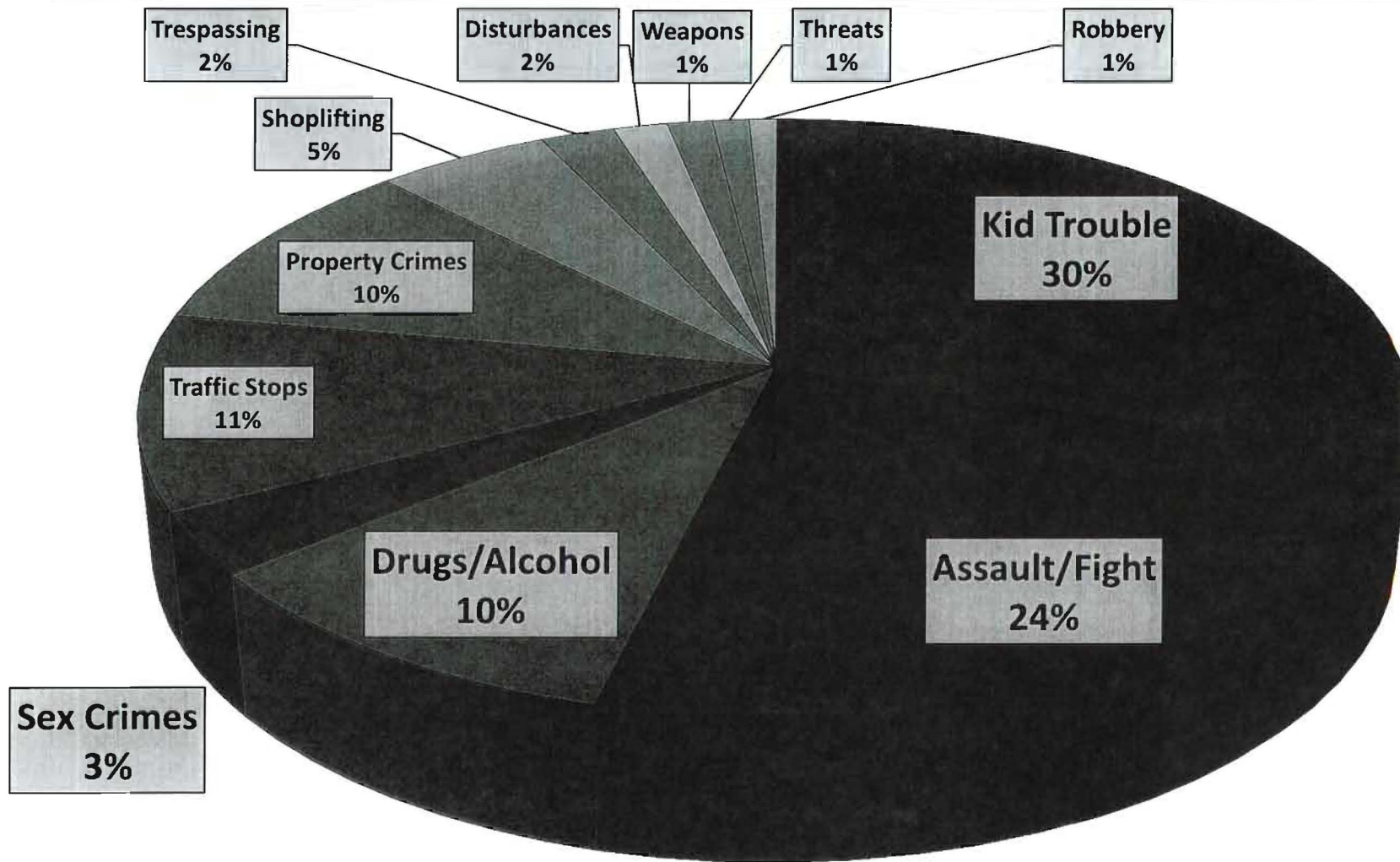


35% of Incidents are Sex Crimes, Drug/Alcohol-Related, or Assaults/Fights

"Property Crimes" include Burglary/Vehicle Prowl/Vehicle Damage/Damage to Property/Theft/Fraud/Forgery; "Weapons" includes Person w/Gun/Weapon/Bomb Threats

2011 - 2012 School Year - Incidents w/Juveniles (M - F 8am-4pm)

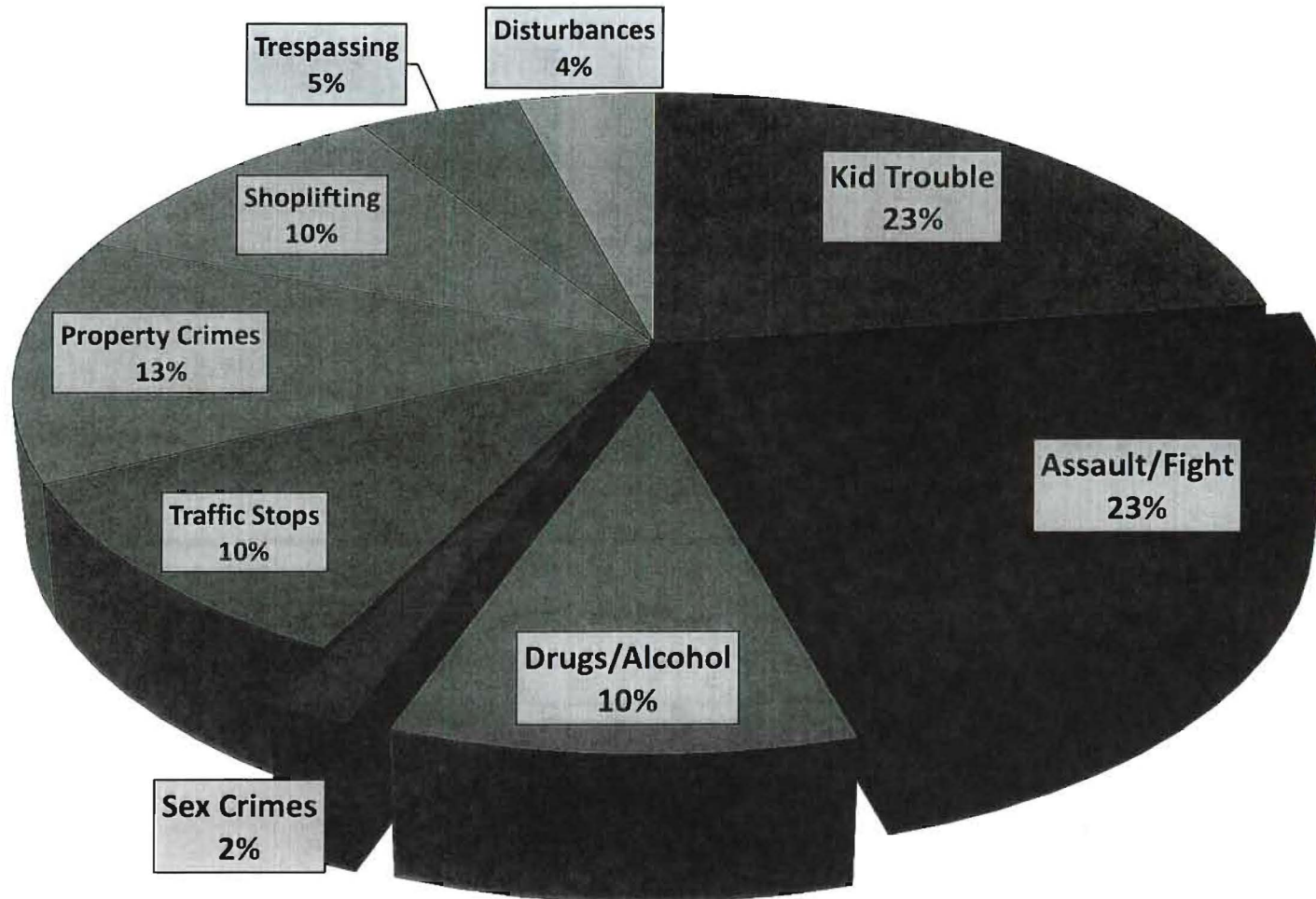
9



**37% of Incidents are Sex Crimes,
Drug/Alcohol-Related, or Assaults/Fights**

"Property Crimes" include Burglary/Vehicle Prowl/Vehicle Damage/Damage to Property/Theft/Fraud/Forgery; "Weapons" includes Person w/Gun/Weapon/Bomb Threats

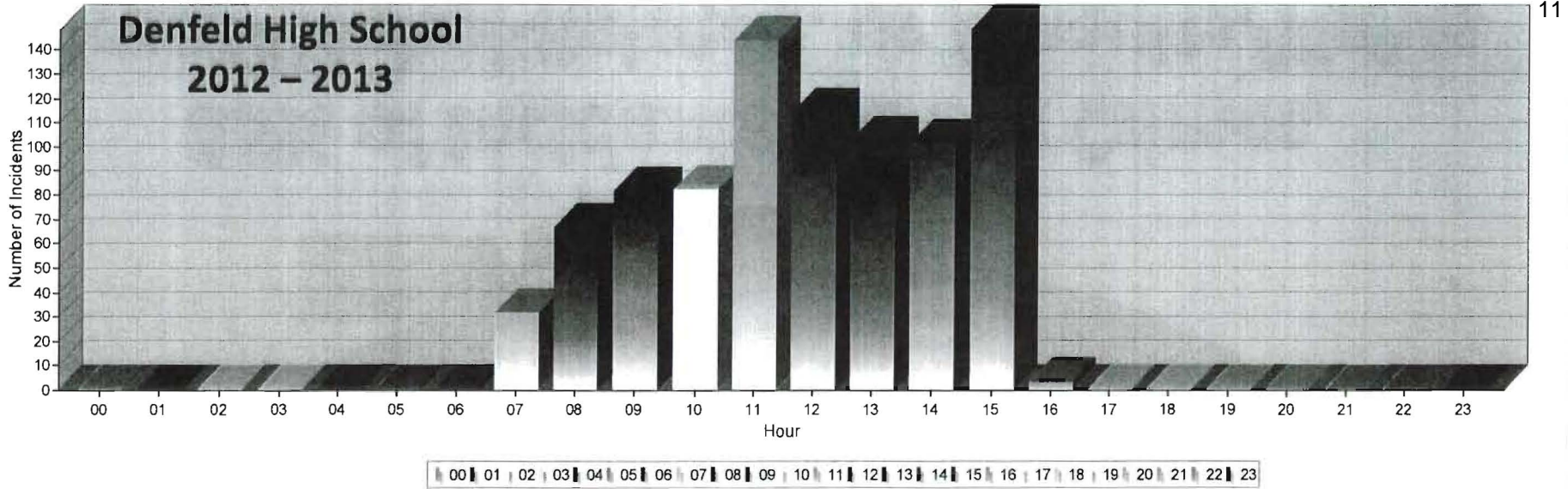
2012 - 2013 School Year YTD - Incidents w/Juveniles (M - F 8am-4pm)



