

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, January 19, 2016

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Informational Items

A. Informational Presentations

B. Grant Applications

1) Northland Foundation Grant Application

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Leigh Ann Viche, Developmental Adaptive Physical Education (DAPE) Teacher, has submitted a grant application to the Northland Foundation in the amount of \$2,000. If awarded, funds will be used to support the *Let's Dance* Program for DAPE students at Lester Park, Myers-Wilkins, and Congdon Park Elementary schools.

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

2. Action Items

A. Resolution E-1-16-3332 - Acceptance of Grant Awards to Duluth Public Schools

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Attached is Resolution E-1-16-3332 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve the grant awards from the following organizations:

- Duluth Superior Area Community Foundation: Denfeld DNA FIRST Robotics Team
- Northland Foundation: Let's Dance, DAPE Program
- Minnesota Department of Education: Full Service Community Schools, Lincoln Park

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-1-16-3332 - Acceptance of Grant Awards to Duluth Public Schools.

B. ISD 709 2016-2017 School Year Calendar

25

Amy Starzecki, Assistant Superintendent, will present the recommended *ISD 709 Calendar 2016-17 School Year* for review and approval. The recommended calendar was presented to and approved by the Quality Steering Leadership Team at their December 10, 2015 Meeting.

Recommendation: It is recommended that the Duluth School Board accept and approve the recommended ISD 709 Calendar 2016-17 School Year.

C. Extended Field Trip Requests

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Fourth grade students from Piedmont Elementary School will be traveling to the Wolf Ridge Environmental Learning Center in Finland, Minnesota from March 21-23, 2016. This trip will provide students with an experiential learning opportunity, which will help them meet the Minnesota state standards in Science and Physical Education, develop teamwork skills, and provide a chance for personal growth. The total cost of the trip is \$11,755 and will be financed through fund raising activities, donations, grant dollars, and student fees.

Duluth Public Schools eleventh and twelfth grade Health Occupations Students of America (HOSA) will be traveling to Plymouth, Minnesota from April 18-20, 2016 where they will be participating in the Spring State Leadership Conference and competing in the State HOSA Competition. The total cost of the trip is \$3,387 and will be financed with student fees and District funds.

Denfeld SkillsUSA Automotive Club students will be traveling to the Double Tree by Hilton in Bloomington, Minnesota from April 1-3, 2016 to attend the Main SkillsUSA Conference where they will be attending personal development training workshops, technical seminars, and will learn about educational/employment opportunities after high school graduation. The total cost of the trip is \$1,720 and will be financed with student fees, fund raising activities, and grant dollars.

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

D. 6190 Homebound Instruction - Deletion

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In moving to the MSBA Model Policies administration is recommending the deletion of Policy 6190. This is recommended for a first reading.

Recommendation: It is recommended that the Duluth School Board accept and approve the deletion of Policy *6190 Homebound Instruction* for the first reading.

E. Diploma Requests

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The following students have met all graduation requirements for the Duluth Public Schools and should be awarded a Diploma:

- Stacy Jeanmarie Larson - December 23, 2015
- Jacob B. Dahlgren - November 26, 2015
- Jordan D. Ford - November 18, 2015

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

3. **Future Items**

- **Secondary Programming Structure**



Leigh Ann Viche <leigh.viche@isd709.org>

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Thank you for your submission

Northland Foundation Grants <grants@northlandfdn.org>
To: "leigh.viche@isd709.org" <leigh.viche@isd709.org>

Fri, Dec 18, 2015 at 1:17 PM



BUILDING *a* STRONG FOUNDATION *for the* FUTURE *of our* REGION

Dear Leigh Ann Viche:

Thank you for submitting a grant application to the Northland Foundation for your request of \$2,000.00 in support of Let's Dance.

The Northland Foundation will review your request within a few weeks, if we have any questions regarding your application a staff person will be in touch.

Regards,

Carole Saylor, Grants Manager/Board Administrator

Northland Foundation
202 West Superior Street, Suite 610
Duluth, MN 55802

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

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

810 Sellwood Building, 202 West Superior Street | Duluth, MN 55802 | p. 218.734.4040 f. 218.723.4048
www.northlandfdn.org | info@northlandfdn.org

NORTHLAND FOUNDATION

BUILDING a STRONG FOUNDATION *for the* FUTURE of our REGION

SMALL GRANT APPLICATION

Please complete the Application below. Please click Save to save your work and then Next to proceed to the next page of this Application.

▼ Introduction to Request

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

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

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

▼ Getting Help

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

▼ PROPOSAL INFORMATION

▼ Proposal Details

Proposal Title	Let's Dance
Total amount requested for this proposal	\$ 2,000.00

As you answer these questions, please be as thorough as possible within the allowed amount of text. Lack of the necessary information may delay the approval of your application. The fields have character limits. As a convenience we have estimated these limits in word counts in the hover help, note that these estimates are not always consistent with the character limits, but are intended to help you estimate the amount of narrative you are limited to.

Provide a short summary of your request ?

The money will provide matching funds (\$250) for a VSA grant-The goal of VSA Minnesota's Artist-in-Residence Program is to enhance creative expression and personal development through arts experiences for students with disabilities and their peers who otherwise would have limited access to this programming. This program acts as a catalyst for partnerships between educational settings throughout the state and teaching artists to work together to support, strengthen, and expand arts education for Minnesota students with exceptional educational needs.
In addition to funding the VSA grant We will use fund to expand the experience by ensuring the activities are accessible to the students through out the school.

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

The students I work with have a variety of disabilities that make traditional dance classes offered in our community unsuccessful. Student will be co instructed by the Developmental Adapted Physical Education teacher and Stacey Dimberio who is the owner, director and principal instructor at Stacy's Studio. She holds a degree in Dance and Education. Stacey to follow her philosophy on the true love of dance.
Many Students have not been offered the opportunities of their non disabled peers have had. We will offer dance instruction and movement exploration designed to reinforce the Minnesota Department of Education Academic Standards in the Arts and also addressing the individual students IEP goals & objectives.

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

The goals of the the program is to give every student experiences in a variety of movement/dance/musical expression activities taking into account their individual needs and abilities. It will also allow student to perform in front of an audience and have the performance experience many have never experienced..

Describe the anticipated impact of your proposed activities ?

