

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 21, 2014

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

1) 2013-14 Multiple Measurement System (MMR) Results

5

Tawnyea Lake, Director of Assessment, Evaluation, and Performance, shared the State, District, and school results for the 2014 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.

2) Collaborative Efforts Regarding Bullying

23

Ron Lake, Climate Coordinator, will shared information on moving forward with the City of Duluth and other local agencies in a collaborative effort to bring our community together to contend with and diminish bullying, with the first event taking place on October 30, 2014. The Duluth Public Schools will host subsequent community conversations during the month of November.

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

3) G Team Competition Snowboarding Team Independent Provider Request

25

Jonathan Schmidt and Jessica Zalusky represented the G Team Competition Snowboarding Team in their request to become an independent provider to the Duluth Public Schools allowing for official recognition by the Duluth Public Schools to our students participating on the Snowboarding Team.

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

2. Action Items

A. Presentation Items Requiring Approval

B. Extended Field Trip Request

27

Duluth Public Schools Business Professionals of America (BPA) students in grades nine-twelve will be traveling to the Hyatt Regency in Minneapolis, Minnesota from November 2-3, 2014 to participate in the Fall Leadership Training. This opportunity gives members a winning edge in the leadership of business by teaching them what they need to know to survive and succeed in the years ahead. The cost of the trip is \$147.76 per student and will be funded through fund raising activities and student fees. Grant dollars will be used to cover the expenses of the Advisor.

Duluth Public Schools Business Professionals of America (BPA) students in grades nine-twelve will be traveling to Grand Rapids, Minnesota from January 22-23, 2015 to compete in the Region V BPA Competition. This opportunity also gives members a winning edge in the leadership of business by teaching them what they need to know to survive and succeed in the years ahead. Students will have the opportunity to demonstrate workplace skills learned through business education curricula. They will demonstrate occupational competencies, broaden knowledge, skills, and attitudes, expand leadership and human relation skills, demonstrate a competitive spirit, and receive recognition. The cost of the trip is \$138.79 per student and will be funded through fund raising activities and student fees. Grant dollars will be used to cover the expenses of the Advisor.

Duluth Public Schools Business Professionals of America (BPA) students in grades nine-twelve who place at Region Competition will continue on to the State BPA Competition taking place from March 11-14, 2015 at the Hyatt Regency Minneapolis, in Minneapolis, Minnesota. The cost of the trip will be \$345.14 and will be funded through fund raising activities and student fees. Grant dollars will be used to cover the expenses of the Advisor.

Duluth Public Schools Business Professionals of America (BPA) students in grades nine-twelve who place at State Competition will continue on to the National BPA Competition taking place from May 5-10, 2015 in Anaheim, California. The cost of the trip will be \$1,124.30 and will be funded through fund raising activities and student fees. Grant dollars will be used to cover the expenses of the Advisor.

Duluth Public Schools eleventh and twelfth grade Health Occupations Students of America (HOSA) students will be traveling to the Holiday Inn in St. Paul, Minnesota to participate in the Minnesota HOSA Fall Conference. Students will run for State officer positions. There will also be training opportunities in the areas of leadership, parliamentary procedures, and career development. The cost of the trip is 188.13 per student and will

be funded through fund raising activities and student fees. Grant dollars will be used to cover the expenses of the Advisor.

Duluth Public Schools eleventh and twelfth grade Health Occupations Students of America (HOSA) students will be traveling to the Best Western Kelly Inn in St. Cloud, Minnesota to participate in the Minnesota HOSA State Officer Training from December 5-6, 2014. This opportunity will help enhance the leadership qualities of students representing Denfeld and East High Schools. The total cost of the trip is \$245 and will be funded with grant dollars.

Duluth Public Schools eleventh and twelfth grade Health Occupations Students of America (HOSA) students will be traveling to the Best Western Kelly Inn in St. Cloud, Minnesota to compete in the 2015 Minnesota HOSA State Leadership Conference from April 8-10, 2015. The total cost of the trip is \$4,257 and will be funded through fund raising activities, student fees, and grant dollars.

Duluth Public Schools eleventh and twelfth grade Health Occupations Students of America (HOSA) students will be traveling to Anaheim, California to compete in the 2015 National HOSA Leadership Conference from June 24-27, 2015. The total cost of the trip is \$19,860.50 and will be funded through fund raising activities, student fees, and grant dollars.

Recommendation: It is recommended that the Duluth School Board accept and approve the above Extended Field Trip Requests.

C. Access to Internet Student Data - Non-District Employees 53

It is requested that the following organizations be granted access to the Student Information System to support District functions from July 1, 2014 to June 30, 2015:

YWCA - Girl Power
Bemidji State University
University of Jamestown, North Dakota

Recommendation: It is recommended that the Duluth School Board accept and approve the above Data Sharing Agreements.

D. Resolution E-10-14-3209 - Acceptance of Grant Awards to Duluth Public Schools 66

Attached is Resolution E-10-14-3209 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Northland Foundation

School Breakfast Initiative - Children's Defense Fund - Minnesota and
Hunger-Free Minnesota

Recommendation: It is recommended that the Duluth School Board accept and approve
Resolution E-10-14-3209 - Acceptance of Grant Awards to Duluth Public Schools.

E. Diploma Requests

75

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

Amanda Dawn Pellman - September 2, 2014
Heather Marie Tollefson - September 15, 2014
Morgan John Grape - September 15, 2014
Mickayla Jade Trettel - July 25, 2014
Chad Allen Pearson - October 17, 2014
David Alan Misiak II - August 20, 2014
Kaitlyn Helena Leonard - August 20, 2014
Daniel Ryan Birdseye - August 20, 2014

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

Duluth Public Schools Accountability Results

Multiple Measurement Ratings

Released October 1, 2014

Tawnyea Lake, PhD
Director of Assessment
and Evaluation

ISD
60709
Duluth
Public Schools

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).

Review

- How does this accountability system differ from the “old” NCLB system?
 - ▣ Focuses on closing the achievement gap and promoting high growth for all students
 - ▣ Built around multiple measurements
 - ▣ Directly addresses the achievement gap
 - ▣ Provides support for locally-developed school improvement plans

What's new?

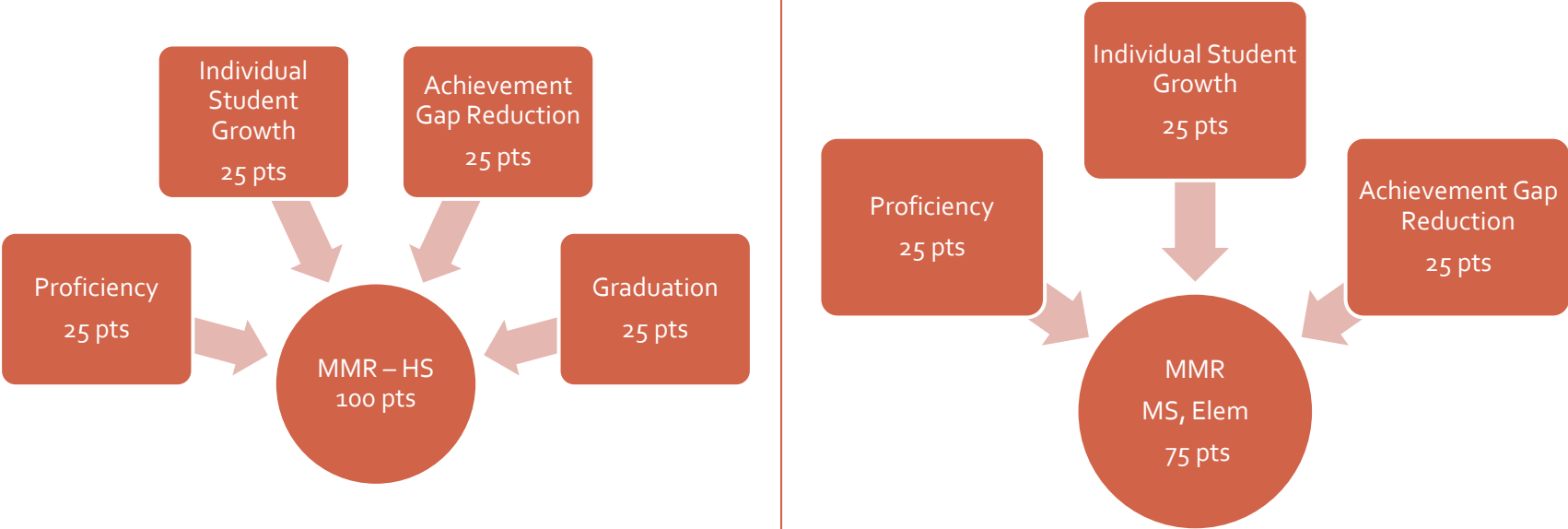
- Improvements were made in 2014 (minor technical changes) with a focus on:
 - ▣ Stabilizing results from year-to-year
 - ▣ Ensuring all four areas of MMR count equally in a school's overall results
 - ▣ Increasing number of schools receiving an MMR
 - ▣ More information available at:
<http://education.state.mn.us/MDE/SchSup/ESEAFlex/MMR/>

