

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, August 19, 2014

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

1) Jamie Zak, from Duluth Community Gardens, presented an overview of the School Garden Projects and Healthy Eating initiatives that transpired within the Duluth Public Schools over the past two school years. This project is a result of the Duluth Community Garden and Community Transformation Grant that will sunset on September 30, 2014. 3

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

2) 2013-14 Head Start Outcomes Presentation 9

Pam Rees, Director of Head Start, presented a summary of the 2013-14 Duluth Public Schools Head Start Program Outcomes.

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

3) Denfeld and East High School Robotics Team Presentations

The 2013-14 Robotics Teams from Denfeld and East High Schools presented team demonstrations and a recap of their extremely successful seasons.

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

4) School Improvement Efforts at Laura MacArthur Elementary (This item was tabled.)

Nathan Glockle, Principal at MacArthur Elementary, will present information on school improvement efforts and progress at Laura MacArthur Elementary.

Recommendation: This item was tabled.

2. Action Items

A. Presentation Items Requiring Approval - None

B. New Policy 5084 - Bullying Prohibition Policy

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Attached for School Board review and approval for the second reading is new Policy 5084 - *Bullying Prohibition Policy*. Ron Lake, Climate Coordinator, was available to answer any questions regarding the recommended new policy.

Recommendation: It is recommended that the Duluth School Board accept and approve new Policy 5084 - *Bullying Prohibition* for the second reading.

C. Resolution E-8-14-3202 - Acceptance of Grant Awards to Duluth Public Schools

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Attached is Resolution E-8-14-3202 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organization:

Northland Foundation

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-8-14-3022 - Acceptance of Grant Awards to Duluth Public Schools.



healthy
northland
STATEWIDE HEALTH IMPROVEMENT PROGRAM



Community Transformation Grant
Healthy School Food Coordinator
Farm to School / School Gardens
August 2012 – September 2014

Outcomes and Recommendations Report

*Submitted to Duluth School Board, Education Committee, August 12, 2014
Duluth Public Schools Administration, July 24 and August 19, 2014
by Jamie Zak, Healthy School Food Coordinator(HSFC)*

Working Definition, Activities of Farm to School: Local purchasing, School gardens, School garden produce in cafeteria or classrooms, In-class education, In-class snacks, Out-of-classroom learning, Other....related to increasing food literacy and healthy eating among the K-12 population.

1) Outcomes

a) Farm to School / School Garden Food Literacy Grants

i. School Garden program planning and installation at

- Lincoln Park Middle School (\$5000)
- Ordean East Middle School (\$5000)
- East High School (\$1500)
- Myers-Wilkins Elementary School (\$2000)
- Congdon Park Elementary School (\$2000)

ii. Planning process for each site produced:

- School Garden Mission Statement
 - Year-at-a-Glance, and Maintenance Plan
- Community partner: UM-Extension St. Louis County Master Gardener Program. (MWES and CPES Gardens each have a Master Gardener assigned to them.) **Substitute teacher pay and instructional materials were provided in the amount of: \$10,000**

iii. HSFC worked to coordinate and sanction with district administration, especially departments Child Nutrition Services and Facilities Management, the school garden installation, plus activities and outcomes related to Farm to School and School Garden Programming that connects classroom, cafeteria, and community. Site principals and Farm to School/School Garden champions at each site were instrumental in this process. **Healthy School Food Coordinator time applied to Duluth Public Schools in the amount of: \$35,000**

iv. Duluth Public Schools Farm to School webpage as a clearinghouse of success stories, useful technology, district systems that assist in the sustainability of DPS School Gardens / Farm to School Programming: <https://sites.google.com/a/isd709.org/farm-to-school/home>

b) On August 20, 2013 Healthy School Food Coordinator, Jamie Zak, received recognition from the Duluth School Board for service to the schools increasing student health through school gardens and food literacy. 4

c) Minnesota Department of Agriculture, Farm to School Equipment Grant Recipient, January 2014-December 2014. **Grant award in the amount of: \$12,000** (with 50% match from ISD 709=\$24,000)

i. We sought funds from the MDA Farm to School Equipment Grant for light processing equipment: knives, cutting boards, and food processors. The equipment will increase our capacity to utilize Minnesota/Superior Grown products in our cafeterias. We are also sought grant funds from the MDA Farm to School Feasibility Grant to hire local professional chef and food safety trainer, Arlene Coco, for Farm to School training with cafeteria managers in Duluth Public Schools on how to use the equipment and integrate whole produce with new and existing recipes, but we did not receive the Feasibility Grant.