I was able to provide this program in the past and the feedback from the teachers, families and communities have been overwhelmingly positive. The students are offered another opportunity to express themselves through movement. Research has shown that increased movement and purposefully movement not only activates students brain for learning it generates new pathways and brain cells.

How will you know you've been successful ?

The students will demonstrate their learning in a dance show for their families and community. IEP goals and objectives will be monitored as well as the state standards.

Proposed Project Start Date 1/1/2016

Proposed Project End Date 4/30/2016

Counties this Project will serve ? Saint Louis

List the communities you expect to serve ?

Developmental Adaptive Physical Education students at Lester Park Elementary School, Myers Wilkins Elementary School and select students at Congdon Park Elementary School, in addition to the students in the program we will have a showcase presentation at each school and culminating dance show at each school inviting parents, family and community members to attend.

▼ BUDGET INFORMATION

Annual Operating Budget

Proposed Project Budget \$ 4,421.00

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▼ ORGANIZATION INFORMATION

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

Legal Name of Organization Lester Park Elementary

Popular Name of Organization or Also Known As

Organization Address 5300 Glenwood St, Duluth, MN 55804

Organization Main Phone Number 218-336-8875 x 2699

Organization Web Address

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

Federal Tax ID Number (EIN)

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

Fiscal Agent Legal Name Duluth Public Schools ISD 709

Fiscal Agent Federal Tax ID Number 41-6003776

Fiscal Agent Street Address

Fiscal Agent City

Fiscal Agent State

Fiscal Agent Zip

▼ AUTHORIZATION SECTION

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

Submission Approved Yes

Proposal Due Date 12/15/2015



Budget

ORGANIZATION: Lester Park School -ISD 709 L.Viche
 PROJECT TITLE: Let's Dance
 TOTAL PROJECT COST: \$4500.00
 Implementation Time Line: From 2/25/16 To 4/18/16

Budget Line Item (List each item separately)	NORTHLAND FOUNDATION FUNDS	OTHER SUPPORT		TOTAL (Line Item)
		Cash	*In-Kind	
Grant from VSA (teacher, Dance s	\$0	\$	\$ 2,500.00	\$ 2,500.00
Matching fee VSM	\$250.00	\$	\$	\$ 250.00
Sound system/boombox	\$ 250.00	\$	\$	\$ 250.00
Ipod (for music storage)	\$ 150.00	\$	\$	\$ 150.00
Taps (\$8/pr x 50)	\$400.00	\$	\$	\$ 400.00
Light gloves (\$10/pr x 50 pr)	\$500.00	\$	\$	\$ 500.00
t-shirts (\$5 x 50)	\$ 250.00	\$	\$	\$ 250.00
Music purchase	\$ 200.00	\$	\$	\$ 200.00
Rehersal space	\$	\$	\$100.00	\$ 100.00
	\$	\$	\$	\$ -
Column Totals	\$ 2,000.00	\$ -	\$ 2,600.00	\$4,600.00

*In-kind refers to any supplies, staff time, use of space, or other non-cash contributions that are provided by your organization or others

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	Duluth Superior Area Community Foundation	Denfeld Robotics Students	Denfeld DNA FIRST Robotics Team	\$10,000	Funds from this grant award will be used to support Denfeld's Robotics Team.
2	Northland Foundation	Leigh Ann Viche, DAPE Teacher	<i>Let's Dance</i>	\$2,000	Funds from this grant award will be used to support the <i>Let's Dance</i> program for DAPE students at Lester Park, Myers-Wilkins, and Congdon Park elementary schools.
3	Minnesota Department of Education	Brenda Vathauer, Principal LPMS	Full Service Community Schools	\$97,170.84	Funds from this grant will be used to hire a school coordinator to begin planning, implementing and integrating the full service community school model at Lincoln Park Middle School. This will allow coordination and delivery of social, health, economic and educational services offered through school/community partnerships to improve outcomes for Lincoln Park Middle School students and their families.



December 18, 2015

Mr. William Gronseth
 Superintendent
 ISD#709 - Duluth Public Schools
 215 North First Avenue East
 Duluth, MN 55802

Dear Mr. Gronseth:

I am pleased to inform you that a grant for \$10,000 from the Community Opportunity Fund for your project/program – “Denfeld DNA FIRST Robotics Team” was approved at the December 16, 2015 meeting.

Enclosed please find our Grant Agreement. If these conditions are acceptable to you, please return the signed and dated document to us as soon as possible. Once the agreement has been received, a check for \$10,000 will be mailed to ISD#709 - Duluth Public Schools.

As we understand the term of this grant to be through June 30, 2016, please submit a Final Project Report, including all requested materials, by August 29, 2016. This Final Report and instructions for its completion, is accessed through the online grant application portal, which you can find through our web site (www.dsacommunityfoundation.com). The report will help us determine the effectiveness of this grant.

We also request that the Community Foundation be credited for this grant in all related publicity materials and that you forward copies of those materials to us for our files. Credit lines should read, “Funded (or Funded in part) by the Community Opportunity Fund of the Duluth Superior Area Community Foundation.”

We are very pleased to be able to help you with your project and wish you continued success.

Sincerely,

Holly C. Sampson
 President
 Enclosure
 C: Benjamin Fehringer

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“Fostering generosity, civic engagement, and inclusiveness”

Zeitgeist Arts Building • 222 East Superior Street, Suite 302 • Duluth, MN 55802

P: 218.726.0232 • F: 218.726.0257

info@dsacommunityfoundation.com • www.dsacommunityfoundation.com



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Holly C. Sampson, *President*

RECEIVED

DEC 22 2015

Office of the Superintendent

**DULUTH SUPERIOR AREA COMMUNITY FOUNDATION
GRANT AGREEMENT**

The undersigned hereby agrees to the following grant conditions:

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter; to notify the Duluth Superior Area Community Foundation of and obtain its consent to any substantial deviation from said grant application, to use the grant in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under; and to not use the funds for any purpose prohibited by law.
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, and manner in which, grant funds have been expended. Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date. The grantee will return any unexpended funds to the Foundation at the close of the grant period.
3. To ensure the grant funds are not used to commit, advocate, facilitate or participate in terrorist acts, to influence legislation, to influence the outcome of any public election, or to carry on a voter registration drive.
4. To permit the Duluth Superior Area Community Foundation, at its request, to have reasonable 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.
5. To return to the Duluth Superior Area Community Foundation any unexpended funds or any portion of the grant which is not used for the purposes specified herein.
6. To recognize the Duluth Superior Area Community Foundation in all publicity materials related to the funded project or program, as specified in the grant notification letter.
7. To submit the Final Project Report, including all requested materials, by August 29, 2016 as specified in the grant notification letter.

