

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 15, 2013

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

1) 2013 Multiple Measurement System (MMR) Results

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Tawnyea Lake, Director of Assessment, Evaluation, and Performance, shared the State, District, and school results for the 2013 MMR, which was recently released by the Minnesota Department of Education (MDE). Included in this release were schools' MMR, Focus Ratings (FR), and Adequate Yearly Progress (AYP) results.

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

B. Grant Applications

1) Northland Foundation Grant Application

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Victoria Sundell, has applied for a grant from the Northland Foundation in the amount of \$800. If awarded funds will be used for providing child/sibling care, transportation, and supplies for ECFE's Parent Support Group.

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

2. Action Items

A. Presentation Items Requiring Approval - None

B. Resolution E-10-13-3136 - Acceptance of Grant Awards to Duluth Public Schools

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Attached is Resolution E-10-13-3136 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organization:

Minnesota State Colleges & Universities/US Department of Education -
Carl D. Perkins

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-10-13-3136 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Trip Requests 26

The following Extended Trip Requests are submitted for review and approval:

Duluth Public Schools FCCLA-HERO students will be traveling to the Boulevard Hotel in Brooklyn Park, Minnesota for the Fall Delegate Assembly on November 10-11, 2013 where the election of new State officers will take place along with related breakout sessions. The cost of the trip will be \$169 per student and a total cost of \$463 for staff and will be funded through student fees and grant dollars.

Recommendation: It is recommended that the Duluth School Board accept and approve the above extended field trip request.

D. Access to Internet Student Data - Non-District Employees 30

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:

Capella University
 Promise Fellow - Girl Scouts of America
 University of Minnesota (PLACEHOLDER)

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

E. Diploma Requests 39

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

Morgan A. Mitchell - September 11, 2013

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

Duluth Public Schools Accountability Results

Multiple Measurement Ratings
Released October 1, 2013

Tawnyea Lake, PhD
Director of Assessment
and Evaluation



Review

- Feb 2012 – US Dept of Education approved MDE's NCLB Waiver Request

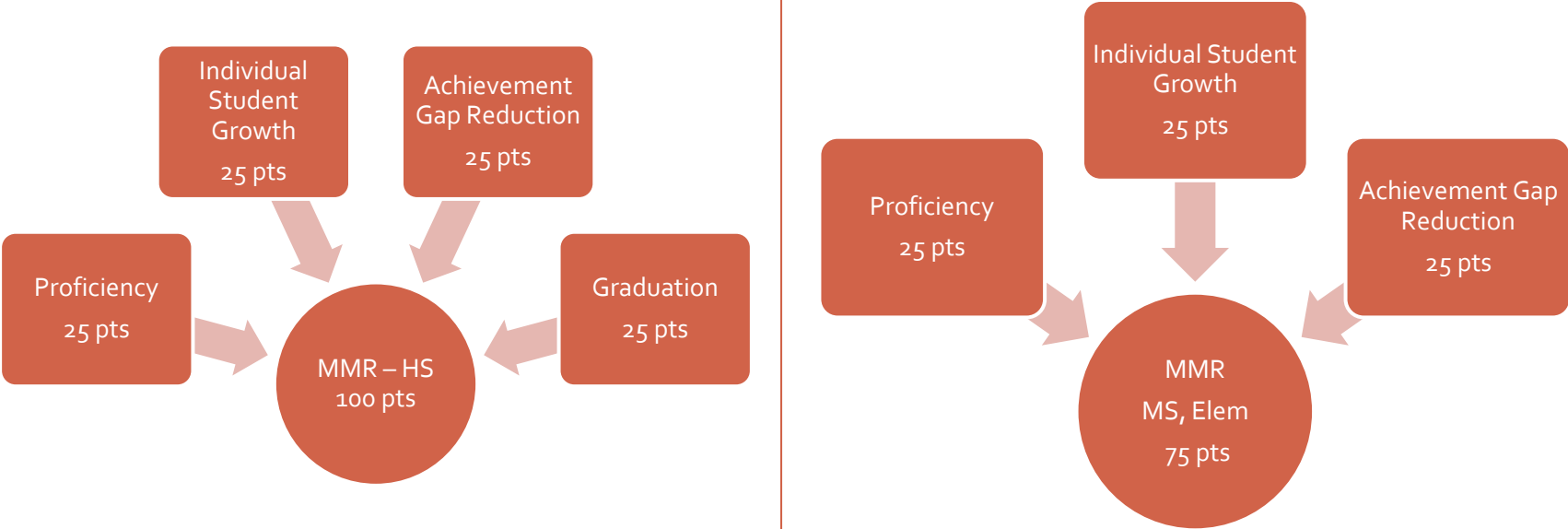
- Replaces AYP
 - Previous goal was to have every student achieve proficiency by 2014
 - New goal is to reduce the achievement gap by 50 percent within 6 years (by 2016-2017).

