

**Education Committee**  
 Duluth Public Schools, ISD 709  
 Agenda  
 Tuesday, November 14, 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. Assistant Superintendent's Report 6

As part of her monthly report, Assistant Superintendent 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.

B. Informational Presentations

1) Record of Continuous Improvement (RCI) Presentations 7

Throughout the school year each school will be providing an update to the school board regarding their school improvement plan called Record of Continuous Improvement. The work on the RCI is being led by the Continuous Improve Team (CIT). Each school has gone through a comprehensive needs assessment and developed action steps to improve student outcomes. This month the following schools will review the continuous improvement process for their site: Duluth East High School and Congdon Park Elementary School.

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

2) Secondary Schedule Task Force Update 15

As a school district, we recognize that our community would like more course options than can be accommodated under our current secondary schedule (6-period day). Dr. Michael Cary, Director of Curriculum and Instruction, was tasked with creating a process to gain community feedback and engage district staff in reviewing and recommending potential schedule options. Dr. Cary will provide an update on the progress of the Secondary Schedule Task Force.

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

3) Advisory Committee Update

The district has a variety of advisory committees that inform our work. This month, we will hear an update from the Education Equity Advisory Committee (EEAC). William Howes, Office of Education Equity Coordinator, and Diana Lawrey, EEAC Chair, will present.

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

4) Course Guide Update

16

Each year, the courses at the secondary level are reviewed by counselors, content specialists and the Director of Curriculum and Instruction to make recommendations for changes to the course catalog and supplements. Dr. Cary will provide an update regarding these proposed changes.

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

C. Grant Applications - PLACEHOLDER

D. Regulations - PLACEHOLDER

2. **Action Items**

A. Presentation Items Requiring Approval

1) Changing the Name of Woodland Hills Academy to Rockridge Academy

Woodland Hills Academy will soon be relocating their school operations to the Rockridge building. Therefore, district administration is recommending the name change from Woodland Hills Academy to Rockridge Academy.

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

B. Resolutions

1) Resolution E-11-17-3490 - Acceptance of Grant Awards to Duluth Public Schools

17

Attached is Resolution E-11-17-3490 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Northland Foundation

Recommendation: It is recommended that the Duluth School Board accept and

approve Resolution E-11-17-3490 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Trip Requests

1) Extended Trip Request - SkillsUSA Leadership Conference 19

SkillsUSA students from Denfeld and East High Schools traveled to Holiday Inn Alexandria in Alexandria, MN to participate in the SkillsUSA Fall State Leadership Training Professional Conference from October 26-28, 2017. This conference offered training for local officers and advisers on how to run a local chapter. The total cost of this trip was \$2,400 and was funded with grant dollars and student fees.

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

2) Extended Trip Request - Denfeld High School - MN HOSA Fall Leadership Conference 23

Health Occupation Students of America (HOSA) from Denfeld and East High Schools traveled to the Minnesota Marriott Northwest in Minneapolis, MN from November 2-3, 2017 to participate in the Minnesota HOSA Fall Conference. During the conference they ran for state officer positions. They will also took part in lessons in leadership, parliamentary procedures, and career development. The total cost of the trip was \$2,216.75 and was funded with student fees and grant dollars.

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

3) Extended Trip Request - MN HOSA Emergency Preparedness Camp 26

Health Occupation Students of America (HOSA) from Denfeld and East High Schools will be traveling to Camp Ripley in Little Falls, MN to participate in the Minnesota HOSA MRC Camp/Workshop from November 30 - December 2, 2017. They will take part in emergency preparedness lessons in authentic settings in the areas of CPR and First-Aid. The total cost of the trip is \$2,120 and will be funded with grant dollars and student fees.

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

4) Extended Trip Request - MN HOSA Officer Training & Spring Conference Planning 30

Health Occupation Students of America (HOSA) from Denfeld and East High Schools will be traveling to the St Paul Holiday Inn East in St Paul, MN from December 10-11, 2017 to participate in state officer

training and Spring Leadership Conference planning. The total cost of the trip is \$700 and will be funded with student fees and grant dollars.

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

5) Extended Trip Request - Lester Park - Wolf Ridge ELC 34

Fifth grade students from Lester Park Elementary School will be traveling to the Wolf Ridge Environmental Learning Center in Finland, MN from March 9-11, 2018. This trip will provide students with an experiential learning opportunity, which will help them develop teamwork skills and provide a chance for personal growth. The trip is organized by parents, financed through fund raising activities and student fees and will take place outside of the regular school schedule.

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

6) Extended Trip Request - Homecroft - Wolf Ridge ELC 37

Fifth grade students from Homecroft Elementary School will be traveling to the Wolf Ridge Environmental Learning Center in Finland, MN from March 12-15, 2018. This trip will provide students with an experiential learning opportunity, which will help them develop teamwork skills and personal growth and cover several MN science standards. The total cost of the trip is \$10,800 and will be funded with student fees and donations.

