

## Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 15, 2019

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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The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Assistant Superintendent Jeff Horton shared current information regarding implementation of district initiatives and school operations.

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

#### B. Curriculum and Instruction Report

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The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning. Director of Curriculum and Instruction Gail Netland Froyd shared current information regarding the status of the work of the curriculum and instruction department.

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

#### C. Grant Applications

##### 1) Arrowhead Manufacturing & Fabricators Grant Application

Donald Simons, Engineering and Industrial Arts Instructor at Denfeld and East High Schools, has submitted a grant application to Arrowhead Manufacturing & Fabricators in the amount of \$364. If awarded, funds will be used to purchase 10 advanced level books (5 per high school) for those who have passed the CSWA (Solidworks certification for Associate level). This manual will help students achieve the professional level certification for CAD Design, with potential for 3 credits from Lake Superior College, as certification demonstrates a proficiency level that exceeds the outcome from the Lake Superior College syllabus.

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

## 2) Target Grant Application

Chrissy Valento, Lincoln Park Middle School Art Teacher, has submitted a grant application to Target in the amount of \$700. If awarded, funds will be used to offset transportation costs for an art field trip to Minneapolis, MN.

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

## 3) Pachel Foundation Grant Application

Chrissy Valento, Lincoln Park Middle School Art Teacher, has submitted a grant application to the Pachel Foundation in the amount of \$2,460. If awarded, funds will be used to support an art field trip to Minneapolis, MN (Minnesota Center for Book Arts and Walker Art Center) for 40 students.

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

## 4) Northland Foundation Youth in Philanthropy Grant Application

Timothy Churchill, Ordean East Middle School teacher and FTC Robotics school liaison has submitted a grant application to the Northland Foundation Youth in Philanthropy fund in the amount of \$1,000. If awarded, funds will be used toward a laptop computer, materials to replace the competition/practice field setup, and to upgrade and replace building materials and supplies.

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

## D. Informational Presentations

### 1) North Star Accountability System Data and District Strategies 6

Director of Assessment, Evaluation and Performance Dr. Tawnyea Lake shared an overview of the recently released 2018-19 Duluth data and Assistant Superintendent Jeff Horton shared an update on the District's 2019-20 primary strategies.

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

## 2. Action Items

### A. Resolutions

#### 1) Resolution E-10-19-3682 - Acceptance of Grant Awards to Duluth Public Schools 54

Attached is Resolution E-10-19-3682 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Northland Foundation  
Minnesota Department of Education

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-10-19-3682 - Acceptance of Grant Awards to Duluth Public Schools.

B. Extended Trip Requests

1) Wolf Ridge Environmental Learning Center - Congdon Park Elementary 62

Fifth grade students from Congdon Park Elementary School will travel to Wolf Ridge Environmental Learning Center in Finland, MN, from October 25-27, 2019. The total cost of this trip will be \$14,100 and will be funded by student fees and fundraising.

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

2) Wolf Ridge Environmental Learning Center - Lakewood Elementary 65

Fifth grade students from Lakewood Elementary School will travel to Wolf Ridge Environmental Learning Center in Finland, MN, from February 3-6, 2020. The total cost of this trip will be \$9,480 and will be funded by student fees and fundraising.

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

C. Diploma Requests 67

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

Gabriel Zane Lee - September 11, 2019  
Bryce Scott Peterson - September 16, 2019  
Travis Warren Aho - September 17, 2019  
Yana Ione Davis - September 24, 2019

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

3. **Future Items**

**Policy Updates**

**2019-20 SIPs**

**Dyslexia Presentation**

# Assistant Superintendent Monthly Report

## October 2019

### **Purpose**

The purpose of this report is to provide regular updates to the Education Committee

### Site Celebrations

- East High School

### Highlights

- MTSS, PLC, and Safe and Welcoming Schools Presentation

### Shout Out!

- Lowell Response



# Director of Curriculum and Instruction Monthly Report

## October 2019

### Purpose

The purpose of this report is to provide regular updates to the Education Committee regarding teaching and learning.