The above activities will be supported by existing Farm to School activities such as: current MN Grown product procurement from the distributor, school gardens, FACS and FFA programs, and taste testings in the classroom. The project will be further supported by: Farm to School promotional materials, Farmer-School adoptions, and district wellness policy revision to include Farm to School as a strategy for healthy eating. We are motivated to expand our capacity to keep our food dollars local and anticipate signing on to our local "Superior Compact" (www.goodfoodnetwork.org), which is a purchasing commitment of 20% local by 2020 and 50% by 2050.

ii. Bean Recipe Test Kitchen and Robo Coups training at OEMS and LPMS

iii. August/September 2014, presentation to DPS Cafeteria Managers on Farm to School programming

d) Healthy School Food Roundtable – March 13, 2014

i. 45 adults (and 10 kids) in attendance representing parents, School Board officials, School District administration, public interest groups, and all 13 Cafeteria Managers were paid to attend. There were no teaching staff in attendance.

ii. League of Women Voters, School Food Survey

iii. Outcomes (see 3. Supporting Documents, d, below)

e) USDA Farm to School Support Services Grant and Victory Fund proposals, submitted April 2014, awards announcements: August-October 2014

The Carlton Cook Lake St. Louis Community Health Board (Support Services agency) aims to engage with schools that have the highest free and reduced lunch rates and communities that are experiencing high numbers in economic disparities. The state rate for children ages 0-17 living in poverty is 13.9%. In Cook County, the rate is 15.2%, while in Lake County it is 16.35% and 40% in St. Louis County. The proposed project will provide the collaboration, equipment and education necessary to assist local School Food Authorities (SFA's) and their respective school sites to grow, purchase and process produce that has been grown locally.

i. Education:

The Farm to School K-12 Educators and WRELC Organic Farm manager-educator will integrate into the school system and provide external resources available through Wolf Ridge ELC Organic Farm. Training and support for classroom teachers of grades K-12 in 7 schools (5, ISD 709 sites and 2, ISD 381 sites) on integrating academic standards into nutritional lessons, agricultural literacy standards, and the lessons of the garden will be delivered. Agricultural Education programs in the Duluth and Lake Superior School Districts will use the Farm to School curriculum in their courses to involve students directly in the process of moving produce from

farm to fork. The educational component provided by Wolf Ridge ELC will include on-site field trips to the Sustainable Ag Project (SAP) at the University of Minnesota, Duluth and to Wolf 5 Ridge ELC for 4 schools representing 34 classes and 724 students. Through the enhancement of all of these educational components, the topic of where your food comes from will become embedded in student learning. Farm to School learning will go beyond the traditional classroom setting, by connecting and engaging students, parents, teachers, food service, farmers and the local community into the food system that sustains us all.

(Included only with Victory Fund proposal) Culinary Test Kitchen Chef and Food Service Trainer, Arlene Coco to perform test kitchen activities that include regional food for menu items and will train food service from ISD 381, ISD 709, and Wolf Ridge ELC.

ii. Equipment:

The proposed project will provide the equipment necessary to increase the amount of food produced at the school sites as well as the processing capacity of produce from the school gardens and local farmers. From the lessons we learned through the initial school gardens, we are now in a position to increase the square footages and acreages at the school sites. This will not only provide additional produce for the school food service, but additional learning opportunities for students in the garden. To increase the consumption in the schools we need equipment and supplies including: Hand Washing Stations, Produce Rinsing Stations and Salad Spinners for each of the 7 pilot schools.

The WRELC Organic Farm's largest acreage (3 acres) is currently unable to be used for food production with the high populations of whitetail deer. A nearby farm has erected a DNR approved high-tensile deer fence giving us the technical and structural experience and expertise for success on the Wolf Ridge Organic Farm. To increase the cultivation of the land and soil (3 additional acres of vegetables), we need to purchase a spader cultivator. This cultivation tool maintains soil structure and the bed system layout minimizes compaction while also providing a model tillage system for other farms in the region.

iii. Collaboration:

The Western Lake Superior Farm to School regional collaborative (staff and partners) will convene quarterly to share successes and work to build policy, systems, and environmental change that affects buying power, efficiency, and support for our regional project at large.

