

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 19, 2017

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

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

A. Assistant Superintendent's Report

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As part of her monthly report, Assistant Superintendent Starzecki highlighted efforts in teaching and learning across ISD 709. Updates were 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

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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 reviewed the continuous improvement process for their site: Lowell Elementary School and Lester Park Elementary School.

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

2) Advisory Committee Update

The district has a variety of advisory committees that inform our work. This month, we heard an update from the American Indian Parent Advisory Committee. American Indian Education Coordinator Edye Howes, committee representatives Nashay Baker, Lydia Shinkle and Dani Dunphy, and student, Zak Howes, presented.

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

C. Grant Applications

1) Northland Foundation Grant Application

Jennifer Jaros, Early Childhood Family Education, has submitted a grant application to the Northland Foundation in the amount of \$5000. If awarded, funds will be used to mentor and train child care providers to educate young children while in their care, to ensure that children entering kindergarten have readiness skills for school success. Licensed Parent Educator, Lisa Brown is working with Annette Weaver from Parent Aware to come up with a 6-week class that the providers can use to increase their star rating. A six-week class would include six visits covering the following: Self- Care, Social-Emotional Development, Literacy, Guidance, Learning Environments, Cognitive/Brain Development. The teacher would provide modeling, resources, goal setting and reflection as a part of each visit.

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

2) Donors Choose Grant Application

Hailey Carlson, Lincoln Park Middle School, has submitted a grant application to Donors Choose in the amount of \$182. If awarded, funds will be used to purchase yoga mats for the classroom to accommodate more students with flexible seating.

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

D. Grant Partnerships with Duluth Public Schools

1) Stowe Elementary & GND Development Alliance Grant Partnership

Nathan Glockle, Stowe Elementary School Principal, has submitted a grant application to US Bank in the amount of \$50,000. If awarded, funds will be used to develop Phase 2 of the Gary New Duluth (GND) Developmental Alliance plan. It will consist of a sport court that will have basketball, pickle ball, four square, and hop scotch. With an average household income of nearly 59,000 in Gary-Morgan Park, the community does not qualify for the grant. Stowe School has 63.5% free lunches, with an additional 10.7% receiving reduced priced lunch. A total of 74.2% of our students receive free or reduced priced lunches. By having Stowe be the recipient of the grant, all funding would go through the school, and directed to the Developmental Alliance which is a 503c. This collaborative has the backing of the City of Duluth. Since it is on City of Duluth property, there would not be a long-term financial commitment on behalf of Duluth Public Schools.

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

E. Regulations - NONE

2. Action Items

A. Presentation Items Requiring Approval

1) ISD 709 Calendar 2018-19 School Year

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Assistant Superintendent Amy Starzecki presented the recommended ISD 709 Calendar 2018-19 School Year for review and approval. The recommended calendar was presented to the Quality Steering Committee at their November 9, 2017 meeting.

Recommendation: It is recommended that the Duluth School Board accept and approve the recommended ISD 709 Calendar 2018-19 School Year.

B. Resolutions

1) Resolution E-12-17-3497 - Acceptance of Grant Awards to Duluth Public Schools 16

Attached is Resolution E-12-17-3497 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Arrowhead Manufacturers & Fabricators Association Educational Trust

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-12-17-3497 - Acceptance of Grant Awards to Duluth Public Schools.

C. Extended Trip Requests

1) Extended Trip Request - MN HOSA State Officer Training 19

Health Occupation Students of America (HOSA) from Denfeld and East High Schools traveled to the Marriott Northwest in Brooklyn Park, MN from November 10-11, 2017 to participate in the MN HOSA State Officer Training 2017. The total cost of the trip was \$225 and was funded with student fees and grant dollars.

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

2) Extended Trip Request - MN HOSA Officer Training & Spring Conference Planning 24

Health Occupation Students of America (HOSA) from Denfeld and East High Schools will be traveling to the St Cloud Best Western and Convention Center in St Cloud, MN from March 19-22, 2018 to participate in the MN HOSA State Leadership Conference. The total cost of the trip is \$6,447 and will be funded with student fees and grant dollars.

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

D. Diploma Requests 29

The following students have met all graduation requirements for the Duluth

Public Schools and should be awarded a Diploma:

Logan Marcus Stillwell - November 13, 2017
Kahlie Ann Marie Blegen - November 16, 2017
Nevada R. Iverson - November 17, 2017
Jovon A. Smallwood - November 20, 2017
Madison Shirley Misjak - November 30, 2017
Brayden J. Severin - December 1, 2017
Caleb Evan Mendoza - December 14, 2017

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

E. Policies - NONE

3. **Future Items**

Policy Updates - Credit for Learning (Weighted Grades)

Assistant Superintendent Report to the Board

December 2017

Site Visits

- Lakewood
- The Superintendent and I plan to make visits to the various programs happening in the next couple weeks.