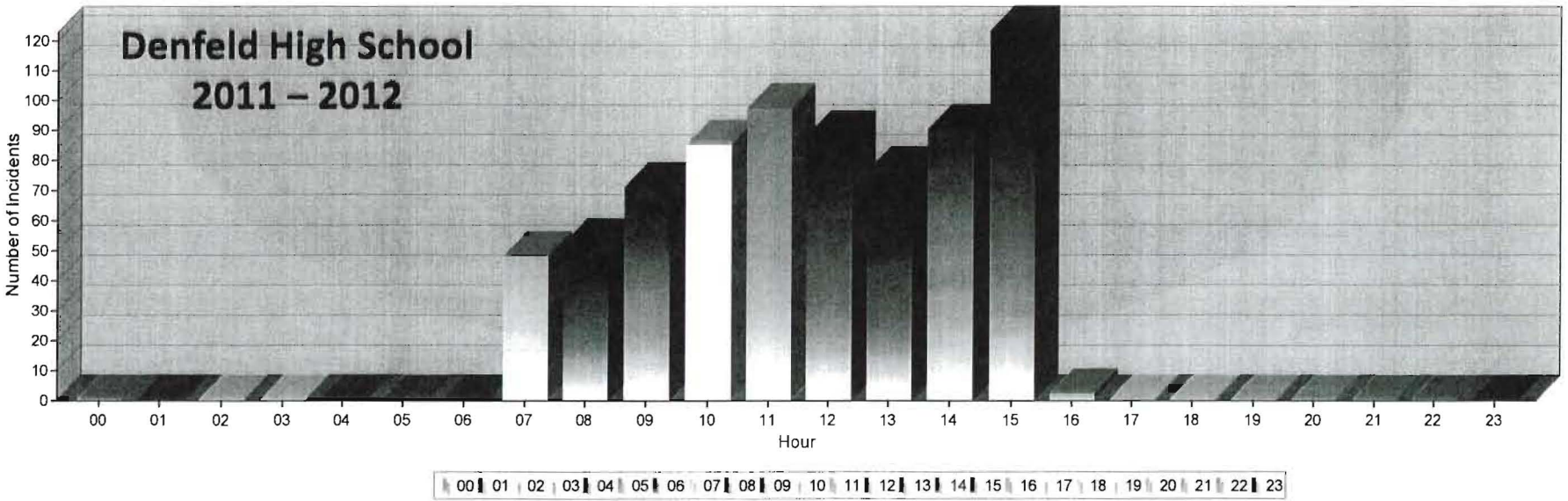
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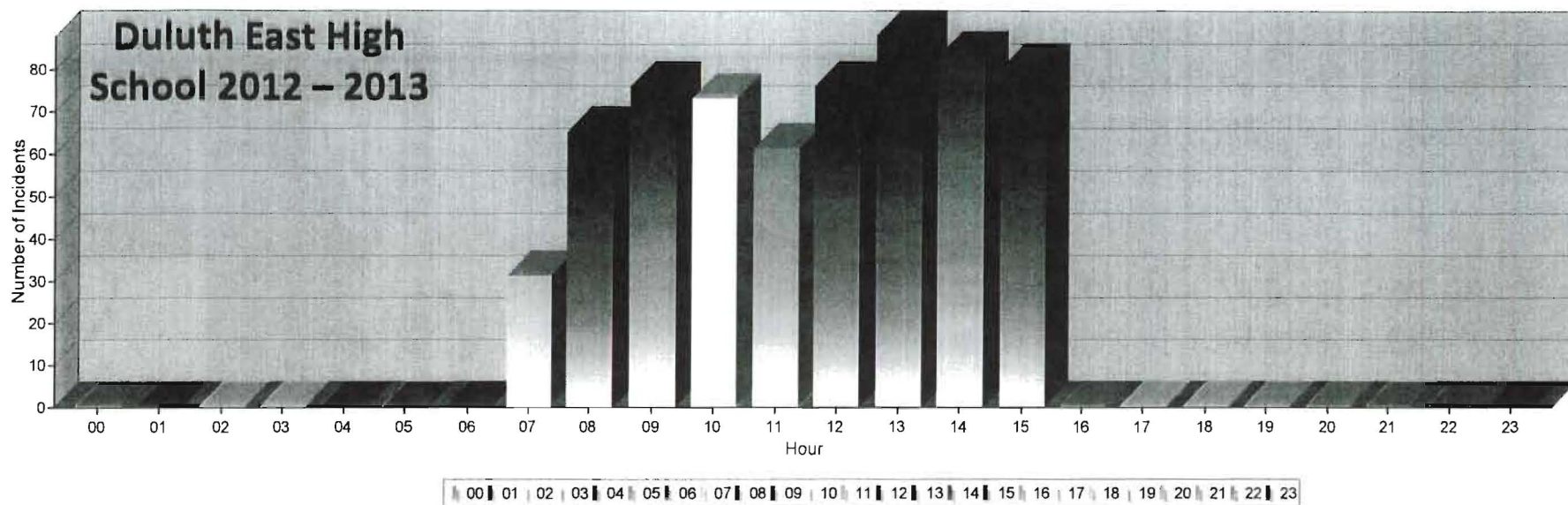
Time of Day Graph



Time of Day Graph

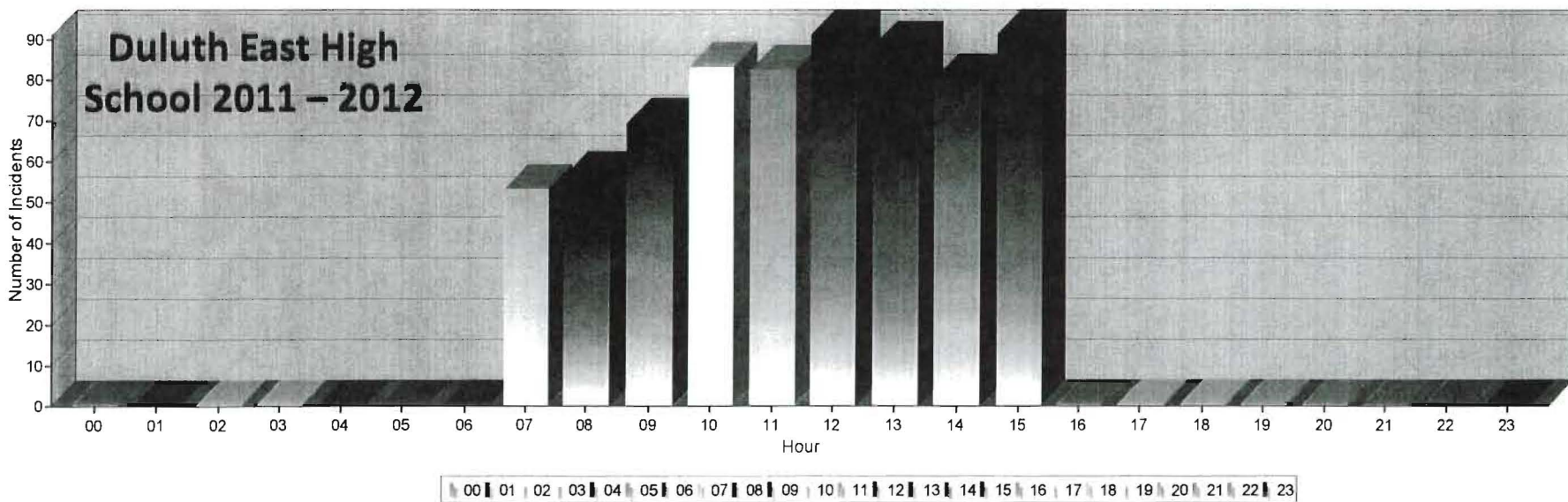


Time of Day Graph



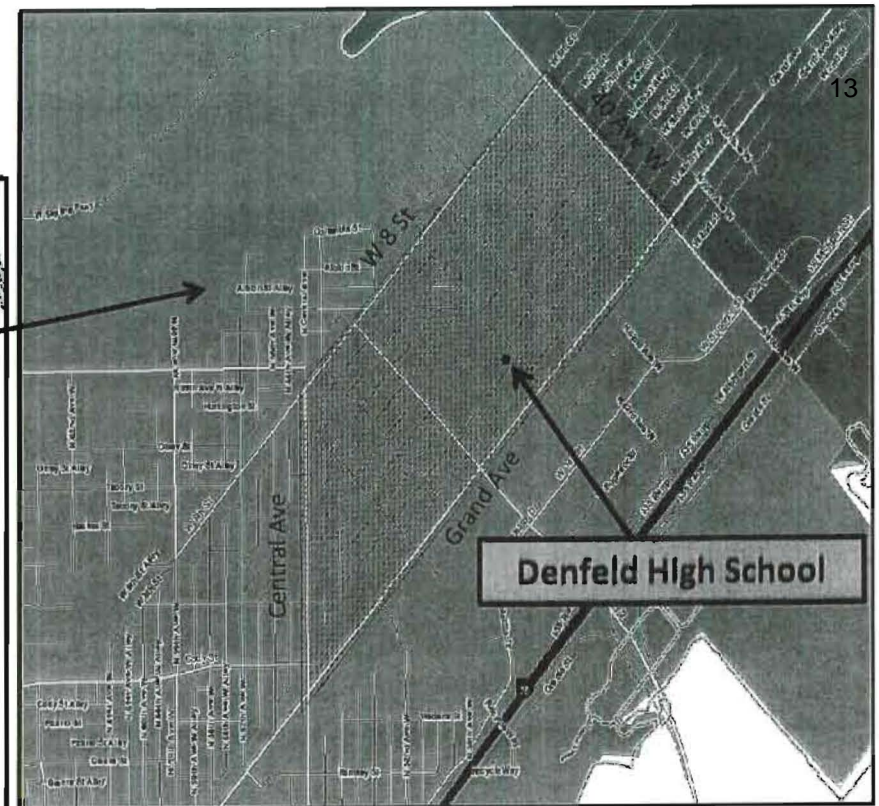
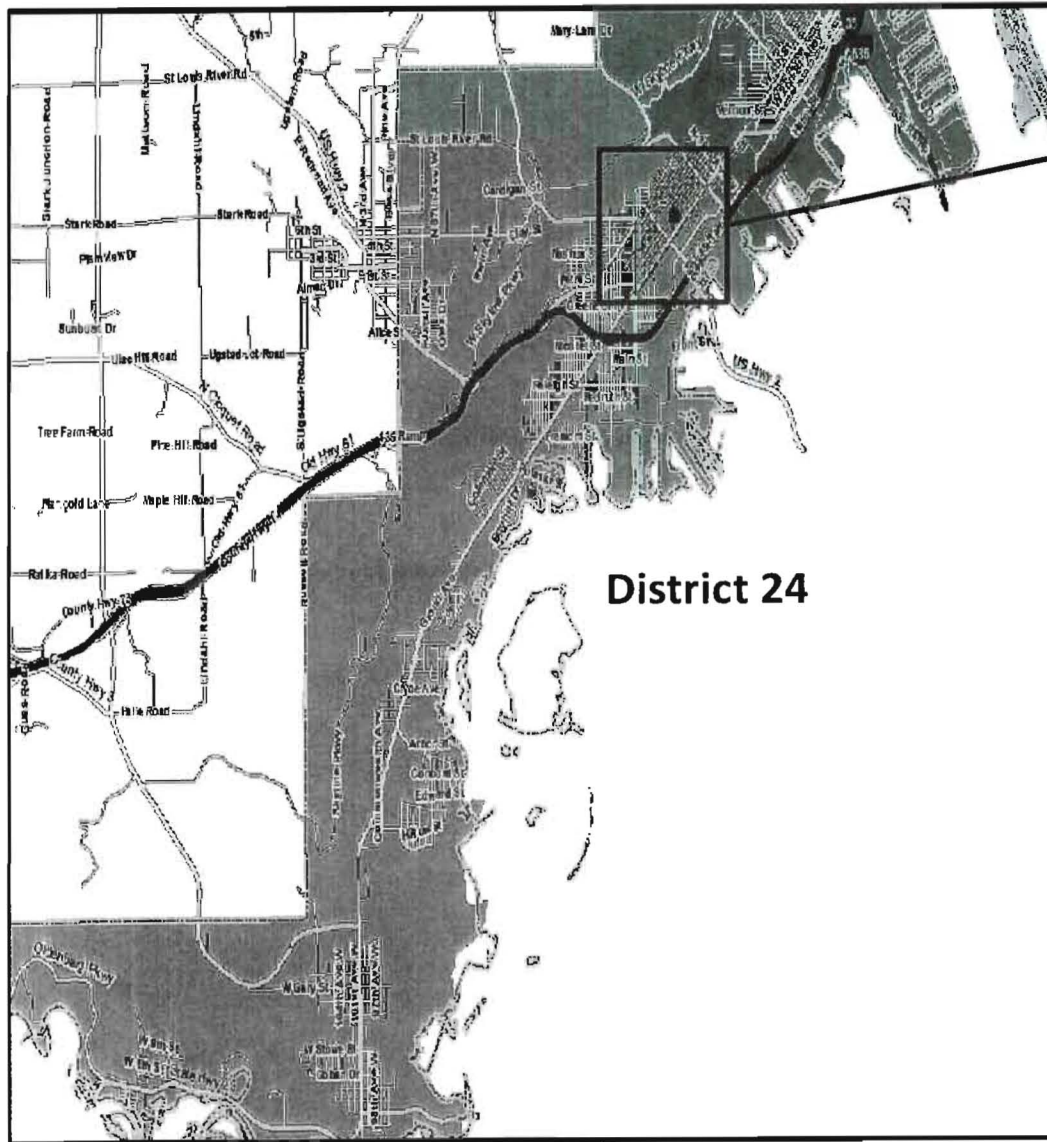
The Omega Group