- What is our new accountability system?
 - ▣ Focuses on closing the achievement gap and promoting high growth for all students
 - ▣ Built around multiple measurements - MMR
 - ▣ Directly addresses the achievement gap for the first time
 - ▣ Provides support for locally-developed school improvement plans

Review

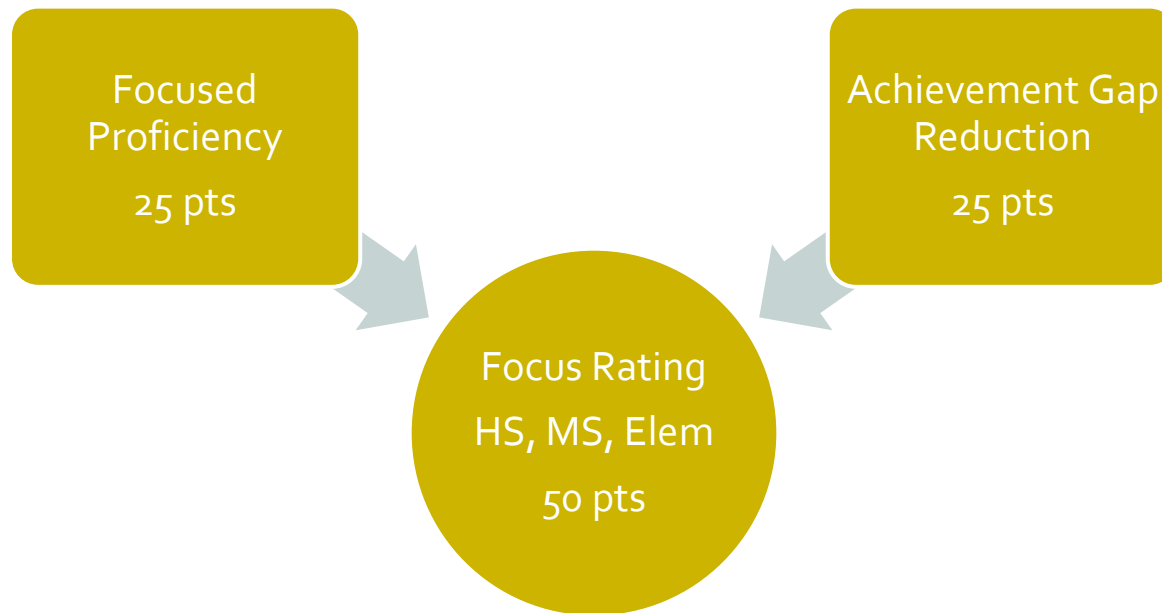
- Schools are given two ratings:
 - Multiple Measurement Rating (MMR)
 - Used to identify *Priority Schools, Continuous Improvement Schools, Reward Schools*
 - Focus Rating (FR)
 - Used to identify *Focus Schools*