Name of Organization: ISD#709 - Duluth Public Schools
215 North First Avenue East
Duluth, MN 55802

Payee: ISD#709 - Duluth Public Schools
215 North First Avenue East
Duluth, MN 55802

Project Title: Denfeld DNA FIRST Robotics Team

Grant Amount: \$10,000 **Fund:** Community Opportunity Fund

Grant Number: 20150947

Printed Name

Signature

Title

Date

~Please remember that in order to promptly process your agreement and distribute funds, this form must be signed and returned to the Community Foundation within a month of the date received. An extension may be approved if necessary.

December 21, 2015

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Project # 15-16747

Leigh Ann Viche
Lester Park Elementary
5300 Glenwood St
Duluth, MN 55804

Dear Mrs. Leigh Ann Viche:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Let's Dance** and has approved a grant of **\$2,000.00** for the period (01/01/2016 to 04/30/2016) to **Duluth Public Schools ISD 709** acting as Fiscal Agent for **Lester Park Elementary**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

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

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

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

The Northland Foundation will issue a single payment for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$2,000.00 on 02/01/2016.**

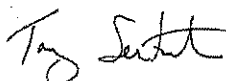
The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support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

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **05/31/2016.**

Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, you may access the report form through the Grantee Portal.

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

Sincerely,



Tony Sertich
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$2,000.00** from the Northland Foundation to **Duluth Public Schools ISD 709** acting as fiscal agent for **Lester Park Elementary** to support the *Let's Dance* project, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 12/21/2015 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 # 15-16747



November 30, 2015

William Gronseth, Superintendent
Duluth Public Schools

RE: \$97,170.84 Official Grant Award Notification – Full Service Community Schools Grant

Dear Mark:

Enclosed please find a copy of your fully executed Official Grant Award Notification (OGAN) for the **Full Service Community Schools grant**. The OGAN along with your application, budget, and Agreement to Comply with Assurances form constitute your fully executed grant contract. The grant project is dated **November 30, 2015 – June 30, 2017**. Grant funds may be expended or legally obligated on or after the beginning date and must be appropriately expended and all activities and services completed by the end date. Below is important information pertaining to the management of your grant.

REQUESTING PAYMENTS AND REPORTING

Payments will be made in accordance with the terms of the OGAN. You will be provided a new financial reporting form soon for your use in requesting additional payments. **Please be aware of the reporting listed starting on page 2 under 2. PROGRAM REPORTING – there are important dates and requirements listed there.** The final reporting, which includes both programmatic and financial is due **July 31, 2017**.

BUDGET REVISIONS

If you expect that expenditures in any budget line item will exceed the approved budget by more than 10%, it is necessary to submit a budget revision before the expenditure is incurred. If you revise the budget without pre-approval, expenditures relative to those changes may not be reimbursable. Please check the budget and its alignment to your application during the course of the project.

GRANT AMENDMENTS

Formal amendments are necessary to extend the ending date of the grant contract in rare circumstances that result in the delay of completion of the project or, to add additional dollars and duties to the current project to enhance or improve the project. A formal amendment takes approximately 4 weeks to execute and must be executed before the current OGAN expires.

UNALLOWABLE EXPENDITURES AND REASONABLE COSTS:

Some unallowable uses of grant funds are as follows but are not limited to: vendor display expenditures, gifts, gift cards, giveaways, or novelty items. Under no circumstances should state employees be reimbursed for their travel expenditures, lodging or meals through this project or should they benefit directly or indirectly from this grant project.

Please contact me at 651-582-8853 or debra.rose@state.mn.us if you have any questions regarding the terms of the OGAN or need assistance in completing the financial reporting forms.

Sincerely,

Deb Rose, Grants Coordinator
Grant Services Division

Attachment: Approved OGAN

OFFICIAL GRANT AWARD NOTIFICATION

GRANTEE INFORMATION

Organization Name
 Official with Authority Name/Title
 Address
 City/State/Zip (including 4 digits)
 Phone/Email

Duluth Public Schools – ISD 709
 William Gronseth, Superintendent
 215 North First Avenue East
 Duluth MN 55805-1426
 218-336-8735 william.gronseth@isd709.org

GRANTEE PROJECT STAFF

Program Contact Name
 Phone/Email
 Business Mgr/Accountant Name
 Phone/Email

Brenda Vatthauer
 218-336-8880 x3346 brenda.vatthauer@isd709.org
 Peggy Blalock
 218-336-8716 x1079 peggy.blalock@isd709.org

GRANT PROJECT TITLE

Full Service Community Schools

FUNDING/ENCUMBRANCE INFORMATION

EGRANT NUMBER (if applicable):

SWIFT Contract Number: 103563
 SWIFT Vendor Number: 0000194009
 Purchase Order Number: 3000012172 (FY16)

Funding Source/Legislative Authority: Minnesota Statutes, section 124D.231

UFARS Source Code Number: 01S370

STATE FISCAL YEAR	2016	2017
Fund	1000	1000
FinDeptID	E373B040	E373B040
AppropID	E37A246	E37A246
Account	441402	441402
PC Bus Unit		
Project ID		
Activity ID		
Source		
Amount	\$79,154.84	\$18,016.00

AWARD PERIOD

Start Date: November 30, 2015
 End Date: June 30, 2017

This is a two year grant. Continuation grant awards **are not** an option.

ORIGINAL AWARD AMOUNT

\$97,170.84

MDE AUTHORIZED REP/PROGRAM

Name: Steve Dibb
 Division/Office #: Deputy Commissioner – C24
 Phone/Email: 651-582-8693
 steve.dibb@state.mn.us

GRANT SPECIALIST

Name: Deb Rose
 Division/Office # Grant Services – W13
 Phone/Email: 651-582-8853
 debra.rose@state.mn.us

TERMS OF ACCEPTANCE

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This award is made with respect to the terms and conditions of the application materials for the identified grant project under which the grantee has an approved application and has agreed to the assurances, which are incorporated by reference herein. These materials are referred to as the "Application" throughout this Official Grant Award Notification (OGAN). By accepting this award the grantee agrees to comply with all provisions of the award including all assurances and certifications made in the Application and all applicable state or federal statutes, regulations and guidelines. The grantee agrees to administer the program in accordance with the approved Application, budget, timelines, and other supplemental information submitted in support of the approved Application. All terms not defined below are as set forth in the Application.