Time of Day Graph



The Omega Group

Denfeld High School



District 24

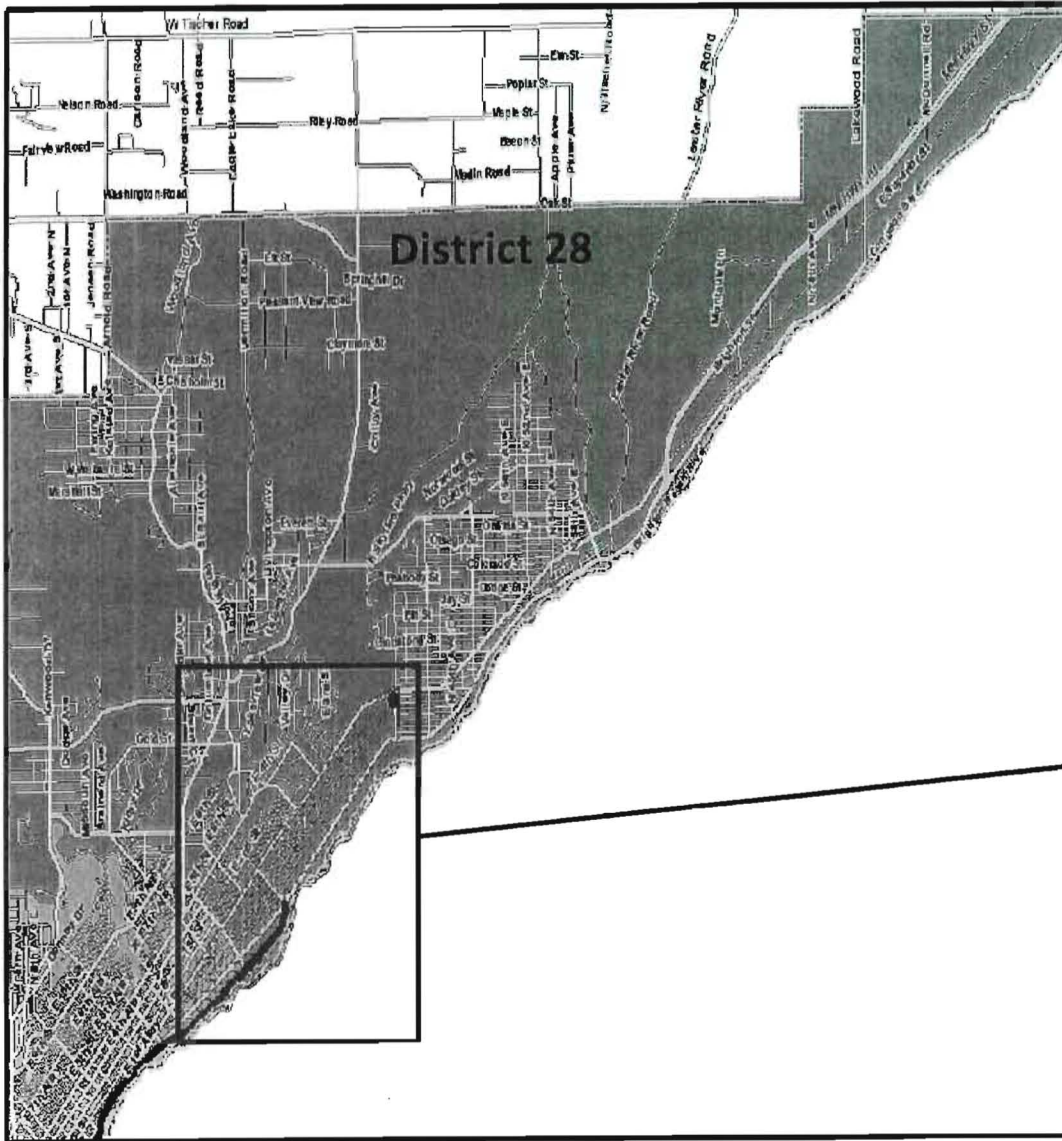
Denfeld High School

2012-2013 School Year
45% of District 24 Traffic Crashes
22% of District 24 Traffic Stops

2011-2013 School Year
35% of District 24 Traffic Crashes
14% of District 24 Traffic Stops

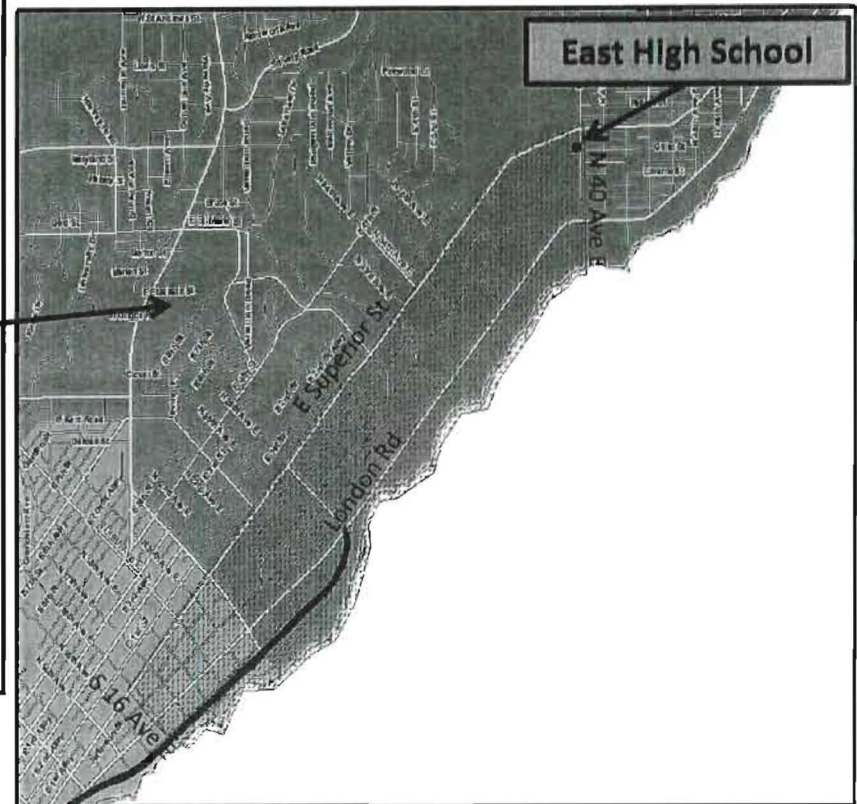
* Stats include Mon-Fri 8am-4pm during school year

East High School



2012-2013 School Year
30% of District 28 Traffic Crashes
22% of District 28 Traffic Stops

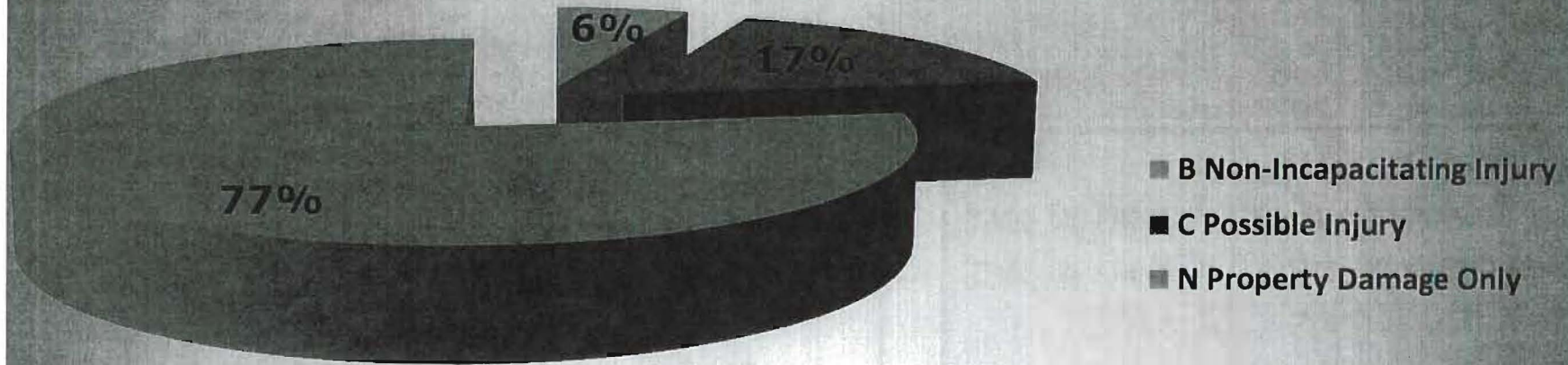
2011-2013 School Year
33% of District 28 Traffic Crashes
17% of District 28 Traffic Stops



* Stats include Mon-Fri 8am-4pm during school year

Traffic Crashes Drivers Ages 16-18 Mon-Fri – 8am-4pm

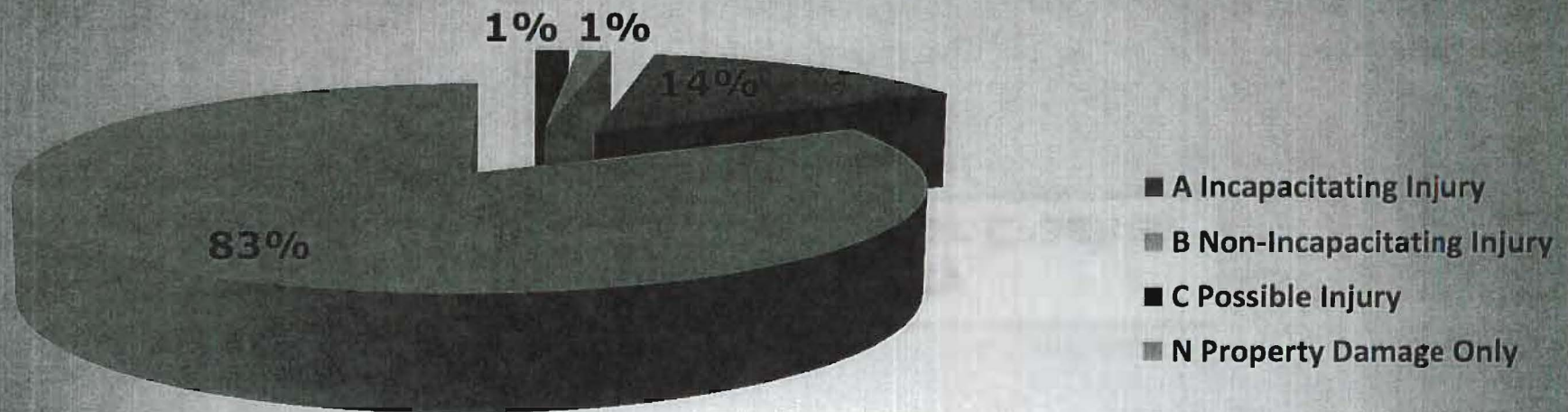
Crash Severity 2012-2013 School Year Crashes



Total Crashes: 70

**Traffic Crashes
Drivers Ages 16-18
Mon-Fri – 8am-4pm**

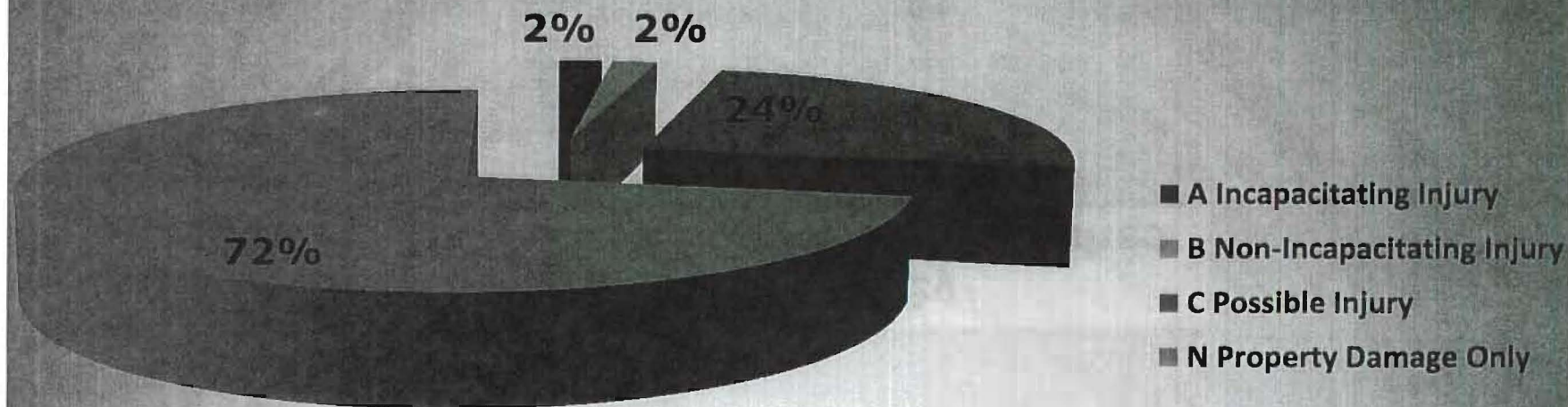
**Crash Severity
2011-2012 School Year Crashes**