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

D. Diploma Requests 40

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

Courtney Lynn Andrick - September 6, 2017  
 Brandan M. Cheetham - October 3, 2017  
 Dominic Romagnoli - November 7, 2017  
 Justin L Knight - November 7, 2017

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

E. Policies - PLACEHOLDER

3. **Future Items**

**2018-19 Calendar  
 Policy Updates**



# Assistant Superintendent Report to the Board

November 2017

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## **Site Visits**

- East High School
- Laura MacArthur
- Myers-Wilkins

## **Communication**

- Superintendent Gronseth and I have been conducting staff meetings at each site to share a common vision for our work and strategies being implemented at the district level to meet our annual goals. Additionally, we are working to improve other forms of communication to staff including regular written updates via email, as well as continued site visits each week.

## **Staff Development**

- Mandatory trainings have been delivered this fall at each site:
  - Bullying and Harassment
  - Mandated Reporter
  - Restrictive Procedures
- We continue to plan and deliver staff development for a variety of important topics to support MTSS work:
  - Balanced literacy at the elementary, as well as supporting new ELA curriculum
  - Supporting challenging behavior
  - Literacy assessment at the elementary sites
  - Reading assessment and intervention strategies for struggling adolescent readers at the middle and high school levels



# Duluth East High School

CIT Members Presenting Today:  
 Teachers: Danielle Westholm, William Garnett,  
 Megan Mikulich, Lynn Hinzmann, Samantha Daly  
 Administrators: Danette Seboe, Principal  
 Jon Flaa, Assistant Principal



## Celebrations

Here are some of the things we are most proud of...

- Our PLC teams working hard and working together
- WIN intervention implementation
- MCA gains for this year
- Teachers and support staff continue to build relationships and make connections with students
- Community Connections (SARB, SRO, Mental Health)
- Leadership Teams
  - CIT
  - Problem Solving
  - SST
  - Mental Health



## CIT Members

Name	Role
Danielle Westholm	CIT Record Keeper, District CIT Rep., English/Language Arts
Bill Garnett	CIT Member, District CIT Rep., Math
Megan Mikulich	CIT Member, District CIT Rep., Social Studies
Danette Seboe	CIT Member, District CIT Rep., Principal
Jon Flaa	CIT Member, District CIT Rep., Assistant Principal
Laura LaFontaine	CIT Member, Health/Phy Ed
Blake Peterson	CIT Member, Music
Lynn Hinzmann	CIT Member, World Language
Peter Tideman	CIT Member, Science
Samantha Daly	CIT Member, Special Education



COMPREHENSIVE NEEDS ASSESSMENT

## Data Review

2016-2017 School Goals	Met/Not Met
The percentage of all students enrolled October 1 in grades 10 at Duluth East High School who are proficient on all <b>reading</b> state accountability tests (MCA-III, MTAS) will increase from <b>64.5%</b> in 2016 to <b>69.0%</b> in 2017.	<b>MET: East Reading Proficiency Spring 2017: 77.3%</b> <b>Our 12.8% increase exceeded the maximum expected proficiency gain! (4-7%)</b>

## Data Review Non-Academic

Enrollment / Demographics				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	1550	1583	1506	1471
American Indian	26	27	24	18
Asian	30	35	26	29
Hispanic	19	21	28	30
Black	41	17	35	39
White	1400	1419	1352	1307
More than one race	33	34	41	48
English Learner	2	1	3	2
Special Education	121	143	117	114
Free or Reduced Lunch	336	347	253	234

## Data Review Academic

Reading Proficiency By Student Group				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	68.8%	66.2%	64.2%	76.7%
American Indian	Count too small to report	Count too small to report	Count too small to report	Count too small to report
Asian	Count too small to report	Count too small to report	72.7%	Count too small to report
Hispanic	Count too small to report	Count too small to report	Count too small to report	Count too small to report
Black	37.5%	Count too small to report	12.5%	Count too small to report
White	71.8%	68.9%	65.6%	77.8%
Two or more races	Count too small to report	Count too small to report	Count too small to report	92.9%
Special Education	27.6%	28.1%	34.2%	30.3%
Free or Reduced Lunch	35.7%	33.3%	42.1%	26.7%

## Data Review Academic

Math Proficiency By Student Group				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	54.5%	56.5%	48.3%	52.8%
American Indian	Count too small to report	Count too small to report	Count too small to report	Count too small to report
Asian	Count too small to report	Count too small to report	Count too small to report	Count too small to report
Hispanic	Count too small to report	Count too small to report	Count too small to report	Count too small to report
Black	40%	30%	Count too small to report	0%
White	54.4%	58.9%	50.8%	53.3%
Two or more races	Count too small to report	36.4%	Count too small to report	Count too small to report
Special Education	20.6%	14.8%	7.4%	21.6%
Free or Reduced Lunch	32.4%	31.1%	22.6%	23.7%