Review: MMR



MMR is used to identify
Priority, Continuous Improvement, and Reward Schools

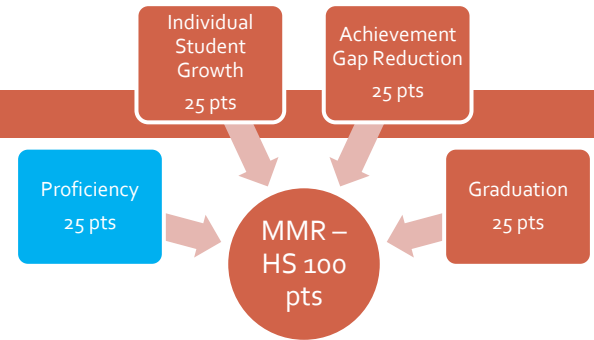
Review: FR



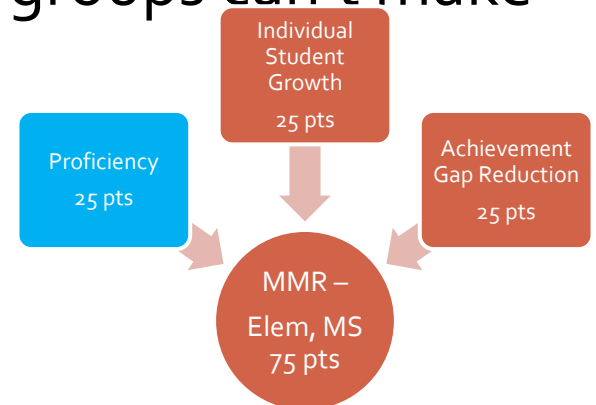
FR is used to identify Focus Schools

Components Defined

□ Proficiency



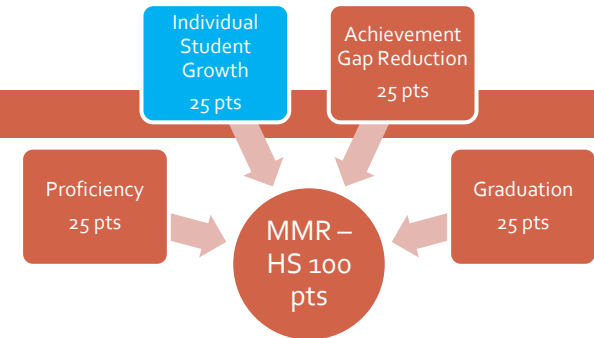
- Proficiency domain uses the AYP index model
- Schools earn points based on weighted percentage of subgroups making AYP
- Weighting is based on the size of subgroups
- Unlike in AYP, in MMR Proficiency, groups can't make AYP through Safe Harbor
- Component of MMR



Components Defined

10

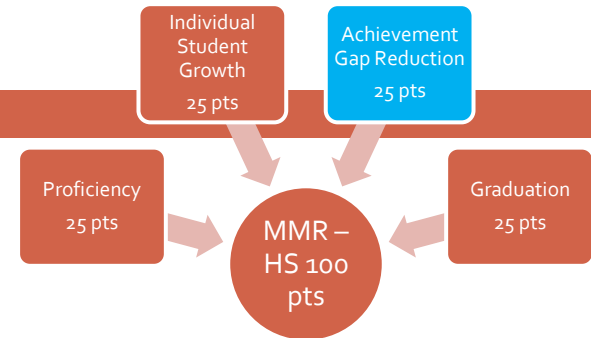
□ Growth



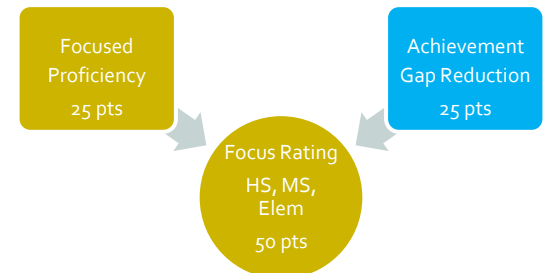
- Growth measures ability of schools to get individual students to exceed predicted growth
- Growth predictions based on students' last assessment result
- Predictions generated by looking at two cohorts of students, where they scored one year and where they scored the next year
- Student growth score based on being above or below prediction
- School growth score is average of student growth scores
- Component of MMR

Components Defined

□ Achievement Gap Reduction



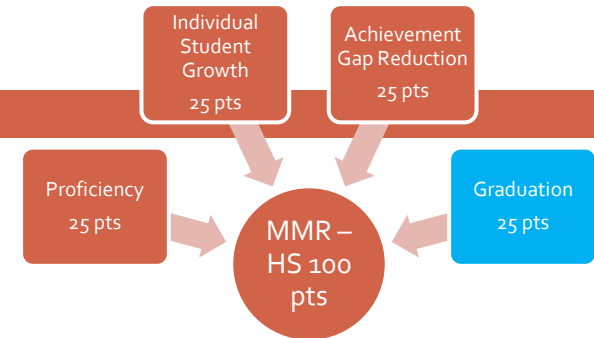
- Measures the ability of schools to get higher levels of growth from lower-performing subgroups than statewide average growth for higher performing subgroups
- Growth of individual subgroups of students of color compared to growth of white students, Els compared to non-Els, FRPs compared to non-FRPs, SpEd compared to non-SpEd
- Subtract schools' growth scores for lower performing groups from statewide average of higher performing groups
- Negative score indicates success
- Component of MMR and FR



