

Education Committee
 Duluth Public Schools, ISD 709
 Agenda
 Tuesday, April 11, 2017
 District Services Center
 709 Portia Johnson Dr.
 Duluth, MN 55811
 4:15 PM

1. Informational Items - These items are provided for informational purposes only and no action is required.

A. Informational Presentations

1) Assistant Superintendent's Report 8

As part of her monthly report, Assistant Superintendent Amy Starzecki will highlight efforts in teaching and learning across ISD 709. Updates will be shared regarding implementation of District initiatives to support teaching and learning.

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

2) Language Immersion Program Update 9

Lowell Elementary School Principal Jen Larva, Spanish Immersion Specialist Crystal Goldman, and American Indian Education Coordinator Edye Howes will present current information about the Misaabekong and Nueva Visión Language Immersion programs. Information will include current enrollment efforts, parent and student feedback, and progress of student language acquisition and the importance of cultural perspectives in our school system.

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

3) Families in Transition Program Update 11

Katie Danielson, Families in Transition Program Coordinator, will present information regarding this year's activities, including student demographics that are guiding program opportunities and success stories from graduating 2016-17 unaccompanied youth.

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

4) Head Start Review Status and Fall to Winter Child Outcomes 12

Pam Rees, Head Start Director, will provide an update on the Head Start Health and Safety Review findings. No corrective action is required at this time.

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

5) STARBASE Minnesota Presentation

Aaron Salmela, Duluth Public Schools' Science Content Coach, will present information on the STARBASE Minnesota Program.

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

6) **PLACEHOLDER - Informational Presentations**

B. Grant Applications

1) Minnesota Department of Education ADSIS Grant

Assistant Superintendent Amy Starzecki has submitted a grant application to the Minnesota Department of Education in the amount of \$269,500. If awarded, funds will be used to support MTSS at the elementary levels in terms of instructional materials, professional development, and staffing. The grant will allow for additional academic support to enhance a student's ability for success in the general education environment and prevent them from eventually qualifying for special education. This grant will be combined with other funding sources to support MTSS in ISD 709.

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

2) Action for Healthy Kids Grant

Josh Gorham, St Louis County Public Health & Human Services, has submitted a grant application on behalf of Lincoln Park Middle School to Action for Healthy Kids in the amount of \$200. If awarded, funds will be used toward activities that will build on the school's wellness goals to increase breakfast participation, increase physical activity as a part of the comprehensive school physical activity model, and to ultimately support student well-being and achievement.

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

3) Duluth Superior Community Foundation Grant

Jennifer Sundal, FIT Head Start teacher, has submitted a grant application to the Duluth Superior Community Foundation in the amount of \$2000. If awarded, funds will be used to support "Working It Out Thru Play" with a social-emotional focus, including early childhood supplies, dress up and furniture to enhance the dramatic play centers at Washington Center.

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

4) Lester Park Foundation Grants

Teachers and staff from Lester Park Elementary School submitted for and received 6 grants from the Lester Park Foundation for a total of \$1,952.38. Funds from these grants will be used funds misc. classroom projects and initiatives at Lester Park Elementary School.

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

5) Perpich Center for Arts Education Grant

Teri Akervick, Music Specialist and PCAE Regional Center Leader, has submitted a grant application to the Perpich Center for Art Education (PCAE) in the amount of \$45,300. If awarded, the Duluth Public Schools will continue to serve as a Regional Center for PCAE in Northeastern Minnesota. Funds will be used for staff development of Arts educators (Music, Visual/Media Arts, Dance and Theater) in Duluth as well as the Arrowhead region. Goals of the regional center are increasing collaboration among arts teachers and training to improve student achievement. The budget provides funding for the Leadership Team, workshops, substitute costs and supplies.

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

6) **PLACEHOLDER - Grant Applications**

C. Regulations

1) NEW Regulation 513R - Student Promotion, Retention, and Program Design 13

Attached is Regulation 513R - Student Promotion, Retention, and Program Design, to accompany proposed Policy 513 - Student Promotion, Retention, and Program Design. Dr. Michael Cary, Director of Curriculum and Instruction, will be present to answer questions.

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

2) **PLACEHOLDER - Regulations**

D. Other Informational Items

1) Externally Sponsored Trip Request 16

Annette Strom, Ordean East Middle School, will travel to Costa Rica from April 3-11, 2017 with a group of Ordean East Middle School students as an externally sponsored event. The Acknowledgement That The Trip Is Not Sponsored By The School District forms have been

completed, signed and submitted to the Office of the Assistant Superintendent by the parent(s)/guardian(s) of all traveling students, along with the Externally Sponsored Trip form signed by Gina Kleive, Ordean East Middle School Principal.

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

2) PLACEHOLDER - Other Informational Items

2. Action Items

A. Presentation Items Requiring Approval

1) Revised ISD 709 Calendar 2017-18 School Year 21

Assistant Superintendent Amy Starzecki will present the revised ISD 709 Calendar 2017-18 School Year for review and approval.

Recommendation: It is recommended that the Duluth School Board accept and approve the revised ISD 709 Calendar 2017-18 School Year.

2) Removal of Chinese World Language Program 22

The Department of Curriculum and Instruction recommends consideration for phasing out the Chinese World Language Program beginning in the school year 2017-18. The recommendation to phase out the Chinese World Language program is based on low enrollment at both sites. The timeline for the phase out of these courses is attached.

Recommendation: It is recommended that the Duluth School Board approve the removal of the Chinese World Language Program.

3) World Language Curriculum Adoptions 24

The Minnesota Department of Education supports world language achievement for all learners and has established standards that must be based on the American Council on the Teaching of Foreign Languages (ACTFL) world language standards. In order to meet these standards established by ACTFL and MDE, Duluth Public Schools World Language teachers met over the course of the 2016-17 school year to review the standards and options for adopting curriculum. Attached are the proposed curriculum software adoptions for World Language: Pearson - \$92,214.76; Vista Higher Learning - \$55,066.60

Recommendation: It is recommended that the Duluth School Board accept and approve the proposed curriculum adoptions for World Language.

4) Head Start Items Requiring Approval

a. Duluth Head Start Federal Grant for 2017-2018 School Year 30

Pam Rees, Head Start Director, will present the Duluth Head Start

Federal Grant Budget for the 2017-2018 school year for acceptance and approval.

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

b. Head Start Self Assessment 31

Duluth Head Start has completed their annual Self -Assessment as required by Head Start Performance Standards. Findings are broken down to strengths and weakness. The weaknesses become action items to be addressed in the coming year.

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

c. Head Start Transportation Waiver 36

The Duluth Public Schools Head Start Program has an opportunity to provide transportation to 4 year olds enrolled in Head Start on school district buses during the upcoming school year. Head Start children will be allowed to ride school district K-5 buses if this waiver request is approved. To be clear, this busing opportunity is only for children who are 4 by September 1st and are enrolled with Head Start dollars. We propose to waive the regulations for restraints 1303.71(d) and 1303.72(a) (1) and monitors. 1303.72(a) (4)

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

5) PLACEHOLDER - Presentation Items Requiring Approval

B. Policies

1) 5050 - Promotion and Retention of Students - DELETION 39

In moving to the MSBA Model Policies, administration is recommending the deletion of Policy 5050, which will be replaced with MSBA Policy 513.

Recommendation: It is recommended that the Duluth School Board approve the deletion of Policy 5050 - First Reading.

2) NEW Policy 513 - Student Promotion, Retention, and Program Design 40

Attached is revised MSBA Policy 513 for first reading. This policy would replace Policy 5050.

Recommendation: It is recommended that the Duluth School Board approve Policy 513 for the first reading.

3) **PLACEHOLDER - Policies**

C. Grant Awards

1) Resolution E-04-17-3440 - Acceptance of Grant Awards to Duluth Public Schools 42

Attached is Resolution E-04-17-3440 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve the grant awards from the following organizations:

Lester Park Foundation

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution 04-17-3440 - Acceptance of Grant Awards to Duluth Public Schools.

D. Extended Field Trip Requests

1) Duluth East Business Professionals of America (BPA) - Spring Leadership Conference 44

BPA students from Duluth East High School attended the 43rd Annual Spring Leadership Conference (SLC) held at the Hyatt Regency Minneapolis on March 23-25, 2017. The purpose of the SLC is to provide students with the opportunity to compete in a variety of workplace skill assessments, make recommendations regarding association policies, participate in general assemblies designed to conduct the business of the association and transact business of the association. The total cost of the trip was \$4247.32 and was funded by grant dollars and student fees.

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

2) Duluth East Business Professionals of America (BPA) - 2017 National BPA Conference 50

BPA students from Duluth East High School will attend the 2017 National BPA Conference held at Walt Disney World Swan and Dolphin Resort in Orlando, Florida from May 9-14, 2017. The objective of the BPA National Leadership Conference is to provide student's the opportunity to participate in educational seminars and workshops, hear nationally prominent speakers, elect national student officers, participate in the Workplace Skills Assessment Program, participate in general assemblies designed to conduct the business of Business Professionals of America, transact business of the association and participate in leadership programs. The total cost of the trip will be \$6580 and will be funded by grant dollars and student fees.