Total Crashes: 69

**Traffic Crashes
Drivers Ages 16-18
Mon-Fri – 8am-4pm**

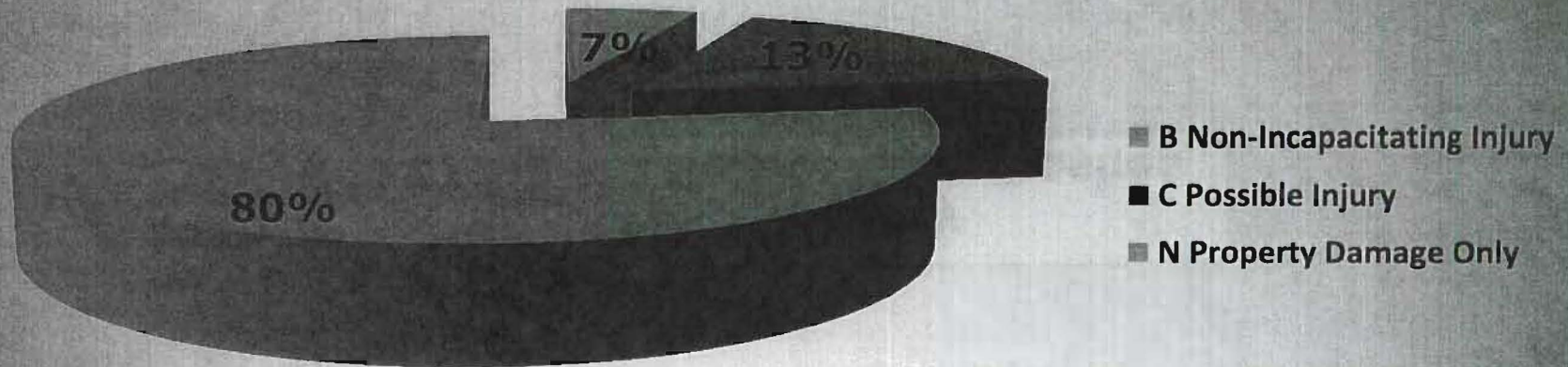
**Crash Severity
2010-2011 School Year Crashes**



Total Crashes: 53

**Traffic Crashes
Drivers Ages 16-18
Mon-Fri – 10am-2pm**

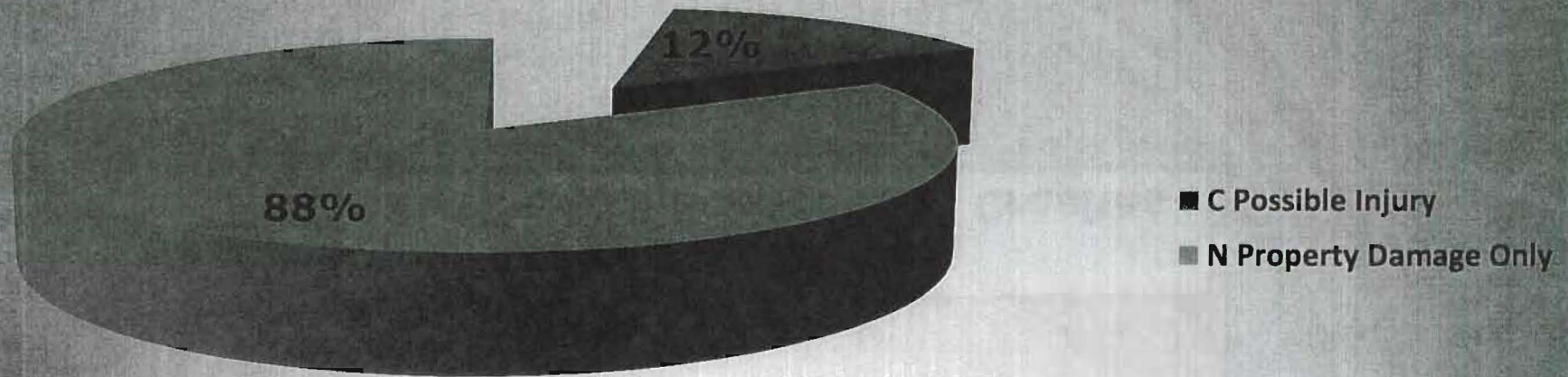
**Crash Severity
2012-2013 School Year Crashes**



Total Crashes: 15

**Traffic Crashes
Drivers Ages 16-18
Mon-Fri – 10am-2pm**

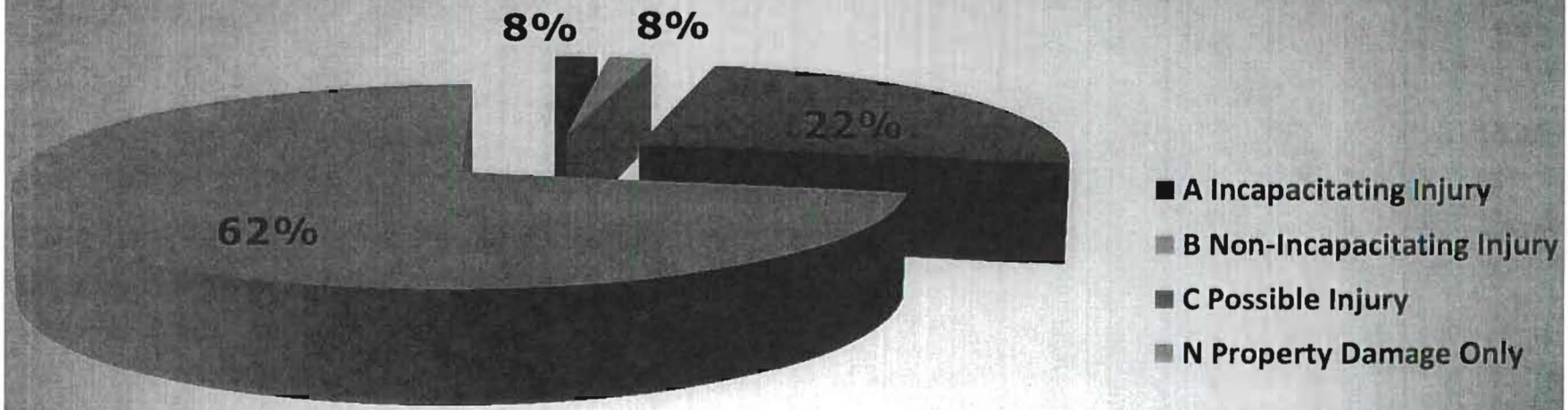
**Crash Severity
2011-2012 School Year Crashes**



Total Crashes: 16

Traffic Crashes Drivers Ages 16-18 Mon-Fri – 10am-2pm

Crash Severity 2010-2011 School Year Crashes



Total Crashes: 13

A REVIEW OF FOUR MINNESOTA SCHOOLS THAT HAVE IMPLEMENTED A CLOSED CAMPUS LUNCH

Created by: Jon Flaa

General Questions Addressed

1. School demographics and lunch configuration
2. Reasons for moving to closed campus
3. Staffing changes to provide adequate supervision
4. Parent and Business input
5. Expenditures for new equipment and changes to the way in which lunch is delivered
6. Amount of time and planning before implementation
7. Successes and pitfalls



Fergus Falls

1. School demographics and lunch configuration
 - 9-12
 - Roughly 200 per class, 800 total students
 - 2 lunch periods serving about 400 students
 - 30 minute lunch periods
 - Fully closed campus



Fergus Falls

2. Reasons for moving to closed campus
 - According to Principal Dean Monke, "Safety concerns were by far the #1 reason for moving to a closed campus lunch."
 - Wellness and healthy choices
 - New building allowed for an easier transition for students and kitchen.



Fergus Falls

3. Staffing changes to provide adequate supervision
 - No lunchroom staffing increase for monitoring behavior.
 - An increase in two part time kitchen staff
 - Parking lot enforcement was increased, allocating one hall monitor at the door and one in the lot during lunch periods.



Fergus Falls

4. Parent and Business input
 - Letter was sent home to parents informing them of the change in lunch policy.
 - Multiple public meetings
 - Businesses were invited to provide plans for providing lunch options in the lunchroom.
 - No pushback by parents or businesses



Fergus Falls

5. Expenditures for new equipment and changes to the way in which lunch is delivered

- Outside vendors: Taco Johns provides the product which is then prepared by kitchen staff. Pizza Vendors bring in pre-cooked pizza.
- Lunch was running in the red before closed lunch, after implementation they have been in the black.



Fergus Falls

6. Amount of time and planning before implementation

- 1 ½ years before the new building opened
- Multiple meeting with students, staff, parents, business interests, building architects, and kitchen managers.
- "Constant frontloading with our kids"



Fergus Falls

7. Successes and pitfalls

- Implementing change in conjunction with move to new school made it easier.
- Giving kids 1 ½ years heads up desensitized them the change.
- Lunch program has a more consistent idea of services needed.
- Food service making money and able to pay for new equipment and lunchroom needs.
- All 400 students are through lines in 11 minutes.
- Pitfall: None



Brainerd

1. School demographics and lunch configuration

- North Campus: 10-12
- 1,500 students / 750 per lunch
- 2 lunch periods
- 30 minute lunch periods
- Modified: Seniors in good standing
- Has been closed for 4 years



Brainerd

2. Reasons for moving to closed campus

- Security of building
- Reduction in students tardy and absent to class
- Safety (kids out of building)
- Poor choices in community
- Drug use, and drugs coming in to school.



Brainerd

3. Staffing changes to provide adequate supervision

- One security officer at door
- Added kitchen staff
- Counselors time to determine good standing for seniors.



Brainerd

4. Parent and Business input

- Utilized parent advisory groups
- Met with local businesses proactively
- No real pushback from parents or businesses



Brainerd

5. Expenditures for new equipment and changes to the way in which lunch is delivered

- No Change to lunch configuration.
- updates in kitchen equipment unknown by Assistant Principal Nate Merseth.



Brainerd

6. Amount of time and planning before implementation

- 1 full year
- Meeting involving: parents, parent groups, and businesses.
- Frontloading students on policy
- Open Hour Card



Brainerd

7. Successes and pitfalls

- Open hour pass serves as a positive tool
- Less ISS/OSS
- Fewer safety issues with longer time for lunch.
- Cleaner school
- Improved climate
- Pitfall: None



Brainerd

Open Hour Card:

- Seniors in good standing: Based on credit check are eligible to have an open hour.
- Contract must be signed by parent and student
- If all conditions are not met in can be taken away. (Senior Privilege Contract)
- It is very similar to late arrival and early dismissal in ISD#709.



Bemidji

1. School demographics and lunch configuration

- 9-12
- 1,400 students and growing
- 52% free and reduced
- 3 lunches but moving to 4
- Currently 450 per lunch period/ 500 chairs
- 25 minute lunch period
- Fully closed
- Closed campus sense 2001



2. Reasons for moving to closed campus

According to Principal Brian Stefanich:

- Safety
- Rural setting: about 5 miles from town
- Decrease in students who are tardy and absent
- Moved into a new building in 2001



3. Staffing changes to provide adequate supervision

- The following **13 employees** are needed to monitor the lunchroom:
- 2 counselors, 1 principal, 2 A.P.s, 2 Indian Education, 1 school social worker, 1 resource officer, 1 A.D., 2 hall monitors, and 1 parking lot monitor



4. Parent and Business input

- Business was invited in to subcontract as additional food provider.
- Subway currently rents space for \$200 per month plus 10% of sales.
- Parents were notified of change as part of building plans.



5. Expenditures for new equipment and changes to the way in which lunch is delivered

- Equipment was all installed with original build.
- 5 stations needed for payment
- Staff increase in kitchen to 10, 6 of whom are 4 hours per day. Only used for delivery and cleanup.
- New picnic tables for outdoor space.
- Added students keeps kitchen self sustaining



6. Amount of time and planning before implementation

According to kitchen manager Marlene Webb:

- 2 full years
- Site visits to: Circle Pines, Cambridge, Maple Grove, and Osseo.
- Food surveys were given to all students.
- Community gardens planned by students.



7. Successes and pitfalls

- 9 separate lines giving kids a lot of options
- Very consistent consumption of food leading to less waste and more profitable kitchen.
- School gardens are integrated into the lunch program. (4 gardens on site)
- 12 minutes average to serve all students.
- Pitfall: some animosity by kitchen staff towards external provider. (Subway)



Pelican Rapids

1. School demographics and lunch configuration
 - 7-12
 - 435 students
 - 2 lunch periods: 7-9 and 10-12
 - 30 minute lunch period
 - Modified: Open to seniors who abide by contract stipulations.
 - Senior Privileges: (only 4th term) see contract



Pelican Rapids

2. Reasons for moving to closed campus
 - Attendance
 - Safety
 - Business complaints about theft and behavior issues



Pelican Rapids

3. Staffing changes to provide adequate supervision
 - Same staffing as before
 - 2 Assistant Principals
 - 1 Para in lunchroom
 - 1 Para at doors



Pelican Rapids

4. Parent and Business input
 - Open meeting with businesses
 - Local Subway had concerns. They were given the green light to subcontract in the school. They have declined due to stricter state law.
 - Regular news letter communication with parents.