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*

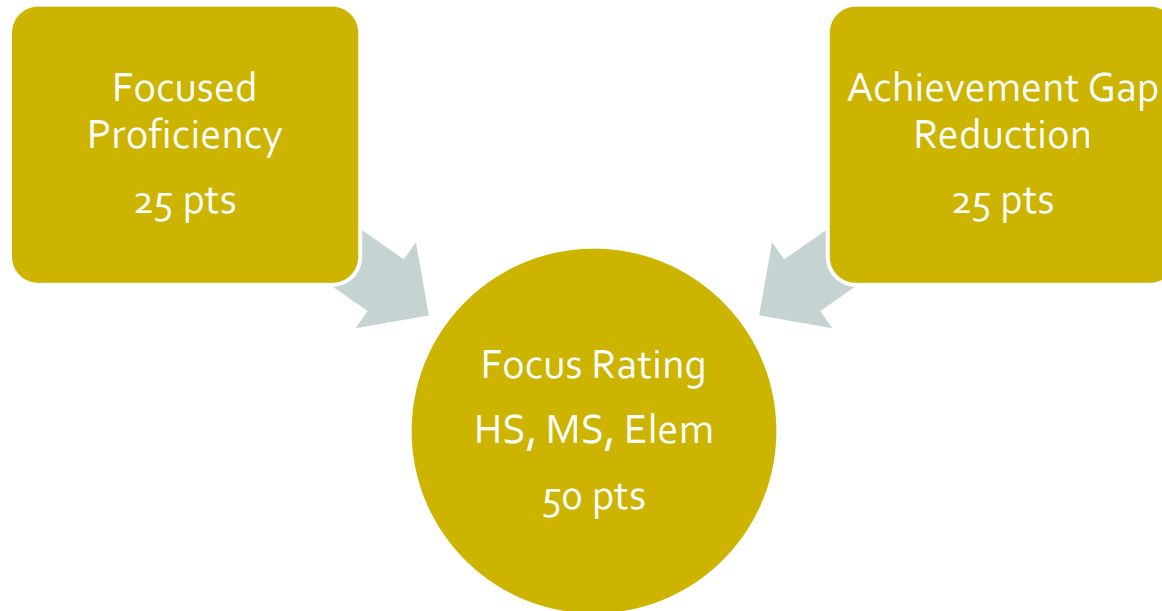
- Schools are given two ratings:
 - 2013 and 2014 Multiple Measurement Ratings (MMRs) were combined to identify *Priority Schools, Continuous Improvement Schools, Reward Schools*
 - 2013 and 2014 Focus Ratings (FRs) were combined to identify *Focus Schools*

Review: MMR



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

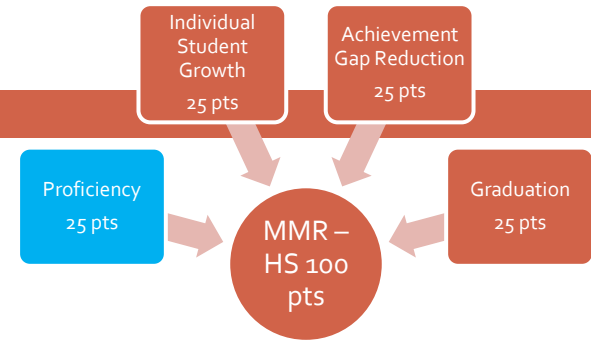
Review: FR



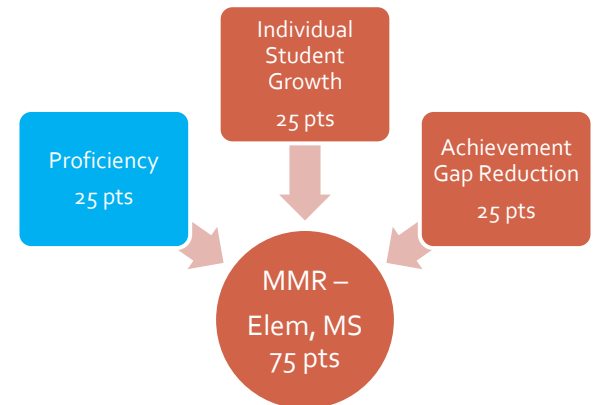
FR is used to identify Focus Schools

Components Defined

□ Proficiency



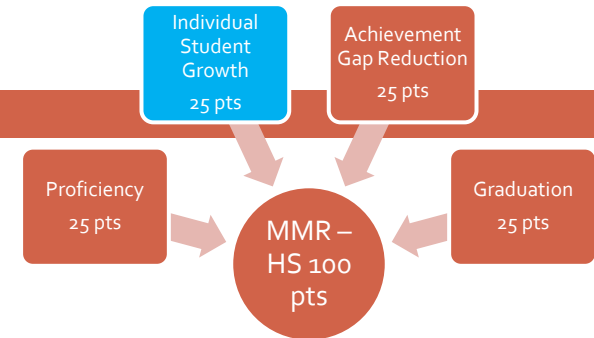
- Proficiency domain uses the AYP index model
- Schools earn points based on weighted percentage of subgroups making AYP
- Weighting is based on the size of subgroups
- Component of MMR



Components Defined

14

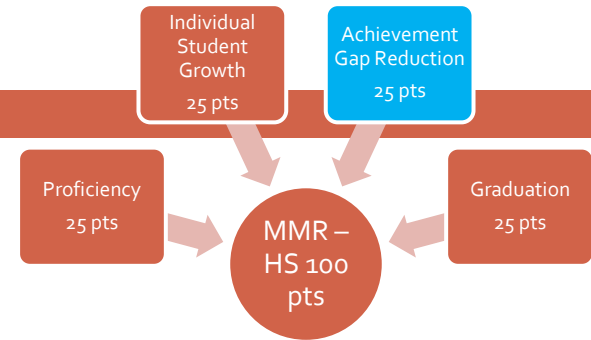
□ Growth



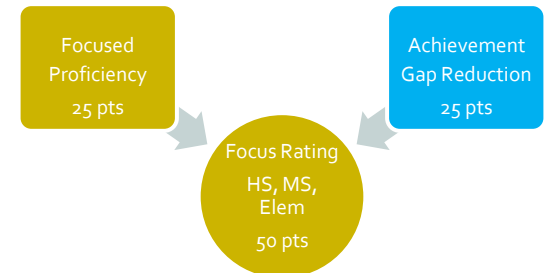
- Growth measures ability of schools to get individual students to exceed predicted growth
- Student growth score based on being above or below prediction
- School growth score is average of student growth scores
- Component of MMR