1. PURPOSE OF FUNDING/GRANT

Planning, implementing and improving full-service community schools to integrate community school programming at each covered school site and the effect of the transition to a full-service community school on participating children and adults.

Total amount of the OGAN is \$79,154.84. The amount allowed for expenditures in Year 1 is \$46,800. \$32,354.84 is to be spent in Year 2. The amount of funds for Year 2 is \$50,370.

2. PROGRAM REPORTING

Interim Progress Reports (IPR), summarizing grant activities and outcomes, including any data collected/requested related to the grant program, are due to MDE, as follows:

Program Reporting – Year 1

Year 1 first IPR must be received by March 16, 2016 outlining progress on all activities in general as well as any challenges during the planning or early implementation period for the grant period of November 30, 2015 – February 28, 2016.

Year 1 second IPR with documentation listed below must be received by no later than June 30, 2016. All of the below will be accepted earlier than June, 2016 but must be received by June 30, 2016.

1. School Leadership Team Roster reflecting 12-15 members with 30% parent member representation and 30% teacher member representation and include school principal and representatives from partner agencies - recommend by end of April, 2016
2. Baseline Analysis to Confirm Programming Areas - recommend by May, 2016
3. Development of Full-Service Community Plan – no later than June, 2016 for review by MDE with possible revisions. Plan should include goals and activities related to the program areas selected and be measurable.
4. Annual report from School Leadership Team with recommendations which is also made available to the public at the school site and district website – June-July, 2016
5. Year 2 initial budget due for review by June 30, 2016.

Year 1 funds carry forward to year 2. All Year 2 budgets may need to be reviewed/revise (including reductions or increase) if second year budgets exceed \$100,000 considering carryover, and/or, if the grantee and MDE determine that second year budgets need adjusting based on the final Community Service Plan, goals and activities that complement the final program focus areas selected.

All grantees will have separate budgets for each year of funding. Year 2 funding is contingent upon receipt of required reports due no later than June 30, 2016 but preferred and accepted earlier than June 30, 2016.

Program Reporting – Year 2

January 31, 2017 – progress report on implementation activities and outcomes, challenges for period of performance July 1, 2016 – December 31, 2016

Additional Reporting

Annual report from School Leadership Team with recommendations made available to the public on the school and district website.

In addition, a year following the close of the grant period, every 3 years A Full Service Community School Review must be submitted to the Commissioner as outlined in Minnesota Statutes, section 124D.231 Full-Service Community Schools, section 65.28, Subdivision 3.

3. FINANCIAL REPORTING

Planning funds may only be used during the initial grant period of November 30, 2015 – June 30, 2016. Expenditures for the planning portion must be tracked separately.

Financial Reporting Forms (FRF) summarizing grant expenditures to date shall be submitted in the form and manner prescribed by MDE, as follows:

- a. FRF reporting expenditures incurred shall be submitted on the dates and for the grant period as follows:

Year 1 November 30, 2015 – January 29, 2016	Due February 28, 2016
January 30, 2016 – March 31, 2016	Due April 29, 2016
April 1, 2016 – June 30, 2016	Due July 30, 2016
Year 2 July 1, 2016 – September 30, 2016	Due October 31, 2016
October 1, 2016 - December 31, 2016	Due January 31, 2017
January 1, 2017 – March 31, 2017	Due April 30, 2017
April 1, 2017 – June 30, 2017	Due July 30, 2017

- b. If this grant goes beyond the state fiscal year end date of **June 30** or ends June 30 of that state fiscal year, all expenditures incurred through June 30 must be submitted by **July 31** of that same state fiscal year.
- c. Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.
- d. Reimbursement of approved expenditures will be made based on expenditures reported on the FRF. Reimbursement for expenditures deemed allowable, allocable and reasonable will be made within 30 days of receipt of a request. Payments are subject to review of supporting documentation, if requested. The state reserves the right to withhold payment for any reimbursement request deemed to be in question of being allowable, allocable and reasonable, or for which adequate supporting documentation does not exist.
- e. Reimbursement requests may be submitted no more frequently than once per month and no less frequently than quarterly unless otherwise stated in this OGAN.
- f. Grantees must track the grant budget and record expenditures and reimbursement payments separately from their other organization budgets.

4. FINANCIAL RECONCILIATION/MONITORING AND SUPPORTING DOCUMENTATION

18

- a. A **financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a financial reporting form (FRF) submitted by the grantee.
- b. In the event a **monitoring visit(s)** is required by MDE, the grantee shall cooperate with MDE and shall comply with MDE's request for documentation and other information, before, during and/or after the visit(s).
- c. Financial documentation to support expenditures incurred under this award must be maintained by the grantee and provided to MDE upon request.

5. FINAL PROGRAM AND FINANCIAL REPORTING

Final Program and Financial Reporting Forms are due by July 31, 2017. Final reporting may include, but is not limited to, the following items:

- a. A final program report summarizing activities completed, as requested by MDE, along with supporting data requested by the program staff or federal or state funding.
- b. Final Financial Reporting Form (FRF) with a budget narrative describing expenditures.
- c. Expenditure detail report, such as general ledger, from accounting system.

6. BUDGET AND/OR WORK PLAN REVISIONS

The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

7. CANCELLATION

- a. **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b. **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred

prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice. 19

- c. **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

8. AMENDMENTS

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE authorized representative or their delegate. *No amendments will be considered on expired grant awards.*

9. OTHER

Grantee must follow these additional Assurances

27. Minimizing State Funded Administrative Costs

Under Minnesota Statutes, section 16B.98, Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

30. Contracting – Nongovernmental Entities

Nongovernmental entities must follow state procurement practices for contracting and bidding. Refer to State Office of Grants Management Policies for best practices. Support documentation of procurement processes must be retained. Refer to Minnesota Statutes, section 16C.06, Subdivision 1 regarding the threshold of \$25,000 for public notice. Other purchasing thresholds are in the policy here: [Department of Administration's purchasing policies](#).