Pelican Rapids

5. Expenditures for new equipment and changes to the way in which lunch is delivered
 - School purchased 4 microwaves for student use.
 - Initial startup costs incurred by adding 2 lunch lines.
(Went from 1 line/choice to 3 lines/choices)



Pelican Rapids

6. Amount of time and planning before implementation
 - 1st implementation was a 1 month trial basis
 - Planning started for implementation in July of 2011 for the 2011-2012 school year.
 - After 1 month open lunch was reinstated due to student and parent pushback.
 - Second effort started in October of 2011 and later with a work session on closed lunch with staff in the spring of 2012.
 - Closed Campus was fully implemented at the start of the 2012-2013 school year.



Pelican Rapids

7. Successes and pitfalls

- Modified open lunch for senior class gives administration significant leverage.
- The number of tardy/absent students has decreased over the periods after lunch. (see attendance comparison pre and post implementation of closed campus)
- Cleaner school
- Pitfall: Not enough planning with initial attempt.
- Pitfall: Trial basis was a failure waiting to happen.



Pelican Rapids

Tardy	11-12	12-13	difference
5 th hour	783	488	-295 or 37%-
6 th hour	484	252	-232 or 47%-
7 th hour	248	255	+7 or 3%+
8 th hour	518	351	-167 or 32%-



Pelican Rapids

Unx Abs	11-12	12-13	difference
5 th hour	546	371	-175 or 32%-
6 th hour	487	280	-207 or 42%-
7 th hour	509	333	-176 or 34%-
8 th hour	843	503	-340 or 40%-

Common Themes

- lengthy and involved process. (1 to 2 years)
- Include all stakeholders
- Increase in choice and in healthy options
- Staff (especially non-teachers) get to know kids
- Increased consistency in food service funds
- Less waste
- Improved school climate
- Reduction in students who are tardy or absent
- Modified closed campus increases leverage without use of ISS/OSS/Sat. School
- Community relations improved
- Decreased drug use
- Safety increased

Pelican Rapids Senior High School

Open Lunch Application

Seniors Only

2012-2013

Last Name	First Name	4 th Hour Teacher
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Seniors may apply for the open lunch privilege. Given limited lunch period time, students are urged to eat in the school cafeteria each day. However, the open lunch privilege is made available to seniors who apply for it and who are able to abide by the expectations associated with the open lunch privilege. Seniors participating in open lunch are responsible for knowing and understanding the guidelines.

Rules for the open lunch privilege:

1. Demonstrate excellent attendance and behavior.
2. Seniors with a fourth hour study hall are not allowed to leave during their study hall time. They may leave for open lunch only during their assigned lunch time.
3. Students who transport underclassman may lose their right to leave campus.
4. Seniors who transport seniors without open lunch privileges may lose their right to leave campus.
5. Students should eat lunch before returning to school. Food and beverages will not be allowed back in school.
6. Respect the school; do not litter or loiter in the building or on the surrounding grounds.
7. Behave in a respectable and courteous manner within the community.
- 8. Seniors must have this form on file before participating in open lunch. These forms will be accepted as early as Monday, March 18th. The first day any Senior is eligible for open lunch privileges is Wednesday, March 20th.**
9. Be safe. Drive safely.

The open lunch privilege may be revoked for failure to abide by these rules. Normal attendance policies will be enforced. Seniors are not entitled to the open lunch privilege; it is a privilege that may be revoked at any time for failure to follow the rules established above.

Student Agreement:
I have read and understand the rules listed above. I agree to abide by these rules.

Student Signature **Date**

Parent or Guardian Permission Statement:
I have read and understand the qualifications and rules governing the open lunch policy. I hereby acknowledge that the School District will not be supervising or maintaining control over students who are off campus during the lunch period. I hereby agree that Independent School District 548 is not responsible for the conduct of students while off campus or for any injury that may be sustained by a student while off campus. I hereby waiver any and all claims against Independent School District 548 arising out of any act or omission occurring while my student is off campus.

Parent/Guardian Signature **Date**

Daytime telephone number of parent(s)/guardian(s): _____ - _____ - _____

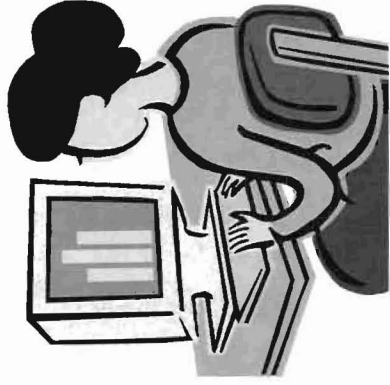
This form must be returned to the main office prior to being allowed to leave during the lunch period

Pelican Rapids High School Attendance

<u>Month</u>	<u>Tardies</u>		<u>Unexcused Absences</u>	
	<i>2010-11</i>	<i>2011-12</i>	<i>2010-11</i>	<i>2011-12</i>
September	582	370	405	71
October	944	420	424	299
November	535	382	392	321
December	426	484	403	257
January	483	484	551	586
February	466	554	495	559
March	588	636	898	580
April	692	653	705	503
May	662	344	757	325

<u>Period</u>	<u>Tardies</u>		<u>Unexcused Absences</u>	
	<i>2010-11</i>	<i>2011-12</i>	<i>2010-11</i>	<i>2011-12</i>
1	1,591	1,294	985	671
2	486	543	479	381
3	304	491	715	473
4	614	662	496	490
5	783	488	546	371
6	484	252	487	280
7	248	255	509	333
8	518	351	843	503

The Duluth Academy



Blended Learning Model Proposal

2013-14

124D.68 GRADUATION INCENTIVES PROGRAM.

Subdivision 1. Purpose.

The legislature finds that it is critical to provide options for children to succeed in school. Therefore, the purpose of this section is to provide incentives for and encourage all Minnesota students who have experienced or are experiencing difficulty in the traditional education system to enroll in alternative programs.

Subd. 2. Eligible pupils.

A pupil under the age of 21 or who meets the requirements of section 120A.20, subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;
- (7) is a victim of physical or sexual abuse;
- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or is an English learner; or
- (11) has withdrawn from school or has been chronically truant; or
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

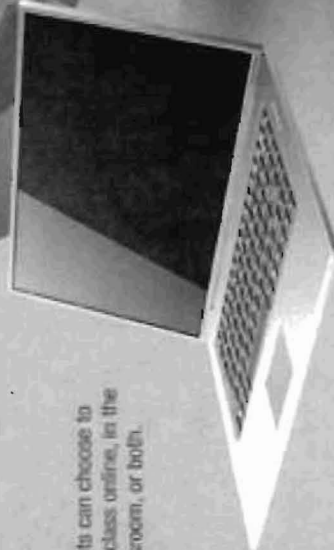
What is HyFlex?

HyFlex classes combine elements of both online and classroom-based learning – they take hybrid courses to a new level of flexibility.



This gives students the freedom to study when and where they want to based on their own needs, desires, and preferences.

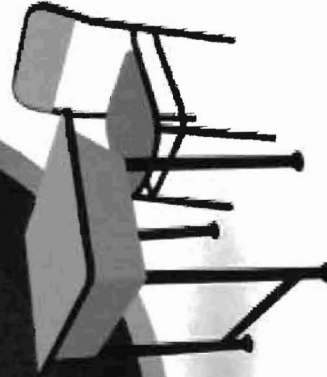
Students can choose to take the class online, in the classroom, or both.



Course material is offered in traditional and online formats.



Students can choose how they attend courses weekly, which can resolve many scheduling conflicts.



SOURCES: TECHPULSE.NE.WORHPRESS.COM | EDUCAUSE.EDU

The 5 Interactions Of A Robust Blended Learning Model

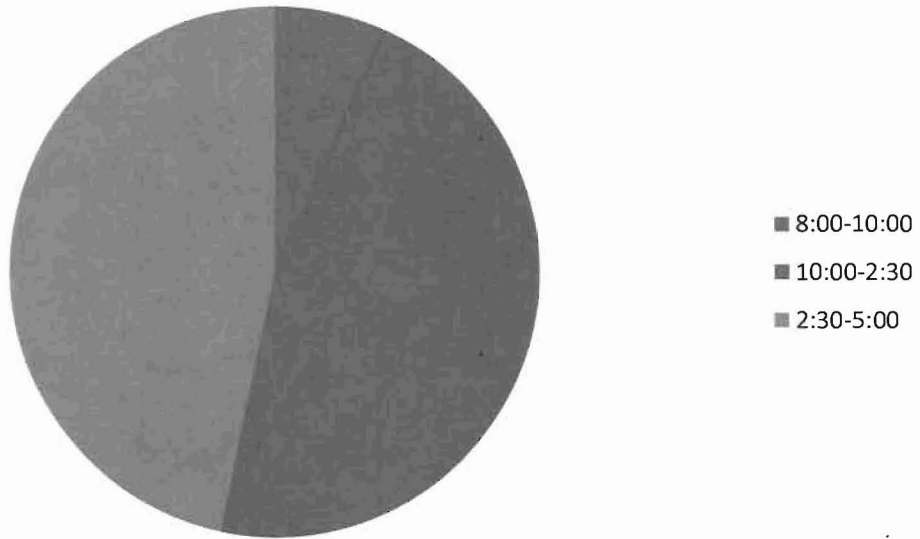
1. Student-to-Student Interaction
2. Student-to-Teacher Interaction
3. Student-to-Community Interaction
4. Student-to-Material Interaction
5. Student-to-Technology Interaction

2012-13 Independent Study

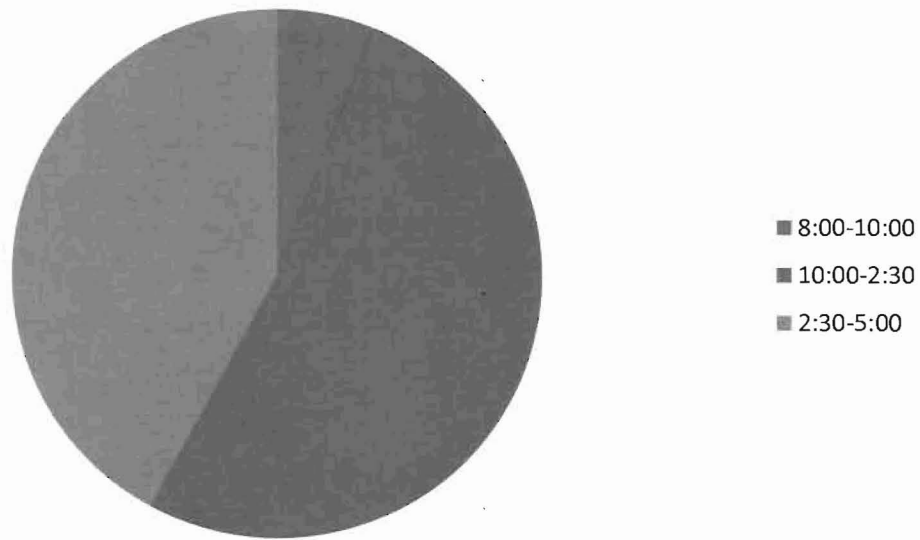
	Math	Science	Social Studies	English
Avg. Attendance: (Daily # students)	9.9	11.4	18.7	18.5
Credits:	28	62.25	67.45	85 (Includes Plato)

ALC Independent Study

Social Studies 2nd Semester (1-23-5-2)



English 2nd Semester (1-23-5-2)