Principal Leadership

Leadership is second only to classroom instruction among all school-related factors that contribute to what students learn at school (Leithwood, Seashore Louis, Anderson and Wahlstrom, 2004).

I have identified some of the work currently being done with principals to improve student outcomes:

- Principal PLCs--Principals are working in small teams to identify effective teaching practices and conduct classroom walkthroughs together. Principal PLCs have been an effective way for principals to grow professionally and support each other with instructional leadership.
- Book Study--Principals and district leadership are engaged in reading the book, "Courageous Conversations About Race." William Howes is facilitating monthly discussions with principals to have meaningful dialogue about race. Several principals are also participating in the CARE Academy with the Office of Education Equity regarding effective teaching practices for addressing the achievement gap.
- MTSS Coaching--Tawnyea Lake and I are working with elementary principals and their intervention teams on the topic of effective progress monitoring practices and conducting data meetings. Progress monitoring and data meetings are important components to implementing MTSS with fidelity. We continue to use a MTSS rubric to monitor our work and determine next steps as part of our action plan. We are also implementing reading intervention training at the secondary level. Principals receive information from me about best practices to look for in reading classes at the middle and high school levels.
- School Climate--Principals, deans and behavior support staff have completed a 6 part series on effective strategies/tools to work with families to create plans for students experiencing challenging behaviors. Additionally, Ron Lake and I have been working with some principals and staff to learn about PBIS and apply for PBIS coaching/support from MDE for the 2018-19 and 2019-20 school years.

Lowell Elementary

Jen Larva, Principal
Rebecca Sheldon, Teacher

Celebrations

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

- Providing practice profiles for the whole school, allows us to align our teaching that best meets the needs of our school
- Development of teacher leaders who can communicate with the rest of staff.
- Able to provide onsite learning opportunities to align practices.
- We take a systems approach to our work with fidelity checks and built in professional development Gains have been made in reducing the achievement gap.
- Data retreats have given us ownership of the information to help support individual students.
- Our FAST tool allows us to look at data with the same lens.

CIT Members

Name	Role
Cindy Upton	Math Interventionist
Nancy Gibson	Reading Interventionist
Rebecca Sheldon	Immersion
Ann Anderson	K/1 Rep
Sofia Woyno	2nd grade Rep
Kristy Zwak	3rd grade Rep
Troy Erie	4th grade Rep
Kelsey Holt	5th grade Rep
Sarah Burris	Special Ed Rep
Pam Tomassoni	RCE advocate



COMPREHENSIVE NEEDS ASSESSMENT

Data Review

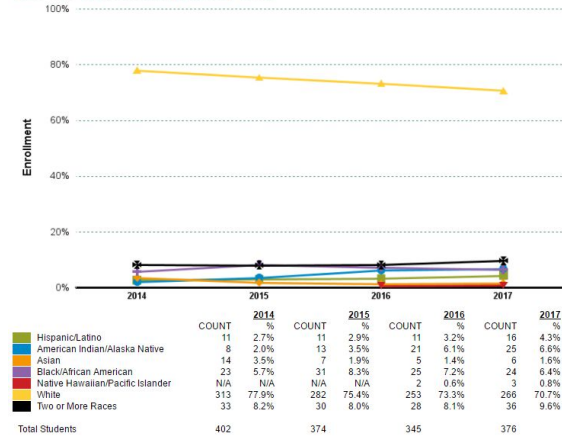
2016-2017 School Goals	Met/Not Met
1. In the spring of 2017, the percentage of 3-5 students meeting or exceeding MN Reading performance standards will increase from 65.8% to 78.4% as measured by the Reading MCA by focusing on collaboration between general education and special education supports.	No. Decrease in proficiency from 65.8% to 62.9% on the 2017 Reading MCA.
2. In the spring of 2017, the percentage of 3-5 students meeting or exceeding MN Mathematics performance standards will increase from 74.0% to 78.7% as measured by the Mathematics MCA by focusing on collaboration between general education and special education supports.	No. Decrease in proficiency from 74.0% to 73.2% on the 2017 Math MCA.
3. During the 2016-17 school year, staff will implement Positive Behavior Interventions and Supports (PBIS) structures and develop procedures for core (Tier I) implementation.	Yes. Continued PBIS implementation is needed.



Enrollment Trends by Ethnicity Non-Academic

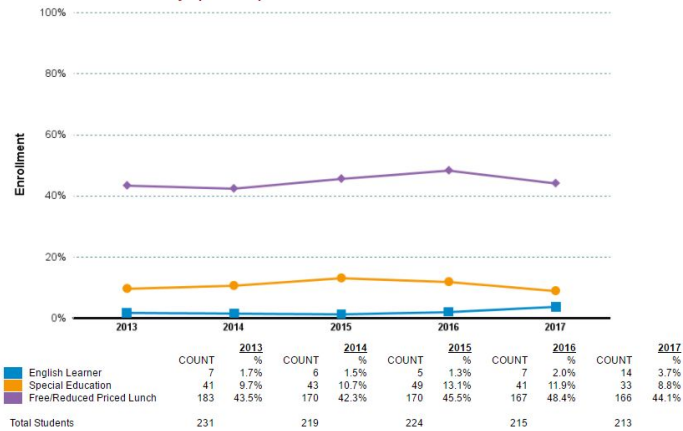
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2016-17 K-12 Enrollment by Ethnicity Trends