## Data Review Academic

Reading Proficiency By Grade				
	2013-2014	2014-2015	2015-2016	2016-2017
10	70	66.9	64.5	77.3
Math Proficiency By Grade				
Grade	2013-2014	2014-2015	2015-2016	2016-2017
11	55.3	56.8	48.9	53.8
Science Proficiency				
	2013-2014	2014-2015	2015-2016	2016-2017
10 (1st Biology year)	60.2	63.8	54.4	70.1

## Data Review Academic

9

Reading Growth 2016-2017	Low	Medium	High
Proficient	22	28.9	15.2
Not Proficient	11.2	15.2	7.5
Math Growth 2016-2017	Low	Medium	High
Proficient	23.5	32.2	12.9
Not Proficient	9.1	16.7	5.7

## Data Review

Perception, Program, Fidelity

- Teachers request ongoing professional development to continue to build PLCs and student engagement strategies
- Student surveys indicate majority of students feel connected to adults at school
- Leadership teams will be working to develop and analyze comprehensive data collection methods to assess:
  - Attendance and WIN Interventions
  - Student and staff perception of Safe and Welcoming strategies
  - Connection between attendance contracts and credits earned

## Summary of Comprehensive Needs Assessment

Successes:

- PLCs increasingly focused
- WIN interventions and organization
- Attendance Contracts
- Rx For Success

Prioritized Concerns:

- Overall data on FRP students (attendance, credits, behavior) led to our goal setting and focus on this group
- Continued staff development for PLC processes
- Need for comprehensive Perception Data

## School Goals 2017-2018



1. By Spring 2018, the reading proficiency of students who are enrolled October 1 from 77.3% to 80.3% as measured by the MCA-III Reading.

2. By Spring 2018, the reading proficiency of students who are enrolled October 1 and are in FRP student group will increase from 60.3% to 64.3% as measured by the MCA-III Reading.

## School Action Plan

10

### Initiatives

- Continue to improve PLC practices and process.
- Implement additional instructional practices proven to increase student engagement with focus on engaging students in poverty.
- Evaluate systems for barriers for students in poverty both in and out of the classroom.

### Instructional Practices (Practice Profile Focus)

- Teachers will engage students in discussions that are increasingly student driven and consistently demonstrate understanding of concepts, higher order thinking, problem solving, collaboration, and in depth vocabulary usage.

Any questions?



# Congdon Park

Principal: Kathi Kusch Marshall  
Teacher Rep: Anne Collins

## Celebrations

Here are some of the things we are most proud of...

MTSS: Multi-Tiered Support Systems

WIN: What I Need

Implementation ADSIS Grant

High Achievement for All Students

Highly Trained Staff

Communication Home to School

Implementation of Technology

Cultural Celebrations



## CIT Members

Name	Role
Kathi Kusch Marshall	Principal
Jill Gates	Grade Kdg
Alaina Pilate	Grade One
Carol Burger	Grade Two
Cindy Miller	Grade Three
Dawn Velander	Grade Four
Kathy Lofstuen	Grade Five
Tara Hoban Anne Collins	Special Education Intervention Teacher



COMPREHENSIVE NEEDS ASSESSMENT

## Congdon Park Data Review

2016-2017 School Goals	Met/Not Met
<p><b>Reading:</b></p> <p>1. The percentage of all students in grades 3-5 at Congdon Park Elementary School enrolled by October 1, 2016 who are proficient on the reading (all accountability tests) will increase from 81.9% in 2016 to increase by 7% to 88.4% in 2017.</p> <p>2. In addition, the percentage of students receiving free or reduced price lunch in grades 3-5 who are proficient in reading (all accountability tests) will increase from 51.8% in 2016 to 68% in 2017 to increase by 17%.</p> <p>3. The percentage of special education students in grades 3-5 at Congdon Park School enrolled by October 1, 2016 who are proficient on the reading (all accountability tests) will increase from 38.5% in 2016 to 47.5% in 2017 to increase by 9%.</p>	<p><b>Reading:</b></p> <p>1. Not Met 2. Not Met 3. Not Met</p>
<p><b>Math:</b></p> <p>4. The percentage of all students in grades 3-5 at Congdon Park School enrolled by October 1, 2016 who are proficient on the math (all accountability tests) will increase from 83.8% in 2017 to 87.8% with an increase of 4%.</p> <p>5. In addition, the percentage of students receiving free and reduced price lunch in grades 3-5 who are proficient in math (all accountability tests) will increase from 55.4% in 2016 to 65.3% with an increasing of 10% in 2017.</p> <p>6. The percentage of special education students in grades 3-5 who are proficient in math (all accountability tests) will increase from 53.8% in 2016 to 60.5% in 2017 with an increase of 7%.</p>	<p><b>Math:</b></p> <p>1. Not Met 2. Not Met 3. Not Met</p>