MDE SIGNATURES:

I, the Authorized Representative, acknowledge by signing below that I have reviewed all documentation and documents related to this award to ensure that adequate oversight and appropriate internal controls to properly administer grant funds have been measured. 20

Steve Dobb | [Signature] | 11/24/15
Authorized Representative Name and Signature | Date

I hereby certify that funds have been encumbered as required by Minnesota Statute Sections 16A.15 and 16C.05. (Signature is for current fiscal year only.)

Jennifer A. Buryl | [Signature] | 11/24/15
Encumbrance Agent Name & Signature | Date

As representative of the Minnesota Department of Education, I hereby certify that this award notification and release of funds are therefore approved, legal, binding and valid.

Andre Prahl | [Signature] | 11/25/15
Agency Official Name & Signature | Date

APPLICANT NAME:		Duluth Public Schools - ISD 709	
SCHOOL SITE:		Lincoln Park Middle School	
GRANT OPPORTUNITY:		Full-Service Community Schools	
LEGISLATION:		Minnesota Statutes, section 124D.231	
INITIAL STATE FISCAL YEAR 2016 BUDGET		November 2015 through June 30, 2016	
In the description column, place an asterisk* next to descriptions for proposed costs for implementation planning.			
CODES	100 SERIES SALARIES (EMPLOYEES)	BUDGET AMT	DPS In-kind
110	Administration-Site Coordinator	\$21,583	FSCS Coordinator 7 month/FTE; Coordinator responsible for facilitating Leadership Team, FSCS Plan, all grant outcomes and reporting.
170	*Non-Instructional Support	\$3,360	Building capacity of the Leadership Team (12 members x 7 mtgs @\$40/mtg)
185	Other Salary Payments - Licensed and Certified		
186	Other Salary Payments - Non-Licensed and Noncertified		
196	Interdepartmental Employee Salaries (Chargeback)		
195	Interdepartment Employee Salaries and Wages (state funding only)		
CODES	200 SERIES BENEFITS	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
	Benefits Site Coordinator 15%	\$3,237	
	*Benefits for Leadership Team Stipend 15%	\$504	
210	FICA		
214	PERA		
218	TRA		
220	Health Insurance		
230	Life Insurance		
235	Dental Insurance		
240	Long Term Disability		
250	Deferred Comp		
251	Employer Sponsored Health Arrangements		
270	Worker's Compensation		
	Interdepartmental Employee Benefits		
295	Chargeback		

CODES	300 SERIES PURCHASED SERVICES	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
305	*Consulting Fees	\$5,125	Myers-Wilkins provides consultation to the coordinator, collaborates on evaluation and oversees coordination with Duluth Public Schools.
305	*Consulting Fees	\$4,000	Gray-Hall consulting fee 4 meetings x \$1,000 for Focus Group Meetings (Parents, Staff, Students)
320	Communication Services	\$700	Mobile Phone
320	Communication Services	\$1,000	Website design
329	*Postal and Parcel	\$500	Communication with Parents/Community
366	*Instate Travel for Site Coordinator (if employee)	\$600	150 miles/mo x .57/mile x 7 months.
366	*Instate Travel for Leadership Team	\$800	200 miles/mo x .57/mile x 7 months
370	Operating Leases (not to own) or rental for Meetings/Trainings -		
391	Payments to Schools on Cost Sharing Agreements for staff, etc. (identify purpose)		
395	Shared Costs for Paired Districts		
398	Interdepartment Services (chargeback) not used with federal		
CODES	400 SERIES SUPPLIES/MATERIALS - Consumable and Expendable Items.	BUDGET AMT	
401	*Supplies- Non-Instructional, training materials for staff	\$2,781	Standard consumables: paper, pens, printer ink, copying, brochure and newsletter production etc
470	*Media Resources-Tapes/CDs,Ejournals	\$360	Book to guide leadership team "Inside Full Service Community Schools 9@39.85
CODES	500 SERIES Equipment - Capital Equipment	BUDGET AMT	
555	Technology Equipment - Computers, monitors (limited) justify	\$ 2,250.0	Laptop and mobile printer. Coordinator will visit homes and agencies and business to support the FSCS Plan and recruit services and LT participants.
CODES	800 SERIES Other Expenditures	BUDGET AMT	
820	Dues, Memberships, Software Licenses, Memberships in Organizations, etc.		
	TOTAL ALL LINES	\$46,800	
	No indirect on state funded projects.		

APPLICANT NAME:		Duluth Public Schools - ISD 709	
SCHOOL SITE:		Lincoln Park Middle School	
GRANT OPPORTUNITY:		Full-Service Community Schools	
LEGISLATION:		Minnesota Statutes, section 124D.231	
INITIAL STATE FISCAL YEAR 2 2017 BUDGET		July 1, 2016-June 30, 2017	
CODES	100 SERIES SALARIES (EMPLOYEES)	BUDGET AMT	DPS In-kind
110	Administration-Site Coordinator	\$37,000	FSCS Coordinator 1 FTE; Coordinator responsible for facilitating Leadership Team, FSCS Plan, all grant outcomes and reporting.
170	Non-Instructional Support		
185	Other Salary Payments - Licensed and Certified		
186	Other Salary Payments - Non-Licensed and Noncertified		
196	Interdepartmental Employee Salaries(Chargeback)		
195	Interdepartment Employee Salaries and Wages (state funding only)		
CODES	200 SERIES BENEFITS	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
210	Benefits Site Coordinator 15%	\$6,319	
214	FICA		
218	PERA		
220	TRA		
230	Health Insurance		
235	Life Insurance		
240	Dental Insurance		
250	Long Term Disability		
251	Deferred Comp		
270	Employer Sponsored Health Arrangements		
	Worker's Compensation		
295	Interdepartmental Employee Benefits Chargeback		

CODES	300 SERIES PURCHASED SERVICES	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
305	Myers-Wilkins Community School Collaborative Consulting Fees	\$5,125.00	Provides consultation to the coordinator, collaborates on evaluation and oversees coordination with Duluth Public Schools.
320	Communication Services - Mobile phone	\$900	Monthly internet access, mobile phone, and mobile connectivity for mobile office.
329	Postal and Parcel		
366	Instate Travel for Site Coordinator (if employee)	\$1,026	150 miles/mo x .57/mile x 12 months.
370	Operating Leases (not to own) or rental for Meetings/Trainings -		
391	Payments to Schools on Cost Sharing Agreements for staff, etc. (Identify purpose)		
395	Shared Costs for Paired Districts		
398	Interdepartment Services (chargeback) not used with federal		
CODES	400 SERIES SUPPLIES/MATERIALS - Consumable and Expendable Items.	BUDGET AMT	
401	Supplies- Non-Instructional, training materials for staff	\$1,500	Standard consumables: paper, pens, printer ink, copying, flyer production etc
470	Media Resources-Tapes/CDs, EJournals		
CODES	500 SERIES Equipment - Capital Equipment	BUDGET AMT	
555	Technology Equipment - Computers, monitors (limited) justify		
CODES	800 SERIES Other Expenditures	BUDGET AMT	
820	Dues, Memberships, Software Licenses, Memberships in Organizations, etc.		
	TOTAL ALL LINES	\$50,370	\$1,500
	No indirect on state funded projects.		