The Farmer-Buyer Logistics Operator will work with the two school districts and WRELC to gain efficiencies in purchasing and the local farmers to gain a consistent market, both in price and quantity, for their product. The Operator will work to simultaneously develop both the supply and the demand for local produce and facilitate the business relationships of the SFA's and the local producers. This will extend beyond the simple exchange of products. By developing strong relationships between the producers and consumers (local students and their families), additional opportunities along the supply chain will become available. The Logistics Operator will work in partnership with the Lake Superior Sustainable Farming Association, Lake Superior Farm Beginnings, and the Minnesota Department of Agriculture's Minnesota/Superior Grown label initiative.

iv. Total potential USDA and/or Victory Fund grant funding for ISD 709 Farm to School / School Garden programming, starting January 1, 2015 = \$37,750 or \$55,250 (with Food Service training)

f) Regional DCGP Fall and Spring School Garden Trainings

- i. Each training had about 15 of 30 participants representing Duluth Public Schools, K-12 teaching staff, students, and parents
- ii. Community partners: Sustainable Agriculture Project @ UMD Farm, Clover Valley Farms

iii. **Substitute teacher pay and instructional materials provided in the amount of: \$8000**

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g) **Total Farm to School / School Garden financial contribution to ISD 709 by 9/30/14 approximate amount = \$80,000**

2) Recommendations

a) **September 24, 2014: DPS School Garden Teacher Workshop**

- i. Participants to be personally invited to convene with HSFC one last time – with clearance from site principals; substitute teacher pay provided for 30 participants
- ii. Align with DPS Professional Development program
- iii. Morning Session – Sharing success stories, barriers to success, and district systems/resources information
- iv. Afternoon Session – MDA Farm to School agent to conduct teacher training on *Minnesota School Gardens: A Guide to Gardening and Plant Science – Featuring 31 K-12 lessons linked to the Minnesota Academic Standards*
- v. September 13, 2014: Regional School Garden Bus Tour!!! (hand out)

b) **Include School Gardens in future professional development**

c) Include Farm to School / School Gardens in future **Wellness Policy revision** and implementation (see 3. Supporting Documents, a-c, below)

d) Child Nutrition Services to **provide stipend for School Gardens**

- i. Terms of FNS memo SP 32-2009 state, "School Food Authorities may use funds from the nonprofit school food service account...with the understanding that the garden is used within the context of the (FNS program), i.e. selling the food or providing food in the classroom as an educational lesson, and...as long as items are used for the purpose of starting and maintaining the garden".
- ii. Outlined in USDA Farm to School Support Services grant proposal: CNS budget will make available **\$200 per school year, per school site** for schools with School Gardens, or academic studies in the indoor classroom related to food literacy and gardening, for the purchase of seeds, potting soil, and/or soil amendments such as compost to ensure viability and sustainability of DPS Farm to School/School Garden projects.

e) Include in district funding structure a stipend position for **Farm to School/School Garden Coordinator** as the opportunity presents itself. In the mean time, consider existing positions that may have potential to keep the Farm to School / School Garden momentum going via integration into upcoming projects and/or to utilize as an outdoor classroom/educational resource, such as Civic Engagement Specialist, Curriculum Director, or CNS interns.

f) Child Nutrition Services, Facilities Management, and Curriculum to **release communications** to their workers (cafeteria managers, building engineers, and teaching staff) that voices support of DPS School Gardens: to maintain and utilize in collaboration with diverse school site personell, as an important teaching tool to demonstrate healthy eating, and to utilize as an outdoor classroom.

g) **Promote** the good work of Child Nutrition Services for their district-wide implementation of the requirements of the 2013 Healthy Hunger Free Kids Act, recent food safety audits, and any Farm to

School / School Garden efforts happening in the cafeteria to increase student-teacher-parental knowledge and participation in the school breakfast and lunch programs.