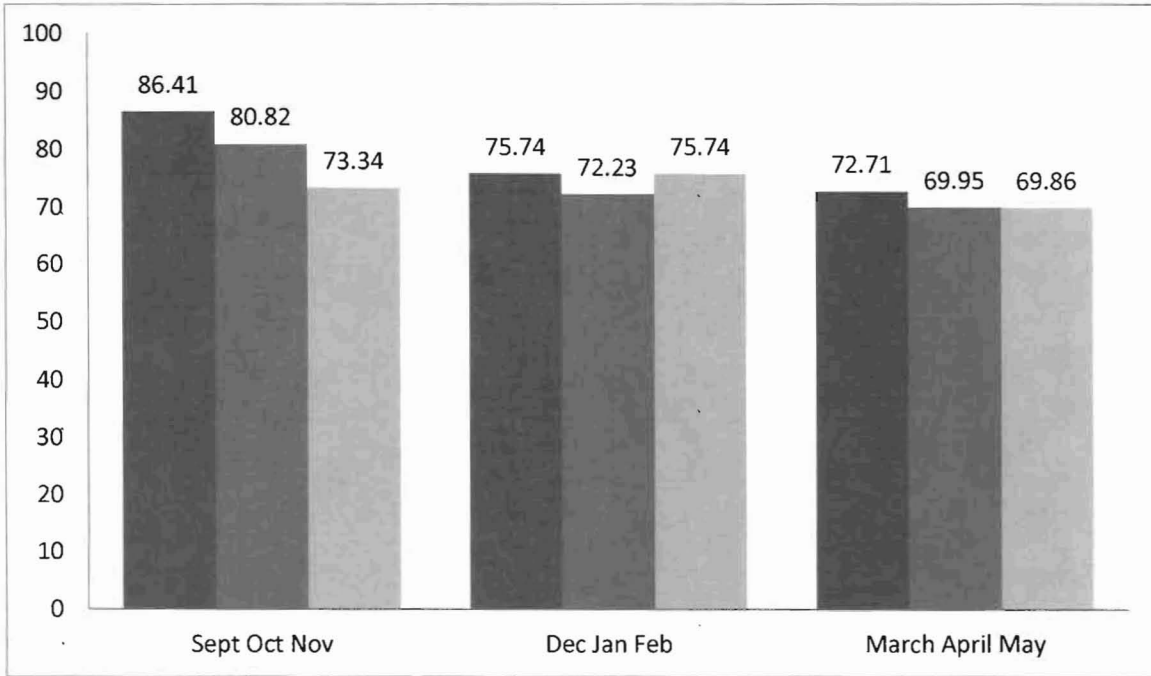
Social Studies

<u>Time</u>	<u>Students</u>
8:00-10:00	64
10:00-2:30	432
2:30-5:00	435

English

<u>Time</u>	<u>Students</u>
8:00-10:00	50
10:00-2:30	436
2:30-5:00	351

Unity % Attendance Rate 2012-13



<u>Month</u>	<u># Students</u>
September	36
October	46
November	48
December	49
January	56
February	59
March	71
April	76
May	78

Unity Graduates 2012-13: 11

RESOLUTION

Acceptance of Grant Awards to Duluth Public Schools

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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	Northland Foundation	Barbara Farrell	Summer Amazing Newborn Program	\$1,586	Funds from this grant award will be used to support the Duluth Early Childhood Family Education's Summer Amazing Newborn Program at St. Luke's Hospital.
2	Lloyd K. Johnson	Ron Hagland	Achievement Gap Training Support	\$1,999	Funds from this grant award will be used to bring Ronald F. Ferguson, PhD of Harvard University, to Duluth to speak to educators and the community regarding the Tripod Project as part of the Duluth Public Schools' effort to provide Achievement Gap training support.
3	Northland Foundation	John Bushey	Wolf Ridge Environmental Learning Experience	\$500	Funds from this grant award will be used to support a trip to the Wolf Ridge Environmental Learning for Homecroft's fourth and fifth grade Key Zone students.

From: noreply@salesforce.com [noreply@salesforce.com] On Behalf Of Northland Foundation Grants [grants@northlandfdn.org]

Sent: Tuesday, May 21, 2013 1:26 PM

To: barbara j. farrell

Subject: Duluth Early Childhood Family Education / Project #13-10437 / Summer Amazing Newborn Program at St.



Dear Barb Farrell:

Congratulations! The Northland Foundation has approved a grant for **\$1,586.00** to **Duluth Early Childhood Family Education** for the **Summer Amazing Newborn Program at St. Luke's Hospital**, project # 13-10437. The award letter, Agreement of Grantee, and ACH Credit Authorization Agreement for automatic deposits are attached. Please notify me should you have difficulty accessing the documents or if you need further information.

Regards,

Carole Saylor, Grants Manager/Board Administrator

Northland Foundation

202 West Superior Street, Suite 610
Duluth, MN 55802

p. 218-723-4040 ext. 213 | f. 218-723-4048
carole@northlandfdn.org | www.northlandfdn.org

[Facebook](#) [Twitter](#) [LinkedIn](#)



May 21, 2013

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Project # 13-10437

Barb Farrell
Duluth Early Childhood Family Education
Barnes Early Childhood Center
2102 N. Blackman Ave.
Duluth, Minnesota 55811

Dear Ms. Barb Farrell:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Summer Amazing Newborn Program at St. Luke's Hospital** and has approved a grant of **\$1,586.00** for the period (06/01/2013 to 08/31/2013) to **Duluth Public Schools - ISD #709** acting as Fiscal Agent for **Duluth Early Childhood Family Education**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.

The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.

Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.

The Northland Foundation will issue a single payment for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$1,586.00 on 07/01/2013**.

The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **09/30/2013**.

Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, you may access the report form through the Grantee Portal. If you do not have access to the Portal, the reporting form for grants "\$5,000 and Under" is available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, Grants Manager if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Thomas S. Renier
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$1,586.00** from the Northland Foundation to **Duluth Public Schools - ISD #709** acting as fiscal agent for **Duluth Early Childhood Family Education** to support the **Summer Amazing Newborn Program at St. Luke's Hospital** project, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 05/17/2013 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project # 13-10437



Lloyd K. Johnson

FOUNDATION

EXECUTIVE DIRECTOR
Joan E. Gardner-Goodno 41

BOARD OF DIRECTORS
Mark Smithson
President/CEO
Bill Hansen
Vice President
Scott Harrison
Treasurer/CFO
Darryl E. Coons
Heidi C. Johnson
Ruth Ann Eaton

May 1, 2013

Duluth Public Schools, ISD #709
William Gronseth, Superintendent
215 North 1st Avenue East
Duluth, MN 55802

Dear William:

The Board of the Lloyd K. Johnson Foundation is pleased to inform you that a grant to Duluth Public Schools ISD 709 in the amount of \$1,999 has been approved to support Achievement Gap Training Support.

In order to receive the grant funding, please review and sign the attached agreement and return the signed agreement to the: Lloyd K. Johnson Foundation 130 West Superior Street, Suite 520, Duluth, MN 55802. A check will be mailed to your organization shortly after we receive the signed grant agreement.

Please note that these grant funds must be used substantially in accordance with the budget included with your grant application and that no substantial changes in the budget or the grant period may be made without prior written approval from the Foundation. Any funds not used for the purposes stated in the approved grant application or any unspent funds must be returned to the Foundation.

A conditions of the grant agreement is that you submit a Final Report to the Foundation which includes a narrative of the progress made towards the goals described in the grant application as well as a final report of expenditures made from grant funds. The Final Report format is enclosed and is also available to download from our website (www.lloydkjohnsonfoundation.org).

We request that in any publicity given this grant, acknowledgement be made that the funds were received from the Lloyd K. Johnson Foundation. Please enclose copies of any publicity with your Final Report.

Congratulations on receiving funding from the Lloyd K. Johnson Foundation! If you have any additional questions, please feel free to contact me at 218.726.9000.

Sincerely,



Joan Gardner-Goodno
Executive Director
Lloyd K. Johnson Foundation
218.726.9000
jgardner@lloydkjohnsonfoundation.org

cc: Ron Hagland
Alanna Oswald

Lloyd K. Johnson Foundation
~Grant Agreement~

ORGANIZATION: Duluth Public Schools, ISD #709

AMOUNT: \$1,999

PURPOSE: Project Support - Achievement Gap Training Support

GRANT PERIOD: June 2013 - December 2013

1. Use of Grant Funds: You may use grants funds only as described in the approved grant application. Any significant deviation from the approved itemized budget must be approved by the Foundation prior to expenditure. Any unspent funds must be returned to the Foundation.
2. Payment of Grant Funds: The grant funds will be paid by the Foundation after receipt of the signed grant agreement according to the following schedule of payment(s): **One payment of \$1,999.**
3. Certification and Maintenance of Exempt Organization Status: You certify that you have been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501 (c)(3) of the Code, and “not a private foundation”, within the meaning of Code Section 509 (a), or in the absence of such a determination, that you are a state or any political subdivision thereof within the meaning of Code Section 170 (c)(1) (referred to hereafter as a “Public Charity”). You will immediately inform the Foundation of any change in or challenge to your status as a Public Charity. Furthermore, you hereby affirm that this grant will not cause you to fail to qualify as a Public Charity. You will comply with the provisions of the Code and the regulation applicable to you where such violation materially affects your ability to carry out the goals of the grant.
4. Interim Reports: In addition to a Final Report, the Foundation may require an Interim Report(s) regarding expenditures, records and progress of the grant project. Failure to provide an Interim Report indicating satisfactory progress towards defined grant outcomes may result in the Foundation withholding payment(s) until interim goals have been achieved.
5. Final Report: On or before **February 28, 2014** you will make a final report to the Foundation with respect to all expenditures made from such grant funds (including salaries, travel and supplies) and indicate the progress made towards the goals of the grant.
6. Records: You will maintain your books and records in such a manner that the receipts and expenditures of the grant funds will be shown separately on such books and records in an easily checked form. You will keep records of receipts and expenditures of grant funds as well as copies of the reports submitted to the Foundation and supporting documentation for at least four (4) years after the completion of the use of the grant funds, and will make such books, records and supporting documentation available to the

~Final Report~

The Lloyd K. Johnson Foundation is pleased to have made a grant to your organization. Final Report information is valuable in helping the Foundation learn about the effectiveness of its grantmaking and to guide future funding activities. We ask for your honest, critical attention in completing this final report. We are interested in what contributed to the success of your project, as well as reasons that made other goals more difficult or impossible to achieve.

On behalf of the Lloyd K. Johnson Foundation - Thank you for your service to the community.

Grantee: Duluth Public Schools, ISD #709

Amount of Grant: \$ 1,999

Date Grant was Authorized: April 26, 2013

Final Report Due Date: February 28, 2014

Purpose of Grant: _____

✓ *Please limit your report to three pages or less*

Report of Grant Activities:

1. What measurable outcomes did the project make for your organization and /or those served by the project? (Please refer to the outcomes identified in your application)
2. Describe any unanticipated benefits or problems you have encountered with this project.
3. If the grant was for an on-going program or activity, how will funding be secured for continuation?
4. Did this grant assist your organization in obtaining funds from other sources?
5. If you were to undertake this project again, would you do anything differently? If yes, please explain.
6. How were the funds from this grant used? Please provide a final project budget listing income and expenditures. If the entire grant has not been expended, please contact the Foundation.
7. If applicable, please provide a success story for the project.

Mail your Final Report to:
Lloyd K. Johnson Foundation
130 West Superior Street, Suite 520
Duluth, MN 55802

Email your Final Report to: jgardner@lloydkjohnsonfoundation.org

May 21, 2013

Project # 13-10440

John Bushey
Duluth Public Schools, ISD #709
215 N 1st Avenue East
Duluth, MN 55802

Dear Mr. John Bushey:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Wolf Ridge Environmental Learning Experience** and has approved a grant of **\$500.00** for the period (06/01/2013 to 08/31/2013) to **Duluth Public Schools, ISD #709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.

The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.

Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.

The Northland Foundation will issue a single payment for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$500.00 on 07/01/2013**.

The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **09/30/2013**.

Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, you may access the report form through the Grantee Portal. If you do not have access to the Portal, the reporting form for grants "\$5,000 and Under" is available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, Grants Manager if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Thomas S. Renier
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$500.00** from the Northland Foundation to **Duluth Public Schools, ISD #709** in support of the ***Wolf Ridge Environmental Learning Experience*** request, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 05/17/2013 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project # 13-10440



FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Men as Peacemakers- 5th Grade Laura MacArthur Boys Group
2. Contact Person (Responsible for Checklist Completion): Nikki Kaul- Program Coordinator
3. Field Trip Date(s): June 13th-14th Destination: Camp Newman
4. Field Trip Overview (Include events, establishments and locations): Trip will include sailing with Duluth Superior Sailing Association, located at Park Point Recreation Area. Overnight and other activities will be at Camp Newman located at 5301 E Tri Lakes Rd. Superior, WI 54880
5. Field Trip Departure from School (Date and Time): June 13th 1:00 pm
Field Trip Return to School (Date and Time): June 14th 1:00 pm
6. Objectives of Field Trip: Through the year, we have been working with our Boys Groups to help them build meaningful and respectful friendships with each other and to carry the lessons learned in Boys Group into their classrooms, home, and the community. This trip allows us to continue that work in a deeper and more significant way
7. Relationship to Curriculum or Student Learning: The activities planned build on our goal of building respectful friendships. They will help increase the boys' sense of belonging, participation, and safety in the group and their school and improve relational and communication skills. This trip will also introduce them to new experiences in the outdoors.
8. Planned Follow-up Field Trip Activities: This will be our final activity for the school year.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$ 200.00
Total Lodging	\$ 125.00
Total Transportation	\$ 50.00
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Staff Vehicles</u>	
Total Additional Stipends:	\$
Other: Sailing Costs	\$ 120.00
Total	\$ 495.00

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ 495.00
Student Fees		\$
Total Additional Stipends:		\$
Total		\$ 495.00

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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

- 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: _____

N. Kaul

Nikki Kaul
nikki@menaspeacemakers.org 218-727-1939 x 12

Tentative Itinerary for Boys Group overnight with Men as Peacemakers

Thursday, June 13th

1:00 pm- Pick up Students

2:00 pm – 4:30 Sailing with Duluth-Superior Sailing Association

5:30 pm - Arrive at Camp Newman

6:00 pm - Dinner

6:30 pm- Camp fire and Team Building activity

10:00 pm- Bedtime

Friday, June 14th

8:00 am – Breakfast

9:00 am – camp clean up, pack up

9:30 am – Final team activity together

11:30 am - Lunch

12:00 pm- Head home, drop off students

Name: _____
 Phone Number: (h) _____ (w) _____
 Email _____
 Street Address _____
 City _____ State _____ Zip _____

Yes, I am interested in pursuing this volunteer opportunity to work with boys. Please send me information on how to apply for this work.
 I have particular interest in working at...
MacArthur
 Piedmont
Either
 _____ Please call me about the program. I want to know more.