ISD 709 Calendar 2016-17 School Year

JULY							AUGUST							SEPTEMBER							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6						Teacher Work Day 1	2	3							1
	Indep. Day HOLIDAY 3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	Labor Day HOLIDAY 5	Students First Day 6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	MEA Weekend 20	21	22	
24							28		Staff Develop. 30	Teacher Work Day 31				25	26	27	28	29	30	23	24							
31	25	26	27	28	29	30	28	29											30	31	25			27	28	29		

NOVEMBER							DECEMBER							JANUARY							FEBRUARY									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	HM 4	5						1	2	3	1	New Years HOLIDAY 2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11			
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	M.L.K. Win. Rec. 16	17	18	19	Semester Break EHM 20	21	12	13	14	15	16	17	18			
20	21	22	23	Thanksgiving HOLIDAY/ Recess 24	25	26	18	19	20	21	22	Winter Recess 23	24	22	23	24	26	Staff Develop. 27	28	19	Pres. Day HOLIDAY 20	Confer. Makeup 21	Confer. Makeup 22	Winter Recess 23	Winter Recess 24	25				
27	28	29	30				25	Winter Recess 26	Winter Recess 27	Winter Recess 28	Winter Recess 29	Winter Recess 30	31	29	30	31				26	27	28								

MARCH							APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	4							1			1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	2	Confer. Makeup 3	Confer. Makeup 4	Spring Recess 5	Spring Recess 6	Spring Recess 7	8	7	8	9	10	11	12	13	4	5	6		Students Last Day EHM 7	Teacher Work Day 8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
19	20	21		23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
26	27	28	29	30	HM 31		23						28	Mem. Day HOLIDAY 29	30	31				25	26	27	28	29	30					

KEY DATES

- First day for students - September 6, 2016
- Schools will schedule open houses and conferences
- No school for students:
- Last day for students - June 8, 2017

GRADING TERMS

- Elementary Schools:**
- Term 1: September 6 to January 20
 - Term 2: January 23 to June 8
- High Schools and Middle Schools:**
- Term 1: September 6 to November 4
 - Term 2: November 7 to January 20
 - Term 3: January 23 to March 31
 - Term 4: April 3 to June 8

DISTRICT 709
FIELD TRIP REQUESTS

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

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

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

DEFINITIONS:

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

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

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

INSTRUCTIONAL TRIP ACTION		
Principal:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: <u>B Sherman</u> Date: <u>11/24/15</u>
SUPPLEMENTAL TRIP ACTION		
Principal:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: <u>B Sherman</u> Date: <u>11/24/15</u>
Instructional/Supplemental Trips need not be sent to District office.		
EXTENDED TRIP ACTION		
Principal:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>B Sherman</u> Date: <u>11-24-15</u>
Assistant Superintendent:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>A Starnock</u> Date: <u>1/17/16</u>
School Board:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ 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: Piedmont 4th Grade Team
2. Contact Person (Responsible for Checklist Completion): John Bushey
3. Field Trip Date(s): March 21-23, 2016 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): Piedmont 4th graders will arrive for lunch at WR 3/21/13. They will have an afternoon and evening class. We sleep at Wolf Ridge in the dorms. 3 classes plus meals on Thursday. Sleep at WR. Fri : one class, head back after lunch arriving at school about 1:45
5. Field Trip Departure from School (Date and Time): 9:15am March 21th, 2016
Field Trip Return to School (Date and Time): March 23th, 2016 approximately 1:45pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to Piedmont 4th grade students which will help meet the MN state standards in Science and Physical Education, develop teamwork skills, and provide a chance for personal growth for the students.
7. Relationship to Curriculum or Student Learning: Wolf Ridge classes are aligned with the MN state standards. Classes like Ojibwe heritage, Birds, Owl Pellets, @ Animal signs cover many science standards.
8. Planned Follow-up Field Trip Activities: Students journal while at WR. We do writing activities following the trip. We also tie it into technology, doing power points or movie maker videos.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$14000
Total Meals	(meals included)	\$0 included
Total Lodging	(lodging included in admission)	\$0 included
Total Transportation		\$1000.
<input type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:	Snacks in evening	\$100
Other:		\$
Total		\$15000

Revenues		
District Budget	Code:	\$
Fundraising: calendar sales	Subway Card sales...	\$3500
Donations	anonymous donation, WR grant, NF grant, Irving grant	\$4500
Student Fees	Balance due after fundraising	\$4000
Total Additional Stipends:	chaperone fees	\$3000
Total		\$11755

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

TIME

LOCATION

9:15am

Leave school, arrive WR 11:00am, Lunch,

1:45pm

See attached form for detailed itinerary

Return to School from Wolf Ridge

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

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians **Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip (**none**)
- Arrange Meal Plans (**all meals supplied by Wolf Ridge, two night-time snacks ordered by us**)
- Arrange Lodging Plans and Room Assignments (**Lodging East Dorm Wolf Ridge – specifics done in Feb.**)
- Collect Family Emergency Information for Students (**Green Sheets**)
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

Itinerary:

Monday, March 21, 2016

Leave Piedmont School 9:15am March 21st, 2016.

Arrive Wolf Ridge ELC @11:00am March 23rd, 2016.