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

3) Myers-Wilkins Grade 5 - Laurentian Environmental Center 54

Fifth grade students from Myers-Wilkins Elementary will travel to Laurentian Environmental Center in Britt, Minnesota from May 9-10, 2017. Students will participate in experiential science, inquiry and team building activities throughout both days. The total cost of this trip will be \$5700 and will be funded by student fees.

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

4) **PLACEHOLDER** - Extended Field Trip Requests

E. Diploma Requests 60

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

Austin James Lamphere - August 19, 2016
 Kyle Ray Sailor - March 9, 2017
 Courtney Joann Mukes - March 10, 2017
 Samantha Rae Bangs - March 16, 2017
 Angie Samantha S Mattinas - March 22, 2017
 Troy Michael Tikka - March 22, 2017
 Tywan Deonest Carter - March 30, 2017
 Gianna Nashae Presley-Baum - March 31, 2017
 Tyler Gregory Schulz - March 31, 2017

PLACEHOLDER

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

F. Data Sharing Agreements

1) **PLACEHOLDER** - Data Sharing Agreements

G. Other Action Items

1) **PLACEHOLDER** - Other Action Items

3. **Future Items**

Home Visit Program Update - May

Full Service Community Schools Expansion Update - May

Curriculum Adoptions - May

Policy Updates

Assistant Superintendent Report to the Board

April 2017

Site Visits

Myers-Wilkins
Stowe

Early Childhood

- The PK-3 Leadership Team has met several times this year to monitor our progress as ISD 709 has expanded and enhanced our early childhood programs. PK-3 alignment has been a priority of the governor and whether funding continues at the same level into next year is unknown at this point. Our team has plans in place to continue expansion of more classrooms if funding is provided. This work is crucial in addressing the achievement gap in Duluth and Minnesota as research is firm on the positive impacts high quality early childhood programs have in regards to reducing the achievement gap. Our goal is to reach as many children to ensure all students have the kindergarten readiness skills to succeed K through grade 12.
- Northland Foundation hosted their annual summit in Duluth in April. I was one of the presenters who talked about previous work to create aligned systems in PK through grade 3 and improve transitions for children and families. We also heard information about how childhood trauma at very early ages impacts child development beyond school aged years. We also learn about strategies for how to better support these children and families who have faced trauma. We had over 30 representatives (teachers, principals, etc.) attend the Summit during their spring break! Thank you to our dedicated educators for your commitment to high quality early childhood education!

Multi-Tiered Systems of Support

- Our MTSS Leadership Team continues to monitor the action plans we have developed over the last two years to support MTSS at our elementaries. Each year we had provided more targeted coaching support. The key to this work is monitoring our implementation to ensure we have fidelity of programs and services. The MTSS Leadership Team has begun to look at next steps to improve MTSS at the secondary this winter.
- I worked with district and school leaders to draft an ADSIS grant for FY18 and FY19 from MDE. The grant in combination with other state and federal funds would be used to expand our support services for students not reading at grade level in the elementary. Grant funds would be used to hire interventionists, provide intervention curriculum materials, and provide staff development for staff to use those materials as part of an MTSS framework.

Safe and Welcoming Schools

I continue to receive some questions regarding Interquest. Interquest is another strategy to address drug use and possession in our schools to ensure they are safe and drug free. This agency works with schools and PDs across the state and schools have experienced significant success in the reduction of drugs and drug related arrests. High schools see this as another layer of prevention as we work to reduce out of school suspension from drug possession and drug related arrests. This does not replace Duluth PD dog searches. We will continue to conduct Duluth PD dog searches as we have in the past. I have met with Mike LaFontaine (SRO supervisor with the PD), the SRO at Denfeld (East SRO had an emergency and could not attend), and the building principals. The principals have worked with their SROs and voiced great support in the use of Interquest. The superintendent has also spoken with the police chief and has shared support for the use of Interquest as another way to keep our school safe. The schools have each communicated with students and parents throughout this planning process.

LANGUAGE IMMERSION



Duluth Public Schools
April 2017



VALUE OF LANGUAGE IMMERSION IN DULUTH

- Meeting the needs of the community by providing high-quality learning and educational opportunities in other languages
- Local Indigenous language
- Multilingualism & Multiliteracy
- Multiculturalism
- Language & Culture revitalization
- Bicultural Staff



IMMERSION EDUCATION VIDEO

- [Immersion Kindergarten Video](#)



LANGUAGE & CULTURAL PERSPECTIVES

- First & second language classroom teaching assistants & volunteers
- International Amity Intern program
- Authentic texts, cultural perspectives, and learning activities.



CONTINUAL PROGRAM SUPPORT

- Curriculum writing, translating, adapting
- Ongoing specific professional development for immersion teachers
- Language support for teachers, assistants, & families
- Authentic texts & materials in the target languages



CONTINUAL PROGRAM SUPPORT-IMMERSION COORDINATORS

- Establishing partnerships with local colleges & universities
- Informing families & the community about language immersion education options
- Supporting international teachers
- Providing professional development for immersion staff
- Curriculum writing



QUESTIONS

Misaabekong Ojibwe Immersion	Lowell Elementary
Edye Howes edith.howes@isd709.org	Jen Larva jennifer.larva@isd709.org
#218.336.8700 ext. 1152	#218.336.8895 ext.1007
Office of Education Equity	Nueva Vision Spanish Immersion
William Howes	Crystal Goldman
william.howes@isd709.org	crystal.goldman@isd709.org
#218.336.8714 ext.1046	#218.336.8700 ext.1166



RESOURCES

- Fortune, T. (2008) Tedick, D. *Pathways to Multilingualism: Evolving Perspectives on Immersion Education*
- Christian, D. Fortune, T. (2011) Tedick, D. *Immersion Education Practices, Policies, Possibilities*
- Fortune, T. & Tedick, D. (2003) *What Parents Want to Know About Foreign Language Immersion Programs*, ERIC Digest, Retrieved from http://www.princetonk12.org/Dual_Immersion/What_Parents_Want_to_Know.pdf

Ed Committee-
Katie Danielson, Families in Transition, Coordinator

ISD 709 Homeless Total (July 1-June 30):

2015 = 475

2016 = 446

As of 2/28/17 = 363 and unaccompanied youth = 37

*this is the first year we need to report unaccompanied youth numbers

~numbers may be slightly down this year due to how foster children are tracked

High School Seniors eligible for graduation:

14-15 = 39 students in FIT graduated or 18 %

15-16 = 30 students in FIT graduated or 43%

Highest Number of Students (in order)

1. Elementary: Myers Wilkins, Congdon, Piedmont
2. High School: ALC, Denfeld

Success stories of graduating seniors 2017-Unaccompanied Youth

1. Varsity bball captain, accepted to FDLTCC in the fall
2. Involved in Robotics and has won awards, scholarship to Dunwoody in fall
3. Soccer player, ROTC, Army boot camp in August
4. Scholarship to Augsburg in fall
5. Active in districts CTE (career tech ed) for construction, funds from homeless education program paid for drivers ed to assist with marketability for construction jobs.

*these are all students who have been homeless this year or for longer than this year and living independently. They have been couch hopping, living with friends, motel and in transitional housing. Some of the students have lived in a combination of several different living arrangements this year.

*FIT has also assisted them (along with other youth) in obtaining State ID's, birth certificates, social security \$, Snap benefits, medical assistance, attended IEP meetings, completed FAFSA applications, letters for college applications to waive fees, medical appointments. Enrollment, housing, etc.



To: Board Chairperson

*Mr. David Kirby
Board Chairperson
Duluth Public School District #709
2102 N. Blackman Avenue
Duluth, MN 55811-4803*

From: Responsible HHS Official

*Ms. Ann Linehan
Acting Director, Office of Head Start*

Ann Linehan 3-17-17

Date

Overview of Findings

On 3/2/2017, the Administration for Children and Families (ACF) conducted a monitoring review of the Duluth Public School District #709 Head Start program to determine whether the previously identified findings had been corrected. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. David Kirby, Board Chairperson, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time.

The Findings Chart in this report includes the citation from the new Head Start Program Performance Standards that is similar to the one cited in your original report. That citation was added for your information as you continue to learn the new requirements.

If you have questions about this report, please contact your ACF Regional Office.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Kay Willmoth, Regional Program Manager
Ms. Katie Farkas, Policy Council Chairperson
Mr. Bill Gronseth, CEO/Executive Director
Ms. Pamela Rees, Head Start Director

Overview Information

Review Type: *Desk/FTL Solo*
Organization: *Duluth Public School District #709*
Program Type: *Head Start*
Field Lead: *Ms. Glenda Williams-Jones*
Funded Enrollment HS: *239*
Funded Enrollment EHS: *Not Applicable*

513R Student Promotion, Retention, and Program Design

Guidelines for Implementing Whole Grade Acceleration in Grades K-5

Guidelines:

- Whole grade acceleration acknowledges that a student has already achieved at the requisite level to qualify for a higher grade placement.
- Whole grade acceleration is seen as an intervention within the Multi-Tiered Systems of Support (MTSS) framework to be considered when the current grade level curriculum is a significant mismatch between the student's academic needs, motivation, and readiness.
- Acceleration decisions must involve a comprehensive team (Acceleration Team) discussion guided by an objective and timely process.
- The gifted education/differentiation specialist will maintain communication with the team during the evaluation period.
- The assignment of the student is the legal prerogative of the superintendent or his/her designee.