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3) Supporting Documents

- a) Wellness Policy: Duluth Public Schools-specific recommendations by HSFC
 - i. Children and Their Eating: Guidelines for the School Nutrition Staff
 - ii. EWG's Clean 15 and Dirty Dozen
- b) *Sample School Wellness Policy: School Gardens* – Public Health Law Center, June 2011
- c) *Sample School Wellness Policy: Farm to School* – Public Health Law Center, June 2011
- d) 3.13.14 Healthy School Food Roundtable, *outcomes*
- e) DRAFT Farm to School / School Garden Coordinator job description
- f) *Serving Locally Grown Produce in Food Facilities*, an MDA, MDH, U of M Extension document
- g) "School Garden Team" worksheet
- h) "School Garden Maintenance Plan" worksheet
- i) EHS, OEMS, LPMS, CPES, MWES – School Garden Mission Statements
- j) Example Year at a Glance – Congdon Park ES
- k) Superior Compact purchasing agreement, official sign-on at www.goodfoodnetwork.org
- l) *Minnesota School Gardens: A Guide to Gardening and Plant Science – Featuring 31 K-12 lessons linked to the Minnesota Academic Standards* (free copies available)
- m) *New School Cuisine Cookbook* by Vermont Food Education Every Day (FEED) (available for PDF download at:
http://www.vtfeed.org/sites/default/files/New_School_Cuisine_Cookbook.pdf)

4) Photo Documentation

- a-e) Each School Garden of the grant recipient sites
- f) Teachers engaged in the planning process
- h) School Garden Training activity: "Cold Frame/Hot House" – On season extension technology, physical and earth science concepts, problem solving, and data interpretation.
- i-j) OEMS and LPMS students engaged in "Bean Recipe Test Kitchen" project along with Family and Consumer Science teachers and Cafeteria managers from both sites, and local chef, Farm to School and Food Safety specialist, Arlene Buscombe Coco.

Get on the Bus!
Regional School Garden Bus Tour

Ride free!
 (Nice catered lunch @ \$10 each)

Saturday, September 13, 2014
 8:45 board the bus at / 4:00 return to
 Lincoln Park Middle School, Duluth

Mileage to bus stop reimbursed for regional participants

To Register: Contact Jamie Zak, 218-310-7662 or
jamie@duluthcommunitygarden.org



-HOSTED STOPS INCLUDE-

William Kelley School in Silver Bay,
 The "Fruit Bowl", brick oven, greenhouse and on-site institutional worm composting

Two Harbors High School,
 A vegetable plot well-supported by its community
 and well-fortified against deer. Lunch here.

East High School in Duluth,
 Newly-developed agriculture science and extra-curricular-integrated
 raised-bed demonstration

Congdon Park Elementary School in Duluth,
 Parent-community-supported garden with connection to classroom and cafeteria

Ordean East Middle School in Duluth,
 4,000 square-foot courtyard garden planted with annuals and perennials;
 "Ordean Bean" project

Myers-Wilkins Elementary School in Duluth,
 8, 4x12-foot, handicap-accessible raised-beds for use in various academic and social
 program areas

Lincoln Park Middle School in Duluth,
 An "under construction" project with many building and installation take-away lessons

-ALL ARE WELCOME!!!-

**Department of Health and Human Services
Administration for Children and Families
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:
05CH839801

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1. AWARDING OFFICE: OA/OGM/Region V	2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH8398/01	4. AMEND. NO.:
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5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
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8. BUDGET PERIOD: 08/01/2014 THRU 07/31/2015	9. PROJECT PERIOD: 08/01/2014 THRU 07/31/2019	10. CAT NO./CFDA: 93.600
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11. RECIPIENT ORGANIZATION: Duluth Public School District #709 2102 North Blackman Avenue Duluth MN 55811 Michael Miernicki, Board President	12. PROJECT / PROGRAM TITLE: HEAD START
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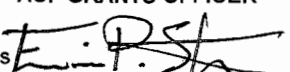
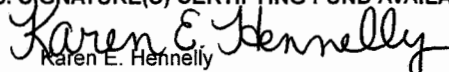
13. COUNTY: ST LOUIS	14. CONGR. DIST.: 08	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Bill Gronseth , Superintendent
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 1,150,687	A. NON-FEDERAL SHARE.....	\$ 483,518 20.00 %
Fringe Benefits.....	\$ 546,723	B. FEDERAL SHARE.....	\$ 1,934,071 80.00 %
Travel.....	\$ 7,553	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0	A. TOTAL FEDERAL SHARE.....	\$ 1,934,071
Supplies.....	\$ 20,675	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$
Contractual.....	\$ 35,920	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$ 1,934,071
Facilities/Construction.....	\$ 0	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 29,248	\$ 1,934,071	
Direct Costs.....	\$ 1,790,806	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 143,265	\$ 1,934,071	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0	22. APPLICANT EIN:	23. PAYEE EIN:
Total Approved Budget(**)...	\$ 1,934,071	1-416003776-A1	1-416003776-A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:				DUNS: 071501092		
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	05CH839801	75-4-1536	2014 G054120	\$28,958		
OGM	05CH839801	75-4-1536	2014 G054122	\$1,905,113		

26. REMARKS: (Continued on separate sheets)

Client Population: 273.
Number of Delegates: 0.
Paid by DHHS Payment Management System (PMS), see attached for payment information.
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.
This includes requirements in Parts I and II (available at <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>) of the HHS GPS.
Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.