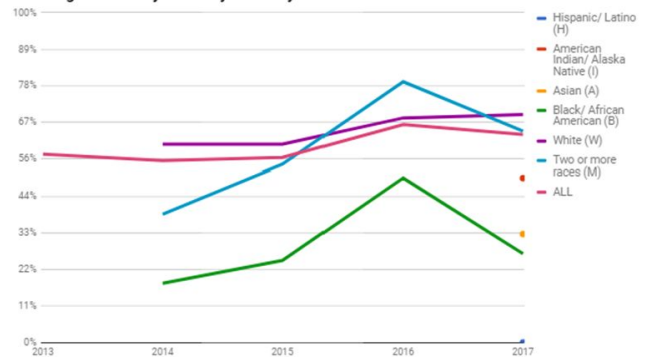
Enrollment Trends by Special Populations Non-Academic

2016-17 K-12 Enrollment by Special Population Trends



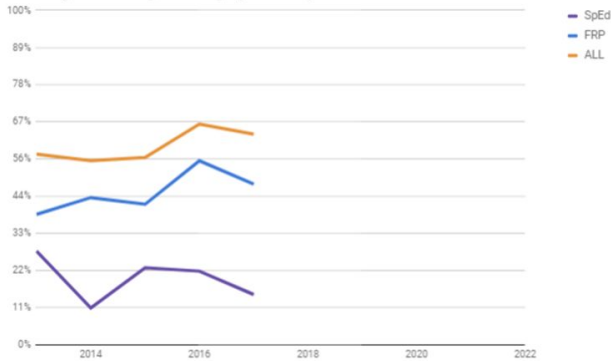
Data Review Academic

Reading Proficiency Trend by Ethnicity



Data Review Academic

Reading Proficiency Trend by Special Population



Data Review Academic

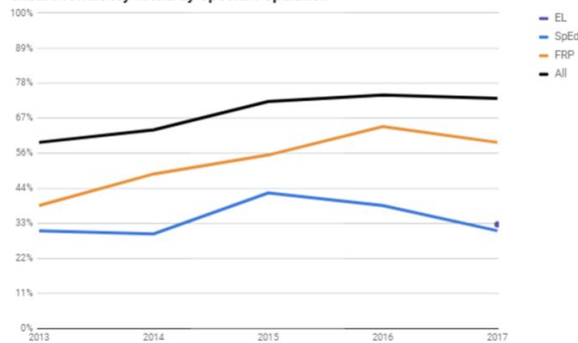
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Math Proficiency Trend by Ethnicity



Data Review Academic

Math Proficiency Trend by Special Population



Data Review Academic

Reading Proficiency By Grade

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
3	48.7	47.1	50.0	75.5	57.4
4	59.1	43.8	47.8	51.1	69.8
5	64.5	74.2	69.4	69.2	62.8

Math Proficiency By Grade

Grade	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
3	66.7	55.7	69.6	76.0	67.3
4	59.1	76.4	73.1	80.0	90.7
5	50.0	54.5	72.6	66.7	63.6

Data Review Academic

Reading Growth	Low	Medium	High
Proficient	13.1% 11 students	20.2% 17 students	29.8 25 students
Not Proficient	10.7% 9 students	17.9% 15 students	8.3% 7 students

Math Growth	Low	Medium	High
Proficient	11.8% 10 students	21.2% 18 students	44.7% 38 students
Not Proficient	5.9% 5 students	4.7% 4 students	11.8% 10 students

Data Review

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Perception, Program, Fidelity

DATA	REFLECTION	REVIEW DATE	NEXT STEPS
What data sources will the team review? What activities will the team engage in to explore possible instructional strategies/practices?	What did you learn from the data you reviewed?	When will we study the data?	What will you do next to advance the data review process?
Review Enrollment Data	We reviewed data provided from the School Report card. Noted the changing make-up of our student population	8/24/2017	Share demographic data at our Back to School meeting with staff
Review MCA/MTAS Proficiency and Achievement Level Data at a School Level	We used the data as a systems check and realizing the benefits of strengthening the core instruction for all through long term efforts	8/24/2017	Share school level data with all staff on 8/30/2017 to celebrate our successes and hone in on our areas to strengthen
Review MCA/MTAS Proficiency and Achievement Level Data by Student Group	There were dips in our proficiency data overall and for our subgroups. By working on the core instruction for all, we are affecting subgroups not necessarily focused on.	8/24/2017	Share group level data with all staff on 8/30/2017 to celebrate our successes. Leadership will have continuing discussions regarding how general ed can support special ed.
Review MCA/MTAS Proficiency and Achievement Level Data by Grade	Enter Reflection Here	8/24/2017	This information will be examined during grade-level PLCs in the fall.
Review MCA/MTAS Maintenance of Proficiency and Maintenance of Achievement Level Data	We celebrated that for the first time, our Reading data shows that students are exceeding standards	8/24/2017	Leadership will take this information into consideration as we continue to look at instructional practices and review additional data.