Whole Grade Acceleration Procedure:

1. The acceleration referral is made to the building principal by the parent/guardian or staff member based on the student's current academic performance using the district's referral form (Acceleration Request form). The process may be initiated at anytime, but should be no later than April 15th for the following fall acceleration.
2. The gifted education/differentiation specialist gathers existing student data including at least two documented strategies to meet student's acceleration needs, previous test scores, work samples, teacher rating scales and a summary of classroom achievement.
3. The Acceleration Team, consisting of the building principal, gifted education/differentiation specialist, the student's classroom teacher and other personnel as deemed necessary by the principal, will review the existing data.
4. If acceleration is a consideration, written approval is obtained from the parent/guardian for an assessment process to begin regarding potential acceleration.
5. District personnel (gifted education/differentiation specialist or school psychologist) will administer appropriate assessments which are included on the Iowa Acceleration Scale (IAS).
6. Critical items to consider for successful grade acceleration include:
 - The student's ability as measured by assessments chosen from IAS.
 - Whether the student would be accelerated into the same grade, or higher than a sibling, or whether the student presently has a sibling in the same grade.

- The student's desire to be grade-accelerated.
7. Criteria for grade acceleration may include:
- Student scores consistently are 95% or higher on curriculum-based assessments.
 - Student achievement skill of approximately two years above grade level in core subject areas as measured by local and/or state assessments.
 - A full-scale ability score of 130 +/- the standard error of measurement.
 - Information from the IAS.
8. Results of testing and Acceleration Team discussion will result in one or more of the following:
- The students will continue in regular programs with no changes.
 - The students will receive curriculum-based services or extensions in one or more subjects to be determined by classroom teacher and gifted education/differentiation specialist.
 - The student will accelerate one grade level.
9. If grade acceleration is recommended a plan for class placement and transitions will be developed.
- If placement in the advanced grade is necessary within the school year, it should occur at a natural transition time. Best time to accelerate is a year before a transition year (Example: from 3-5, as to not miss 5th grade transition year to middle school expectations, and responsibilities.)
 - Evidence suggests the earlier acceleration happens, the easier for the child to adjust (reforming Gifted Ed- Karen Rogers)
 - The transition plan should address minor gaps that may occur. Accelerated students should be expected to achieve at a performance level comparable with their performance at their previous grade.
 - A supported six-week transition period is recommended.
10. If acceleration is not recommended the following will be considered.
- Recommendations for the current grade level will be developed as necessary.
 - Classroom teacher and gifted education/differentiation specialist will monitor student progress.
 - Parents may appeal the committee's decision by writing a letter of request for further consideration to the superintendent or his/her designee.

Grade Acceleration Request Form

Student's Name:

Date:

Date of Birth:

School:

Current Grade:

Current Teacher:

Name of person requesting grade acceleration:

Relationship to student:

To be filled out by parent/guardian:

I would like to request that _____ be considered for grade acceleration.

Please state rationale for this request:

Please feel free to include a letter of request with this form with additional anecdotal information to enable the Acceleration Committee develop a clear understanding of the student that will aid in determining appropriate placement.

Please note this form will start the process of collecting preliminary information about the students. It does not mean acceleration will necessarily occur.

I have read the procedures for whole grade acceleration and understand the process that will be followed to determine if grade acceleration is appropriate for this student. I grant permission for the necessary assessments needed to determine if grade acceleration is appropriate.

Parent/Guardian Signature

Date

EXTERNALLY SPONSORED TRIP

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

Externally Sponsored Trip Information

Date of Submission: 3/22/17 Destination: Costa Rica

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

Overview of Trip: see attached

_____ Trip Dates: April 3-11, 2017

Externally Sponsored Trip Action

- Participant List/Signed Waiver Release Forms Attached

[Signature]
Principal's Signature

3/22/17
Date

- Participant List/Signed Waiver Release Forms Received

[Signature]
Assistant Superintendent's Signature

3/22/17
Date



Costa Rican Expedition

APRIL 2017 · 1780074XP

Hey there. Great news: your flight and hotel information has been posted below. Check it out and let me know if you have questions!



Eric Harper



GET IN TOUCH

Travel Dates

Apr 3, 2017 – Apr 11, 2017

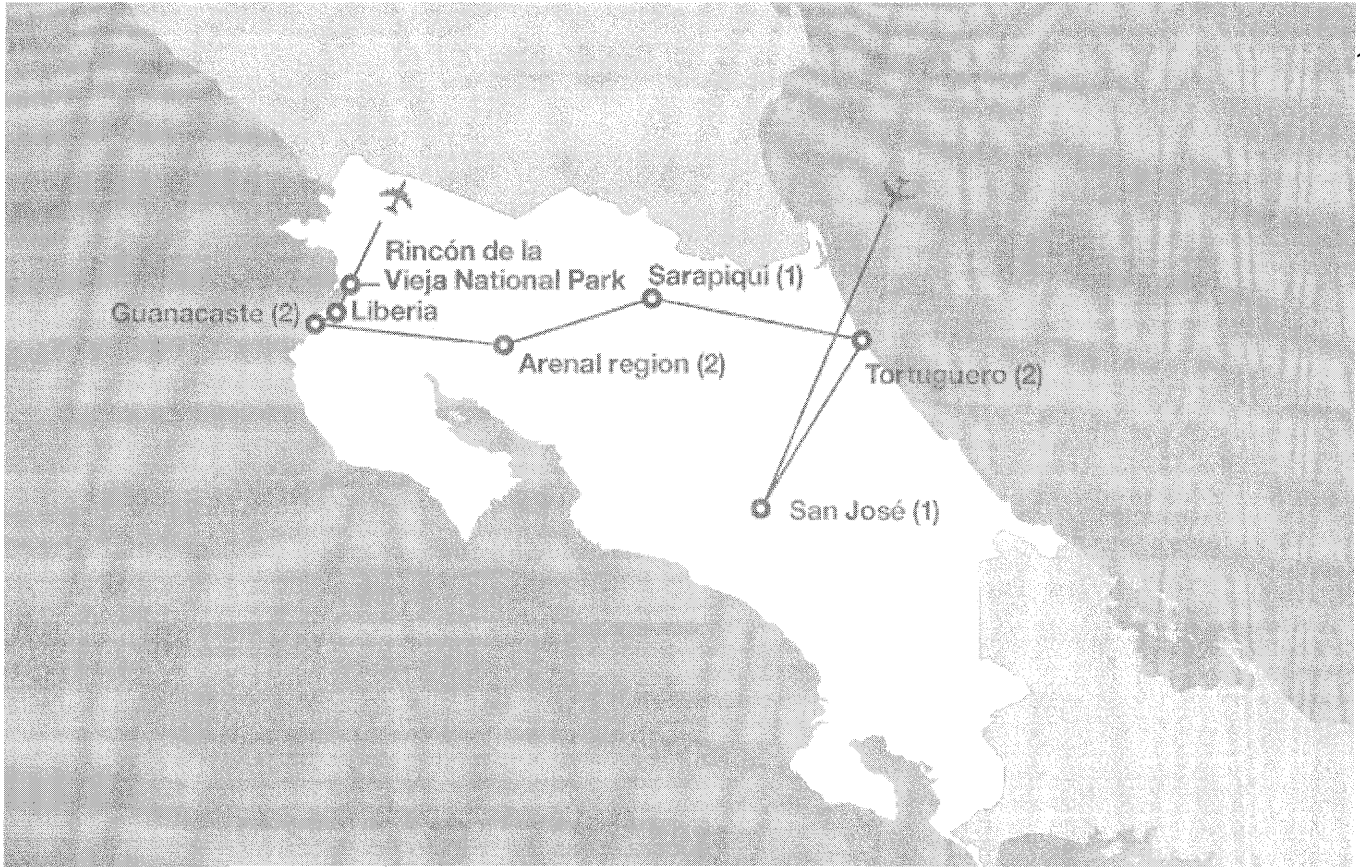
Departing from

Minneapolis (MN)

Flights & Hotels

NOW AVAILABLE





DAY 1	Fly to Costa Rica	
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Fly to Costa Rica

DAY 1

Meet your Tour Director at the airport

San José • Tortuguero

DAY 2

Travel via Braulio Carrillo National Park to Siquirres

Travel by boat to Tortuguero

Enjoy free time in Tortuguero Village

Tortuguero



Enjoy a boat ride through the Tortuguero canals

Take a guided hike of Tortuguero National Park

Tortuguero • Sarapiquí



Travel by boat to Siquirres

Travel to Sarapiquí

Explore on your own or add this in-depth excursion:



Sarapiquí canopy tour



Sarapiquí • Arenal region



Explore on your own or add this in-depth excursion:



Whitewater rafting



Travel to the Arenal region

Arenal region



Enjoy a kayaking trip on Lake Arenal

Visit La Fortuna Waterfall

Visit the Arenal hot springs

Arenal region • Guanacaste



Travel to Guanacaste

Visit Rincón de la Vieja National Park

Guanacaste



Take a boat tour in Palo Verde National Park

Enjoy a snorkeling activity

Depart for home



We're here to help. Call us:

Teachers and Group Leaders

800-637-8222

ISD 709 Calendar 2017-18 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				1	2	3	4	5							1	2	3	4	5	6	7		
															Students First Day						6	7	8	9	10	11	12	13	14

Action Item

Committee: Education

Date: April 11, 2017

Course: Chinese

Department: World Language

Effective Date: Fall 2017

The Department of Curriculum and Instruction recommends consideration for phasing out the Chinese World Language Program beginning in the school year 2017-18. The timeline for the phase out of these courses is as follows:

Option 1

Phase Out School Year	Course Name	Course Number
2016-17	Chinese 1 (formerly Mandarin Chinese 1)	241801 - 241802 and M241801 - M241802
2017-18	Chinese 2 (formerly Mandarin Chinese 2)	241901 - 241902
2018-19	Chinese 3 (formerly Mandarin Chinese 3)	242001 - 242002

Option 2

Phase Out School Year	Course Name	Course Number
2016-17	Chinese 1 (formerly Mandarin Chinese 1)	241801 - 241802 and M241801 - M241802
2017-18	Chinese 2 (formerly Mandarin Chinese 2)	241901 - 241902
2017-18	Chinese 3 (formerly Mandarin Chinese 3)	242001 - 242002

The recommendation to phase out the Chinese World Language program is based on low enrollment at both sites.