Components Defined

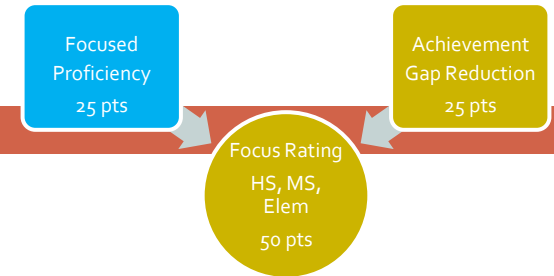
12

□ Graduation



- Looks at the percentage of subgroups that made AYP in graduation rate
- Calculation of graduation rates has changed to 4 year cohort model
- Graduation rate targets have increased to 90% for all subgroups
- Component of MMR for HS only

Components Defined



□ Focused Proficiency

- ▣ Proficiency Rating minus the “All” and “White” groups
Looks at the percentage of subgroups that made AYP in graduation rate
- ▣ Component of FR

School Designations Defined

- **Reward Schools:** Highest 15% of Title I Schools in the state based on MMR
- **Celebration Schools:** Highest 25% of Title I schools based on MMR
- **Continuous Improvement Schools:** Lowest 25% of Title I schools based on MMR
- **Focus Schools** – The lowest 10% of Title I schools based on FR and/or graduation rate under 60%
- **Priority Schools** – Lowest 5% of Title I schools in the state based on MMR

School Designations

- New Priority and Focus schools were not designated this year. Those schools are identified on a three-year cycle to allow time for new strategies to take hold and for the state to provide concentrated support and resources to those schools strategically identified as having the greatest need. New Priority and Focus schools will be announced in fall of 2014.

- As a district, we have four schools with designations:
 - ▣ Priority School: Laura MacArthur
 - ▣ Focus Schools: Piedmont, Lincoln Park Middle School
 - ▣ Continuous Improvement School: Stowe

School Results

School	2012 MMR	2013 MMR	2012 FR	2013 FR
Laura MacArthur	3.49	64.91	7.03	96.52
Piedmont	4.62	22.41	4.57	22.90
Lincoln Park	7.58	8.96	6.98	8.67
Stowe	9.03	4.45	52.23	4.88
Denfeld	10.79	11.96	14.62	14.22
Ordean East	11.34	40.81	14.64	29.11
Lowell	12.14	24.12	11.99	17.34
Nettleton	32.47	33.99	32.35	30.65
Merritt Creek Academy	38.78	26.04	45.71	33.95
East	47.79	61.09	15.05	31.28
Area Learning Center	57.45	61.22	63.30	53.62
Lester Park	61.65	87.27	57.82	83.73
Chester Creek Academy	73.63	83.07	77.37	92.59
Lakewood	82.99	90.84	89.52	95.03
Homecroft	83.44	91.19	85.64	89.26
Congdon	87.25	97.12	88.44	98.39

Celebrations – State Ranks

	Top 25%	Top 15%	Top 10%	Top 5%	Top 1%
Proficiency		Chester Creek			Congdon Lakewood Homecroft Lester Park
Growth	Lakewood	Laura MacArthur	Lester Park	Congdon Homecroft	
Achievement Gap Reduction	Homecroft	Chester Creek	Lakewood Laura MacArthur	Congdon	
Graduation					East Area Learning Center

Note: Schools are ranked against other schools of the same "type" (Ex: Elementary School, Middle School, High School, Other School).

Next Steps

- Train Instructional Data Coaches and principals on the nuances of MMR
- Use information as additional data source to help guide school improvement efforts
- Focus and Priority Schools will continue to work with Centers of Excellence staff and district staff to monitor and refine school improvement plans (SIP)

Questions?

Tawnyea Lake, PhD

Duluth Public Schools

Director of Assessment and Evaluation

218.336.8700 ext. 1039

tawnyea.bolme-lake@duluth.k12.mn.us

SMALL GRANT APPLICATION

Introduction to Request

Thank you for your interest in applying for a grant from the Northland Foundation. The Grant Program provides financial and technical resources to tax-exempt nonprofits located in Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis Counties in Minnesota. Support is directed toward specific Areas of Interest to help individuals, families, and communities throughout the region to grow and prosper.