Summary of CNA

Successes:

- Reading: 23% of our students Exceeded in Reading when we haven't had any Exceeds since 2014!
- Mathematics: Math Exceeds have increased over time. Black students have increased proficiency. Lots of growth for Black and Native American students.

Prioritized Concerns:

- Reading: Our proficiency scores have remained stagnant. Special Education students are not making proficiency. Free and reduced lunch population was down as well.
- Mathematics: Special education proficiency scores have gone down.

School Goals

2017-2018



1. In the spring of 2018, the percentage of 3-5 grade students meeting or exceeding Minnesota Reading performance standards will increase from 62.9% to 78.4 % as measured by the Reading MCA by focusing on collaboration between general education and special education supports.
2. In the spring of 2018, the percentage of 3-5 grade students meeting or exceeding Minnesota mathematics performance standards will increase from 73.2 % to 78.7 % as measured by the Mathematics MCA by focusing on collaboration between general education and special education supports.
3. During the 2017-18 school year, staff will implement Positive Behavior Interventions and Supports (PBIS) structures and develop procedures for Tier II and Tier III implementation.

School Action Plan

Initiatives

- PBIS
- ELA resource adoption

Instructional Practices (Practice Profile Focus)

- Math Talk
- Number Talk (new)
- 3 of Daily 5 structure
- Guided Reading
- Close Reading (new)

Any questions?



Lester Park

Sue Lehna, Principal
Jodi Stacken, CIT Teacher

Celebrations

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

- **MTSS Implementation:**
WIN, LLI Programming and Materials, Special Education Role in Academics, Teacher Collaboration, Standard Treatment Protocol = Academic Success
- **Parent/Community Involvement:**
Conference Participation, Foundation, PTA, Garden Clubs, ECFE Play Area, Eagle Scouts, Junior League, Keyzone After school Programs, Partnerships with University Faculty & Students(UMD, UWS, St. Scholastica), Early Childhood Programming
- **Miscellaneous:**
Reading & Bus Buddies, Battle of the Books, Giving Tree, Food Drive, etc



CIT Members

Name	Role
Sue Lehna	Principal
Carrie Tessier	K Teacher
Susan Mikel	1st Gr. Teacher
Sherry Williams	2nd Gr. Teacher
Mary Davidson	3rd Gr. Teacher
Nancy Dallum	4th Gr. Teacher
Erica Wittmers-Graves	5th Gr. Teacher
Julie Davern	Intervention Teacher
Jodi Stacken	SpEd. Teacher



COMPREHENSIVE NEEDS ASSESSMENT

Data Review

2016-2017 School Goals	Met/Not Met
1. The percentage of all students in grades 3-5 at Lester Park School enrolled by October 1 who are proficient on the math (all accountability tests) will increase from 78.3% in 2016 to 81.3% in 2017.	All student groups increased proficiency within the minimum to maximum expected range. https://docs.google.com/document/d/1oZq5wImaYe47CX0p3qjK7Aj_NuOoca4n356qkrGmc0/edit
2. The percentage of all students in grades 3-5 at Lester Park School enrolled by October 1 who are proficient on the reading (all accountability tests) will increase from 80.3% in 2016 to 82.3% in 2017.	Most student groups increased proficiency within the minimum to maximum expected range. https://docs.google.com/document/d/1LWyoVHeqw6HwCx-v8U5Akz4zmTSUag5uN3_YYsv5ks/edit



Data Review Non-Academic

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Enrollment / Demographics				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	546	515	496	490
American Indian	6	8	6	6
Asian	10	4	6	8
Hispanic	9	11	9	9
Black	6	4	6	4
White	493	468	440	435
More than one race	22	20	29	28
English Learner	3	4	2	3
Special Education	57	50	48	47
Free or Reduced Lunch	146	117	101	75

Data Review Academic

Reading Proficiency By Student Group				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	71.9	69.0	80.3	80.9
American Indian				
Asian				
Hispanic				
Black				
White	74.3	70.5	80.1	82.6
Two or more races				
Special Education	42.1	23.3	51.6	40.0
Free or Reduced Lunch	56.0	54.2	61.7	71.8

Data Review Academic

Math Proficiency By Student Group				
	2013-2014	2014-2015	2015-2016	2016-2017
All Students	72.5	74.9	78.3	83.1
American Indian				
Asian				
Hispanic				
Black				
White	68.2	76.3	80.2	84.2
Two or more races				
Special Education	54.1	39.3	45.2	73.3
Free or Reduced Lunch	52.0	53.4	56.5	70.3