Number of Students registered for Chinese (formerly Mandarin)

(Based on Second Semester Numbers - Completion of course)

	2017-18	2016-17	2015-16	2014-2015	2013-14	2012-13
Chinese 1						
Denfeld	12	12	6	13	12	7
East	17	17	15	14	9	17
Lincoln Park Middle School	0					
Ordean East Middle	0					
Chinese 2						
Denfeld	18	6	2	9	4	8
East	17	12	9	8	11	6
Chinese 3						
Denfeld	5	0	2	4	4	1
East	6	7	4	8	2	3

The study of world language prepares the learners to communicate with audiences both within and beyond the classroom. The study of world languages prepares learners to have the language proficiency to communicate with audiences from around the world, explore a variety of cultural perspectives that give insight into cultures, and the ability to behave appropriately in a diverse cultures. Students who study a world language learn to ask and answer questions, identify words, describe, retell stories, interpret text, and build proficiency in three modes of communication: interpersonal, interpretive and presentational. The Minnesota Department of Education supports world language achievement for all learners and has established standards that must be based on the American Council on the Teaching of Foreign Languages (ACTFL) world language standards.

In order to meet these standards established by ACTFL and MDE, Duluth Public Schools World Language teachers met over the course of the 2016-17 school year to review the standards and options for adopting curriculum. The following is the proposed software adoption for the World Language:

Vendor: Pearson
Vista Higher Learning

Address: Pearson Education
P.O. Box 6820
Chandler, AZ 85246

Vista Higher Learning
500 Boylston Street, Suite 620
Boston, MA 02116-3736

Amount: Pearson \$92,214.76
Vista Higher Learning \$55066.60



MS Laurie Kovacovic
Spanish Teacher

Duluth Ind School District 709
215 N 1st Ave E
Duluth, MN 55802-2058
United States

Quote Number: 24774

Quote Creation Date: 03-23-2017

Quote Expiration Date: 09-30-2017

Duluth PS Autentico Levels 1-3

Price Quote Detail

ISBN13	Solution	Unit Price	Quantity	Base Amount	Discount %	Discount	Total Price
Auténtico							
Auténtico ©2018 - Level 1							
9780328934379	AUTENTICO 2018 STUDENT EDITION LEVEL 1 GRADE 6/12	\$92.47	345	\$31,902.15	-	-	\$31,902.15
9780328923960	AUTENTICO 2018 AUTHENTIC RESOURCES WORKBOOK LEVEL A/B/1	\$17.97	7	\$125.79	100.00%	\$125.79	\$0.00
9780328923946	AUTENTICO 2018 LITERACY SKILLS WORKBOOK VOLUME 1 GRADE 6/12	\$17.97	7	\$125.79	100.00%	\$125.79	\$0.00
9780328923748	AUTENTICO 2018 LEVELED VOCAB AND GRAMMAR WORKBOOK LEVEL 1	\$16.97	7	\$118.79	100.00%	\$118.79	\$0.00
9780328934423	AUTENTICO 2018 TEACHER EDITION LEVEL 1 GRADE 6/12	\$97.97	7	\$685.79	100.00%	\$685.79	\$0.00
Auténtico ©2018 - Level 1 Subtotal				\$ 32,958.31	3.20%	\$1,056.16	\$ 31,902.15
Auténtico ©2018 - Level 2							
9780328934386	AUTENTICO 2018 STUDENT EDITION LEVEL 2 GRADE 6/12	\$92.47	340	\$31,439.80	-	-	\$31,439.80
9780328923977	AUTENTICO 2018 AUTHENTIC RESOURCES WORKBOOK LEVEL 2	\$17.97	7	\$125.79	100.00%	\$125.79	\$0.00
9780328923946	AUTENTICO 2018 LITERACY SKILLS WORKBOOK VOLUME 1 GRADE 6/12	\$17.97	7	\$125.79	100.00%	\$125.79	\$0.00
9780328923755	AUTENTICO 2018 LEVELED VOCAB AND GRAMMAR WORKBOOK LEVEL 2	\$16.97	7	\$118.79	100.00%	\$118.79	\$0.00
9780328934430	AUTENTICO 2018 TEACHER EDITION LEVEL 2 GRADE 6/12	\$97.97	7	\$685.79	100.00%	\$685.79	\$0.00
Auténtico ©2018 - Level 2 Subtotal				\$ 32,495.96	3.25%	\$1,056.16	\$ 31,439.80

ISBN13	Solution	Unit Price	Quantity	Base Amount	Discount %	Discount	Total Price
Auténtico ©2018 - Level 3							
9780328934393	AUTENTICO 2018 STUDENT EDITION LEVEL 3 GRADE 6/12	\$92.47	247	\$22,840.09	-	-	\$22,840.09
9780328923984	AUTENTICO 2018 AUTHENTIC RESOURCES WORKBOOK LEVEL 3	\$17.97	7	\$125.79	100.00%	\$125.79	\$0.00
9780328923953	AUTENTICO 2018 LITERACY SKILLS WORKBOOK VOLUME 2 GRADE 6/12	\$17.97	7	\$125.79	100.00%	\$125.79	\$0.00
9780328923762	AUTENTICO 2018 LEVELED VOCAB AND GRAMMAR WORKBOOK LEVEL 3	\$16.97	7	\$118.79	100.00%	\$118.79	\$0.00
9780328934447	AUTENTICO 2018 TEACHER EDITION LEVEL 3 GRADE 6/12	\$97.97	7	\$685.79	100.00%	\$685.79	\$0.00
Auténtico ©2018 - Level 3 Subtotal				\$ 23,896.25	4.42%	\$1,056.16	\$ 22,840.09
Auténtico Subtotal				\$ 89,350.52	3.55%	\$3,168.48	\$ 86,182.04
Solution Subtotal				\$ 89,350.52	3.55 %	\$ 3,168.48	\$ 86,182.04
Shipping and Handling							\$ 6,032.74
Total							\$ 92,214.78

Addendum

Please submit a copy of this quotation, the District/School Purchase Order, and any other required documentation via one of the below:

eForm: https://pearsoncommunity.force.com/coco/s/Customer_Service_Support_Form

Fax: 1-877-260-2530

Mail: Pearson Education, P.O. Box 6820, Chandler, AZ 85246

For questions regarding your order please call Customer Service: 1-800-848-9500

As of December 31, 2016, Pearson will no longer accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

This is a price quotation for the customer's convenience only, and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Pearson at its offices. Pearson reserves the right to correct typographical, computational or other errors.

Pearson's standard terms are net 30 days unless otherwise specified.

All pricing is in US Dollars unless otherwise specified.

Annual subscriptions and/or maintenance and support charges automatically renew on the anniversary date of the original purchase and will be invoiced accordingly, unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by emailing customerservice@pearson.com.

Fees for any renewals of product or support/maintenance subscriptions beyond the period covered by this pricing proposal will be at Pearson's then-current rates and, for products for which such fees are based on student count, the customer's then-current enrollment. All such renewal fees are due at the commencement of the new subscription period.

Implementation services provided by Pearson will be delivered to the customer based on established Pearson processes and billing procedures or through a Custom Scope of Work establishing milestones and/or billing schedule agreed upon by the customer. Changes, requested by the customer, to the original Scope of Work may result in additional costs.

S&H charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher.

Travel related expenses associated with On-Site Training and Services are included in the listed price unless otherwise specified.

Quoted prices may not reflect contract pricing for some customers. Any applicable contract pricing will be applied to the final invoice. If you require contract pricing reflected on the quote, please work with your Account Manager or contact Customer Service.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided.

Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at time of invoicing may be more or less.

Certain Pearson products may have minimum requirements related to licensing, services, and/or pricing that are reflected in the attached quotation.

The breakdown of the fees set forth in this quotation is considered Pearson proprietary information and not subject to disclosure by the customer.