## Data Review Non-Academic

12

Enrollment / Demographics				
	2013-2014	2014-2015	2015-2016	2016-2017
American Indian	2.0	3.2	3.2	2.4
Asian	4.5	3.7	3.2	3.2
Hispanic	1.5	1.5	2.4	2.2
Black	4.1	4.4	5.5	5.3
White	83.5	82.5	80.4	81.3
More than one race	4.5	4.6	5.1	5.6
English Learner	.6	.3	.3	.7
Special Education	6.5	5.5	5.5	7.8
Free or Reduced Lunch	21	24.5	21.8	21.2

## Data Review Academic - Reading Proficiency

Reading Proficiency By Student Group				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	84.5	85.4	81.9	86.7
American Indian				
Asian	85.7	90.0		
Black			21.4	27.3
Hispanic				
White	88.8	90.9	87.7	92.7
Two or more races	84.6	54.5	80.0	64.7
Special Education	56.3	38.5	38.5	27.7
Free or Reduced Lunch	54.5	63.0	51.8	57.1

## Data Review Academic - Math Proficiency

Math Proficiency By Student Group				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	85.4	85.8	83.8	85.2
American Indian		66.7	75.0	75.0
Asian				
Black			28.6	36.4
Hispanic				
White	88.3	90.0	90.0	88.6
Two or more races	84.6	84.8	66.7	76.5
Special Education	43.8	38.5	53.8	44.4
Free or Reduced Lunch	59.1	59.3	55.4	61.4

## Data Review

### Academic - Reading and Math By Grade Level

Reading Proficiency By Grade				
	2013-2014	2014-2015	2015-2016	2016-2017
3	87.4	87.8	79.3	82.9
4	81.2	82.7	81.5	84.4
5	84.0	86.2	84.8	93.2
Math Proficiency By Grade				
Grade	2013-2014	2014-2015	2015-2016	2016-2017
3	92.6	92.9	88.5	91.4
4	76.8	86.7	88.0	83.3
5	84.0	73.8	75.3	79.5

## Data Review

13

### Academic - Reading and Math Growth

Reading Growth 2016-2017	Low	Medium	High
Proficient	14.4	31.9	36.3
Not Proficient	3.1	6.3	8.1
Math Growth 2016-2017	Low	Medium	High
Proficient	15.1	38.4	35.8
Not Proficient	3.8	3.8	3.1

## Data Review: The Next Generation

Reading: FAST testing will be conducted three times per year, Fall, Winter, and Spring  
MCA testing will be conducted Spring 3,4,5  
Focuses on problem solving tied to School Improvement Framework

Math: Focuses on both Fidelity and Student Outcome data

Science: Increase in overall student progress based on 2016 MCA data

Climate: Behavior Data/Attendance

Congdon Clubs: French, Art, Math, Lego Robotics, Drumming

Family Involvement: Family Nights, Coffee with Kathi, Volunteer Efforts

Congdon Park PTA: 130 Members Strong, One and Done to support the School i.e. educational enrichment

Congdon Foundation: Long Term Investments to support Congdon Park, Provide granting opportunities Fall and Spring

## Summary of CNA

### Successes:

- Overall high proficiency in reading and math
- High percent of students making growth
- highlights in the data that was good (am ind increases)

### Prioritized Concerns:

- Decrease in reading and math proficiency for children receiving special education services
- Although there were increases in reading and math proficiency overall and for children who qualify for free or reduced price lunch, the increases weren't large enough to meet the school goals

## School Goals 2017-2018



**Reading Goal:** By the year 2023 all students (100%) at Congdon Park will be proficient in the area of reading. This will require a 2.2% increase in proficiency each year in the all students group.

The group of students receiving special education services will need to increase proficiency by 12% each year to attain this goal.

**Math Goal:**  
By the year 2023 all students (100%) at Congdon Park will be proficient in the area of math. This will require a 2.5% increase in proficiency each year.

The group of students receiving special education services will need to increase proficiency by 9.3% each year to attain this goal.

## School Action Plan

### Initiatives

- Developing a strong continuous improvement plan
- Implement new reading curriculum to fidelity
- Created practice profile to monitor guided reading
- Professional development to support curriculum
- Interventionists and special education teachers implementing LLI; PRESS to follow
- Implementation WIN system
  - Extra scoop reading and/or math
  - Enrichment opportunities

Any questions?



### For Information

Dr. Michael Cary, Director of Curriculum and Instruction

As a school district, we recognize that our community would like more course options than can be accommodated under our current secondary schedule (6-period day). Many different types of schedules exist that would allow for more course choice for our students. The Director of Curriculum and Instruction was tasked with creating a process to gain community feedback and engage district staff in reviewing and recommending potential schedule options.

Before making a recommendation for schedule changes a process was designed to gain a full range of feedback from our stakeholder's groups, consider our organizational priorities in best supporting our students and consider other factors that impact the school day. The purpose of engaging in this process would be to arrive at a well-researched conclusion for possible schedule alternatives that will position ISD 709 for long-range success in supporting our students and community. An integral part of the process is to involve a team of teachers and administrators from both high schools and middle schools who worked together to review the options, considered organizational priorities before making the recommendations.