Data Review Academic

Reading Proficiency By Grade				
	2013-2014	2014-2015	2015-2016	2016-2017
3	64.0	62.7	74.4	78.8
4	56.5	72.9	80.8	77.9
5	92.7	71.4	85.5	86.3
Math Proficiency By Grade				
Grade	2013-2014	2014-2015	2015-2016	2016-2017
3	70.5	75.6	81.6	81.3
4	68.2	77.4	83.3	83.7
5	78.1	71.4	70.4	84.4

Data Review Academic

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Reading Growth 2016-2017	Low	Medium	High
Proficient	21.9% 34 students were proficient but made low growth	36.8% 57 students continued to grow	21.9% 34 students made exceptional growth
Not Proficient	5.8% 9 students were not proficient and made low growth	7.1% 11 students were not proficient but made some growth	6.5% 10 students were not proficient but made exceptional growth
Math Growth 2016-2017	Low	Medium	High
Proficient	10.7% 16 students were proficient but made low growth	36.0% 54 students continued to grow	38.0% 57 students made exceptional growth
Not Proficient	2.0% 3 students were not proficient and made low growth	8.0% 12 students were not proficient but made some growth	5.3% 8 students were not proficient but made exceptional growth

Data Review Perception, Program, Fidelity

Fidelity Data

Through use of our practice profile on guided reading we were able to identify staff training needs, which were addressed in the 16-17 school year. We will fully implement use of the practice profile on guided reading, as well as further develop guided reading through our work with Stacy Gilpen.

Program Data

We discovered that we are in need of increasing our data collection, as well as developing specific goals for current implemented programs (school forest, school garden, classroom instructional practices) to ensure we are getting the results we anticipate.

Perception Data

Along with fidelity data our perception data helped us identify teacher training needs. We also recognize that we have limited current perception data and that we should consider our next steps in gathering this information from staff, families and students.

Academic/Non Academic

We have significant academic and nonacademic data available to us- this data is essential for the implementation of MTSS.

Summary of CNA

Successes:

MTSS Implementation:

WIN, LLI Programming and Materials, Special Education Role in Academics, Teacher Collaboration, Standard Treatment Protocol = Academic Success

Parent/Community Involvement:

Conference Participation, Foundation, PTA, Garden Clubs, ECFE Play Area, Eagle Scouts, Junior League, Keyzone After school Programs, Partnerships with University Faculty & Students(UMD, UWS, St. Scholastica), Early Childhood Programming

Multiple Others: Reading Buddies, Battle of the Books, Bus Buddies, Giving Tree, Food Drive, etc

Prioritized Concerns:

Social/Emotional/Climate/Cultural:

Conflict Resolutions, Making friends in a positive way, emotional regulation, I messages lack of curriculum and time for teaching Social/Emotional/Climate/Cultural skills that influence the building climate.

School Goals 2017-2018



1. By Spring 2018, all students will increase reading proficiency by the target rate increase necessary to be on track to meet the state's goal of 90% proficiency by 2025. This goal will be measured using all accountability tests (MCA and MTAS), October 1 enrollments. Targets will be calculated annually by the Director of Assessment and Evaluation.

2. By Spring 2018, all students will increase math proficiency by the target rate increase necessary to be on track to meet the state's goal of 90% proficiency by 2025. This goal will be measured using all accountability tests (MCA and MTAS), October 1 enrollments. Targets will be calculated annually by the Director of Assessment and Evaluation.

School Action Plan

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Initiatives

- MTSS

Data Review Process, Intervention Protocol, WIN, PLC's - ongoing implementation.

- Implementation of Social Emotional Groups

Working with SW intern to incorporate SEL for groups of students.

Instructional Practices (Practice Profile Focus)

- Guided Reading

Working with literacy coach to further implement our Guided Reading Practice Profile as well as look deeper at other impactful reading strategies.

Any questions?



ISD 709 Calendar 2018-19 School Year

JULY							AUGUST							SEPTEMBER							OCTOBER																																																										
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KEY DATES

- First day for students - September 4, 2018
- Schools will schedule open houses and conferences

- No school for students:
- Last day for students - June 6, 2019

GRADING TERMS

Elementary Schools:

- Term 1: September 4 to January 18
- Term 2: January 22 to June 6

High Schools and Middle Schools:

- Term 1: September 4 to November 2
- Term 2: November 5 to January 18
- Term 3: January 22 to March 29
- Term 4: April 1 to June 6

Adopted by the School Board on _____.
Calendar also available at www.ISD709.org

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
Arrowhead Manufacturers & Fabricators Association Educational Trust	Kevin Cherquist	Duluth Engineering Design – Welding Rod Oven	\$200.00	Funds will be used to a rod oven for the welding program at Denfeld High School.
Arrowhead Manufacturers & Fabricators Association Educational Trust	Bradley Vieths	Duluth Engineering Design – All Girl Welding Program	\$1,500.00	Funds will be used to purchase helmets, gloves and welding jackets for the All Girls afterschool welding program.