COST PROPOSAL
 Quote Prepared On March 29, 2017
 Quote Valid Through June 27, 2017
 Payment Terms Net 30 Days
 Quote No. 170313904

Prepared For
Laurie Kovacovic Duluth Public Schools 709 215 North 1st Ave East Duluth MN, 55802

Prepared By
Layla Lamchahab llamchahab@vistahigherlearning.com (800) 618-7375 ext. 9323 Vista Higher Learning 500 Boylston St, Suite 620 Boston, MA 02116-3736

Imagina 3e					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
73	978-1-62680-430-2	Imagina 3e Student Edition(Hardcover) + Supersite Plus(vText (Online)) (6 year license)(eDelivery)	\$130.00	\$9,490.00	\$9,490.00
2	978-1-62680-139-4	Imagina 3e Instructor Resource Pack A (w/ Instructor Annotated Edition)	\$497.00	\$994.00	\$0.00

Mosaik 2018					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
190	978-1-68005-056-1	Mosaik 2018 Level 1 Supersite Plus(vText (Online))(6 year license)(eDelivery)	\$105.00	\$19,950.00	\$19,950.00
140	978-1-68005-053-0	Mosaik 2018 Level 1 Student Edition	\$95.00	\$13,300.00	\$0.00
3	978-1-68005-093-6	Mosaik 2018 Level 1 National Teacher Resource Box	\$409.00	\$1,227.00	\$0.00
105	978-1-68005-097-4	Mosaik 2018 Level 2 Supersite Plus(vText (Online))(6 year license)(eDelivery)	\$105.00	\$11,025.00	\$11,025.00
3	978-1-68005-134-6	Mosaik 2018 Level 2 National Teacher Resource Box	\$409.00	\$1,227.00	\$0.00
105	978-1-68005-094-3	Mosaik 2018 Level 2 Student Edition	\$95.00	\$9,975.00	\$0.00
105	978-1-68005-138-4	Mosaik 2018 Level 3 Supersite Plus(vText (Online))(6 year license)(eDelivery)	\$105.00	\$11,025.00	\$11,025.00
105	978-1-68005-135-3	Mosaik 2018 Level 3 Student Edition	\$95.00	\$9,975.00	\$0.00
3	978-1-68005-175-9	Mosaik 2018 Level 3 National Teacher Resource Box	\$409.00	\$1,227.00	\$0.00

Total Value	\$89,415.00
Total Gratis	\$37,925.00
Total Cost	\$51,490.00
Est. Shipping (4%)	\$3,576.60
Est. Grand Total Cost	\$55,066.60



COST PROPOSAL

Quote Prepared On March 29, 2017
Quote Valid Through June 27, 2017
Payment Terms Net 30 Days
Quote No. 170313904

Special Instructions

- Please include a copy of your signed and dated tax exemption certificate when sending in your purchase order.
- Shipping rates shown here are only estimates and may be different than the actual charges invoiced for your shipment.

To Order Contact Customer Service

Phone (800) 269-6311 ext. 1 | **Fax** (617) 426-5215

Email sales@vistahigherlearning.com

Vista Higher Learning

500 Boylston St. Suite 620 Boston, MA 02116

Thank you for your business!

Duluth Head Start Federal Budget for 2017-2018 School Year

Federal Grant Total- \$2,269,237.

Number of children and families served-239

Includes \$300,874. From a Duration/Expansion grant.

This money was provided by an additional grant that expands the number of hours for 32 children. The required number of hours is 1020, up from our current 448 hours for children in a part day classroom. Research suggests this is the recommended dosage of early childhood education for children entering kindergarten.

This funding is an attempt to help Head Start programs transition more children in part day programs to full day programs. By 2021, Head Start would like all preschoolers in full day, 1020 hour classrooms.

This Duration/Expansion money also allows for a **half time coach** for classroom staff and a **floater teacher** to help accommodate the need to meet with staff being coached during the school day.

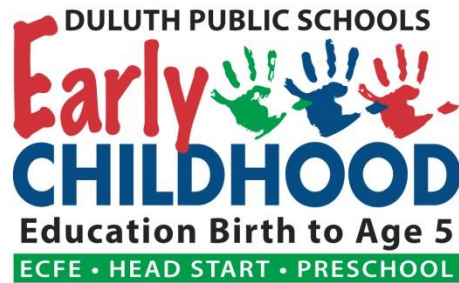
WEAKNESS IDENTIFIED	ACTION	TIMEFRAME	PERSONS RESPONSIBLE
<p>1. <u>Management Systems: Program Governance</u> None noted.</p>	<p><u>Management Systems: Program Governance</u></p>	<p><u>Management Systems: Program Governance</u></p>	<p><u>Management Systems: Program Governance</u></p>
<p>2. <u>Management Systems: Planning</u> None noted.</p>	<p><u>Management Systems: Planning</u></p>	<p><u>Management Systems: Planning</u></p>	<p><u>Management Systems: Planning</u></p>
<p>3. <u>Management Systems: Communication</u> We need to be sure all stakeholders get information in a timely way.</p>	<p><u>Management Systems: Communication</u> We will work to create an effective and inclusive distribution list with the help of our district Communications Director.</p>	<p><u>Management Systems: Communication</u> Fall 2017</p>	<p><u>Management Systems: Communication</u> Director District Communications Director</p>
<p>4. <u>Management Systems: Record Keeping and Reporting</u> We need a good manual of clear expectations, procedures and resources. We need more time with data and recordkeeping.</p>	<p><u>Management Systems: Record Keeping and Reporting</u> We will build on the Procedures Manual we have started. We will resume the practice of having data meetings.</p>	<p><u>Management Systems: Record Keeping and Reporting</u> Ongoing.</p>	<p><u>Management Systems: Record Keeping and Reporting</u> Director Child Plus administrator Coordinators</p>
<p>5. <u>Management Systems: Ongoing Monitoring</u> None noted.</p>	<p><u>Management Systems: Ongoing Monitoring</u></p>	<p><u>Management Systems: Ongoing Monitoring</u></p>	<p><u>Management Systems: Ongoing Monitoring</u></p>
<p>6. <u>Management Systems:</u></p>	<p><u>Management Systems:</u></p>	<p><u>Management Systems:</u></p>	<p><u>Management Systems:</u></p>

<p><u>Human Resources</u> We would like to have more control of what our staff does on district staff development days.</p>	<p><u>Human Resources</u> Director will attend staff development planning sessions.</p>	<p><u>Human Resources</u> Summer and Fall 2017</p>	<p><u>Human Resources</u> Director District Curriculum Director</p>
<p><u>7. Management Systems: Fiscal Management</u></p>	<p><u>Management Systems: Fiscal Management</u></p>	<p><u>Management Systems: Fiscal Management</u></p>	<p><u>Management Systems: Fiscal Management</u></p>
<p><u>8. Child Development and Health Services: Prevention and Early Intervention</u> We need more direct support from advocates to get children to their doctor visits. We need more information on bus safety to share with children and families.</p>	<p><u>Child Development and Health Services: Prevention and Early Intervention</u> Advocates will start doing home visits at the end of August to begin building relationships with families and underscoring the great need for finding a medical home.</p>	<p><u>Child Development and Health Services: Prevention and Early Intervention</u> Ongoing</p>	<p><u>Child Development and Health Services: Prevention and Early Intervention</u> Health and Nutrition Coordinator Director Family Services Coordinator</p>
<p><u>9. Child Development and Health Services: Tracking and Follow-Up</u> More training on specifics of roles for paraprofessionals. Increased communication among classroom staff.</p>	<p><u>Child Development and Health Services: Tracking and Follow-Up</u> We will build in time at monthly staff meetings for paraprofessionals to share their duties and how they accomplish them in the school day.</p>	<p><u>Child Development and Health Services: Tracking and Follow-Up</u> Ongoing</p>	<p><u>Child Development and Health Services: Tracking and Follow-Up</u> Director</p>
<p><u>10. Child Development and Health Services: Individualization</u> None noted.</p>	<p><u>Child Development and Health Services: Individualization</u></p>	<p><u>Child Development and Health Services: Individualization</u></p>	<p><u>Child Development and Health Services: Individualization</u></p>

<p><u>11. Child Development and Health Services: Disabilities Services</u></p> <p>Transition from Head Start to kindergarten is not consistent between ECSE teachers and kindergarten at buildings. Not all staff is Pyramid trained but hope that by 2020, all Head Start will be trained in the methods and strategies of Pyramid including educational assistants and related staff such as OT, PT and ECSE. We would like to be able to transport parents of children with Special Needs on the bus with their child to visit classroom.</p> <p>We need more training to meet the needs.</p> <p>We would like to see Reflective Practice for the whole classroom team.</p>	<p><u>Child Development and Health Services: Disabilities Services</u></p> <p>We will follow the new recommendations from the district’s PreK-Grade 3 Leadership Team on transition to kindergarten.</p> <p>We will work with the district Transportation Department to determine if this is an option.</p> <p>We are working on a new training schedule.</p> <p>We are waiting on a State funding opportunity to increase the work hours for the part-time paraprofessionals, allowing them to work on Fridays and attend Reflective Practice.</p>	<p><u>Child Development and Health Services: Disabilities Services</u></p> <p>Ongoing</p>	<p><u>Child Development and Health Services: Disabilities Services</u></p> <p>PreK –Grade 3 Leadership Team Transportation Director Director Disabilities Coordinator</p>
<p><u>12. Child Development and Health Services: Curriculum and Assessment</u></p> <p>We have trouble getting gym time at many schools.</p> <p>Double session, (half days) classrooms struggle to have time</p>	<p><u>Child Development and Health Services: Curriculum and Assessment</u></p> <p>Refer this issue to the PreK to Grade 3 Leadership Team.</p> <p>We will offer coaching to those struggling to balance the</p>	<p><u>Child Development and Health Services: Curriculum and Assessment</u></p>	<p><u>Child Development and Health Services: Curriculum and Assessment</u></p> <p>Prek –Grade 3 Leadership Team Education Coordinator/Coach Director</p>