Components Defined

□ Achievement Gap Reduction

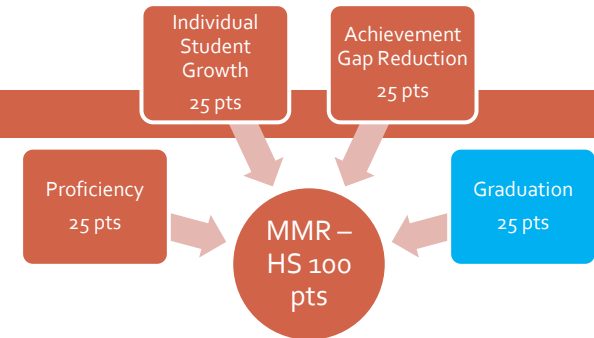


- Measures the ability of schools to get higher levels of growth from lower-performing subgroups than statewide average growth for higher performing subgroups
- Negative score indicates success
- Component of both MMR and FR



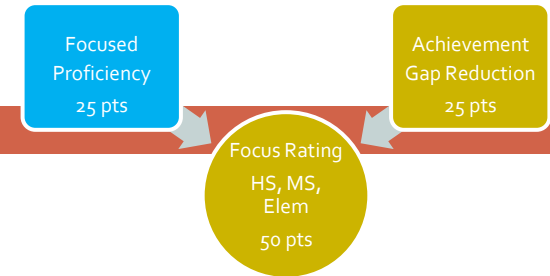
Components Defined

□ Graduation



- Looks at the percentage of subgroups that made AYP in graduation rate
- Graduation rate targets have increased to 90% for all subgroups
- Component of MMR for High School only

Components Defined



□ Focused Proficiency

- ▣ Proficiency Rating minus the “All” and “White” groups
Looks at the percentage of subgroups that made AYP targets in reading and math
- ▣ 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

- Schools are identified on a three-year cycle; this year is a “designation year”

- As a district, we have five schools with designations:
 - ▣ Reward School: Laura MacArthur (was Priority School)
 - ▣ Focus Schools: Lowell Elementary School
 - ▣ Continuous Improvement Schools: Lincoln Park and Piedmont (both were Focus Schools), Stowe (was Continuous Improvement School)

School MMR and FR Results

School	2013 MMR	2014 MMR	2014 MMR (Designations)	2013 FR	2014 FR	2014 FR (Designations)
Laura MacArthur	70.36	84.80	77.58	88.87	93.46	91.86
Piedmont	38.24	44.83	41.54	50.70	52.49	51.59
Lincoln Park	26.78	33.90	30.34	37.94	26.70	32.32
Stowe	17.25	43.81	30.53	25.88	71.98	48.93
Denfeld	37.62	45.65	41.63	43.80	24.76	34.28
Ordean East	57.70	50.10	53.90	58.75	53.59	56.17
Lowell	44.86	48.01	46.44	51.09	39.00	45.05
Myers-Wilkins	53.67	58.92	56.30	63.84	76.22	70.03
Merritt Creek Academy	15.38	32.74	24.06	10.11	26.19	18.15
East	68.44	76.25	72.34	50.93	74.08	62.50
Area Learning Center	46.73	55.94	51.34	22.89	31.10	27.00
Lester Park	80.37	72.99	76.68	80.50	71.79	76.15
Chester Creek Academy	56.90	50.35	53.63	86.57	80.29	83.43
Lakewood	81.37	79.88	80.63	87.61	83.06	85.33
Homecroft	82.76	65.80	74.28	83.59	63.59	73.59
Congdon	88.75	73.91	81.33	93.02	79.67	86.35

Next Steps

- Work with principals on the nuances of MMR and FR
- Use information as additional data source to help guide school improvement efforts
- Lowell, our Focus School, will also 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@isd709.org

Film Screening & Community Conversation On Bullying

Mayor Don Ness and ISD 709 Superintendent Bill Gronseth invite you to attend the screening of *BULLY* and engage in a discussion about efforts being made to address bullying and ways we can work together to make Duluth a bully-free community.

Date: Thursday October 30, 2014

Time: 6:00PM – 9:00 PM

Where: Clyde Iron Works, 2920 W Michigan Street

Cost: FREE (and light refreshments will be provided)
Free Childcare Available, Must Pre-Register: [218-336-8700](tel:218-336-8700) Ext 1172

Agenda:

6:00PM Doors Open, Listening Circles/Resource Tables
6:30PM Welcome and Opening Comments
7:00PM Documentary Film Screening "Bully" and Discussion
 --Prevention and Remediation Ideas
 --Ways to Become Involved in Community and Schools
 --Tools, Tips & Other Resources
 --Small Groups & Resource Tables
9:00PM Closing Comments

ISD 709 Community Conversations on Bullying Behavior

Share your thoughts and ideas about how to handle bullying. What works well, what could be improved, bullying prevention, how to recognize bullying, how to help kids respond to bullying and recover. Input will be considered as bullying policies and procedures are updated.

Monday November 3rd	6:30pm – 8:00pm, Denfeld HS Media Center, 401 North 44 th Avenue West
Wednesday November 5th	6:30pm – 8:00pm, Ordean East MS Media Center, 2900 East Fourth Street
Tuesday November 11th	6:30pm – 8:00pm, Myers-Wilkins ES Media Center, 1027 N. 8th Avenue East

*A Listening Circle will be available at each session for those interested from 6pm-6:30pm

*Free Childcare Available, Must Pre-Register: [218-336-8700](tel:218-336-8700) Ext 1172

Or, share your thoughts through an online at www.ISD709.org beginning November 1.

Bullying Behavior

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

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

P R E V E N T	<p>Prevention</p> <p>What we are doing to create a positive environment prior to the occurrence of incidents.</p>	Working Well / Needs to Improve	Ideas to Explore
	<p>Preparation</p> <p>What we are doing to prepare students and staff for when incidents happen.</p> <p>Ex: Telling people what it is and what they can do... Stop, Walk, Talk</p>	Working Well / Needs to Improve	Ideas to Explore
R E M E D I A T E	<p>Response</p> <p>What we are doing when incidents happen.</p> <p>Consider: Staff, Students, Parents Target, Aggressor, By-standers</p>	Working Well / Needs to Improve	Ideas to Explore
	<p>Recovery</p> <p>What we are doing to help people be successful after an incident.</p>	Working Well / Needs to Improve	Ideas to Explore

From: **Jonathan Schmidt** jonathanthegteam@gmail.com ✉
Subject: Fwd: Meeting
Date: October 14, 2014 at 3:25 PM
To: jajschmidt2@aol.com

25

----- Forwarded message -----

From: **Jessica Zalusky** <jessica@thegteam.com>
Date: Monday, October 13, 2014
Subject: Meeting
To: Jonathan Schmidt <jonathanthegteam@gmail.com>

Jessica Zalusky
G Team Executive Director
Team Office- 952.846.4317
Direct- 952.454.7103
www.thegteam.com

Don't forget to like G Team on [Facebook!](#)

On Mon, Oct 13, 2014 at 7:44 PM, Jonathan Schmidt <jonathanthegteam@gmail.com> wrote:
Hey jessica could you call me tomorrow before 3 if possible for info on the school board meeting?

Criteria for High School Snowboard Team Awards Program

The following criteria will demonstrate how students become eligible to receive school awards through participation on the G Team Competition Snowboarding Team.