Dr. Cary will provide an update on the progress of the Secondary Schedule Taskforce.

**Course Changes:**  
**For Information only:**

Each year, the courses at the secondary level are reviewed by counselors, content specialists and the Director of Curriculum and Instruction to make recommendations for changes to the course catalog and supplements. For the 2018-2019 school year, the changes include those listed below:

Blue - Add new course

Red - Delete

Green - Name Change  
and Course Description  
Change

Course Name	Number	Reason	New Name	Department	Secondary Level
Pathways2Teaching	XXXXXX	Add new course	Pathways2Teaching	Education	High School
Chinese 1	241801 241802	Delete	N/A	World Languages	High School
Chinese 2	241901 241902	Delete	N/A	World Languages	High School
Chinese 3	242001 242002	Delete	N/A	World Languages	High School
Chinese 4	243001 243002	Delete	N/A	World Languages	High School
AMC: 1st Aid & CPR/AED	151100	Name Change and Course Description Change	First Aid, CPR and Emergency Response	Health Science/Med	High School
Exploration of Music	191203 191204	Name Change	Pop, Rock and Hip Hop	Music	High School
Foundations of Physical Education	21000	Course Description Change	Foundation of Fitness	Physical Education	High School
Personal Wellness and Strength Training 1	211100	Name Change and Course Description Change	Personal Fitness 1	Physical Education	High School
Personal Wellness and Strength Training 2	XXXXXX	Add new course	Personal Fitness 2	Physical Education	High School

**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
Northland Foundation	Becky Gamache	Expanding Outdoor Opportunities for Preschoolers and Their Families	\$3,000.00	Funds will be used to purchase 83 rain suits for use by Duluth Head Start students at Stowe and Barnes.

October 31, 2017

Project # 17-17754

Becky Gamache  
Duluth Headstart Head Start - ISD #709  
2102 Blackman Ave  
Duluth, MN 55811

Dear Becky Gamache:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the ***Expanding Outdoor Opportunities for Preschoolers and Their Families*** and has approved a grant of **\$3,000.00** for the period (09/01/2017 to 05/31/2018) to **Duluth Headstart Head Start - ISD #709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

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

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

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

The Northland Foundation will issue a single payment for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$3,000.00 on 12/01/2017**.

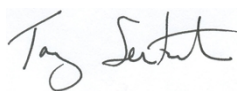
The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support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

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **06/30/2018**.

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

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

Sincerely,



Tony Sertich  
President

Attachments  
cc: Carol Chipman

## DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

**DEFINITIONS:**

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

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

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

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: Danette Sche  
 Date: 10/4/17

**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: Danette Sche  
 Date: \_\_\_\_\_

Assistant Superintendent:  Recommended  
 Not Recommended

Name: B. Hargreaves  
 Date: 10/9/17

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:

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: East HS Skills USA
2. Contact Person (Responsible for Checklist Completion): Kevin Chederquist
3. Field Trip Date(s): 10/26-28 Destination: Alexandria
4. Field Trip Overview (Include events, establishments and locations): Holiday Inn Alexandria

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5. Field Trip Departure from School (Date and Time): 5:30 Am 10/26  
 Field Trip Return to School (Date and Time): 3:00 pm 10/28
6. Objectives of Field Trip: Leadership Skill Development

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7. Relationship to Curriculum or Student Learning: Co-curricular technical skill development

---

8. Planned Follow-up Field Trip Activities: State Officer Elections 11/21

---

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ —
Total Meals <i>for 10 people @ \$150</i>	\$ 1500
Total Lodging <i>4 rooms</i>	\$ 800
Total Transportation	\$ —
<input checked="" type="checkbox"/> School District Vehicle(s) <i>van</i>	100
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ —
Other:	\$ —
<b>Total</b>	<b>\$ 2400</b>

Revenues		
District Budget	Code: <i>Perkins</i>	\$ 550
Booster Group		\$ —
Donations		\$ —
Student Fees		\$ 1850
Total Additional Stipends:		\$ —
<b>Total</b>		<b>\$ 2400</b>

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

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: \_\_\_\_\_



## SkillsUSA Fall State Leadership Training Professional Conference

### Holiday Inn Alexandria

5637 Highway 29 South  
Alexandria, MN 56308

## TENEATIVE AGENDA for October 26-28, 2017

### WEDNESDAY, October 25<sup>th</sup>

6:00 pm State Staff Loads into Hotel / Headquarters / State officer arrive after 7 pm  
11:00 pm Lights Out