Fwd: AMFA-ET's Grant Funding Request

From: **Stephanie** <stephd@runestone.net>
Date: Mon, Nov 20, 2017 at 3:32 PM
Subject: AMFA-ET's Grant Funding Request
To: kevin.chederquist@isd709.org

Good afternoon Kevin,

The Arrowhead Manufacturers & Fabricators Association Educational Trust Board of Directors is pleased to report that you have been approved for a grant in support of a rod oven for your welding program. A check for \$200 will be mailed to your attention by the end of November.

In addition \$1,500 has been awarded in support of the all-girl welding program at Duluth Public Schools. This check will be sent to the attention of Brad Veiths.

If you have any questions please don't hesitate to contact our office.

Warm regards,

Steph Davis

Steph Davis

Executive Assistant

Arrowhead Mfg. & Fabricators Association

Central MN Mfg. Association

Tri-State Mfg. Association

800-654-5773

877-330-2632 (AMFA)

PO Box 150, Elbow Lake MN 56531

stephd@runestone.net





Arrowhead Manufacturers & Fabricators Association Educational Trust

18

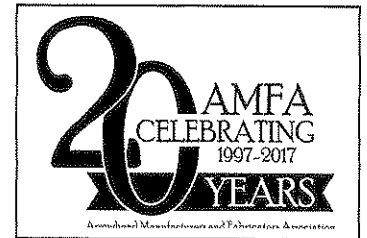
November 27, 2017

P.O. Box 150 • Elbow Lake, MN 56531

Phone: 877.330.2632

midwest@runestone.net • www.amfa-mn-wi.org

Brad Vieths
Duluth Public Schools
215 First Avenue North East
Duluth, MN



Dear Brad:

I'm pleased to report a recent decision by the AMFA Educational Trust Board of Directors to provide funding for the grant application submitted by Duluth Public Schools in support of your school's all-girl welding program.

Please find enclosed a check in the amount of \$1,500 in support of this application.

Per policies adopted by the AMFA Educational Trust, all grant recipients are required to submit a final status report within 90 days of completion of your project. We will be in touch to provide you with a report form for this purpose.

I'd like to take this opportunity to remind you that representatives of the school (teachers, team leaders, students, administration, etc.) are welcome to join us for a FREE lunch at any AMFA general meeting. We usually host a manufacturing tour as well. I hope you can join us at an upcoming meeting:

- December 13: Noon meeting at First United Methodist Church in Duluth
- ~~January 10, 2018: Annual Meeting and Holiday Social, Proctor TBD~~
- February 14, 2018: Tour of Iron Range MakerSpace in Hibbing

On behalf of the AMFA Educational Trust, thank you for having a potential impact on the manufacturing workforce in northeastern Minnesota and northwestern Wisconsin!

Sincerely,

Sandy Kashmark, Executive Director
AMFA Educational Trust

Enclosed: Check

DISTRICT 709 FIELD TRIP REQUESTS

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

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

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

DEFINITIONS:

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

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

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

INSTRUCTIONAL TRIP ACTION		
Principal:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ Date: _____
SUPPLEMENTAL TRIP ACTION		
Principal:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ Date: _____
Instructional/Supplemental Trips need not be sent to District office. EXTENDED TRIP ACTION		
EXTENDED TRIP ACTION		
Principal:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not recommended	Name: <u>Jon Flaw</u> Date: <u>11/17/2017</u>
Assistant Superintendent:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not recommended	Name: <u>Christy Bedin</u> Date: <u>11/10/17</u>
School Board:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ Date: _____
<p>All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.</p>		

FIELD TRIP REQUEST FORM

Date of Submission: October 10, 2017		
Type of Trip:	Instructional Supplementary	x Extended
1. Organization/Grade/Course Planning Trip	HOSA 12th Grade 2017-18 Leadership training	
2. Contact Person (Responsible for Checklist Completion):	Kimberly S. Olson	
3. Field Trip Date(s):	Nov. 10-11th, 2017	
4. Field Trip Overview (Include events, establishments and locations):	Mn HOSA State Officer Training (HOSA) now called Future Health Care Workers	
5. Field Trip Departure from School (Date and Time): Return to School (Date and Time):	0900 am Nov. 10th and return on the 11th 500pm	
6. Objectives of field trip:	Student training and I will be presenting	
7. Relationship to Curriculum or Student Learning:	State officer 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:	MRC, Spring Leadership, National Conferences for HOSA	
9. Field Trip Budget Request		

Estimated Expenses	
Total Admission/Fees(1 student and 1 Instructors)	MN State Hosa pay
Total Meals (Lunch \$7.00 per person)	\$7.00
Total Lodging (Payed by MN HOSA State for instructor and one room for student)	MN State Hosa pay
Total Transportation	\$
School District Vehicle(s)	\$39.00 rental
Commercial Transportation Carrier ~ Name:	\$25.00 plus gas fill
Private Vehicle (requires certificate of insurance) ~ Name: <u>Enterprise</u>	
Total Additional Stipends:	\$0
Other: Sub pay for 1 days	\$144.00
Total	\$225.00