Orientation for group 11:20am

12:00pm lunch

1:15-4:15 First class

5:00 Dinner & ½ group goes to store

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

9:30 lights out for kids

Tuesday, March 22nd 2016

7:00am Breakfast

8:15-11:15 Morning class

12:00 lunch

1:15-4:15 Afternoon class

5:00 dinner & other ½ of students to store

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

9:30-9:50 – campfire/show

10:00pm lights out

Wednesday March 23rd, 2016

7:00am breakfast

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

11:15 Those available load busses

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

12:00 leave for Piedmont School

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

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 (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: *[Signature]* BV 1/4/15

Not Recommended Date: 10/5/15

Assistant Superintendent: Recommended Name: *A. Staszewski*

Not Recommended Date: 1/7/16

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:

31

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: HOSA 11TH AND 12TH GRADE 2015 SPRING LEADERSHIP AND STATE COMPETITION CONFERENCE

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

3. Field Trip Date(s): April 18 – 20, 2016 Destination: Spring State Leadership Conference, Plymouth, MN

4. Field Trip Overview (Include events, establishments and locations): Leadership for students in the HOSA program, this offers students the chance to attend the Spring State Leadership Conference at the Crown Plaza, Plymouth, MN

5. Field Trip Departure from School (Date and Time): April 18 @ 7:00 am

Field Trip Return to School (Date and Time): April 20 @ 7:00 pm (tentative)

6. Objectives of Field Trip: Students will compete at the STATE HOSA (Health Occupations Students of America)

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: National Conferences for HOSA>

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$80
Total Meals: This estimated cost is for staff, students will self pay.	\$75 (staff)
Total Lodging	\$1857
Total Transportation x School District Vehicle(s) – van, cost of gas to Plymouth and back. This will be dependent on the number of students that attend. <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$1000 This will be divided into the number of students that attend
Total Additional Stipends:	\$0
Other: Sub pay	\$375
Total	\$3387

Revenues		
District Budget	Code:	\$877
Booster Group		\$
Donations		\$
Student Fees		\$2510
Total Additional Stipends:		\$
Total		\$3387

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
- 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

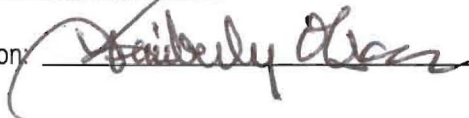
- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

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:  _____

The 2015-16 Membership year brings the challenge of achieving a record 32nd straight year of membership growth for HOSA. MN HOSA was proud of another year of increased membership also with missing 1000 by **6** members!

Our accomplishments of the 2014-15 HOSA year included:

- Support of our MN HOSA MRC (Medical Reserve Corps) with camps, workshops and volunteering
- Completing successful Fall, Mid-Winter and Spring Conferences with an increase in participants at all of them.
- The National Conference success included Duluth, Red Wing, STEP, and Northeast Metro for being recognized for their volunteerism in their communities with MRC related events, the Barbara James Award and the National Service Project Leukemia and Lymphoma Society. It was great to have most of our participants move on to the 2nd round of their events which is quite an accomplishment. We did have event finalists in EMT and the written test Pharmacology.
- MN HOSA received the most Professional State Association at the Recognition session at Nationals! I am SO proud of our HOSA members and a big Thank You to all the advisors that are great role models.

With all of the Great things we did last year it is time to look at a new beginning and where we will go.

The theme this year reflects what we work on not only this year but every year -

“Innovating, Inspiring and Igniting”

students to become successful in their future career goals.

We look forward to many HOSA activities which will help you in the classroom as well as helping your students become more confident, responsible and prepared for their next steps into the world where they are most needed in healthcare. The Competitive Events Program can be used as assignments to challenge your students beyond the textbook and also prepare them for HOSA's Competitions at state and national conferences

Ways we can work for a successful year for our HOSA Members with **Innovation**

- **The National Service Project** – This our second year with the Leukemia and Lymphoma Society. You will probably receive some information on projects for this topic. Kelli Anderson is our MN Representative. If you would like to contact her here is her email address- kelli.anderson@lls.org
- MN HOSA MRC- We will be getting a calendar of events for all HOSA members that would like to become a MRC Volunteer and learn how to “Prepare so we can prepare others”. This will include workshops on topics and a camp which will be held at Camp Ripley. Those details are yet to be finalized.
- **Let's#StepItUp together project** – a call for action from the Surgeon General on walking and walkable communities. You will find out more on the www.hosa.org website
- **Verizon Innovative App Challenge**- find it also on the hosa.org website. Winning teams will receive mobile devices up to \$20,000.00 for their school. Find your techie students and see what they can do to help your program.
- **Middle School HOSA** is now a reality. HOSA-Future Health Professionals welcomes a new organizational division, the Middle School Division. At the National Leadership Conference, the 2015 Delegate Assembly voted to recognize the Middle School Division as a separate entity beginning with the 2015-2016 membership year. There is a Middle School HOSA Handbook on the hosa website. This could be a perfect way to groom and grow your upcoming Health Science Students. Could this be a mentoring opportunity??

Inspire our students, schools and communities to look at a future of healthcare.

HOSA can inspire students through health science programs, HOSA competitions and community projects. HOSA Students can Inspire others by getting the word out about HOSA, being a leader in their chapter and being visible in their schools and community as a leader through community based projects and fundraising.

Ignite HOSA Members through our events, activities, and opportunities.

34

The membership of HOSA gives students the opportunity to be a part of the fast- growing student organization. MN HOSA once again increased their membership last year with a goal of getting more students involved and understand what HOSA is – the **ONLY** Career and Technical Student Organization that is **100% HEALTHCARE!** It gives you the knowledge, skills and confidence to be a highly-qualified health professional including updated technology and soft skills that are vital for a successful career.

Membership - \$22.00 = \$12.00 State - \$10.00 National

Membership allows you:

- To attend all HOSA activities and events
- To apply for a HOSA Scholarships sponsored by many health professional organizations over \$80,000.00.
- To apply to be a part of the Surgeon General's Internships in the summer of 2016.
- Submit HOSA articles for the E-Magazine of your chapter's projects and successes

HOSA Events for 2015-16

MN HOSA MRC Camp/Workshop

November 19-21st- Tentative until all is finalized. Partnering with the MN National Guard.

MN HOSA Fall Conference

November 12th & 13th – St. Paul's Holiday Inn East

- Election of State Officer Team
- Career and Healthcare Professional Education sessions and exhibits (Friday)
- Thursday night Timberwolves game – Educational Session at the Target Center, Be a part of the T-Wolves Fan Tunnel and good seats.
- Represent MN HOSA with T-shirts and sweatshirts.

Health Science Teacher Workshop- December 3-5- Chase of the Lake, Walker, MN (Details will be sent under another message.)