27. SIGNATURE - ACF GRANTS OFFICER Eric P. Staples 	DATE: 7/23/2014	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY  Karen E. Hennelly
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29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)  Kay Willmoth, Regional Program Manager	DATE: 7/21/14
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**Department of Health and Human Services
Administration for Children and Families
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:
05CH839801

10

1. AWARDING OFFICE: OA/OGM/Region V		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH8398/01	4. AMEND. NO.
5. TYPE OF AWARD: SERVICE	6. TYPE OF ACTION: New		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 08/01/2014 THRU 07/31/2015		9. PROJECT PERIOD: 08/01/2014 THRU 07/31/2019		10. CAT NO./CFDA: 93.600
11. RECIPIENT ORGANIZATION: Duluth Public School District #709				

26. REMARKS: (Continued from previous page)

This award is subject to requirements or limitations in any applicable Appropriations Act.
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
For the full text of the award term, go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.
This award is subject to the Federal Financial Accountability and Transparency ACT (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.
For the full text of the award term, go to: <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.
This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS).
For full text go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.
This award is subject to requirements as set forth in 2 CFR 25.110.
For full text go to http://www.acf.hhs.gov/grants/msg_sf425.html.
This grant is subject to the requirements as set forth in 45 CFR Part 87.
This grant is subject to the requirements set forth in 45 CFR part 74 (for non-profit organizations and educational institutions) or 45 CFR Part 92 (for state, local, and federally recognized tribal governments).
Initial expenditure of funds by the grantee constitutes acceptance of this award.
Future support is anticipated.
This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309 and 1310.(**) Reflects only federal share of approved budget.

Under Section 638 of the Head Start Act, this grant action awards Duluth Public School District #709 a five year project period of 08/01/2014-07/31/2019 for the operation of the Head Start program in the designated service area. This grant action awards funds under Common Accounting Numbers (CAN) G054120 and G054122 to provide Head Start services to 255 children for the initial 08/01/2014-07/31/2015 budget period of the five year project period. Based on the final appropriation for the Head Start program in Fiscal Year 2014, the revised, annual base funding level for Head Start operations is \$1,905,113, and the training and technical assistance allocation is \$28,958.

Designated Head Start service area: City of Duluth within St. Louis County.
Approved program options: Center-based.

This action authorizes the use of state Head Start funds of \$140,832 as non-federal share match and increases your federal Head Start enrollment by 18 children. The total client population is 273. The 18 additional children must be identified, tracked and reported in the same manner as federal Head Start children.

This grant is subject to the requirements for contribution of the non-federal share match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior approval for the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the conditions specified in Attachment 2.

Attachment 1

Award Number: 05CH8398/01

Recipient Organization: Duluth Public School District #709

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1301.20 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1301.32 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal share contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 08/01/2014-07/31/2015 budget period unless a waiver is approved. Any request for a waiver of the non-federal share match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act or 45 C.F.R. Section § 1301.21 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1301.32(g) must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the five year project period will not be considered.

The HHS GPS (II-56) (see above and 45 C.F.R. § 74.25(c)(2) and 45 C.F.R. § 92.30(d)(3) (as applicable) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