- I. Documentation that demonstrates how the time requirement (at least 150 hours) will be met.
 - A. Athletes are required to participate in both practice and competitions. Daily attendance records will be kept to establish the accrual of participation.
 - B. Practices for athletes are held 3-4 days per week for 6 months, estimating a total of 72 days or 162 hours of practice. Athletes must participate, at minimum, 85% of scheduled practices for freestyle or alpine, resulting in, at minimum, 138 hours.
 - C. Due to the nature of snowboarding, events are specialized into disciplines: slalom, giant slalom, halfpipe, slopestyle, boardercross, and Rail Jam. Competitions for athletes are scheduled as single day events with a total of 3-4 events per discipline during the season. Athletes must specialize in at least two disciplines. Therefore, athletes must participate in at least 2 events per discipline, competing in a total of 4 events. As a result, participation will accrue at least a total of 20 hours of competition.
Through the combined participation of practice and competition, athletes who meet or exceed the team's requirements will meet the time requirement set by the High School.
- II. Demonstrate how the requirement for public contests, performances, and/or competitions will be met.
 - A. Athletes are required to participate in the Upper Midwest Points Series, a regional snowboarding competition series sanctioned by the United States of America Snowboarding Association. Athletes may also compete in the Am Thrash Rail Jam Series in addition to USASA.
 - B. Athletes must specialize in at least two disciplines of competitive snowboarding.
 - C. Athletes compete in regional events within their own gender and age division on an individual and team basis.
 - D. Athletes must compete in their age group/division for the overall championship to earn their award at the "Lettering Level."
 - E. Athletes will accrue points, which are awarded through their finishes, in order to

become a "regional champion" for their age group/division and to accumulate points towards the High School Championship for their team.

- III. Demonstrate how the criteria for level of performance will be met.
 - A. Participation by athletes must be of the "advanced" level as opposed to the "entry" level.
 - 1. Athletes will be evaluated initially to assure their performance level as being advanced.
 - 2. Athletes will then be evaluated on an on-going basis throughout the season, in order to meet or exceed the requirements for being at the advanced level. Requirements include:
 - a. Mastery of basic fundamentals of snowboarding.
 - b. Mastery of skills and techniques necessary for their specialized disciplines.
 - B. Athletes who meet or exceed the above requirements will be awarded with "Participation." Athletes who meet or exceed the above requirements for competitions will earn their participation at the "Lettering Level."

DISTRICT 709
FIELD TRIP REQUESTS

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

Business Professionals of America - Fall Leadership Conference November 2-3, 2014

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

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: _____
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 10/9/14

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: Business Professionals Of America 9-12 Grade Business-Marketing Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehlert
3. Field Trip Date(s): 11-2-14 to 11-3-14 Destination: Hyatt Regency Minneapolis: 1300 Nicollet Mall; Mpls, MN
4. Field Trip Overview (Include events, establishments and locations): Business Professionals of America Fall Leadership Training – Hyatt Regency Minneapolis
5. Field Trip Departure from School (Date and Time): November 2, 2014 8 am
Field Trip Return to School (Date and Time): November 3, 2014 6 pm
6. Objectives of Field Trip: BPA give members a winning edge in the leadership of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: After leadership training student will compete in Region Competition and then will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 35.00 per student
Total Meals	\$ 20.00 per student
Total Lodging \$129.00 plus 13.4% tax (129.00 +17.30 = 146.30)	\$ 48.76 (3 room) per student
Total Transportation	\$116.00
<input type="checkbox"/> School District Vehicle(s)	\$29 (3 students, 1 advisor)
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	Rental \$96 two days plus tax ... Parking \$20 day
<input type="checkbox"/> Rental Vehicle – Enterprise Rent-A-Car www.enterprise.com 301 East Central Entrance; Duluth MN 218.722.5800	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
Total	\$ 147.76

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

11. Reviewed/Completed Request Checklist: Yes No
RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

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

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:  _____ Peggy Ehlert, Advisor BPA, September 5, 2014

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehlert
3. Field Trip Date(s): January 22, 23, 2015 Destination: Grand Rapids Minnesota
4. Field Trip Overview (Include events, establishments and locations): Region V Business Professionals of America Competition: District 318 Administration Building; 820 NW First Avenue; Grand Rapids, MN 55744; 218.327.5700
Hotel: Timberlake Lodge; 144SouthEast 17th Street; Grand Rapids, MN 55744; 218-362-2600
5. Field Trip Departure from School (Date and Time): January 22, 2015 at 5:30 am
Field Trip Return to School (Date and Time): January 23, 2015 at 4 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 30.00 per student
Total Meals	\$ 20.00 per student
Total Lodging	\$ 36.29 (3 room) per student
Total Transportation	\$750.00 bus
<input type="checkbox"/> School District Vehicle(s)	(20 Students)
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 37.50 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
Total	\$ 138.79

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

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.

32

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

_____	_____
_____	_____
_____	_____
_____	_____

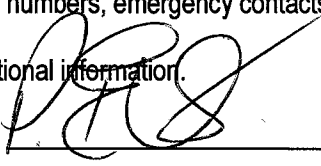
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:  _____ Peggy Ehlert, BPA Advisor, September 5, 2014

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

DISTRICT 709
FIELD TRIP REQUESTS

Business Professionals of America - Spring Leadership Conference March 11-14, 2015

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

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: _____
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: _____

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

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

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehlert
3. Field Trip Date(s): March 11-14, 2015 Destination: Minneapolis, Minnesota
4. Field Trip Overview (Include events, establishments and locations): State Business Professionals of America Competition: Hyatt Regency Minneapolis; 1300 Nicollet Mall; Minneapolis, Minnesota; 612-370-1234
5. Field Trip Departure from School (Date and Time): March 11, 2015 at 4:30 pm
 Field Trip Return to School (Date and Time): March 14, 2015 at 6 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 70.00 per student
Total Meals	\$ 60.00 per student
Total Lodging	\$ 130.14 (4 room) per student
Total Transportation	\$850.00 bus
<input type="checkbox"/> School District Vehicle(s)	(10 Students)
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 85.00 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 345.14

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

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

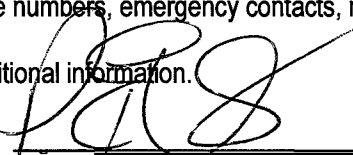
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:  _____ Peggy Ehlert, BPA Advisor, September 5, 2014

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 8-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): May 5-10, 2015 Destination: Anaheim California
4. Field Trip Overview (Include events, establishments and locations): National Business Professionals of America Competition: Hilton Anaheim: 777 West Convention Way: Anaheim, CA 92802: 714.750.4321
5. Field Trip Departure from School (Date and Time): May 5, 2015 at 6:30 am
 Field Trip Return to School (Date and Time): May 10, 2015 at 11 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 115.00 per student
Total Meals	\$ 120.00 per student
Total Lodging \$197.00 per night plus 17% tax plus \$1.17 Fee (231.66) * 5 Nights = \$1,158.30 / 3 = \$386.10	\$ 386.10 (3 room) per student
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Airfare - Delta <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	\$453.20 Airfare \$ 50.00 Ground Transportation To And From Hotel
Total Additional Stipends:	\$
Other:	\$
Total	\$ 1,124.30

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

11. Reviewed/Completed Request Checklist: Yes No
 RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

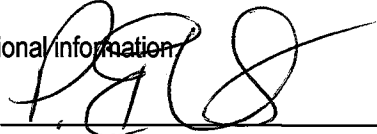
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information

Signature of Contact Person:  9-5-14

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): Nov. 6th and 7th 2012/15 Destination: Holiday Inn East, St. Paul
4. Field Trip Overview (Include events, establishments and locations): Run students for state officer positions and to bring along voting delegates. Lessons in leadership, parliamentary procedures and career development.

5. Field Trip Departure from School (Date and Time): Nov. 6th @ 0700
 Field Trip Return to School (Date and Time): November 7th @ 0700pm
6. Objectives of Field Trip: - 3 to 4 students to run for State Office and 3-4 students to attend as voting delegates total of 7 students and one advisor
7. Relationship to Curriculum or Student Learning: Leadership, teamwork, POS and Career Pathway exploration, Partnership for CTE, implementing of HSP(Health Science Programs) Parliamentary procedures, citizenship.

Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for American Heart.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees \$440.00- 7 students and 1 Advisor	\$ 55.00 each
Total Meals	\$32.00
Total Lodging	\$101.13
Total Transportation	\$180.00
X School District Vehicle(s) VAN	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ -0-
Other: Students are self-pay	\$ -0-
Total	\$

Revenues		
District Budget	Code: <u>PERKINS</u>	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

Instructional Costs

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

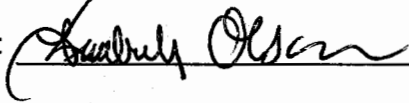
FIELD TRIP REQUEST CHECKLIST - All Field Trips
DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary WAITING FOR.....FROM STATE

TIME

LOCATION


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

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- X Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- X Arrange Funding of Expenses During Trip
- X Arrange Meal Plans
- X Arrange Lodging Plans and Room Assignments
- X Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- X Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

2014-2015 MN HOSA

Events and Activities- Dates, Locations, and Costs

Date	Event	Location	Registration/Hotel/ Travel
October 9 th - 11 th	MN HOSA MRC Emergency Preparedness Camp	Camp Ripley- Little Falls, MN	\$50.00
October 23 rd - 24 th	Teacher Workshop- Teaching Tips with Starla	Dept of Education- Roseville	Registration-\$200.00 Hotel- TBD if needed
November 6 th - 7 th	MN HOSA Fall Conference	St. Paul- Holiday Inn	Registration-\$45.00 Hotel- \$101.13/room
December 5 th - 6 th	MN HOSA State Officer Training/ MRC Orientation/ Training (new members)	St. Cloud- Best Western Kelly Inn	MRC Training- \$20.00
January 8 th	Metro Mid -Winter Competitive Events Day	Argosy University- Eagan	\$20.00
January 9 th	South East MN Mid- Winter Competitive Events Day	RCTC- Rochester	\$20.00
January 23 rd (Subject to change)	North East MN Mid- Winter Competitive Events Day	Duluth-	\$20.00
March 14 th	State Officer Meeting – Conference Planning (State Officers Only)	St. Paul- Holiday Inn	NC
April 8 th - 10 th	2015 MN HOSA State Leadership Conference	Best Western Kelly Inn & Civic Center- St. Cloud	Registration-\$100.00 Hotel- \$89.00/night
June 24 th - 27 th	2015 National HOSA Leadership Conference	Anaheim, California	Registration-\$90.00 Hotel- \$180.00/night (EST) Airfare- \$500.00 (EST)



Stepping up to the Challenge

Making the Best of what HOSA has to offer and making it Happen Today for Your Future Tomorrow!

7

Officer train

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade

2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson

3. Field Trip Date(s): December 5-6, 2014 Destination: Best Western Kelly Inn, St. Cloud, MN

4. Field Trip Overview (Include events, establishments and locations Field Trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA and as representatives for ISD 709, Duluth.eam building, Etiquette.

5. Field Trip Departure from School (Date and Time): Dec. 5th @ 0700 am Tentative time

Field Trip Return to School (Date and Time): Dec. 6th @ 0700pm Tentative time

6. Objectives of Field Trip: See attached forms from last year event. Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques.

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, confident speaking and writing skills. Reinforcement of skills taught and application of skills.

8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$0
Total Meals	\$32.00 district pay
Total Lodging	\$0 Paid by MN HOSA
Total Transportation	\$180.00
X School District Vehicle(s) VAN Paid by students	\$22.50
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	each
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ -0-
Other: Sub pay one day(Friday) Saturday sub not needed	\$ 200.00
Total	\$254.50

Revenues		
District Budget	Code: <u>PERKINS</u>	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

Instructional Costs

11. Reviewed/Completed Request Checklist: Yes No

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- x Planned Itinerary

TIME

LOCATION

Awaiting itinerary form the state department _____

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

Signature of Contact Person: *Kimberly Olson*

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x 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: *Kimberly Olson*

State Leadership

DISTRICT 709
FIELD TRIP REQUESTS

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

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

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

DEFINITIONS:

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

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

Extended Trips Within Minnesota, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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 Aude
 Not Recommended Date: 9-2-14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 10/9/14

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

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

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary x Extended

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade

2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson

3. Field Trip Date(s): April 7th to 10th 2014 Destination: Best Western Kelly Inn and Civic Center-St. Cloud

4. Field Trip Overview (Include events, establishments and locations): See attached (waiting for the state advisor to send this out)

5. Field Trip Departure from School (Date and Time): Time=TBA
 Field Trip Return to School (Date and Time): Time=TBA

6. Objectives of Field Trip: See Attached. **Students will be competing at State HOSA(Health Occupations Students of America) Spring Leadership.**

7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**

The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.

HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.

8. Planned Follow-up Field Trip Activities: **National Leadership Conference**

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	~\$80.00 ~20 students and 2 staff \$1,760	\$ 1,760.00
Total Meals	~\$37.00 a day at 3 days	\$ 111.00
Total Lodging	~\$99.00 night x 2 nights	\$ 1,386.00
Total Transportation	<i>costs DIVIDED AMONGST PARTICIPANTS</i>	\$ 1,000.00
<input type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
x Private Vehicle (requires certificate of insurance) ~ Name: <u>COACH</u>		
Total Additional Stipends:		\$
Other:		\$
Total		\$ 4,257.00

Revenues		
District Budget	Code: <i>PERKINS</i>	\$
Booster Group		\$
Donations		\$
Student Fees		\$80.00 conference fee, \$50.00 Transportation fee, ~\$66.00 to \$50.00 hotel for two nights Total of \$196.00 each=\$3,920.
Total Additional Stipends:		\$
Total		\$ 3,920.00

INSTRUCTOR COSTS

TOTAL

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.

- x 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.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

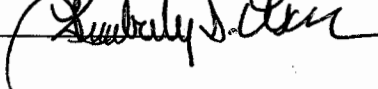
_____	_____
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: Kimberly Olson Instructor

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.
- x Arrange Funding of Expenses During Trip
- x 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: Kimberly Olson Instructor 

DISTRICT 709
FIELD TRIP REQUESTS

National

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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 Condit
 Not Recommended Date: 9-2-14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 10/9/14

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

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

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary x Extended

1. Organization/Grade/Course Planning Trip: : **HOSA 11th and 12th Grade**
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): June 25-30, 2014 ²⁰¹⁵ tentative Destination: Anaheim, California
4. Field Trip Overview (Include events, establishments and locations): **See attached (waiting for the state advisor to send this out)**
5. Field Trip Departure from School (Date and Time): June 25 @ TBA
Field Trip Return to School (Date and Time): June 30 @ TBA
6. Objectives of Field Trip: Students will be competing at National HOSA(Health Occupations Students of America) National Conference Leadership.
7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**
The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.
HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.
8. Planned Follow-up Field Trip Activities: Article for paper.
9. Field Trip Budget Request Awaiting for a schedule to be put out by National HOSA. These prices are estimates from last year.

Estimated Expenses	
Total Admission/Fees ~\$90.00 ~ 2 chaperones	\$ 180.00
Total Meals Three meals a day at five days \$27.00/day = \$135.00 x 2	\$ 270.00
Total Lodging \$181.50/night x five nights \$907.50	\$ 907.50
Total Transportation	\$ 40.00
<input type="checkbox"/> School District Vehicle(s)	
x Commercial Transportation Carrier ~ Name: Super shuttle round trip \$40.00 approx.	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$0.00
Other: Airfare Approx. \$643.00 x2 if greater than ten students, chaperone needed \$1,286	\$ 1,286.00
Total	\$ 2,663.50

Revenues		
District Budget	Code: <u>PERKINS</u>	\$

Instructional Costs

Booster Group	\$
Donations	\$
Student Fees Admission \$80.00 ~11 students	\$ 880.00
Meals \$27.00~11 students	\$ 1,485.00
Lodging \$907.50 x 11 students	\$ 9,982.50
Shuttle ~ 40.00 X 11 Students	\$ 440.00
Airfare 11 @ ~ \$643.00	\$ 7073.00
Total Additional Stipends:	\$ 0.00
Total "Students will all be self-pay"	\$ 19,860.50

11. Reviewed/Completed Request Checklist: X Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

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TIME

LOCATION

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

Signature of Contact Person: Kimberly Olson Instructor

**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 YWCA, Girl Power, is entered into as of July 1, 2014 ("Effective Date"). The District and YWCA, Girl Power are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with YWCA, Girl Power (hereinafter "Requesting Entity") will provide *EDUCATIONAL SUPPORT* to the District for the 2014-2015 school year; and