Revenues		
District Budget	Code:01-380-005-428-000	\$193.00
Booster Group		\$
Donations		\$
Student Fees half of car and gas		\$32.00
Total Additional Stipends:		\$
Total		\$225.00

11. Reviewed/Completed Request Checklist: Yes No

MN HOSA State Officer Training 2017

November 10th & 11th
 Marriott Northwest
 7025 Northland Drive North
 Brooklyn Park, MN



Tentative Agenda

Friday, November 10th

1:00 pm- 4:00 pm
 5:30 pm- 6:00 pm
 6:00 pm - 7:00 pm
 7:15 pm - 9:00 pm
 9:00 pm - 10:00 pm
 10:30 pm - 11:00 pm
 Finding out about

Advisor's Meeting with Candy- Plans for HOSA's 40th Anniversary
 Check In- Meet in Lobby
 Dinner Meeting- Year's events to work on.
 It is not what HOSA Can do for YOU, It is WHAT Can YOU Do for HOSA?
Ellen Schneider – HOSA Board Past Chair
 Making the Year Successful- MAKE YOUR BED! Candy
 HOSA Officer *Bonding*- Writing Thank You notes for Fall Conference,
 each other.

Saturday, November 11th

8:00 am - 9:00 am
 9:00 am - 9:30 am
 9:30 am - 10:30 am

Breakfast
 State Officer's Pictures
 What is MN HOSA Going to Look Like this year?
 • Membership/ New Chapter Help
 • Post - Secondary/ Collegiate HOSA -- How can Secondary/ Post-Secondary Partner?
 • Building Middle School HOSA and How do we make sure they keep moving on!
 • Spring Conference- 40th Year for MN HOSA
 Making plans- What do we want to see:
 Alumni
 Past Board Members
 Past Advisors
 Past State Directors
 Skits/ Music?

10:45 am - 11:20 am

State Officer's Training Orientation – "What Do You Know About HOSA?"
(Resources, Websites, Flash Drives)
HOSA Competitive Events- Know them to Help others Succeed. Can you

answer "Those"

11:30 am - 11:50 am

HOSA Flash Drives- "What you have at your fingertips?"
 What is Next? HOSA Events and Opportunities
 Lunch and Departure - Discussion on "What is Next?"

12:00 pm - 1:00 pm

Bring- Community Service Resources, Creative Minds, and Humor!



HOSA Officer Upcoming Opportunities:

November 30th –December 2nd - MN HOSA MRC Camp
January 3rd – Metro Mid- Winter Events Day Century College White Bear Lake
January 5th- Southeast MN Mid-Winter Events Day, Rochester Community College
March 19th & 20th MNFSO – Day at the Capitol St. Paul
March 4th – State Officer Conference Planning Meeting
March 20th -22nd – MN HOSA State Leadership Conference (40th Anniversary)
June 27th - 30th – International HOSA Leadership Conference- Dallas, Texas
July ? – Chaska Safety Camp Chaska, MN
September TBD- WLA (Washington Leadership Conference) Washington DC

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: Jon Flaa *JW*
 Not recommended Date: 11/7/17

Assistant Superintendent: Recommended Name: [Signature]
 Not recommended Date: 11/10/17

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 Extended

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade 2018 Spring Leadership and State Conference
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): March, 2018 Destination: Best Western Kelly Inn and Rivers Edge Conference Center, St. Cloud State, MN
4. Field Trip Overview (Include events, establishments and locations):
Students will be competing at the State Health Occupations Students of America (HOSA) now called Future Health Care Workers Spring Leadership Conference.
5. Field Trip Departure from School (Date and Time): Field Trip
March 19, 2017, 7:00 am
Return to School (Date and Time):
March 22, 2017 7:00 pm
6. Objectives of Field Trip:
Students will be competing at STATE HOSA
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: National Conferences for HOSA

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (Approximately 16 students and 1 Instructors)	\$1700
Total Meals (About 75.00 per person)	\$1275
Total Lodging (\$136 per instructor, 4 students per room - 4 rooms)	\$2040
Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Voysgeur Private Vehicle (requires certificate of insurance) ~ Name:	\$1000
Total Additional Stipends:	\$0
Other: Sub pay for 3 days	\$432
Total	\$6447

Revenues		
District Budget	Code: 01-380-006-428-000	\$1075
Booster Group		\$
Donations		\$
Student Fees		\$5372
Total Additional Stipends:		\$
Total		\$6447

March 20-22nd, 2017

[Type text]