### THURSDAY, October 26<sup>th</sup>

8:00 - 9:30 am Conference Registration – Pool Atrium area  
**10:00 - 11:50 noon** **Opening General Session - ALL STUDENTS & Advisors (Conference Officially begins)**  
10:30 - 11:30 am Advisors Session - ALL ADVISORS  
**12:00 - 1:00 pm** **Lunch- General Session, Topic: Expectations / Professionalism**  
1:00 - 5:00 pm Color Chapter Breakout Activities: *Report to Chapter Rooms*  
3:30 - 4:30 pm Training Workshop: Briefings for Presidents, Parliamentarian, Secretary's & Treasurers  
5:00 - 6:00 pm Ridiculous Relays Team Skills (entire team participates)  
**6:00 - 6:30 pm** **Dinner**  
**6:30 - 7:30 pm** **First General Session, Topic: To be determined**

7:30 - 8:00 pm FREE TIME - Pool Time &/or Social Activity- Local Chapter Meeting - MUST STAY ON HOTEL PROPE  
8:00 - 11:00 pm Color Chapter Breakout Activities: *Report to Chapter Rooms – Service Project Activity*  
9:00 pm Executive Council Meeting Training  
10:30 pm Advisors Meeting- ALL Advisors must attend!  
11:00 pm In Your Rooms (must have ordered pizza, get pop, etc. by this time)  
11:30 pm Lights

### FRIDAY, October 27<sup>th</sup>

**8:00 - 8:30 am** **Breakfast**  
**8:30 - 9:30 am** **General Session, TOPIC: To be determined**  
9:30 - 12:00 noon Color Chapter Breakout Activities: *Report to Chapter Rooms*  
11:00 am Sailboat Regatta  
**12:00 - 12:30 pm** **Lunch**  
**12:30 - 1:30 pm** **General Session, TOPIC: To be determined**  
1:30 - 5:00 pm Color Chapter Breakout Activities: *Report to Chapter Rooms*

**5:00 - 6:00 pm** **Dinner - General Session, TOPIC: To be determined**

6:15- 6:45 pm Judges Meeting  
6:45 - 9:30 pm Leadership Contests for Students  
6:45 - 10:00 pm Complete Leadership Award & Notebooks  
10:00 pm Turn in Colored Chapter Notebooks  
10:00 pm - 12:00 am Survival Celebration – Sponsored event  
12:30 am Lights Out (must have ordered pizza, get pop, etc. by this time)

### SATURDAY, October 28<sup>th</sup>

7:30 - 8:00 am Display Set Up & Judging  
8:00 - 9:00 am Display Judging  
**9:00 - 9:30 am** **Awards Assembly Breakfast**  
9:30- 10:30 am Awards Session  
10:30 -11:30 am Check- out of Hotel

### DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

#### **DEFINITIONS:**

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

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

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

#### **INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 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**

#### **EXTENDED TRIP ACTION**

Principal:  Recommended Name: Tommy M. Jones  
 Not recommended Date: 10/13/17

Assistant Superintendent:  Recommended Name: [Signature]  
 Not recommended Date: 10/18/17

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.**

# FIELD TRIP REQUEST FORM

Date of Submission: October 10, 2017

Type of Trip:                      Instructional                      Supplementary                      **X** Extended

1. Organization/Grade/Course Planning Trip:                      HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion):                      Kimberly Olson
3. Field Trip Date(s): November 2 - November 3, 2017                      Destination:  
Minnesota Marriott Northwest  
7025 Northland Drive No.  
Minneapolis, MN 55428
4. Field Trip Overview (Include events, establishments and locations):                      Students will be running for state officer positions and to bring along voting delegates. Lessons in leadership, parliamentary procedure and career development.
5. Field Trip Departure from School (Date and Time):                      November 2, 2017 - 7:00 a.m.  
Field Trip Return to School (Date and Time):                      November 3, 2017 - 7:00 p.m.
6. Objectives of Field Trip:                      Three to four students will run for State Office and 3-4 students will attend as voting delegates .
7. Relationship to Curriculum or Student Learning:                      Leadership, teamwork, POS and Career Pathway exploration .
8. Planned Follow-up Field Trip Activities:                      Midwinter, State and National Conferences for HOSA. A service project will be completed.
9. Field Trip Budget Request:

Estimated Expenses	
Total Admission/Fees; (\$75.00 per person 7 students and 1 teacher)	\$600
Total Meals	\$400
Total Lodging: (\$142.25 per room)	\$426.75
Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) ~ Name:	\$480
Total Additional Stipends:	\$
Other: HOSA Membership , subs.	\$310
<b>Total</b>	<b>\$ 2216.75</b>

Revenues		
District Budget	Code: 01-380-005-428-000	\$615.25
Booster Group		\$
Donations		\$
Student Fees		\$1601.5
Total Additional Stipends:		\$
<b>Total</b>		<b>\$2216.75</b>

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 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: 

### DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

#### **DEFINITIONS:**

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

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

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

#### **INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 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**

#### **EXTENDED TRIP ACTION**

Principal:  Recommended Name: [Signature]  
 Not recommended Date: 10/13/17

Assistant Superintendent:  Recommended Name: [Signature]  
 Not recommended Date: 10/18/17