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

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

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

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

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

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

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

2. **Protected Student Data Defined.** "Protected Student Data" means any data defined as "personally identifiable information" contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or "educational data" as defined in the MGDPA, Minn. Stat. § 13.32.
3. **Types of Data to be Accessed.** In the course of providing the services described in Paragraph 1, individuals affiliated with Requesting Entity will have a legitimate need to access Protected Student Data in the form of ATTENDANCE, GRADES AND SCHEDULES. The data described in this Paragraph is subject to disclosure restrictions imposed by FERPA and the MGDPA.
4. **District's Control over Use and Maintenance of Data.** The following terms and conditions will govern the manner in which individuals affiliated with Requesting Entity will have access to Protected Student Data:
 - a. *TUTOR* shall be the only representatives of Requesting Entity granted access to Protected Student Data in accordance with the terms of this Agreement. Protected Student Data shall not be shared with any employee, agent, volunteer, or other affiliate of Requesting Entity who is not within the group of individuals defined in this Paragraph. Prior to being granted access to Protected Student Data, each TUTOR must review and sign the acknowledgement and consent form attached hereto as Exhibit A.
 - b. Requesting Entity shall not attempt to use, access, or maintain Protected Student Data for any reason other than purposes legitimately necessary for its TUTOR to provide the services referenced in Paragraph 1. Requesting Entity shall not maintain its own files, documents, or any other form of records containing Protected Student Data or attempt to obtain access to Protected Student Data for anyone other than an individual described Paragraph 4(a).
 - c. The use and maintenance of Protected Student Data by TUTOR shall be at all times subject to the District's direct control.
 - d. Individuals providing services as TUTOR shall be granted access to Protected Student Data through the District's Infinite Campus system in a manner deemed appropriate by the District. Requesting Entity shall supply the District with a list of the names of the individuals providing services as TUTOR to the principal of the building in which each individual will be providing services. Upon receipt of the list of names, the District will determine using its sole discretion the extent to which each individual will be granted access to Protected Student Data through the Infinite Campus system. Under no circumstance will an individual be granted greater access to

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

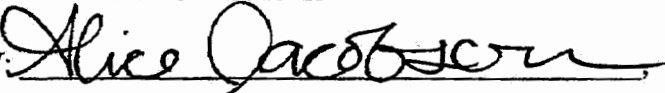
- f. The individuals providing services as TUTOR shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to data in accordance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

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

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2014. On July 1, 2015, this agreement shall terminate and the District will terminate the ability of the individuals described in Paragraph 4(a) to access Protected Student Data.
- 8. **Successors and Assigns.** This Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign or transfer this Agreement or any of its rights, interests or obligations hereunder without the prior written consent of the other Party.
- 9. **Amendment/Modification.** This Agreement may be amended or modified only by a writing executed by the Parties. No custom or practice of the Parties at variance with the terms hereof will have any effect.
- 10. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.

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

Date: 8-14-14 BY: 
 Director of Assessment / Evaluation / Performance,
 Duluth Public Schools

Date: 9-2-14 BY: 
 Title: Girl Power! Program Coordinator, YWCA

Date: _____ BY: _____
 School Board Chair, Duluth School District 709

**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 BEMIDJI STATE UNIVERSITY, is entered into as of July 1, 2014 (“Effective Date”). The District and BEMIDJI STATE UNIVERSITY are referred to collectively as the “Parties.”

WHEREAS, certain individuals affiliated with BEMIDJI STATE UNIVERSITY (hereinafter “Requesting Entity”) will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2014-2015 school year; and

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

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

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

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

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

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

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

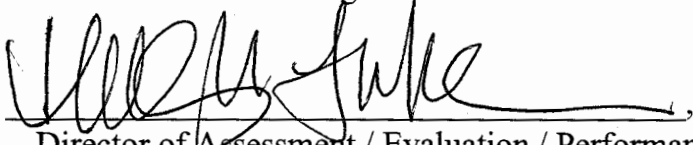
2. **Protected Student Data Defined.** “Protected Student Data” means any data defined as “personally identifiable information” contained in educational records as the term is defined in FERPA and its implementing regulations, 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, or “educational data” as defined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

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

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

- 6. **Data Related to STUDENT TEACHERS Evaluations.** The Parties agree that data maintained by the District with respect to individuals who perform services on a voluntary basis for the District is defined as personnel data by the MGDPA, Minn. Stat. § 13.43. In the event Requesting Entity requests information from the District that is not classified as public data pursuant to Minn. Stat. § 13.43, subd. 2, Requesting Entity shall obtain a written consent of the subject of the data prior to requesting the data from the District.
- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2014. On July 1, 2015, 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.
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- 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: _____ BY:  _____,
 Director of Assessment / Evaluation / Performance,
 Duluth Public Schools

Date: _____ BY: _____

Title: _____

Phone: () -

Date: _____ BY: _____,
School Board Chair, Duluth School District 709

**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 UNIVERSITY OF JAMESTOWN, N.D., is entered into as of July 1, 2014 ("Effective Date"). The District and UNIVERSITY OF JAMESTOWN, N.D. are referred to collectively as the "Parties."

WHEREAS, certain individuals affiliated with UNIVERSITY OF JAMESTOWN, N.D. (hereinafter "Requesting Entity") will provide *ASSISTANCE TO THE TEACHER IN THE CLASSROOM* to the District for the 2014-2015 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

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

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

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

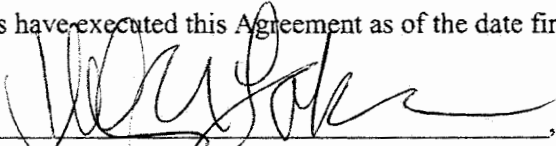
Infinite Campus system. Under no circumstance will an individual be granted greater access to Protected Student Data than what is legitimately necessary to effectively provide the services listed in Paragraph 1. The District retains the right to alter at any time and in its sole discretion the manner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

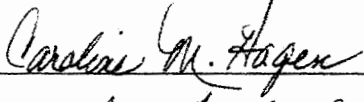
- f. The individuals providing services as STUDENT TEACHERS shall not copy, duplicate, alter, modify, or otherwise make changes to or reproductions of Protected Student Data unless legitimately necessary to perform the services described in Paragraph 1. If any individual who has been granted access to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

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

- 7. **Term.** This agreement shall be valid from the date duly approved by both Parties through June 30, 2014. On July 1, 2015, 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: 9.9.2014 BY: ,
Director of Assessment / Evaluation / Performance,
Duluth Public Schools

Date: Sept. 9, 2014 BY: 
Title: Chair / Teacher Education - Uof Jamestown
Phone: (701) 252-3467 Ext. 5434

Date: _____ BY: _____,
School Board Chair, Duluth School District 709

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	Dr. Michael Cary	Youth Success Team Grant	\$60,000 (\$30,000 per year for two years)	Funds from this grant award will be used to support the cash matches for AmeriCorps Programs.
2	School Breakfast Initiative – Children's Defense Fund – Minnesota and Hunger-Free Minnesota	Tonya Sconiers, Jerry Maki, and Becky Evers-Gerdes	2104-15 School Breakfast Challenge	\$2,500 initially with a maximum of \$6,250	This initiative was launched as an incentive for participating schools to increase participation in the School Breakfast Programs among low-income Minnesota students. Funds from this grant award are unrestricted and can be used at the discretion of the grant recipients.

October 06, 2014

Project # 14-15740

William Gronseth
Duluth Public Schools - ISD #709
215 N 1st Avenue East
Duluth MN 55802

Dear Mr. William Gronseth:

I am pleased to inform you that the Board of Trustees of the Northland Foundation has reviewed your proposal for the **Youth Success Team Grant** and voted to approve a grant for **\$60,000.00** for the period (10/01/2014 to 09/30/2016) to **Duluth Public Schools - ISD #709**.