State Leadership Conference

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

TIME

LOCATION

_____	Awaiting itinerary from the state department
_____	_____
_____	_____

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

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person: _____

2017-2018
MN HOSA STATE OFFICER DATES

December	10 th & 11 th	State Officer Training- MANDATORY	St. Paul Holiday Inn East
November	30 th		Little Falls, MN
December	1 st & 2 nd	MRC Camp- Camp Ripley	
January	3 rd	Metro Mid- Winter Competitive Events Day	Northeast Metro 916
January	5 th	Southeast MN Mid-Winter Competitive Events Day	Rochester, MN Community College
February	TBD	Mid- Winter HOSA Activity	Duluth, MN
February	18 th - 19 th	State Officer Conference Planning Meeting	Best Western Kelly Inn
March	February 14 th	State Officer Day at the Capitol with CTSO's	St. Paul, MN
March	19 th – 22 nd	MN HOSA State Leadership Conference- MANDATORY	St. Cloud Best Western and Convention Center
June	27 th – 30 th	International HOSA Leadership Conference	Dallas, Texas
September	16 th -19 th Tentative dates	Washington Leadership Academy	Washington, DC

MN HOSA 2017-2018

In the Know



Theme- HOSA: Create Your Future.

Membership fees: State- \$12.00, National- \$10.00- membership Registration is completed on line with Charter number and password. (New chapters need to contact Candy for this information.) Both memberships are paid to National HOSA.

Calendar of Events and Activities with costs of registration and hotel (if required)

Fall Delegate Conference	November 2- 3, 2017	Minneapolis Marriott Northwest 7025 Northland Drive No. Minneapolis, MN 55428	Registration- \$75.00 Hotel- \$142.25 (includes taxes) 1-4 per room	Tours on the 2nd Nov. 3 rd -Educational sessions on careers and colleges Dynamic career speakers Exhibitors Election of State Officers
MRC Camp(Medical Reserve Corps)	November 30 th - December 2 nd , 2017	Camp Ripley- Little Falls, MN	Registration- \$85.00 (Barracks are free)	Speakers and certifications in CPR/ First Aid, Psychological First Aid, Emergency kits, Public Health Issues, Mock drills, Community Service project ideas
Metro Mid -- Winter Events day	January 3 rd , 2018	Century College- White Bear Lake, MN	Registration- \$25.00	Dress rehearsal of a number of HOSA Competitive Events in all categories.
Southeast Mid- Winter Events Day	January 5 th , 2018	Rochester Community College Heintz Center, Rochester, MN	Registration- \$25.00	Same as above.
Day at the Capitol	March, 2018 (Date TBD)	State Capitol	NO registration	A chance to highlight yourself and your HOSA Chapter to your Senators and Representatives.
State Leadership Conference	March 20 th - 22 nd	Best Western Kelly Inn and River's Edge Conference Center St. Cloud, MN	Registration- \$100.00 Hotel- \$99.00 plus tax	Competitions, Educational Sessions, exhibitors, Recognitions and Awards
International HOSA Leadership Conference	June 27 th -30 th , 2018	Dallas, Texas	Registration and Hotel TBD	Top Three State Winners are eligible to compete or be a part of the Courtesy Corps, educational sessions and more.

Are you interested in running for State Office? Application available.

Reminder- if you do any Community Service- look at the Barbara James Award. All hours are put in the Premier System to be recognized at the International Conference.

All Competitive Event guidelines and directions for submitting event work can be found on www.hosa.org under Competitions.

Any questions contact: Candy Leopold, MN HOSA State Advisor- email: cleopold@minnesotahosa.org or phone 612-590-4808.

November 9, 2017

Amy Starzecki
Independent School District 709
215 N 1st 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

Logan Marcus Stillwell

SCHOOL ON DIPLOMA

Duluth Public Schools

GRADUATION DATE

11/13/2017

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

November 16, 2017

Amy Starzecki
Independent School District 709
215 N 1st 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

Kahlie Ann Marie Blegen

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/16/2017

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

November 16, 2017

Amy Starzecki
 Independent School District 709
 215 N 1st 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

Nevada R. Iverson

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/17/2017

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

Adrian Norman
 Principal

Michelle Porter
 Administrative Assistant
 Area Learning Center

November 27, 2017

Amy Starzecki
 Independent School District 709
 215 N 1st 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

Jovon A. Smallwood

SCHOOL ON DIPLOMA

Duluth Public Schools

GRADUATION DATE

11/20/2017

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

Adrian Norman
 Principal

Michelle Porter
 Administrative Assistant
 Area Learning Center

November 29, 2017

Amy Starzecki
Independent School District 709
215 N 1st 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

Madison Shirley Misjak

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

11/30/2017

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

December 4, 2017

Amy Starzecki
Independent School District 709
215 N 1st 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

Brayden J Severin

SCHOOL ON DIPLOMA

GRADUATION DATE

Duluth Public Schools

12/1/2017

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

October 12, 2017

Amy Starzecki
Independent School District 709
215 N 1st 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

Caleb Evan Mendoza

SCHOOL ON DIPLOMA

GRADUATION DATE

Denfeld High School

12/14/17

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center