<p>to incorporate all parts of curriculum and balance the schedule.</p> <p>New staff needs timely training and veteran staff needs periodic refreshers.</p>	<p>curriculum.</p> <p>We will institute training calendar and schedule for new staff and veteran staff.</p>		
<p><u>13. Family and Community Partnerships: Family Partnership Building</u></p> <p>Working on relationship focused process and collecting data in more meaningful ways for families.</p> <p>We need more time for data entry work to better measure growth.</p>	<p><u>Family and Community Partnerships: Family Partnership Building</u></p> <p>We will start Family Advocate staff earlier in the year, late August, to help them do a home visit with each family. We will use interviewing rather than a checklist to begin to understand the needs of families.</p>	<p><u>Family and Community Partnerships: Family Partnership Building</u></p> <p>Summer and Fall 2017</p>	<p><u>Family and Community Partnerships: Family Partnership Building</u></p> <p>Family Advocates Family Services Coordinator</p>
<p><u>14. Family and Community Partnerships: Parent Involvement</u></p> <p>We would like some training on father involvement.</p>	<p><u>Family and Community Partnerships: Parent Involvement</u></p> <p>We will survey staff as to their need for this training and provide training for those staff.</p>	<p><u>Family and Community Partnerships: Parent Involvement</u></p> <p>Fall 2017</p>	<p><u>Family and Community Partnerships: Parent Involvement</u></p> <p>Family Services Coordinator Director</p>
<p><u>15. Family and Community Partnerships: Community and Childcare Partnerships</u></p> <p>We need to develop a stronger system for ongoing</p>	<p><u>Family and Community Partnerships: Community and Childcare Partnerships</u></p> <p>We will work to create an effective and inclusive distribution list with the help of</p>	<p><u>Family and Community Partnerships: Community and Childcare Partnerships</u></p> <p>Fall 2017</p>	<p><u>Family and Community Partnerships: Community and Childcare Partnerships</u></p> <p>Family Services Coordinator Director District Communications</p>

communication with community partners.	our district Communications Director.		Director
<p><u>16. Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u></p> <p>We would like to build a better process for referrals from community agencies.</p> <p>We need better promotional materials and some updates to our website.</p>	<p><u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u></p> <p>We will work with both our district Communications Director and a local promotions agency to build a system of outreach and communication.</p>	<p><u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u></p> <p>Summer and Fall 2017</p>	<p><u>Program Design: Eligibility, Recruitment, Selection, Enrollment and Attendance</u></p> <p>Enrollment Coordinator District Communication Director Director</p>
<p><u>17. Program Design: Facilities, Materials, Equipment, and Transportation</u></p> <p>We would like to improve outdoor play space for children.</p>	<p><u>Program Design: Facilities, Materials, Equipment, and Transportation</u></p> <p>We are exploring funding options for this purpose.</p>	<p><u>Program Design: Facilities, Materials, Equipment, and Transportation</u></p> <p>Ongoing</p>	<p><u>Program Design: Facilities, Materials, Equipment, and Transportation</u></p> <p>Director</p>
<p><u>18. Using Child Outcomes in Program Self-Assessment</u></p> <p>None noted.</p>	<p><u>Using Child Outcomes in Program Self-Assessment</u></p>	<p><u>Using Child Outcomes in Program Self-Assessment</u></p>	<p><u>Using Child Outcomes in Program Self-Assessment</u></p>



March 22, 2017

Greetings,

The Duluth Public Schools Head Start Program has an opportunity to provide transportation to 4 year olds enrolled in Head Start on school district buses during the upcoming school year. Head Start children will be allowed to ride school district K-5 buses if this waiver request is approved. This opportunity is a result of our district receiving State funded Voluntary Preschool dollars to serve 4 year olds. In Minnesota, that means districts essentially are adding another grade to the K-12 system. Voluntary Preschool funding is treated the same as all other grades meaning the students in that program generate both special education and transportation dollars.

Our plans for 2017-2018 include blending our classrooms with School Readiness and Voluntary Preschool in both our double session and full day options. The way it works now, Voluntary Preschool rooms are separate from Head Start and School Readiness. Children in Voluntary Preschool can ride the bus from a corner stop near their home or childcare with K-5th grade students. These 4 year old children sit in the front of the bus, are not using restraints and do not have a bus monitor. They must comply with all bus safety regulations for behavior and unlike their older fellow riders, an adult must meet the 4 year old at the corner stop at the end of the day. Failure to do so results in the child being returned to the school where the classroom

staffs work to reach the parent or an emergency contact to pick up the child. Our district transportation staff has seen very few problems with 4 year olds on the K-5 buses this year. The older students are protective of the younger ones and often help them on and off the buses.

We have been working on blending classrooms and braiding funding with our district early childhood partners for some time. This current school year marks the first time we have blended Head Start and School Readiness children in 3 pilot rooms. Because Voluntary Preschool dollars were announced and awarded at the very end of August 2016, we had no opportunity to include them in the blending and braiding. As we try to remove barriers to enrollment for Head Start families, we need this waiver to allow 4 year old Head Start children to ride the bus just like their Voluntary Preschool and School Readiness age mates.

To be clear, this busing opportunity is only for children who are 4 by September 1st and are enrolled with Head Start dollars. We propose to waive the regulations for restraints 1303.71(d) and 1303.72(a) (1) and monitors 1303.72(a) (4). We believe this is in the best interests of the Head Start children we serve and would significantly reduce the barriers to enrollment and improve attendance. Our 2017 Mid-year Parent Survey listed lack as transportation as a significant barrier to participation. Our Policy Council supports this plan contingent on establishing and implementing the following safety measures.

1. 4 year old Head Start children riding the bus to and from school would sit in the first few rows of seats closest to the driver.
2. 4 year old Head Start children riding the bus home from school must be met by an adult. If the adult is not the child's parent, it must be someone who the parent designates may take the child home from the bus stop.

3. All Head Start 4 year olds must participate in a bus safety presentation on the first day of school.
4. This is voluntary, so parents who are uncomfortable putting their Head Start 4 year old on a bus can still choose to do self-transport.

We urge you to act swiftly so that we have the opportunity to provide access to Head Start for the families most in need of our services. Your fast action will allow us enough time to plan and execute our safety trainings and ensure drivers, teachers, parents and staff are all prepared for Head Start 4 year olds riding the bus. We strongly believe this waiver will improve attendance, ensuring more 4 year olds can get to school during the critical year before kindergarten and will greatly reduce the burden on parents and caregivers who are responsible for getting their children to and from school.

We will upload Policy Council and Governing Board approvals as they are granted.

Please feel free to contact me should you have any questions or concerns.

Respectfully,

Pam Rees

Pam Rees
Director, Duluth Public Schools Head Start
2102 N. Blackman Ave.
Duluth MN 55811
218-336-8815
Pamela.Rees@isd709.org

5050 PROMOTION AND RETENTION OF STUDENTS

Purpose

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student grade level and promotion and retention.

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, and other appropriate services shall be made known to parents and be coordinated and utilized to the greatest extent possible to help students succeed in school.

Promotion

Students who achieve at a level deemed acceptable by local and state standards shall be promoted to the next grade level each year. Promotion typically occurs at the end of each school year, but may occur at other times.

Retention

Students who do not achieve at a level deemed acceptable by local and state standards shall be retained at the current grade level, when professional staff and parents feel that it is in the best interest of the student. Scholastic ability and achievement, physical development, maturity, cultural norms, emotional factors as well as attendance and age shall be considered.

References: Minn Stat. 123B.143 Subd. 1 Superintendent
~~6095 Curriculum Requirements at Elementary, Middle and High School~~
~~6098 Credit for Learning~~
~~6099 Appeal Process Concerning the Profile of Learning~~

Adopted: ~~06-09-1970 ISD 709~~

Revised: ~~05-08-1984~~

~~08-01-1987~~

~~09-12-1989~~

~~06-20-1995~~

~~05-16-2000 ISD 709~~

Deletion: First Reading 4/18/2017

Replaced by Policy 513

Adopted: _____

MSBA/MASA Model Policy 513

Orig. 1995

Revised: _____

Rev. 2007

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and ~~utilized~~ **used** to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level ~~at the completion of each school year.~~

B. Retention

~~Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.~~

Students who do not achieve at a level deemed acceptable by local and state standards shall be retained at the current grade level, when professional staff and parents feel that it is in the best interest of the student. Scholastic ability and achievement, physical development, maturity, cultural norms, emotional factors as well as attendance and age shall be considered.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. ~~Opportunities for special programs and placement outside of the school district shall also be developed as additional options.~~
2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

- a. assess a student's readiness and motivation for acceleration;
and
- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

Replacing: Policy 5050
First Reading: 4/18/2017

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 grant from said organization in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to this organization.