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 implement a multiple payment schedule for this grant. If all of the grant conditions are met, these payments will be distributed in sums of **\$30,000.00 on 11/01/2014 and \$30,000.00 on 10/01/2015**.

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 reports on the progress, outcomes, and financial activity of your project. These project reports are scheduled as indicated: **09/15/2015 for the Progress Report, and 10/31/2016 for the Final Report**. Please provide us sufficient narrative to describe the progress and impact of your project. For your convenience, the reporting forms are available on 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 Manger if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Thomas S. Renier
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$60,000.00** from the Northland Foundation to **Duluth Public Schools - ISD #709** in support of the **Youth Success Team Grant request**, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 10/02/2014 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

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

Date

Project # 14-15740



ACH Credit Authorization Agreement for automatic deposits

GRANT # 14-15740

Please complete and return to the Northland Foundation

Contact Name

Contact email address

Organization Name (Grantee)

Contact Phone Number

Fiscal Agent Name/Contact Name/Phone Number (if acting as fiscal agent for Grantee)

Financial Institution

Account Name

Financial Institution - Street Address

Financial Institution - City/State/Zip

Bank Routing Number

Account Number at Financial Institution

Savings Account

Checking Account

I authorize Northland Foundation and the financial institution listed above to initiate electronic monthly payment credit entries, and if necessary, debit entries for adjustments to any credit entries in error to above named account. We will contact you before any adjusting entries are made. This authority will remain in effect until I have cancelled it in writing or for the duration of the Grant.

Authorized Signature / Title

Date




Please attach voided check here:

Northland Foundation
202 W. Superior St. #610
Duluth, MN 55802
(218)723-4040
Fax: (218)723-4048
1-800-433-4045
www.northlandfdn.org



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Wednesday, April 23, 2014

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Hunger-Free Minnesota's School Breakfast Initiative Announces 2014-15 School Breakfast Challenge

60 Minnesota schools to receive financial incentives to increase breakfast participation and prepare students for academic success.

Minneapolis (PRWEB) February 13, 2014



The School Breakfast Initiative announced today that it is launching its 2014-15 School Breakfast Challenge to increase participation in the School Breakfast Program among low-income Minnesota students. Up to 60 schools will be selected to receive financial incentive to increase participation in school breakfast.

The School Breakfast Initiative is a partnership between Hunger-Free Minnesota and Children's Defense Fund-Minnesota. Financial support comes from the General Mills Foundation and Cargill.

"Earlier this week, Governor Mark Dayton pledged to include \$3.5 million in his supplemental budget request to ensure that no Minnesota student is denied access to a hot meal at lunchtime," said Ellie Lucas, chief campaign officer for Hunger-Free Minnesota. "We applaud the Governor's commitment to Minnesota's children and we are proud to support our schools, principals, teachers and nutrition directors to ensure that more students are also able to start their school day with a nutritious breakfast that sets them up for academic success."

Surveys of school teachers by No Kid Hungry, along with other studies by the University of Minnesota, overwhelmingly show that school breakfast works to keep kids focused, behaved, and learning. Patti Roberts, principal at Sunnyside Elementary School in Red Wing, who participated in the 2013-14 School Breakfast Challenge shared her thoughts on the importance of school breakfast in a video created by Hunger-Free Minnesota.

"I see hunger every morning, every day at our school," said Roberts. "We feel very strongly that if the basic needs of our children are not met, they are not going to be good learners."

What is the School Breakfast Challenge?

The 2014-15 School Breakfast Challenge will provide 60 selected schools with \$2,500 in unrestricted funds to invest in increasing school breakfast participation in addition to \$0.25 per meal incentive served to free-and reduced-price (F/R) eligible children over the prior school year up to 25,000 meals. More information and the application are available at: <http://www.schoolbreakfastinitiative.org>

The Need

Research studies by Deloitte/No Kid Hungry and the National Dairy Council, demonstrate that children who start their day with a nutritious school breakfast have a better attendance record, higher math test scores, and improved graduation rates. 320,000 students in Minnesota are eligible for free and reduced-cost meals. Low utilization of free and reduced-cost meals from the Minnesota School Breakfast Program is widespread across school districts. Overall usage of the federally funded school breakfast program is only 45 percent.

Overcoming Barriers to School Breakfast Participation

The \$2,500 grants will be unrestricted and will help schools to cover implementation costs. In addition to financial support, the Children's Defense Fund-Minnesota will work with selected schools to connect them with resources such as information on successful models, promotional materials, and lessons learned and will help them identify other potential funding opportunities. This work will include identifying barriers to participation such as time constraints, transportation issues and lack of awareness.

"Our goal is to eliminate barriers for schools so more children who come to school hungry can get a healthy breakfast to set them up for learning," said Children's Defense Fund-Minnesota executive director Peggy Flanagan. "We have been working across the state over the past year and have seen marked success. Schools that have increased their breakfast utilization have seen increases in daily attendance and academic performance and decreases in behavioral issues, illness and trips to the nurse."

School Breakfast Initiative Partners

Hunger-Free Minnesota

Children's Defense Fund-Minnesota

General Mills Foundation

Contact

Christine Tsang
 Henry Schafer
 +1 (612) 843-2140
 Email



School Breakfast Initiative

Presented by Children's Defense Fund - Minnesota and Hunger-Free Minnesota

“ We are proud to support our schools, principals, teachers and nutrition directors to ensure that more students are also able to start their school day with a nutritious breakfast that sets them up for academic success. ”

Cargill Foundation
 Minnesota Department of Education
 Midwest Dairy Council
 Office of Lt. Governor Yvonne Pretzner-Solon

"Our support of the School Breakfast Challenge comes from our belief that our community will be stronger if we look for opportunities to collaborate," said Ellen Luger, executive director of the General Mills Foundation. "Wherever we get involved, the goal is to live our mission of Nourishing Lives."

"Cargill is proud to partner with Hunger-Free Minnesota to support the School Breakfast Initiative," said Tola Oyewole, director of the Cargill Foundation. "Hunger-Free Minnesota addresses the issue of childhood hunger and academic performance for educational success."

About Hunger-Free Minnesota

Hunger-Free Minnesota is a time-limited campaign to close the 100-million missing-meal gap in Minnesota. Focused on eight targeted initiatives that combined will add 60 million new meals to the hunger-relief system, Hunger-Free Minnesota funds innovative strategies in emergency food system capacity, sourcing nutritious food options, enrollment and utilization of federal nutrition programs, and health outcomes for food insecure populations. More information is available at [http://www.hungerfreemn.org.

About Children's Defense Fund-Minnesota

Established in 1985, Children's Defense Fund-Minnesota is the only policy organization in the state to focus solely on the needs of children. CDF-Minnesota targets all Minnesota children, particularly children being raised in low-income households who suffer greater barriers to full participation in society. CDF-Minnesota pays particular attention to the needs of our most vulnerable children. To achieve its goals, CDF-Minnesota conducts research, helps connect families with public work support programs, educates the community about issues affecting children, and advocates for effective tax, social and health policies on behalf of the state's children.



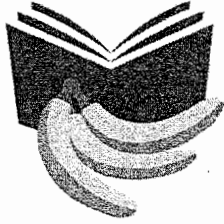
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School Breakfast Initiative

Presented by Children's Defense Fund - Minnesota
and Hunger-Free Minnesota

2014-15 SCHOOL BREAKFAST CHALLENGE GRANT AGREEMENT

THANKS TO THE GENERAL MILLS FOUNDATION, THE CARGILL FOUNDATION, AND THE MIDWEST DAIRY COUNCIL, WITH SUPPORT FROM HUNGER-FREE MINNESOTA, THE CHILDREN'S DEFENSE FUND - MINNESOTA, AND THE MINNESOTA DEPARTMENT OF EDUCATION

Please sign this grant agreement indicating your acceptance of the terms of the award. Receipt of your signed acceptance is required in order to receive funds.