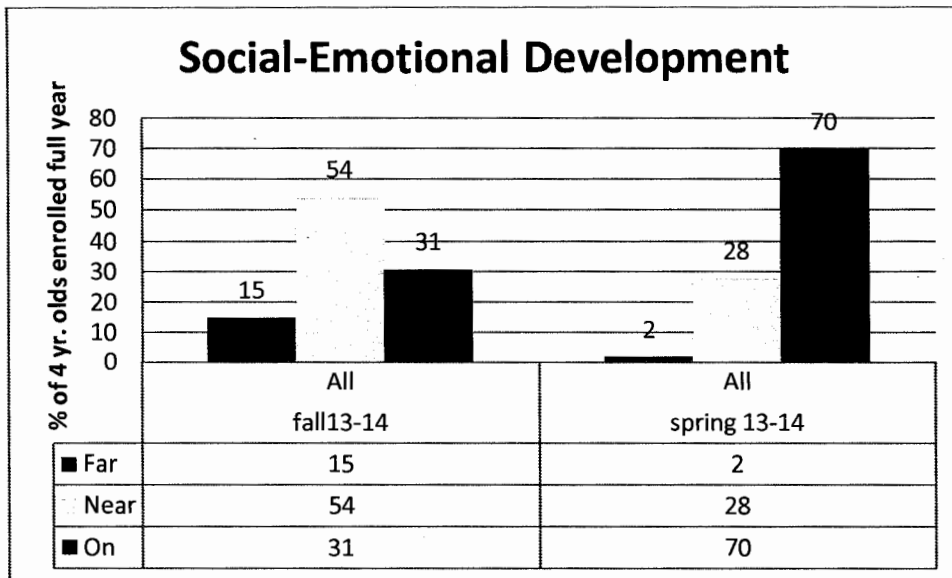
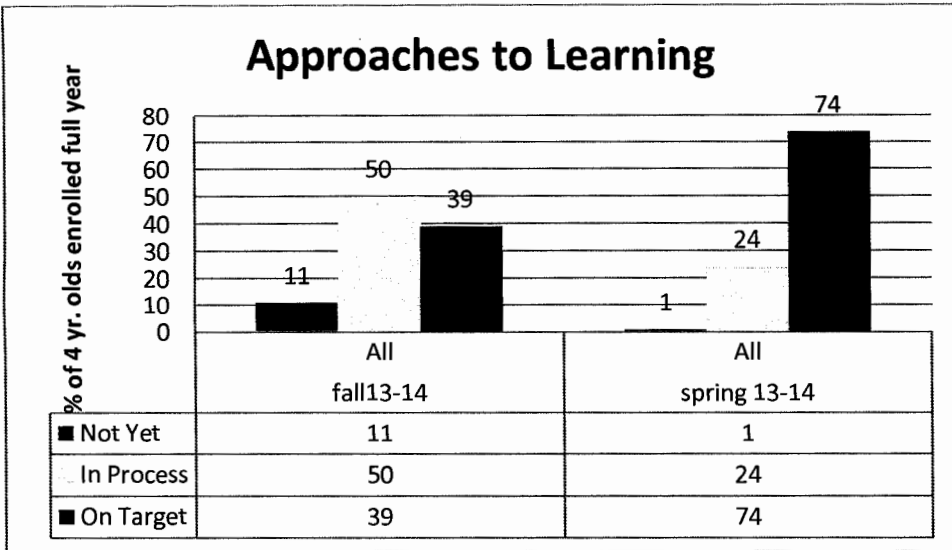
Prior approval must be obtained under 45 C.F.R. Part 1309 to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without the express written approval of the Administration for Children and Families.

**Duluth Public Schools / Duluth Head Start
Presentation to the Duluth Public Schools Education Committee
August 12, 2014**

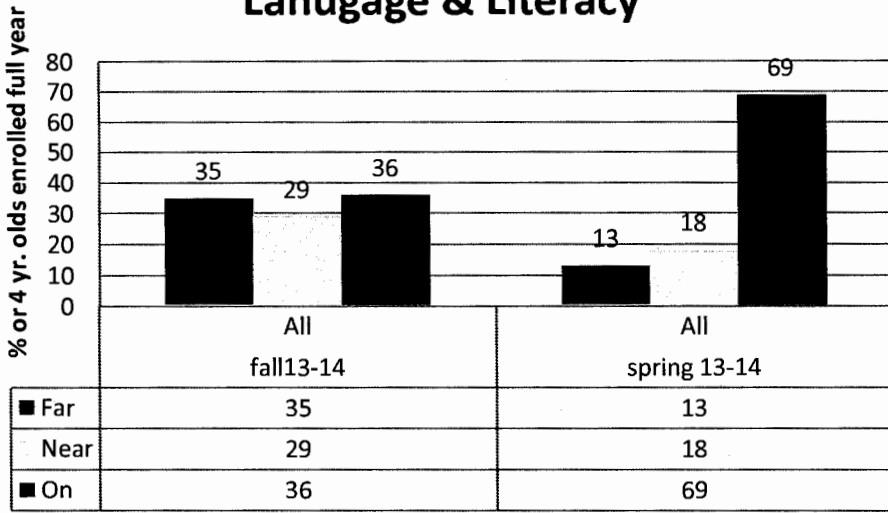
- **Duluth Public Schools/Duluth Head Start
Child Outcomes from 2013-2014 school year.**