Organization	Author/Contact	Project Title	Award Amount	Terms
Lester Park Foundation	Lester Park Teachers and Staff	Misc.	\$1,952.38	Funds from these grants will support misc. classroom projects and initiatives at Lester Park Elementary School.



Nichele Canavan <nichele.canavan@isd709.org>

Lester Park Foundation grants

Nicki Seibert <nicki_seibert@yahoo.com>
Reply-To: Nicki Seibert <nicki_seibert@yahoo.com>
To: Nichele Canavan <nichele.canavan@isd709.org>

Wed, Mar 29, 2017 at 8:08 AM

Hello~

The Lester Park Foundation has approved the following grants to teachers and staff at Lester Park Elementary:

1. Sherry Williams, 2nd grade teacher--- Little Library for the school forest and 4 outdoor literature boxes for all K-5 students to use--- \$485
- 2 Sherry Williams, 2nd grade teacher--- Maple syruping supplies for all K-5 students to use--- \$147
3. Kristin Paschen, Music Specialist --- 5 LP Aspire cajons (box drums) for all K-5 students to use-- \$520
4. Anne Krafthefer, 5th grade teacher--- History texts focused on women, primarily from the time of the American Revolution, for all 5th graders to use---\$370
5. Donna Hanna, P.E. specialist--- Mr Muscles Floor Puzzle (6 ft) and Skeleton Floor Puzzle (7 ft) for all K-5 students to use---\$175.38
6. Gayle Friday, KeyZone site supervisor--- 2 dozen binoculars for all KeyZone students to use on field trips---\$255

These 6 grants total \$1,952.38.

Please add these as action items to the agenda.

Let me know if there is anything else you need from me. I can give more specifics if necessary (i.e., the exact books that will be purchased by Anne Krafthefer, the type of binoculars that Gayle Friday wants to purchase, and the specifics on the maple syruping supplies). Just let me know....

Thank you!
Nicki Seibert
Lester Park Foundation

From: Nichele Canavan <nichele.canavan@isd709.org>

To: Nicki Seibert <nicki_seibert@yahoo.com>

Sent: Monday, March 27, 2017 11:56 AM

[Quoted text hidden]

[Quoted text hidden]

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 reviewed and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

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

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

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

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Janette Schae *SV*
 Not Recommended Date: 3-9-17

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/17/17

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.

3/10/17

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Duluth East Business Professionals of America
2. Contact Person (Responsible for Checklist Completion): Barb Struck, Lake Superior College
3. Field Trip Date(s): March 22, 2017 – March 25, 2017 Destination: Hyatt Regency Minneapolis, MN
4. Field Trip Overview (Include events, establishments and locations):

The 43rd Annual Spring Leadership Conference (SLC) will be held at the Hyatt Regency Minneapolis on March 23-25, 2017.

The purpose of the State Leadership Conference is to provide students with the opportunity to:

Compete in a variety of workplace skill assessments
 Make recommendations regarding association policies
 Participate in general assemblies designed to conduct the business of the association
 Transact business of the association

5. Field Trip Departure from School (Date and Time):

March 22, 2017 , 1:00 pm

Field Trip Return to School (Date and Time):

March 25, 2017, 2:00 pm

6. Objectives of Field Trip: As Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields, this gives students a chance to compete with other schools on best business practices.
7. Relationship to Curriculum or Student Learning: Students learn best business practices and use their classroom skills to an everyday living.
8. Planned Follow-up Field Trip Activities: National Competition for some of the students.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$600
Total Meals	\$600
Total Lodging	\$2347.32
Total Transportation	\$700
<input type="checkbox"/> School District Vehicle(s) <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Enterprise Car Rental</u>	
Total Additional Stipends:	\$0
Other:	\$4247.32
Total	\$

Revenues		
District Budget	Code:	\$
Booster Group (LSC)		\$1143.36
Donations		\$
Student Fees		\$3103.96
Total Additional Stipends:		\$
Total		\$4247.32

11. Reviewed/Completed Request Checklist: x 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 (Code of Conduct Signed)
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians (will be done by 3/6/17)
- 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: _____



Today's students.
Tomorrow's business professionals.

Agenda attached

Jean

**2017 STATE LEADERSHIP
CONFERENCE
OVERVIEW
March 23-25, 2017**

REGISTRATION FEE

Registration fee for the State Spring Leadership Conference is \$75.00. The registration fee includes, but is not limited to, conference and competitive event materials including a conference t-shirt, the on-sight computer lab, entertainment, judges meals, awards and awards sessions, printing, transportation, officer expenses, grading supplies and other miscellaneous items, tax and gratuities.

Registration materials including registering online are due on or before February 22, 2017 to receive the early-bird rate. Registration submitted **after** this date will be assessed the regular rate of \$80.00 per attendee. **If your chapter's fees are unpaid by the 1st day of the conference, you will be charged the higher rate.** You are encouraged to email your registration materials as an email attachment. Also, forward registration materials without checks if necessary – **DO NOT WAIT FOR CHECKS IF IT WILL DELAY SENDING YOUR REGISTRATION IN!**

CANCELLATIONS/LATE REGISTRATION

The registration deadline policy is as follows:

1. All conference registration materials received on or before February 22, 2017 will be charged the early-bird registration fee.
2. All other registration materials received that are not received on or before February 22, 2017 will be charged the regular registration fee of \$80.00 per person.

To be accepted, cancellations must be submitted on the "Official Cancellation Form". The following administrative charge policy will be followed:

- 75% refund (\$56.25) will be made on cancellations submitted and received on or before March 10, 2017 on State Leadership Conference Registration. Substitutions are encouraged.
- No refund for cancellations after March 10, 2017. Substitutions are allowed. Each Chapter Advisor is responsible for making all cancellations and/or substitutes with the hotel.

This policy is as set by the Board of Directors and follows the national policy.

LODGING COSTS

Room fees are as follows:

ROOM TYPE	RATE	TAX (13.4%)	TOTAL PER ROOM PER NIGHT	PER PERSON PER NIGHT	TWO NIGHT TOTAL/PER PERSON
Single	\$136.00	\$18.22	\$154.22	\$154.22	\$308.44
Double	\$136.00	\$18.22	\$154.22	\$77.11	\$154.22
Triple	\$146.00	\$19.56	\$165.56	\$55.19	\$110.38
Quad	\$146.00	\$19.56	\$165.56	\$41.39	\$82.78

Because of fire codes, the Hyatt is not permitted to put 5 to a room.

Please list advisors or chaperones in the first room blocks on the reservation form.

Room Selection must be submitted no later than February 22, 2017, as our room block will be released on that date and above room rates do not have to be honored after the cutoff date.



AGENDA

2017 STATE SPRING LEADERSHIP CONFERENCE

MN SECONDARY BUSINESS PROFESSIONALS OF AMERICA
MARCH 23-25, 2017

Registration materials NOT available until 8:00 am on Thursday.

THURSDAY, MARCH 23, 2017

8:00 - 11:00 AM
8:00 - 11:00 AM
11:00 - 11:45 AM
12:00 noon - 8:00 PM
2:00 - 9:00 PM
9:00 - 10:00 PM

10:00 - 10:30 PM
11:00 PM

General Conference Registration
Contest Proctor Review
Advisor Meeting followed by APG Meeting
Contests
Grading Center
General Session
*INCLUDES Torch Awards Recognition
Advisor Meeting/Social
Curfew

FRIDAY, MARCH 24, 2017

7:30 AM - 8:30 AM
7:00 AM - 9:00 PM
7:00 AM - 5:00 PM
7:00 AM - 5:00 PM
12:00 AM - 2:00 PM
9:00 - 11:45 PM
10:30 PM
12:00 Midnight

Judges Meeting & Orientation
Grading Center
Judged Contests
Contests
Judges Luncheon
Entertainment - To be determined
Advisor's Meeting
Curfew

SATURDAY, MARCH 25, 2017

8:00 AM - 2:00 PM
8:00 - 10:00 AM
9:30 AM - 12:30 PM

12:30 PM

Luggage Storage
Advisor Contest Review
Grand Awards Session
*INCLUDES Special Recognition
Depart

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 reviewed 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.

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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
 Not Approved

Name: Danette Selau
 Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
 Date: _____

DU
3/23/17

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

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: _____
 Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: [Signature]
 Date: 3/23/17

School Board: Approved
 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

51

Date of Submission:

Type of Trip: Instructional Supplementary x Extended

1. Organization/Grade/Course Planning Trip: Business Professionals of America
2. Contact Person (Responsible for Checklist Completion): Barb Struck 733-5998
3. Field Trip Date(s): 5-9-17 – 5-14-17 Destination: Orlando, Florida
4. Field Trip Overview (Include events, establishments and locations): _____

This National 2017 BPA conference will be held at the Walt Disney World Swan & Dolphin Resort, in Orlando, Florida. Please see the attached agenda for specific details about the schedule.

5. Field Trip Departure from School (Date and Time):

May 9, 2017 6 a.m. (Duluth Airport)

6. Field Trip Return to School (Date and Time): May

14, 2017 (Duluth Airport)

7. Objectives of Field Trip:

The following are objectives of BPA's National Leadership Conference:

Participate in educational seminars and workshops.