Grant Summary

The grant begins with a \$2,500 award that will be paid upon receiving the signed Grant Agreement. The remainder of the award is based on School Breakfast Program participation increases in the 2014-15 school year. Performance awards will be paid quarterly based on performance in the previous quarter of the 2013-14 school year. Please refer to the Evaluation Plan for full details on how performance awards will be calculated.

We anticipate that the first performance-based funds will be paid in January 2015 or as school breakfast participation data from the Minnesota Department of Education is made available. Payments will be paid quarterly from there until the final payment is made for the end of the 2014-15 school year or until the school reaches its maximum of \$6,250 (\$0.25 for 25,000 additional meals), whichever comes first. This funding is unrestricted and may be used for any purpose within the school.

Terms and Conditions

Below are the terms and conditions of accepting this School Breakfast Challenge, made possible by the General Mills Foundation, the Cargill Foundation, the Midwest Dairy Council, Hunger-Free Minnesota, and the Children's Defense Fund-Minnesota.

School's Responsibilities:

- By signing this document, you agree to comply with the terms of the Grant Agreement and reporting requirements as outlined in the attached Evaluation Plan.
- By accepting this grant, you commit to taking action in your school to try to increase School Breakfast Program participation among free- and reduced-price eligible (FR) students. We highly encourage shifting to a breakfast model with demonstrated success at increasing breakfast participation such as Grab n Go, Breakfast in the Classroom, or Second Chance Breakfast. Schools that would prefer to test a different service model or take other actionable steps toward increasing breakfast participation are asked to email Debbie Leone at dleone@childrensdefense.org to let her know your plans.
- You understand that consultation and planning services are and will be made available to you via School Breakfast Initiative staff. Appointments for support should be made as soon as possible to ensure the staff has time to meet your needs. Please reach out to Debbie Leone at 651-855-1186 or dleone@childrensdefense.org to learn more or schedule an appointment.



School Breakfast Initiative

Presented by Children's Defense Fund - Minnesota
and Hunger-Free Minnesota

School Breakfast Initiative Responsibilities:

- The School Breakfast Initiative is responsible for overseeing program evaluation as outlined in the Evaluation Plan.
- The School Breakfast Initiative will make all reasonable efforts to respond to requests for support from participating schools. This may include but is not limited to consulting with school leaders to think through School Breakfast Program service plans and providing resources and information about best practices.

Next Steps

1. Please sign this grant agreement with an electronic signature (below). If for any reason you cannot submit the agreement via this web form, please make other arrangements by emailing Libby Stegger at lstegger@hungerfreemn.org.
2. After signing this grant agreement, print and keep a copy for your records.

Legal Copy Required by Patriot Act

Consistent with Executive Order 13223 and the Patriot Act, you agree that you have not knowingly and will not knowingly provide financial, technical, in-kind, or material support or resources to any individual or entity, or agent thereof, that you know, or have reason to know, advocates, plans, sponsors, engages in, or have engaged in terrorist activity, including prohibited persons on a U.S. Government issued list (e.g., OFAC SDN list).

Furthermore, you will take reasonable steps to ensure that the funds or resources are not used by you to support terrorists or terrorist organizations, including prohibited persons on a U.S. Government issued list (e.g., OFAC SDN list).

You certify that none of the officers, directors, or affiliated organizations of your organization, including subsidiaries, partners, or parent organizations, knowingly support or engage in terrorist activity.

Enforcement

This Agreement shall be enforced in accordance with the laws of the State of Minnesota.

By signing below, you fully understand and agree to comply with the above conditions and requirements of accepting this award from the School Breakfast Initiative: Presented by Hunger-Free Minnesota and Children's Defense Fund-Minnesota. You certify that the check you will receive from Second Harvest Heartland, fiscal sponsor of Hunger-Free Minnesota, represents a charitable contribution to your tax-exempt school with no exchange of any goods or services.

School Principal Signature

Date

School Principal Printed Name and Title

E-Mail and Phone Number



School Breakfast Initiative

Presented by Children's Defense Fund - Minnesota
and Hunger-Free Minnesota

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2014-15 SCHOOL BREAKFAST CHALLENGE GRANT EVALUATION PLAN

THANKS TO THE GENERAL MILLS FOUNDATION, THE CARGILL FOUNDATION, AND THE MIDWEST DAIRY COUNCIL,
WITH SUPPORT FROM HUNGER-FREE MINNESOTA, AND THE CHILDREN'S DEFENSE FUND -MINNESOTA

Document Overview

This document outlines the evaluation plan for the school year 2014-15 School Breakfast Challenge. The School Breakfast Initiative aims to ensure minimal reporting requirements. The school will not have to provide data to us. Performance evaluation will be based on data you already provide to the Department of Education.

We will also ask for a *brief* overview of your activities, successes, and/or obstacles in October 2014. This is an opportunity to check in so we can determine how best to support your school ongoing so you can take full advantage of the incentive award.

Performance Evaluation Process

EnSearch will conduct an independent evaluation to determine quarterly award amounts for participating School Breakfast Challenge schools according to the following plan:

- School Breakfast Initiative staff will acquire quarterly School Breakfast Program participation data for the 2013-14 and 2014-15 school years (SY) from the Minnesota Department of Education.
- The SY2013-14 quarterly data will be the baseline measurement for increases in School Breakfast Program participation among free- and reduced-price (FR) students.
- EnSearch will use the SY 2013-14 baseline data and the SY2014-15 quarterly data to calculate increases in School Breakfast Program participation among free- and reduced-price (FR) students in your school. We will use standard methodology to control for changes in enrollment or changes due to unexpected school closures such as snow days. Based on a calculated increase in School Breakfast Program participation among FR students in your school, your school will receive \$0.25 per additional meal served.
- A check for the quarterly total will be issued to your school by Second Harvest Heartland, Hunger-Free Minnesota's fiscal sponsor. Hunger-Free Minnesota is a co-sponsor of the School Breakfast Initiative.
- School year 2014-2015 incentive payments will not exceed \$6,250, which is the \$0.25 incentive for 25,000 additional meals.

Grantee Evaluation Requirements

- Compliance with Minnesota Department of Education (MDE) reporting requirements for the School Breakfast Program.
- Adherence to accepted financial and record-keeping practices.
- Submit a *brief* overview of your activities, successes, and/or obstacles in **October 2014**. This is an opportunity to check in so we can determine how best to support your school ongoing so you can take full advantage of the incentive award. The School Breakfast Initiative will set up a web portal where you can submit this information, and a link will be emailed to you.

Questions?

Questions about the performance evaluation methods should be directed to Dr. Stacey Stockdill, EnSearch at: 763-521-7571 or ensearch1@aol.com

All other questions should be directed to Libby Stegger, Senior Manager of Statewide Programs and Partnerships at Hunger-Free Minnesota at: lstegger@hungerfreemn.org or 651-282-0838.

9/10/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

David Alan Misiak II

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

8/20/14

Please send diploma to Brenda at the Area Learning Center, Room 101

**Adrian Norman
Principal**

**Brenda VanDell
Administrative Assistant
Area Learning Center**

9/24/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Morgan John Grape

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

9/15/2014

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

9/24/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Heather Marie Tollefson

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

9/15/2014

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

9/10/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Daniel Ryan Birdseye

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

8/20/14

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

9/10/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Amanda Dawn Pellman

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

9/2/2014

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

8/19/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE



Mickayla Jade Trettel

SCHOOL ON DIPLOMA

GRADUATION DATE

Denfeld

7/25/14

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center



9/10/14

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

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Kaitlyn Helena Leonard

SCHOOL ON DIPLOMA

GRADUATION DATE

Denfeld

8/20/14

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center

9/10/14

**William Gronseth
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802**

Dear Mr. Gronseth,

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

NAME OF GRADUATE

Chad Allen Pearson

SCHOOL ON DIPLOMA

GRADUATION DATE

East

10/17/2014

Bridge student

Please send diploma to Brenda at the Area Learning Center, Room 101

Adrian Norman
Principal

Brenda VanDell
Administrative Assistant
Area Learning Center