- **Duluth Public Schools/Duluth Head Start Federal Grant approval and
conditions including restoration of sequestered funds, 32 enrollment slots
and cost of living increase.**

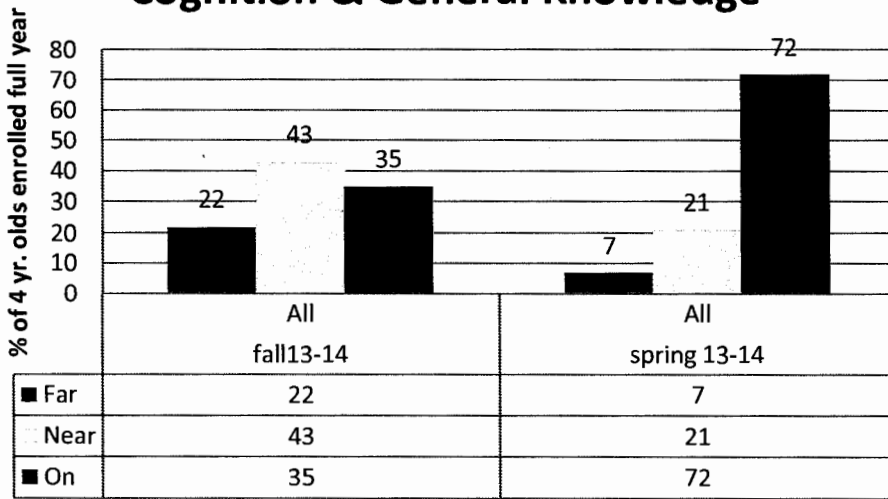
Duluth Head Start Child Outcomes 2013-2014



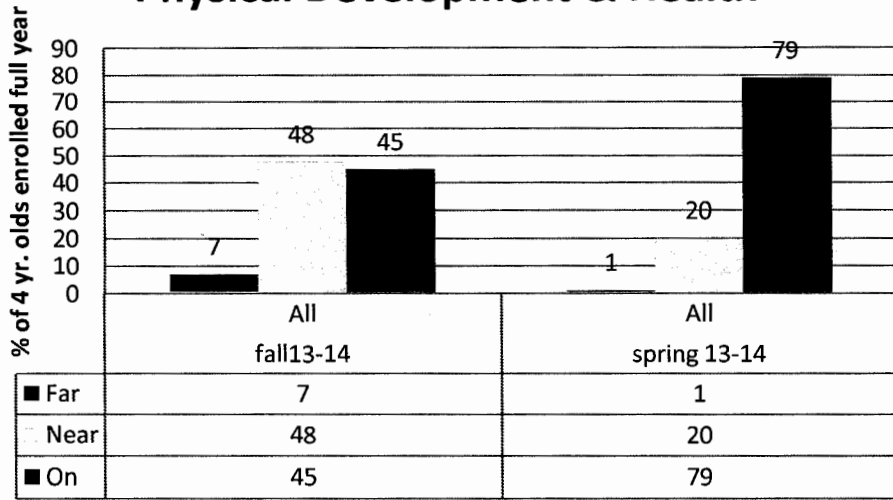
Lanugage & Literacy



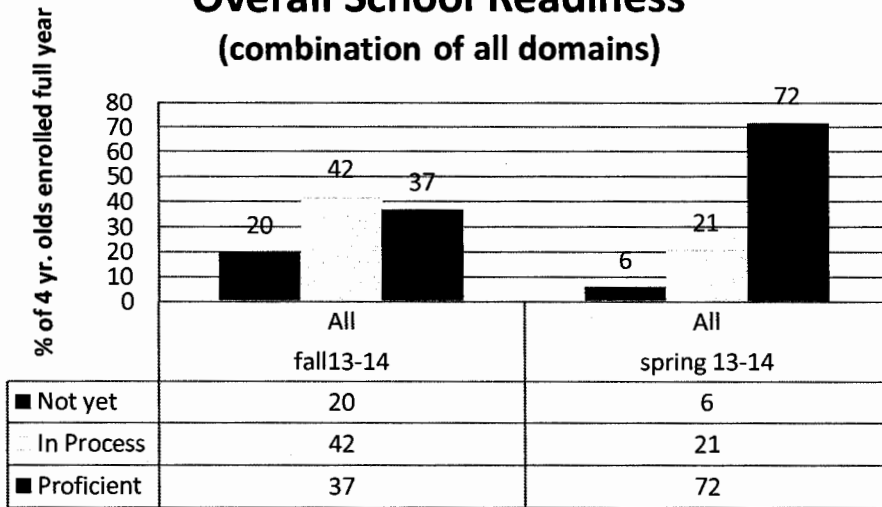
Cognition & General Knowledge



Physical Development & Health



Overall School Readiness (combination of all domains)