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.**

### FIELD TRIP REQUEST FORM

Date of Submission: October 10, 2107	
Type of Trip:                    Instructional                    Supplementary	X Extended
1. Organization/Grade/Course Planning Trip:	HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion):	Kimberly Olson
3. Field Trip Date(s): November 30 - December 2, 2017	Destination: Camp Ripley 15000 Highway 115 Little Falls City, MN
4. Field Trip Overview (Include events, establishments and locations):	Emergency Preparedness camp, lessons in an authentic setting on CPR, First Aid, Psychological First Aid and medical Reserve Corps along with educational training sessions for HOSA, and breakouts to learn more about careers in the medical fields.
5. Field Trip Departure from School (Date and Time): Field Trip Return to School (Date and Time):	November 30, 2017 at 7:00 am December 2, 2017 at 7:00 pm
6. Objectives of Field Trip:	MN HOSA Emergency Preparedness Camp
7. Relationship to Curriculum or Student Learning:	Leadership, teamwork, POS and Career Pathway explorations, Partnership for CTE, implementation of Health, Science Programs (HSP), parliamentary procedures and citizenship.
8. Planned Follow-up Field Trip Activities:	Midwinter, State and National Conference for HOSA. The students will be presenting two camps for our community implementing the information and skills taught.
9. Field Trip Budget Request:	

#### Estimated Expenses:

Total Admission/Fees (8 students and 1 advisor - estimate the cost is \$85.00 each)	\$765
Total Meals: (Students are covered by conference fee)	\$27.00
Total Lodging: \$60.00 per person	\$540
Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) ~ Name:	\$480
Total Additional Stipends:	\$
Other: Subs	\$288
<b>Total</b>	<b>\$2120</b>

#### Revenues

District Budget	Code:01-380-005-428-000	\$513
Booster Group		\$
Donations		\$
Student Fees		\$1607
Total Additional Stipends:		\$
<b>Total</b>		<b>\$2120</b>

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 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

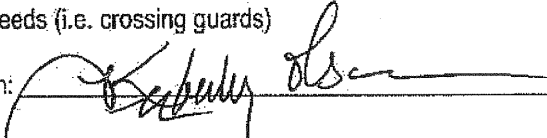
**TIME**

**LOCATION**



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

Signature of Contact Person: \_\_\_\_\_

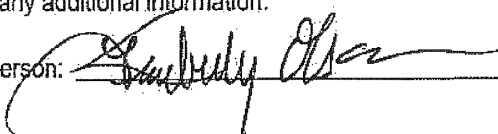


## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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: \_\_\_\_\_



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

#### DEFINITIONS:

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

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

Extended Trips Within Minnesota 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**

#### EXTENDED TRIP ACTION

Principal:  Recommended Name: Tanya M. Thomas  
 Not recommended Date: 10/13/17 *ASV*

Assistant Superintendent:  Recommended Name: [Signature]  
 Not recommended Date: 10/18/17

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.

## FIELD TRIP REQUEST FORM

Date of Submission: October 10, 2017

- |  |  |  |  |
|--|--|--|--|
| Type of Trip:  | <input type="checkbox"/> Instructional   | <input type="checkbox"/> Supplementary | <input checked="" type="checkbox"/> Extended |
| 1. Organization/Grade/Course Planning Trip:  | HOSA 11th and 12th Grade.  |  |  |
| 2. Contact Person (Responsible for Checklist Completion):  | Kimberly Olson   |  |  |
| 3. Field Trip Date(s): December 10 and 11, 2017  | Destination:<br>St. Paul Holiday Inn East<br>175 West 7th Street, Saint Paul, MN, US, 55102  |  |  |
| 4. Field Trip Overview (Include events, establishments and locations):                               | Field trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA as representatives for ISD 709. Training will also include team building, Robert's Rules and leadership techniques.                                 |  |  |
| 5. Field Trip Departure from School (Date and Time):<br>Field Trip Return to School (Date and Time): | December 10, 2017 at 7:00 am<br>December 11, 2017 at 7:00 p.m.   |  |  |
| 6. Objectives of Field Trip:   | Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques.  |  |  |
| 7. Relationship to Curriculum or Student Learning:   | Students will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills. |  |  |
| 8. Planned Follow-up Field Trip Activities:  | Midwinter, State and National Conferences for HOSA. A service project will be completed.   |  |  |
| 9. Field Trip Budget Request:  |  |  |  |

Estimated Expenses	
Total Admission/Fees (No fee)	0
Total Meals (\$25.00 per person - 4 students, 1 teacher)	125
Total Lodging (Paid by MN HOSA)	0
Total Transportation	\$450
School District Vehicle(s)	
Commercial Transportation Carrier ~ Name: Voyageur	
Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$0
Other: Sub pay for 3 days	\$125
<b>Total</b>	<b>\$700</b>