Mid- Winter Competitive Events Days:

Metro- January 7th- Location to be determined

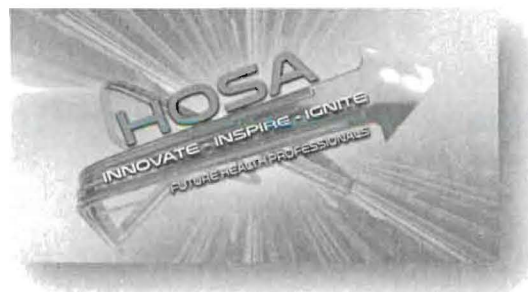
Rochester- January 8th- Rochester Community College

Northeast- Duluth- February- Date to be announced

Spring State Leadership Conference- April 18-20- Crown Plaza, Plymouth, MN (Note change of days and location)

National Leadership Conference – June 21- 25- Nashville, TN

** Other events and activities will be announced as details are finalized.



DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

DEFINITIONS:

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

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

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

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: Jan E. [Signature] 1/14/15
 Not Approved Date: 12/17/15

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: Jan E. [Signature] (AU) 1/14/15
 Not Recommended Date: 12/17/15

Assistant Superintendent: Recommended Name: A. Staszewski
 Not Recommended Date: 1/7/16

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.

91720

Total	\$1700
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Revenues		
District Budget	Code: Substitute -one day	\$105 125
Booster Group (ISD709 SkillsUSA Club)		\$1025
Perkins- reimbursement for Advisor Lodging/meals		\$370
Student Fees - 4 students- each pay\$ 50		\$200
Total Additional Stipends:		\$0
Total		\$1700 1720

Perkins

\$520 from Perkins

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

Agenda for 2016 State SkillsUSA Conference Friday, April 1, 2016

8 AM to 1 PM

Minnesota Secondary and Post-Secondary Teams are moving in at the Doubletree Hotel in Bloomington, Minnesota

Student and Advisor registration

1 PM

SkillsUSA Opening Ceremonies in Grand ballroom

Call to order and introduction of Guest speaker

State officer reception and recognition

Chairperson's address by Ms. Jen Polz

2-7:30 PM

Students participating in Industrial Safety, Trade Math, Tools and Equipment, Resume/Job Application, Job Skills Demonstration, Job Interview, BluePrint Reading, Manual Dexterity, and Army Strong Contests
Students participation in Personal Development Training exercises

7:30-10:30 PM

Students will attend an assembly with entertainment and a meeting for all contestants. The contestants will receive bussing information, schedules and locations of competition/testing, and also participate in a silent auction and an exercise session.

Advisors will attend the annual Advisor Reception, where they will be assigned hallways to monitor on Friday and Saturday after lights out

11 PM

Lights out/curfew enforced/advisors patrolling the hotel

Saturday April 2, 2016

6 AM

Busses load, transporting contestants and advisors to Metro area Colleges hosting Skills contests. The contests are usually 4 to 6 hours in duration.

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

See attached Agenda of Events

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

Signature of Contact Person: Matthew Phil Rannala

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: Matthew Phil Rannala

See attached Checklist - Extended Trip

Denfeld Automotive SkillsUSA Club 2016 State Conference Field Trip

April 1-3, 2016 Bloomington, Minnesota

Field Trip Request Checklist- Extended trip

All students and the advisor will be given a complete, well-defined conference itinerary from SkillsUSA upon arriving at the Hotel

Students and advisor have all completed the SkillsUSA Code of Conduct and Personal Information documents concerning emergency contact, parental permission and signatures, home phone numbers, and medical/insurance information. This information will be placed on file at the SkillsUSA event headquarters. I will also have all pertinent information in my possession if I need to contact a parent.

The SkillsUSA Code of Conduct sets high expectations for compliance with all rules, policies, and expectation of the SkillsUSA National Organization. These expectations are shared at arrival and in the printed Conference Handbook distributed to all persons in attendance at the conference.

SkillsUSA will have appropriate lodging and room assignments completed and the information will be sent to the Denfeld Club Advisor in mid-March 2014.

Funding of student expenses will be supplemented by utilizing the resources of our local Denfeld Automotive SkillsUSA Activity account.

Advisors and students will be expected to pay for their own meals. As the Denfeld Advisor, I will have sufficient personal funds to insure that the student's needs are met if unexpected expenses or situations arise.

6190—Homebound Instruction

A student who has not completed high school but who is physically or emotionally ill is eligible for homebound instruction, either in a hospital or at home. A physician's referral is necessary to certify that the student will be absent from school for a minimum of fifteen (15) school days. The initial referral for instruction comes to the homebound office from the school nurse or principal, is then certified by the physician before assignment of a homebound instructor.

A licensed teacher will be assigned to the student. The homebound teacher receives assignments, books, and teaching materials from the student's home school. Although the homebound teacher does the teaching, the class assignments come from the student's home school. Grades, attendance, and subject matter covered are electronically recorded at the student's school by the homebound instructor.

The homebound teacher must understand the nature of the student's illness, his/her ability, and his/her progress in regular school classwork. All information must be dealt with in a confidential manner.

A homebound student will be provided five (5) hours of homebound instruction each week, one hour of tutoring being legally equivalent to one day of classroom attendance. The Director of School Operations or the Director of Special Services may authorize homebound instruction for special cases other than physical or emotional illness.

Reference: MSA 120.17

Adopted: ~~06-09-70 ISD 709~~

Revised: ~~06-20-95~~

~~_____~~ 06-21-05 ISD 709

January 4, 2016

Amy Starzecki
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802

Dear Ms. Starzecki,

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

Stacy Jeanmarie Larson

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/23/2015

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

Adrian Norman
Principal

Kimberly LeDoux
Administrative Assistant
Area Learning Center

January 4, 2016

Amy Starzecki
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802

Dear Ms. Starzecki,

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

Jacob B Dahlgren

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/26/2015

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

Adrian Norman
Principal

Kimberly LeDoux
Administrative Assistant
Area Learning Center

January 4, 2016

Amy Starzecki
Independent School District 709
215 N 1st Ave E
Duluth, MN 55802

Dear Ms. Starzecki,

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

Jordan D. Ford

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/18/2015

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

Adrian Norman
Principal

Kimberly LeDoux
Administrative Assistant
Area Learning Center