At the Northland Foundation, we view our work with grantees and other partners as an opportunity to learn together. The letter of inquiry is the first step in this learning process, and we look forward to gaining a clearer understanding of your organization's activities and goals.

We have streamlined our application procedure to make it as user-friendly as possible, and request only the information that is most vital to our assessment of your request. Your [feedback](#) is welcome, to help us continue to improve our process. Thank you in advance for completing this application as clearly and fully as possible.

Getting Help

There are circled question marks next to some of the fields in the application. With your mouse, you can hover and click over these for additional information. If you have questions or need further assistance at any time, please contact Erik Torch, Director of Grantmaking or call our the Northland Foundation: 218-723-4040 or 1-800-433-4045.

PROPOSAL INFORMATION

Proposal Details

Proposal Title ECFE/ECSE Parent Support Group: Parent Talk

Total amount requested for this proposal \$ 800.00

As you answer these questions, please be as thorough as possible within the allowed amount of text. Lack of the necessary information may delay the approval of your application.

Provide a short summary of your request

We are requesting funding to provide child/sibling care, transportation, and supplies for our parent support group. This will be our third year and the group grows each year. We have various in-kind assistances from ISD 709 and ECFE but in an attempt to remove as many barriers for parents, we need assistance in providing the above things.

In detail, describe the need/opportunity that your proposal addresses

Parents in the Duluth and surrounding area have long expressed a need to for a parent support group that addresses the unique needs of parents with children who have special needs whether those needs are physical or emotional. Through our group, we have been able to fill this void and the group is growing every year! We work with parents on nutrition, behavior management, understanding the special education process/paperwork, how to access community

programs and services, network with other parents, and simply talk about the unique challenges raising children with unique situations. 21

Describe the goals and key activities you will undertake to address this need/opportunity

Each group provides a check in time for parents to discuss things going well and things that they are struggling with. This is followed by a topic of the month which were created based on feedback from parents. Topics will include PACER presentation, nutrition presentation, behavior management techniques, sibling rivalry, tantrums, routines and schedules, and community services.

Describe the anticipated impact of your proposed activities

Parents will feel that they have a safe space to talk about parenting in a supportive, nonjudgmental environment. Parents will learn different tools to help alleviate stress in the home, and parents will connect with other parents experiencing similar struggles.

How will you know you've been successful

Positive feedback from participants, an increase in the number of participants.

Proposed Project Start Date 10/14/2013

Proposed Project End Date 06/30/2015

Counties this Project will serve

BUDGET INFORMATION

Annual Operating Budget \$ 1,950.00

Proposed Project Budget \$ 1,950.00

ORGANIZATION INFORMATION

Your Organization information will automatically populate once you save your application for the first time. If the information below is not correct, FIRST Click on the Save button, then go to [your Organization Profile](#) and click on the Edit button. Make the necessary changes and 'Save'. Then click on the 'My Submissions' link to get back to the application area.

Legal Name of Organization ISD 709 and ECFE

Popular Name of Organization or Also Known As

Organization Address 2102 N Blackman Ave
Duluth, MN 55811

County where this Organization is physically located

Organization Main Phone Number 218-336-8700 x2959

Organization Web Address

Is your organization a 501(c)(3) or unit of government? Yes

Federal Tax ID Number (EIN) unsure

FISCAL AGENT INFORMATION (Leave blank if no Fiscal Agent is needed)

Fiscal Agent Legal Name

Fiscal Agent Federal Tax ID Number

Fiscal Agent Street Address

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Fiscal Agent City

Fiscal Agent State

Fiscal Agent Zip

AUTHORIZATION SECTION

By submitting this application to the Northland Foundation, you confirm that your Organization's CEO, President, Executive Director, or School Principal has approved this submission.

Submission Approved

Contact Role

Contact Name	Organization Name	Role	Action
Debbie Youngblom	ISD 709 and ECFE	Payment Contact	
Vicki Thrasher-Cronin	ISD 709 and ECFE	Other	
Victoria Sundell	ISD 709 and ECFE	Reporting Contact	

List of Sources for Request

List committed sources and sources that have been applied for but not yet approved. Click on the "New" button to add a new source.