Revenues		
District Budget	Code:01-380-005-428-000	\$240
Booster Group		\$
Donations		\$
Student Fees		\$460
Total Additional Stipends:		\$
<b>Total</b>		<b>\$700</b>

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 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)

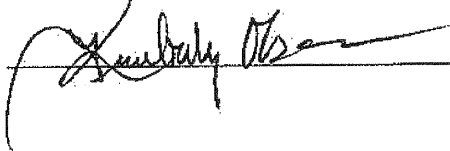
Signature of Contact Person: *Stephany Olson*

**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: 

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## FIELD TRIP REQUEST FORM

Date of Submission: 10/2/2017

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: WOOLF RIDGE PARENT GROUP
2. Contact Person (Responsible for Checklist Completion): TOM WESTRUM
3. Field Trip Date(s): MARCH 9-11, 2018 Destination: WOOLF RIDGE FLC
4. Field Trip Overview (Include events, establishments and locations):  
ENVIRONMENTAL ED @ WOOLF RIDGE FLC

5. Field Trip Departure from School (Date and Time): MARCH 9, 2018 3:00 P.M.  
Field Trip Return to School (Date and Time): MARCH 11, 2018 3:00 P.M.

6. Objectives of Field Trip: ENVIRONMENTAL ED + TEAM WORK

7. Relationship to Curriculum or Student Learning: N/A

8. Planned Follow-up Field Trip Activities: N/A

9. Field Trip Budget Request N/A - PARENT FUNDED

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$</b>

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

11. Reviewed/Completed Request Checklist:       Yes       No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

TIME

LOCATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

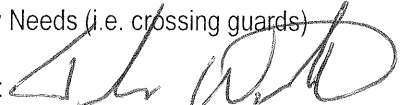
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature of Contact Person: \_\_\_\_\_

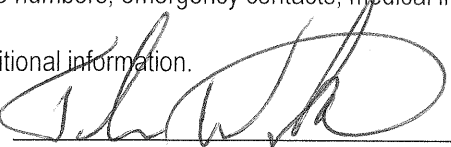


## FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person: \_\_\_\_\_



## DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

### DEFINITIONS:

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

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

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

#### INSTRUCTIONAL TRIP ACTION

Principal:  Approved Name: \_\_\_\_\_  
 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: Amy Storden  
 Not Recommended Date: 10/24/17

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 10/31/19

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

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

## FIELD TRIP REQUEST FORM

Date of Submission: 10-24-17

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Homecroft 5<sup>th</sup> grade
2. Contact Person (Responsible for Checklist Completion): Chad Humphreys/Nicole Munthe
3. Field Trip Date(s): 3-12-18-3-14-18 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): Attend and stay at Wolf Ridge, Learning Winter survival skills, including some MN science standards, and returning after 2 nights & 3 days.
5. Field Trip Departure from School (Date and Time): March 12, 2018 8AM  
Field Trip Return to School (Date and Time): March 15, 2018 1:30PM
6. Objectives of Field Trip: To cover MN science standards and to teach our students survival skills and team building.
7. Relationship to Curriculum or Student Learning: 5.3.4.1.3, 5.4.2.1.2, 5.4.4.1.1, 5.1.3.2.1, 5.4.1.1.1
8. Planned Follow-up Field Trip Activities: Students will complete working journals while there, and we will follow up with a presentation on Google slides when we return.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>students, chaperones, teachers</u>	\$ 9900 <sup>00</sup>
Total Meals		\$ 100 <sup>00</sup>
Total Lodging		\$ 0
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>voyageur bus company</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
		800 <sup>00</sup>
Total Additional Stipends:		\$
Other:		\$
<b>Total</b>		<b>\$10,800<sup>00</sup></b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ 2000 <sup>00</sup>
Student Fees		\$ 9,900 <sup>00</sup>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

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
3-12-18 8:30AM	Leave Homeroom
3-12-18 10:30AM	Arrive ETC.
3-14-18 11:45AM	Leave ETC.
3-14-18 1:45PM	Arrive Homeroom

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

Signature of Contact Person: Nicole Munthe

### 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: Nicole Munthe

November 1, 2017

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

Dear Ms. Stazecki,

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 her diploma from the school listed.

NAME OF GRADUATE

Courtney Lynn Andrick

SCHOOL ON DIPLOMA

Denfeld High School

GRADUATION DATE

9/6/2017

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
 Principal

Michelle Porter  
 Administrative Assistant  
 Area Learning Center

October 2, 2017

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

Dear Ms. Stazecki,

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 her diploma from the school listed.

NAME OF GRADUATE

Brandan M Cheetham

SCHOOL ON DIPLOMA

Duluth Public Schools

GRADUATION DATE

10/3/2017

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
 Principal

Michelle Porter  
 Administrative Assistant  
 Area Learning Center

November 6, 2017

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

Dear Ms. Stazecki,

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 her diploma from the school listed.

NAME OF GRADUATE

Dominic Romagnoli  
Justin L Knight

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/7/2017

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center