Printed Name _____ Signature _____ Date _____



The mission of Men as Peacemakers is to develop peacemakers through modeling, mentoring, storytelling and dialogue. We do this through:

- 1) Education about ways to create and maintain peace.
- 2) Service opportunities that model a peaceful presence in the community.
- 3) Supporting activities that help us respond to situations in more peaceful ways.

MEN AS PEACEMAKERS



205 W. 2nd St. # 15
 Duluth, MN 55802

Phone: 218-727-1939
 E-mail: nikki@menaspeacemakers.org
 Website: www.menaspeacemakers.org
 Find us on Facebook!

Boys' Groups



Helping boys broaden their idea of masculinity and to make better connections with themselves, their schools, and their communities.

DISTRICT 709
FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: _____
 Not Recommended Date: 6/5/13

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: _____

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

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

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: ISD 709 & Keyzone at Homecroft
2. Contact Person (Responsible for Checklist Completion): John Bushey
3. Field Trip Date(s): June 19-21, 2013 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): ISD 709 & Keyzone 4th and 5th graders will arrive for lunch at WR 6/19/13. They will have an afternoon and evening class. We sleep at Wolf Ridge in the dorms. 3 classes plus meals on Thursday. Sleep at WR. Fri : one class, head back after lunch arriving at school about 2:00
5. Field Trip Departure from School (Date and Time): 9:15 am June 19th, 2013
Field Trip Return to School (Date and Time): June 21st, 2013 approximately 2:00pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to 4th and 5th grade students which will help meet the MN state standards in Science and Physical Education, and provide a chance for personal growth and team building for the students.
7. Relationship to Curriculum or Student Learning: Wolf Ridge classes are aligned with the MN state standards. Classes like Ojibwe heritage, geology, Owl Pellets, Animal signs cover many science standards.
8. Planned Follow-up Field Trip Activities: Students journal while at WR. We do writing activities following the trip. We also tie it into technology, doing powerpoints or movie maker videos.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$8448
Total Meals (meals included)	\$ 0 included
Total Lodging (lodging included in admission)	\$0 included
Total Transportation	\$500.
x School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: Snacks in evening	\$150
Other:	\$
Total	\$8998

Revenues	
District Budget	\$
Fundraising: Grant from Jeffers	\$4000
Donations PTA scholarhsips	\$450
Northland Foundation Grant	\$500
Student Fees Balance due after fundraising	\$2064
Total Additional Stipends: chaperone fees	\$1584
Total	\$8998

10. Reviewed/Completed Request Checklist: Yes No

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
9:15am _____	Leave school, arrive WR 11:00am, Lunch, _____
_____	_____
_____	See attached form for detailed itinerary
1:45pm _____	Return to School from Wolf Ridge _____


- 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 (**none**)
- Arrange Meal Plans (**all meals supplied by Wolf Ridge, two night-time snacks ordered by us**)
- Arrange Lodging Plans and Room Assignments (**Lodging East Dorm Wolf Ridge – specifics done in Feb.**)
- Collect Family Emergency Information for Students (**Green Sheets**)
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

Wednesday, March 27, 2013

Leave Homecroft School 9:15am June 19th, 2013.
Arrive Wolf Ridge ELC @11:00am June 21st, 2013.

Orientation for group 11:30am

12:00pm lunch

1:15-4:15 First class

5:00 Dinner & ½ group goes to store

6:15-9:15 Evening Class & ½ group evening program

9:30 lights out for kids

Thursday, June 20th, 2013

7:00am Breakfast

8:15-11:15 Morning class

12:00 lunch

1:15-4:15 Afternoon class

5:00 dinner & other ½ of students to store

6:15-9:15 Evening class & other ½ of students night program

9:30-9:50 – campfire/show

10:00pm lights out

Friday June 21st, 2013

7:00am breakfast

8:15-11:00 morning class (cut a little short)

11:15 Those available load busses

11:30 Bag lunch in dorm lobby – wrap up by Wolf Ridge Staff

12:00 leave for Homecroft School

@1:45 Arrive back at school – parents pick up kids. Busses leave gear in their rooms – collect Monday.

**TECHNOLOGY DIVISION**

215 North First Avenue East

Duluth, MN 55802

Phone: 218-336-8754

Fax: 218-336-8772

Annual Data Sharing Agreements

for

2013 – 2014 School Year

Date: May 28, 2013

Enclosed for review and approval:

Chester Creek & Merritt Creek
The College of St Scholastica (Educational Dept.)
Men as Peacemakers
MN Alliance with Youth
UMD
University of St Thomas
UWS

School Board Chair Approval Requested

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and CHESTER CREEK & MERRITT CREEK ACADEMYS, is entered into as of July 1, 2013 ("Effective Date"). The District and CHESTER CREEK & MERRITT CREEK ACADEMYS are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with CHESTER CREEK & MERRITT CREEK ACADEMYS (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *NON-PROFIT ORGANIZATION* whose *TUTOR* will provide *EDUCATIONAL SUPPORT* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** “Protected Student Data” means any data defined as “personally identifiable information” contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.

4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. TUTOR shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each TUTOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.

 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its TUTOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).

 - c. The use and maintenance of Protected Student Data by TUTOR shall be at all times subject to the District’s direct control.

 - d. Individuals providing services as TUTOR shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as TUTOR to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus

system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as TUTOR access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as TUTOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
 - g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Rediscovery of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as TUTOR shall not disclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to TUTOR Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not

classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 8/22/13

CHESTER CREEK & MERRITT
CREEK ACADEMYS

By: [Signature]

TITLE: President/CEO

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and THE COLLEGE OF ST. SCHOLASTICA, is entered into as of July 1, 2013 ("Effective Date"). The District and THE COLLEGE OF ST. SCHOLASTICA are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with THE COLLEGE OF ST. SCHOLASTICA (hereinafter "Requesting Entity") will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *UNIVERSITY* whose *STUDENT TEACHERS* will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** “Protected Student Data” means any data defined as “personally identifiable information” contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.

4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *STUDENT TEACHERS* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each *STUDENT TEACHERS* must review and sign the acknowledgement and consent form attached hereto as Exhibit A.

 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its *STUDENT TEACHERS* to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).

 - c. The use and maintenance of Protected Student Data by *STUDENT TEACHERS* shall be at all times subject to the District’s direct control.

 - d. Individuals providing services as *STUDENT TEACHERS* shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as *STUDENT TEACHERS* to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the

extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as STUDENT TEACHERS access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as STUDENT TEACHERS shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
 - g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as STUDENT TEACHERS shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to STUDENT TEACHERS Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA,

Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

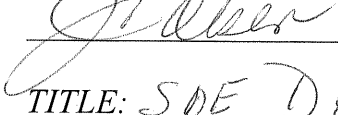
- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

SCHOLASTICA

DATE: 5/16/13

THE COLLEGE OF ST.

By: 
TITLE: SOE Dean

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and MEN AS PEACEMAKERS, is entered into as of July 1, 2013 ("Effective Date"). The District and MEN AS PEACEMAKERS are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with MEN AS PEACEMAKERS (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *NON-PROFIT ORGANIZATION* whose *TUTOR* will provide *EDUCATIONAL SUPPORT* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.
2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records

as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. TUTOR shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each TUTOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its TUTOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
 - c. The use and maintenance of Protected Student Data by TUTOR shall be at all times subject to the District’s direct control.
 - d. Individuals providing services as TUTOR shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as TUTOR to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively

provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as TUTOR access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as TUTOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
- g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.

- 5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as TUTOR shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
- 6. **Data Related to TUTOR Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting

Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

MEN AS PEACEMAKERS

DATE: 5/22/13

By: 

TITLE: Executive Director

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and MN ALLIANCE WITH YOUTH, is entered into as of July 1, 2013 ("Effective Date"). The District and MN ALLIANCE WITH YOUTH are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with MN ALLIANCE WITH YOUTH (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a NON-PROFIT ORGANIZATION whose TUTOR will provide *EDUCATIONAL SUPPORT* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.
2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records

as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. TUTOR shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each TUTOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its TUTOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
 - c. The use and maintenance of Protected Student Data by TUTOR shall be at all times subject to the District’s direct control.
 - d. Individuals providing services as TUTOR shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as TUTOR to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively

provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as TUTOR access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as TUTOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
 - g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as TUTOR shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to TUTOR Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting

Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: May 21, 13

MN ALLIANCE WITH YOUTH

By: JL Davis

TITLE: President & CEO

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and the UNIVERSITY OF MN, DULUTH, is entered into as of July 1, 2013 ("Effective Date"). The District and the UNIVERSITY OF MN, DULUTH are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with the UNIVERSITY OF MN, DULUTH (hereinafter "Requesting Entity") will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *UNIVERSITY* whose *STUDENT TEACHERS* will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** “Protected Student Data” means any data defined as “personally identifiable information” contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.
3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *STUDENT TEACHERS* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each *STUDENT TEACHERS* must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its *STUDENT TEACHERS* to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
 - c. The use and maintenance of Protected Student Data by *STUDENT TEACHERS* shall be at all times subject to the District’s direct control.
 - d. Individuals providing services as *STUDENT TEACHERS* shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as *STUDENT TEACHERS* to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the

extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as **STUDENT TEACHERS** access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as **STUDENT TEACHERS** shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
 - g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as **STUDENT TEACHERS** shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to **STUDENT TEACHERS** Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA,

Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 5/21/13

the UNIVERSITY OF MN, DULUTH

By: Brenda Johnson

TITLE: Interim Dean

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and the UNIVERSITY OF ST. THOMAS, is entered into as of July 1, 2013 ("Effective Date"). The District and the UNIVERSITY OF ST. THOMAS are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with the UNIVERSITY OF ST. THOMAS (hereinafter "Requesting Entity") will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *UNIVERSITY* whose *STUDENT TEACHERS* will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or "educational data" as defined in the MGDPA, Minn. Stat. § 13.32.
3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District's Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *STUDENT TEACHERS* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each *STUDENT TEACHERS* must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its *STUDENT TEACHERS* to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
 - c. The use and maintenance of Protected Student Data by *STUDENT TEACHERS* shall be at all times subject to the District's direct control.
 - d. Individuals providing services as *STUDENT TEACHERS* shall be granted access to Protected Student Data through the District's Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as *STUDENT TEACHERS* to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the

extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as STUDENT TEACHERS access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as STUDENT TEACHERS shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
- g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.
5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as STUDENT TEACHERS shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
6. **Data Related to STUDENT TEACHERS Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA,

Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

DATE: 5/14/2013

UNIVERSITY OF ST. THOMAS

By: Ashley J. Huber

TITLE: Exec. Vice President
Chief Academic Officer

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

**DATA SHARING AGREEMENT FOR RELEASE
OF DATA UNDER "SCHOOL OFFICIAL" EXCEPTION**

This Data Sharing Agreement ("Agreement") between Independent School District No. 709, Duluth Public Schools ("District") and the UNIVERSITY OF WISCONSIN SUPERIOR, is entered into as of July 1, 2013 ("Effective Date"). The District and the UNIVERSITY OF WISCONSIN SUPERIOR are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with the UNIVERSITY OF WISCONSIN SUPERIOR (hereinafter "Requesting Entity") will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2013-2014 school year; and

WHEREAS, the services to be provided by individuals affiliated with Requesting Entity are institutional services and functions for which the District would otherwise use its own employees; and

WHEREAS, the District anticipates individuals affiliated with Requesting Entity will be required to access personally identifiable information related to students and educational data in order to effectively provide services to the District; and

WHEREAS, both the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act ("MGDPA") allow certain contractors, consultants, volunteers, and other parties to access information that would otherwise be protected from disclosure under a "school official" exception; and

WHEREAS, individuals affiliated with Requesting Entity will be providing services in a manner that meets the relevant requirements to qualify as a "school official" under both FERPA and the MGDPA; and

WHEREAS, the Parties wish to enter into this Agreement in order to outline in greater detail the terms and conditions upon which individuals affiliated with Requesting Entity will be granted access to certain protected student data as a "school official."