Attachment 2

Budget Period 1 Five Year Project Period

Award Number: 05CH8398/01

Recipient Organization: Duluth Public School District # 709

Head Start Grantees must comply with the terms and conditions for the five year project period award in the specified timeframes.

Health and Safety

- *Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided within 45 days of the start of the program or school year, or within 45 calendar days of the start of the five year project period when the five year project period begins during the program or school year.*
- *Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five year project period when the five year project period begins during the program or school year. Submit to OHS in the Head Start Enterprise System (HSES) immediately thereafter.*

Governance

- *Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period.*
- *Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed. Submit the certification to the OHS in HSES within 75 calendar days of the start of the project period.*

School Readiness

- *Participate in school readiness progress meetings with the OHS.*

Single Audits

- *Attend an OHS-sponsored single audit webinar within six months of the start of the project period.*

5084 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The Duluth School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the Duluth School District and the rights and welfare of its students and is within the control of the Duluth School District in its normal operations, it is the Duluth School District's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the Duluth School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on Duluth School District property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the Duluth School District or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the Duluth School District by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off Duluth School District property and/or with or without the use of Duluth School District resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the Duluth School District shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with Duluth School District's policies and procedures. The Duluth School District may take into account the following factors:
1. The developmental and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from Duluth School District property and events and/or termination of services and/or contracts.

- G. The Duluth School District will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Duluth School District who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

“Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On Duluth School District property or at school-related functions” means all Duluth School District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Duluth School District purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Duluth School District property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the Duluth School District does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate Duluth School District official designated by this policy. A person may report bullying anonymously. However, the Duluth School District’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The Duluth School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the Duluth School District office, but oral reports shall be considered complaints as well.

- C. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a Duluth School District human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the Duluth School District human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. Duluth School District personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The Duluth School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Duluth School District's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. DULUTH SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the Duluth School District shall undertake or authorize an investigation by Duluth School District officials or a third party designated by the Duluth School District.
- B. The Duluth School District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the Duluth School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited

behavior. Duluth School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; Duluth School District policies; and regulations.

D. The Duluth School District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the Duluth School District. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The Duluth School District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Duluth School District who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The Duluth School District annually will provide information and any applicable training to Duluth School District staff regarding this policy.

B. The Duluth School District annually will provide education and information to students regarding bullying, including information regarding this Duluth School District policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the Duluth School District is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

D. The Duluth School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

- A. The Duluth School District will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. A report will be given to the School Board at the June Regular Meeting where a summary will be given of the number of bullying complaints, types of complaints, and the action taken to resolve the complaint. This will be done without releasing any case specifics information or personnel data.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Adopted: 8-19-2014

MDE MODEL POLICY DEFINITION OF BULLYING:

Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:

Placing the student in reasonable fear of harm to the student's person or property.
 Causing a substantially detrimental effect on the student's physical or mental health.
 Substantially interfering with the student's educational opportunities and performance.
 Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyberbullying" means using electronic information and communication technologies to bully. This may include, but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet, website or forum, transmitted through a computer, cell phone, or other electronic device.

MN SCHOOL BOARD ASSOC. MODEL POLICY DEFINITION OF BULLYING

Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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	Northland Foundation	Martha Lippitt	Positive Intervention Training for Educational Staff Dealing with Disruptive Behaviors	\$4,978	Funds from this grant award will be used to train Duluth Public Schools educational staff who deal with disruptive behaviors.

July 18, 2014

Project # 14-15722

Martha Lippitt
Duluth Public Schools - ISD #709
215 N 1st Avenue East
Duluth, MN 55802

Dear Ms. Martha Lippitt:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Positive Intervention Training for Educational Staff dealing with Disruptive Behaviors** and has approved a grant of **\$4,978.00** for the period (08/01/2014 to 08/31/2014) 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 **\$4,978.00 on 08/01/2014**.

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: **09/30/2014**.

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.

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