Hear nationally prominent speakers.

Elect national student officers.

Participate in the Workplace Skills Assessment Program.

Participate in general assemblies designed to conduct the business of Business Professionals of America.

Transact business of the association.

Participate in leadership programs.

8. Relationship to Curriculum or Student Learning:

The competition allows students to practice what they have been working on since the onset of becoming a club member.

9. Planned Follow-up Field Trip Activities: None

10. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (\$115 per person)	\$460
Total Meals (\$135 per person)	\$540
Total Lodging (\$254 per room, per night. Will need three rooms for 5 nights)	\$3810
Total Transportation	\$1520
<input type="checkbox"/> School District Vehicle(s)	\$ 250
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name _____ This is for airfare and luggage fee. At this time it is anticipated to take a shuttle to hotel from Airport.	
Total Additional Stipends:	\$0
Other:	\$
Total	\$6580

Revenues		
District Budget	Code:01-380-005-428-000	\$1645
Booster Group		\$
Donations		\$
Student Fees		\$4935
Total Additional Stipends:		\$
Total		\$6580

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:

Barb Sturch 7335998

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.

(This will be done after State conference next week.)

Signature of Contact Person:

Barb Sturch 7335998

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.

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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
 Not Approved

Name:

Kim P. Haldorick

Date:

4/3/17

SUPPLEMENTAL TRIP ACTION

Principal:

- Approved
 Not Approved

Name: _____

Date: _____

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

EXTENDED TRIP ACTION

Principal:

- Recommended
 Not Recommended

Name:

Kim P. Haldorick

Date:

4/3/17

Assistant Superintendent:

- Recommended
 Not Recommended

Name:

A. Sturgeon

Date:

4/5/17

School Board:

- Approved
 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:

55

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Myers-Wilkins - Grade 5
2. Contact Person (Responsible for Checklist Completion): Jennifer Boyson
3. Field Trip Date(s): May 9-10 Destination: Laurentian Environmental Center
4. Field Trip Overview (Include events, establishments and locations): students participate in experiential science, inquiry and team-building activities throughout both days @ LEC in Britt, MN
5. Field Trip Departure from School (Date and Time): May 9, 2017 - 8:15 am
Field Trip Return to School (Date and Time): May 10, 2017 - 2:00 pm
6. Objectives of Field Trip: Students will participate in hands-on science activities centered around Life Science (strand 4) and the Nature of Sci. + Engineering (strand 1) state sci. standards
7. Relationship to Curriculum or Student Learning: all classes tied to MN science standards & community building efforts taught at Myers-Wilkin
8. Planned Follow-up Field Trip Activities: field trip is culmination of classroom science units and springboard to MCA test
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 4800
Total Meals	\$ included
Total Lodging	\$ included
Total Transportation	\$ 900
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyageur</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ n/a
Other:	\$ n/a
Total	\$ 5700

Revenues	
District Budget	\$
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). - N/A
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
May 9-10

LOCATION
Laurentian Environmental Center
8950 Peppard Rd.
Br. H, MN 55710

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

Signature of Contact Person: Jennifer Boyson

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 - n/a
- 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.

-- copy of MW form \neq LEC form

Signature of Contact Person: _____



Myers-Wilkins Elementary School

57

Duluth Public Schools / ISD #709

1027 North 8th Avenue East

Duluth, MN 55805

Phone (218)336-8860 / Fax (218)336-8864

ATTENTION 5TH GRADE PARENTS/GUARDIANS

IMPORTANT Information attached regarding 5th
Grade Overnight Field Trip.

Field Trip Dates: May 9 – 10

Trip Destination: Laurentian Environmental Ctr.

Attached requires your immediate attention.

This is an amazing opportunity for our 5th grade students. Please read through the attached information and return it (signed) to your child's classroom teacher.

Thank you.

Elisa Maldonado - Principal

Laurentian Environmental Center

Date: March 3, 2017

Teachers: Mrs. Rosenberg, Mrs. Boyson, and Mrs. Radzak

Topic: Laurentian Environmental Center (LEC) May 9-10

Dear Families,

As most of you now know, fifth graders at our school have the privilege of going on a major field trip during the school year. In keeping with that tradition, your child has the opportunity to go to the Laurentian Environmental Center <http://www.laurentiancenter.org/> for a two day/one-night science and cooperative learning experience.

We will leave Myers-Wilkins at 8:15 a.m. on Tuesday, May 9 and return on Wednesday, May 10. We will make every attempt to have students back to school by the end of the school day on Wednesday (approximately 2:00 p.m.). Many parents do opt to pick their children up from school that day since each child will be carrying luggage, a sleeping bag, pillow, etc.

This trip is a marvelous opportunity for our students to learn new skills, practice science inquiry, work as a community and have fun with their peers. Our 5th grade camping trip is often a trip children remember their whole lives. Over the next weeks, we expect and require that each student act responsibly, respectfully, and safely inside and outside of school in order to earn the privilege to attend the trip.

The cost of this trip is \$50 per student and includes lodging, meals, transportation, and educational classes. Please send cash or check (made out to Myers-Wilkins Elementary School) as soon as possible. We are happy to take partial payments if a payment plan is needed.

Please contact us if you have any questions or concerns @ 336-8860 or by e-mail: jennifer.boyson@709.org andrea.rosenberg@isd709.org or angela.radzak@isd709.org

Please return the bottom portion of this form and the attached health and behavior form to school ASAP.
Myers-Wilkins Laurentian Environmental Center Permission

I give my son/daughter permission to attend the 5th Grade Laurentian Environmental Center trip May9-10. I understand this is a two-day/one-night trip. If my child's behavior becomes an issue, I will be responsible for picking my child up from Laurentian Environmental Center or paying compensation to Myers-Wilkins School for a staff member to do so.

Student: _____

Parent/Guardian Signature: _____

Check one:

I am enclosing the \$50 tuition fee today.

I am enclosing a partial payment of \$_____ today. I will pay the remainder of the tuition by _____.

Student Behavior Contract: Please have both the student and parent/or guardian sign the behavior contract.

The behavior expectations have been discussed in class and all students have been made aware of the criteria for eligibility. Students who will be eligible to attend the field trip are those who have *not* acquired **two or more**

referrals for behaviors after March 1st. Our PAWS expectations include the bus, playground, lunch room, hallways, specialists or guest teachers. Any student who receives an ISS or OSS (in-school suspension or out of school suspension) will automatically be ineligible to attend and will be required to stay back.

Please note: This excludes any behavior issues that may have occurred before March 1st, 2017. However, any infractions after this date will be reason to not attend.

I _____ have read and understand the behavior expectations
Parent/Guardian Signature

I understand that if my student receives two or more referrals after March 1st, my student will not be able to attend.

I _____ have discussed in class and have read the PAWS
Student Signature

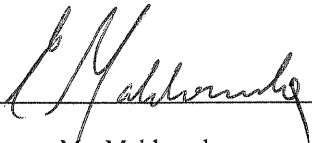
expectations and understand I may not be able to go if I earn 2 or more referrals or have to serve a suspension.

Thank you for your support and cooperation.

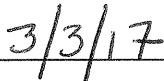
Mrs. Boyson

Mrs. Rosenberg

Mrs. Radzak



Ms. Maldonado



Date



DENFELD SENIOR HIGH SCHOOL

401 N. 44th Ave. W.

Duluth, Minnesota 55807

Main Office: 218/336-8830 • Main Office Fax: 218/336-8844

• Athletics Fax: 218/336-8842



60

March 3, 2017

Assistant Superintendent for Teaching and Learning
ISD 709
215 North First Avenue East
Duluth, MN 55802

The following student completed his high school graduation requirements based on meeting his IEP goals and objectives on August 19, 2016 per his Case Manager Sherri Walker.

I would like to order a Demnfeld High School Diploma for:

Name: Austin James Lamphere
Date of Graduation: August 19th, 2016

Thank you.

Sincerely,

Tonya M. Sconiers
Principal

3/13/2017

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

Kyle Ray Sailor

SCHOOL ON DIPLOMA

Duluth Public Schools

GRADUATION DATE

3/9/2017

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

Adrian Norman
 Principal

Kimberly LeDoux
 Administrative Assistant
 Area Learning Center

3/13/2017

**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

Courtney Joann Mukes

SCHOOL ON DIPLOMA

Duluth Public Schools

GRADUATION DATE

3/10/2017

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

Adrian Norman
Principal

Kimberly LeDoux
Administrative Assistant
Area Learning Center

4/3/2017

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

Samantha Rae Bangs

SCHOOL ON DIPLOMA

Duluth Public Schools

GRADUATION DATE

3/16/2017

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

Adrian Norman
Principal

Kimberly LeDoux
Administrative Assistant
Area Learning Center

4/3/2017

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.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Tywan Deonest Carter	Duluth Public Schools	3/30/2017
Angie Samantha S Mattinas	Duluth Public Schools	3/22/2017
Gianna Nashae Presley-Baum	Duluth Public Schools	3/31/2017
Tyler Gregory Schulz	Duluth Public Schools	3/31/2017
Troy Michael Tikka	Duluth Public Schools	3/22/2017

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

Adrian Norman
 Principal

Kimberly LeDoux
 Administrative Assistant
 Area Learning Center