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree to the following:

1. **Services Provided to District.** Requesting Entity is a *UNIVERSITY* whose *STUDENT TEACHERS* will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District. The services to be provided to the District are institutional services and functions for which the District would otherwise use its own employees.

2. **Protected Student Data Defined.** “Protected Student Data” means any data defined as “personally identifiable information” contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined in the MGDPA, Minn. Stat. § 13.32.

3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.

4. **District’s Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *STUDENT TEACHERS* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each *STUDENT TEACHERS* must review and sign the acknowledgement and consent form attached hereto as Exhibit A.

 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its *STUDENT TEACHERS* to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).

 - c. The use and maintenance of Protected Student Data by *STUDENT TEACHERS* shall be at all times subject to the District’s direct control.

 - d. Individuals providing services as *STUDENT TEACHERS* shall be granted access to Protected Student Data through the District’s Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as *STUDENT TEACHERS* to the principal of the building in which each individual will be providing services. Upon receipt

of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner in which individuals providing services as STUDENT TEACHERS access Protected Student Data. No individual will be granted access to Protected Student Data unless the person has signed the form attached as Exhibit A and provided a copy to the principal of the building in which the individual will be providing services.

- f. The individuals providing services as STUDENT TEACHERS shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance with this agreement has maintained copies or other reproductions of Protected Student Data for legitimate purposes, such copies or other reproductions must be destroyed within 30 days of the expiration of this Agreement.
- g. The District reserves the right to restrict, modify, or discontinue the use and maintenance of Protected Student Data authorized by this agreement for any reason. If the District exercises its sole discretion to restrict or cancel access to data, Requesting Entity and/or its affected representatives shall destroy any copies or reproductions of data which they no longer have access in accordance with the timeframe and requirements of Paragraph 4(f) of this Agreement.

- 5. **Redisclosure of Protected Student Data.** In the course of performing the services described in Paragraph 1, the Parties agree that individuals providing services to the district as STUDENT TEACHERS shall not redisclose Protected Student Data to any representative of Requesting Entity not within the class of individuals identified in Paragraph 4(a) or any person or party other than a school official with a legitimate need to access the data unless disclosure is specifically authorized or required by law. In the event a parent or eligible student requests disclosure of Protected Student Data to a third party, Requesting Entity and its representatives shall direct the requesting parent or eligible student to the appropriate building principal, who will process each request to disclose Protected Student Data in accordance with applicable District policies and procedures.
- 6. **Data Related to STUDENT TEACHERS Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services

on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.

7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2013. On July 1, 2014, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date first written above.

SUPERIOR

DATE: 5/23/13

UNIVERSITY OF WISCONSIN

By: Janet Hanson

TITLE: Janet Hanson
Vice Chancellor

Administration & Finance
INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

German 5 textbook selection

The German 5 CITS is being offered for credit through UMD. We have worked in close collaboration with Mike Mullins at UMD and together we have determined that the textbook Kaleidoskop, Kultur, Literatur und Grammatik by Moeller, Mabee, Berger and Adolph will best suit our needs. UMD has used various editions of this text for many years. It is thematically based and covers the relevant vocabulary and grammar concepts typical of the Intermediate Level of College German.

Themes: Freizeit, Kommunikation, Familie, Musik, die Welt der Arbeit Multikulturelle Gesellschaft, Stereotypen

Grammar Concepts: verb conjugations and tenses, the German case system, articles, pronouns (personal, subjective, objective, reflexive, relative), prepositions, adjective declension

We were especially impressed with the textbook's instruction in and emphasis on reading strategies for many different types of texts.

Committee members: Lynn Gibson, Mike Mullins, Nicole Scharte

German 5 benchmarks

All benchmarks are addressed with the Kaleidoskop text and the readers: Langenscheidt Das schnelle Glück and Langenscheidt: Der Einbruch.

Cost Proposal for German V

2013-2014: 30 students, 2 instructors

Item	Number of copies	ISBN	Price
Kaleidoskop 8 th edition (Houghton Mifflin)	30	978-1-11-183400-5	\$3000.00
Kaleidoskop 8 th edition Student Activity Manual	30	978-1-11-183399-2	\$2002.50
Kaleidoskop 8 th edition Teacher's package	2		complimentary
Reader: Leo & Co. Das Schnell Gluck (Langenscheidt)	32	978-3-12-606394-4	\$456.00
Reader: Leo & Co. Der Einbruch (Langenscheidt)	32	978-3-12-606396-8	\$456.00
Shipping costs Langenscheidt			\$63.84
Shipping costs Kaleidoskop			\$525.26
			Total costs:\$6503.6

Kaleidoskop 8th edition includes:

Student textbook

Student Activity Manual

Teacher's Package includes: Instructor's Annotated textbook, Powerlecture test bank, CD audio, DVD video (Kurzfilm), student edition textbook and activity manual.

Teachers will also get a **trial key** for Quia web-based student activity manual. Option to purchase Quia service 2014-2015 for \$15/student/year.

Houghton Mifflin Contact:

Sue Selva: 1-800-462-6595, Selva, Sue sue.selva@hnhco.com

Langenscheidt Contact:

Mark Brown: 1-800-458-1226, mbrown@langenscheidt-education.com

PRICE QUOTE



Susan Schmidt

Duluth Public Schools

Duluth, MN 55802

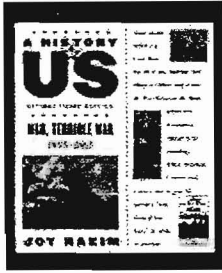
Susan.Schmidt@duluth.k12.mn.us

218.336.8845 x.2037

QUOTE #	7090001000-1
DATE	5/8/2013

PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	PRICE
NL R2E Student Edition 978-0-87351-8857	700	50.00	35,000.00
Northern Lights R2E Teacher Edition 978-0-87351-8864	8	80.00	640.00
Northern Lights R2E Digital Worksheet 978-0-87351-4459	2	25.00	50.00

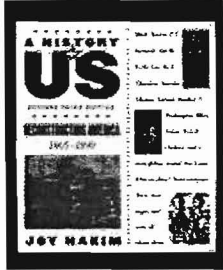
<p>PAYMENT TERMS</p> <p>Quote valid for 90 days. Please include Tax ID on PO.</p> <p>REMIT TO</p> <p>Jill Hengstler - MHS 345 Kellogg Blvd. W. St. Paul, MN 55102 Fax: 651-259-3434, Tel: 651-259-3443 jill.hengstler@mnhs.org</p>	SUBTOTAL	36,140.00
	TAX	
	SHIPPING	3,609.00
	GRAND TOTAL	39,749.00



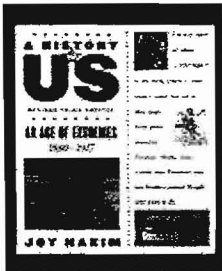
A History of US: War, Terrible War
1855-1865
Revised Third Edition
\$19.95
Joy Hakim
9780195188998
Hardcover
06 January 2006
A History of US

Classroom set 40 = 799.20
X 4 sets= 3196.80

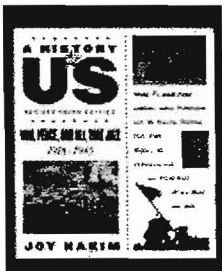
Teacher Guide = \$19.95 x4 = 79.80
Student study Guide = \$9.95 = 39.80



A History of US: Reconstructing America
1865-1890
Revised Third Edition
\$19.95
Joy Hakim
9780195189001
Hardcover
07 January 2006
A History of US



A History of US: An Age of Extremes
1880-1917
Revised Third Edition
\$19.95
Joy Hakim
9780195189018
Hardcover
08 January 2006
A History of US



A History of US: War, Peace, and All That
Jazz
1918-1945
Revised Third Edition
\$19.95
Joy Hakim
9780195307382
Hardcover
09 January 2006
A History of US



A History of US: All the People
Since 1945
Fourth Edition
\$19.95
Joy Hakim
9780199735020
Hardcover
12 August 2010
A History of US

1 Volume Classroom set 40 = 799.20
X 4 sets= 3196.80
+ 4 Teacher materials = 79.80
+ 4 Student SG = 39.80

(x 5 volumes = 16,582.00)

MEMORANDUM

TO: Curriculum Dept.

FROM: Beth Tamminen, Adult Diploma Program

SUBJECT: High School Diploma

DATE: April 30, 2013

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests his Duluth Public Schools diploma, dated April 30, 2013:

Justin Anderson



DENFELD SENIOR HIGH SCHOOL

401 N. 44th Ave. W.
Duluth, Minnesota 55807
(218) 336-8830 Main Office



Tonya M. Sconiers
Principal

James Erickson
Assistant *Principal*

May 6, 2013

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

Dear Mr. Gronseth,

Jacob Ormand is a student at Unity and will graduate on Tuesday, June 4, 2013 from Unity, but is requesting a Denfeld diploma. I would like to request a Denfeld diploma for him to be ready to give to him at Unity's graduation.

<u>Name of Graduate</u>	<u>Graduation Date</u>
Jacob Ormand	June 4, 2013

Sincerely,

Tonya M. Sconiers
Principal

TMS:cra



ALC/UNITY HIGH SCHOOL
 INDEPENDENT SCHOOL DISTRICT 709
 215 NORTH FIRST AVENUE EAST
 DULUTH, MINNESOTA 55802
 PHONE: (218) 336-8756
 FAX: (218) 336-8770

May 3, 2013

William 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 the requirements for High School graduation from the Duluth Public Schools and is eligible to receive his/her diploma from the Duluth Public Schools.

Name of Graduate / School

Graduation Date

Duluth Public Schools

Landon Warden Gill

4/24/13

Please send diploma to Brenda at Unity.

Adrian Norman, Asst. Principal

Brenda VanDell, Office Support Specialist
 Unity/ALC High School

MEMORANDUM

TO: Curriculum Dept.

FROM: Beth Tamminen, Adult Diploma Program

SUBJECT: High School Diploma

DATE: May 13, 2013

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests her Duluth Public Schools diploma, dated May 9, 2013:

Felicia K. Hiltunen



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

June 3, 2013

To Mr. Ed Crawford:

I, Leea Power, Principal at Woodland Hills Academy, am requesting a diploma for Anthony C. Williams who is a student at Woodland Hills Academy. He has met all the requirements for graduation on June 5th, 2013.

Thank you.
Sincerely,

Leea Power
Principal
Woodland Hills Academy



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

May 15th, 2013

To Mr. Ed Crawford:

I, Leea Power, Principal at Woodland Hills Academy, am requesting diplomas for Hakeem Coles, Keith Oliver, Dennis Riggins, Halee Regan, who are all students at Woodland Hills Academy. They have met all the requirements for graduation on June 5th, 2013.

Thank you.
Sincerely,

A handwritten signature in cursive script, appearing to read "Leea Power".

Leea Power
Principal
Woodland Hills Academy

● TO: PRINT SHOP & EDUCATION COMMITTEE: 94

● TO: SUPERINTENDENT/SCHOOL:

● DATE: MARCH 26, 2013

DEPARTMENT OF TEACHING AND LEARNING

Independent School District 709 ♦ 215 North First Avenue East ♦ Duluth MN 55802-2058

PHONE: (218) 336-8739 ♦ FAX: 336-8776

PRINT SHOP ORDER FOR CALLIGRAPHY

ORDERED BY: Terry Dzuck

DATE ORDERED: March 26, 2013

DATE NEEDED: ASAP

CALLIGRAPHY ON DIPLOMAS AS FOLLOWS:

Student Name

Amber Workman

Date of Graduation

June 4, 2013

School

Denfeld High School



ALC/UNITY HIGH SCHOOL
 INDEPENDENT SCHOOL DISTRICT 709
 215 NORTH FIRST AVENUE EAST
 DULUTH, MINNESOTA 55802
 PHONE: (218) 336-8756
 FAX: (218) 336-8770

May 16, 2013

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

Dear Mr. Gronseth,

This is to certify that the person listed below have completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive his/her diploma from the Duluth Public Schools.

<u>Name of Graduate / School</u>	<u>Graduation Date</u>
Duluth Public Schools	2/13/12

Jacob Mathew Howley

***Please note date. His credits were not on transcript correctly.**

Please send diplomas to Brenda at Unity.

Adrian Norman, Asst. Principal

Brenda VanDell, Office Support Specialist
 Unity/ALC High School