Once you've added a source, you may:

- Edit** - By Clicking the 'Pencil & Paper' icon
- View** - By Clicking the 'Magnifying Glass' icon
- Delete** - By Clicking the "X" icon

Source	Requested Amount	Date Request Was (or Will Be) Submitted	Amount Committed to Date	Date Committed or Anticipated Notification	Action
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Attachments

- [1. Request - Small Grants Project Budget.xls](#)

RESOLUTION

Acceptance of Grant Awards to Duluth Public Schools

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

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

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

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to these various organizations.

	Organization	Author/Contact	Project Title	Award Amount	Terms
1.	Minnesota State Colleges & Universities/US Department of Education	Jim Arndt	Carl D. Perkins Career and Technical Education Allocation	\$466,896.77 (\$154,638.56 for Secondary Schools/\$312,258.21 for Post-Secondary Schools)	Funds from this award will be used to support Career and Technical Programs and courses.



Minnesota
STATE COLLEGES
& UNIVERSITIES

30 7th ST. E., SUITE 350
ST. PAUL, MN 55101-7804

ph 651.201.1800
fx 651.297.5550
www.mnscu.edu

MEMORANDUM

TO: William Gronseth, Superintendent
Patrick Johns, President

FROM: JoAnn Simser, State Director Career and Technical Education
System Director, Perkins Federal Grant

DATE: September 16, 2013

SUBJECT: Lake Superior Perkins CTE Plan Approval Notification and
Fiscal Information, July 1, 2013 - June 30, 2014

Your consortium plan has been reviewed jointly by Career and Technical Education (CTE) staff within the Minnesota Department of Education (MDE) and the Minnesota State Colleges & Universities, System Office (SO). The plan has been approved for Fiscal Year 2013-2014. The approved plan will be available on www.cte.mnscu.edu. CTE staff at MDE and at SO have contacted the respective Perkins Consortium Coordinators and recommended suggestions for meeting the plan goals, strategies, outcomes and measurements.

Minnesota has received the final Carl D. Perkins Career and Technical Education allocation information for Federal Fiscal Year 2013 (October 1, 2013 through September 30, 2014) from the US Department of Education. Based on that allocation, funds available for your consortium for 2013-2014 (July 1, 2013 through June 30, 2014) are as follows:

Perkins Total Allocation for the Lake Superior Consortium for 2013-2014

\$132,253.36	Secondary Basic Allocation	FIN 428/628
\$22,385.20	Secondary Reserve Allocation	FIN 475/675
\$281,345.32	Postsecondary Basic Allocation	GL 384141
\$30,912.89	Postsecondary Reserve Allocation	GL 384142
\$466,896.77	Consortium Total	

Please keep in mind that the consortium plan determines how total Perkins funds will be allocated. These funds cannot be redistributed on a formula basis to school districts and among college(s), campuses or departments. When these funds are being spent, the consortium must adhere to the federal requirements under the Perkins Act, the Minnesota State Plan and the state fiscal requirements of the Minnesota Department of Education or the Minnesota State Colleges and Universities system, whichever is appropriate.

Please remember that you must account for your Basic and Reserve funds separately (through a separate FIN code on the secondary side and through a separate GL on the postsecondary side) and that reserve funds must be used only for programs that serve large numbers of CTE students and/or address the rural needs of your consortium.

William Gronseth
 Patrick Johns
 Page Two
 September 16, 2013

Because state and federal fiscal years do not align, states receive federal Perkins funds on a *forward funding* basis. As such, Minnesota consortia may access a *portion* of their 2013-2014 allocation prior to the start of the federal fiscal year. While it is unlikely that the forward funding provisions will impact Minnesota's consortia, fiscal hosts must ensure that no more than the portion of the consortium's allocation made available through forward funding is spent prior to October 1, 2013. For your consortium, this means that no more than the following amounts may be expended in each funding category during the period of July 1 through September 30, 2013. Understand that the amounts shown below are not in addition to your allocation above, but represent the forward funded portion of that allocation. Of your allocation do not spend more than the following amounts prior to October 1, 2013:

\$34,362.76	Secondary Basic Forward Funding	FIN 428/628
\$5,816.24	Secondary Reserve Forward Funding	FIN 475/675
\$73,100.62	Postsecondary Basic Forward Funding	GL 384141
\$8,031.95	Postsecondary Reserve Forward Funding	GL 384142
\$121,311.57	Consortium Total – Forward Funding	

An explanation of the General Ledger numbers and the cost center set up on the postsecondary side is as follows:

- 1) Basic Grant G/L 384141 -- To be used for the basic grant award for the Fiscal Year.
 - a) Cost centers must be set up for administration and for each goal in your local consortium approved application.
- 2) Reserve Funds G/L 384142 -- To be used for the reserved funds award for the Fiscal Year.
 - a) Cost centers must be set up in the reserve fund G/L for each of your goals in your local consortium approved application.
- 3) Sub-grants G/L 384144 -- To be used by the sub-grant recipient in tracking expenditure of sub-grants each fiscal year.
 - a) Sub-grants are Basic Grant funds granted again by the original recipient to another college. The grantor makes payments from Basic Grant, Leadership, Recaptured or the Reserve award.
 - b) Sub-grant recipient colleges must set up a separate cost center for each sub-grant.

If you have any questions, please contact Dan Smith, Supervisor, Center for Postsecondary Success, MDE (651-582-8330) dan.smith@state.mn.us or me at (651-201-1650) joann.simser@so.mnscu.edu.

- c: Consortium Superintendents and Presidents
 Consortium Fiscal Contacts, secondary and postsecondary
 Consortium Perkins Contacts, secondary and postsecondary
 Dan Smith, Center for Postsecondary Success, Minnesota Department of Education

DISTRICT 709
FIELD TRIP REQUESTS

S. Peltu - F@CLA

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: *Jim Audt*
 Not Recommended Date: *9/24/13*

Assistant Superintendent: Recommended Name: *E. Crawford*
 Not Recommended Date: *10/1/13*

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:

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Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: FCCLA-HERO
2. Contact Person (Responsible for Checklist Completion): Shonda Pelletier
3. Field Trip Date(s): 11/10/13 - 11/11/13 Destination: Brooklyn Center, MN (Blvd-Hotel)
4. Field Trip Overview (Include events, establishments and locations):
Fall Delegate Assembly - election of new state officers, FCCLA related breakout session/speakers.
5. Field Trip Departure from School (Date and Time): 11-10-13 3:00PM.
Field Trip Return to School (Date and Time): 11-11-13 7:00PM.
6. Objectives of Field Trip: 2 officer candidates for election open to chapter officers for leadership experience.
7. Relationship to Curriculum or Student Learning: embedded within career technical curriculum on occupational level
8. Planned Follow-up Field Trip Activities: Chapter focus in school year / service learning projects and return in state leadership in spring '14.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>20.00 per person est 3 attend</u>	\$ <u>84.00</u>
Total Meals	<u>2 dinners per person</u>	\$ <u>22.00</u>
Total Lodging	<u>2 rooms @ 115.00 each</u>	\$ <u>230.00</u>
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s) * only if more registers to go to FOA		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Shonda Pelletier</u>	<u>* If more attend then district van mileage @ 50k</u>	<u>100.00 (mileage)</u>
Total Additional Stipends:		\$
Other:		\$
Total		\$

Revenues		
District Budget	Code: <u>C. PEAKINS</u>	\$ <u>463.00</u>
Booster Group		\$
Donations		\$
Student Fees	<u>hotel registration MEALS</u>	\$ <u>169.00</u>
Total Additional Stipends:		\$
Total		\$ <u>632.00</u>

BUDGET COST

MEALS	36	2.00
LODGING	115	
REGIS	28	2.00
STIPEND	-	
MILEAGE		
169.00 EACH		
SELF PAY		

STAFF COSTS

25.00 x 2 = 50
115
28
100
170
50
463.00
C. PEAKINS PAYS

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

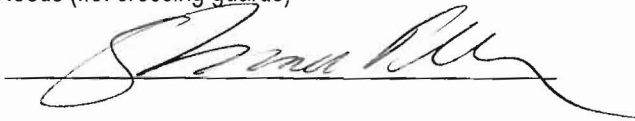
TIME

LOCATION

_____	_____ <i>Boulevard Hotel .2200 Freeway Blvd. Brooklyn Park, MN</i>
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person:

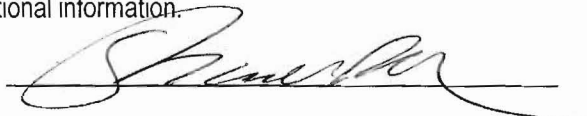


FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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:





Fall Delegate Assembly
November 11, 2013 29
The Boulevard Hotel
 (formerly Crowne Plaza Mpls North)
2200 Freeway Blvd
Brooklyn Park, MN
Lake of the Isle Ballroom

Due postmarked/E-mailed by : October 25, 2013
Payment due by: November 5, 2013

Send with check enclosed to: **Jill Hanson Roe**
 Minnesota FCCLA-HERO Executive Director
 30999 Boxelder Drive, Grey Eagle, MN 56336
 Fax: 320-285-2691 (must call first) state@mnccla-hero.org

School/Chapter Name Duluth Public Schools BK 7 and BK 2
 School Address 401 N. 44th Ave. W. Duluth, MN 55807
 School Phone Number 218 336 8830, 4023 School Fax Number 218 336 8842
 Name of Advisor: Shonda Peltier E-mail: shonda.peltier@duluth.k12.mn.us

_____ Total registered for FDA only at \$28.00 each \$ _____
 Registration fee includes insurance, program costs, printing, supplies, breakfast and lunch.
 (_____ Advisors _____ Chapter Members 2 Candidates _____ Other Guests)

LATE FEE _____ @ \$10.00 per person \$ _____
 (Add \$10.00 per person if postmarked after October 8th deadline)

Total Due to Minnesota FCCLA-HERO	\$ _____
Amount paid by School District	\$ _____
Amount paid by Chapter/Activity Fund	\$ _____
Amount paid by individual check	\$ _____
Total paid	\$ _____
Total outstanding balance due for Fall Delegate Assembly **	\$ _____

** Full payment must be received by Fall Delegate Assembly for our insurance to cover your delegates and for you chapter to be in good standing (allowed to vote and run officer candidates).

Registration Payment Policy: The Executive Boards policy on registration and dues is that all members attending Fall Delegate Assembly and/or State Leadership Conference must be fully paid national and state members in addition to having 100% of the registration fee paid by FDA or SLC.

Refund Policy: Registration fee less the late fee will be refunded ONLY if written notification of cancellation is sent by October 25, 2013. A 50 percent refund will be given for registration fee for cancellations sent between October 25 and November 4, 2013. No refunds will be issued if cancelled within a week prior to the conference.

Substitution Policy: A \$10 fee will be charged for all substitutions prior to Fall Delegate Assembly.

**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 Promise Fellow, Girl Scouts of America, is entered into as of July 1, 2013 ("Effective Date"). The District and Promise Fellow, Girl Scouts of America are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with Promise Fellow, Girl Scouts of America (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

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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

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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

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Sandra Benson
ISD 709 Tech Dept 33
218-336-8772

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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: 9/15/13

Promise Fellow, Girl Scouts of America

By: JAMIE SANDS *J. Sands*

~~TITLE:~~ MEMBERSHIP SPECIALIST

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

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**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 CAPELLA UNIVERSITY, is entered into as of July 1, 2013 (“Effective Date”). The District and CAPELLA UNIVERSITY are referred to collectively as the “Parties.”

WHEREAS, certain individuals affiliated with CAPELLA UNIVERSITY (hereinafter “Requesting Entity”) will provide *ASSISTANCE TO THE SCHOOL COUNSELING STAFF AND 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*, defined herein to also include *SCHOOL COUNSELING PROGRAM LEARNERS*, will provide *ASSISTANCE TO THE SCHOOL COUNSELING STAFF AND TEACHERS 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 TEACHER* 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.

- e. 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.
 - f. 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 **STUDENT TEACHERS** 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 **STUDENT TEACHER** 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.

CAPELLA UNIVERSITY

DATE: 9-16-13

By: 

TITLE: Chair, Fieldwork and Licensure,
Department of Counseling

INDEPENDENT SCHOOL DISTRICT
NO. 709

DATE: _____

By: _____
School Board Chair

EXHIBIT A



East High School

301 North 40th Avenue East · Duluth, Minnesota 55804 · 218.336.8845/Fax 218.336.8859

September 13, 2013

Mr. William Gronseth
Director of School Operations
ISD 709
215 North First Avenue East
Duluth, MN 55802

Dear Mr. Gronseth

The following student has completed her credits at East and would like an East diploma.

I would like to order an East diploma for:

Name – **Morgan A. Mitchell** – date of graduation – **09/11/13**.

Thank you in advance for your assistance.

Sincerely,

Laurie Knapp
Principal

LK:kw