### Updates

#### Staff Development

- Planning for October 28th underway
  - Certified Staff Development
    - Professional development on building-identified improvement strategy (all levels)
    - Standards-based grading refresher (K-5)
    - Math best practice (K-5)

#### Curriculum

- Course Catalog and Registration
  - Annual course catalog revision process in progress that includes possible:
    - Course modification
    - Course deletion
    - Course addition
  - Initial recommendations presented in November
  - Finalized Course Catalog presented in December
  - Registration for 20-21 school year begins January 2020
- Needs assessment updating by content/program for budget prioritizing
- Save the Date: ELA Standards draft from MDE Public Review and Comment Period, Draft 1: November 11-December 6

# Duluth Public Schools



## 2019 North Star Accountability Data Update

Tawnyea Lake, PhD, NCSP  
Director of Assessment and Evaluation  
Education Committee Meeting  
October 2019

# Purpose of Today

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Provide an overview of:

- North Star Accountability System
- Previous North Star Identifications
- North Star Definitions, Interpretation Guidelines, and Current Data

# Review of Accountability in Minnesota: A Brief History

2001

## NCLB

No Child Left Behind (NCLB) was the federal law that updated the Elementary and Secondary Education Act (ESEA) of 1965. States were required to label schools in varying degrees of failure based upon the student proficiency on standardized tests.

2012

## NCLB Waiver

Minnesota developed a new, “more coherent accountability system” that included multiple measurements to identify schools for recognition and support. It was a waiver from the requirements of NCLB.

2013

## WBWF

Minnesota adopted World’s Best Workforce (WBWF), a state accountability plan which requires school districts to annually align budgets and improvement strategies to five common statewide goals.

2015

## ESSA

Every Student Succeeds Act (ESSA) replaced NCLB and changed many portions of ESEA. States were empowered to develop systems and policies that focus on equity and continuous improvement for all students.

2018

## North Star

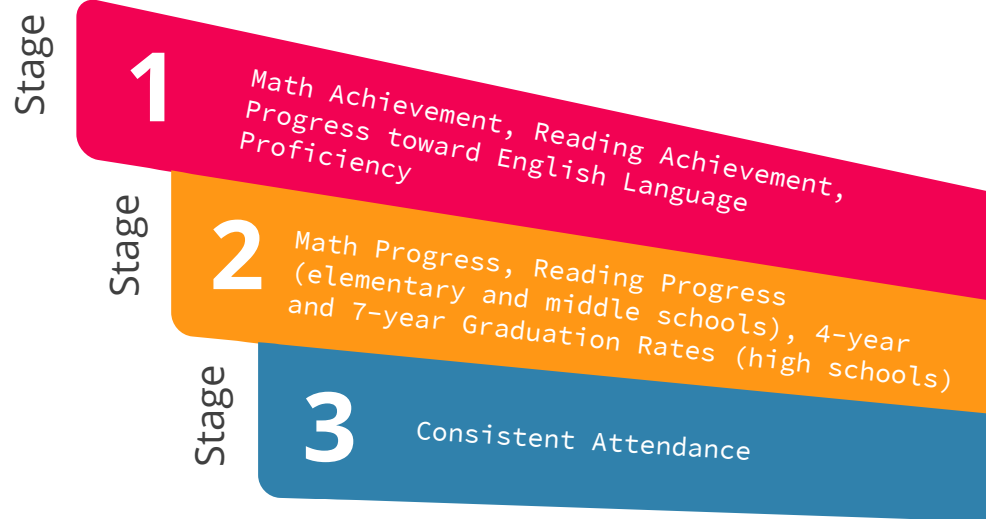
The Minnesota Department of Education worked closely with a diverse group of stakeholders to shape the North Star Accountability System. It satisfies the requirements of ESSA and WBWF.



# North Star Accountability System: Stages of Identification

# 3

## STAGES IN THE IDENTIFICATION PROCESS



# Review:

## Schools Identified for Support in 2018

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Schools	Stage 1			Stage 2				Stage 3	Level of Support
	Math Achievement	Reading Achievement	EL Progress	Math Progress	Reading Progress	4-Year Grad Rate	7-Year Grad Rate	Consistent Attendance	
Congdon	SpEd	SpEd						SpEd	Targeted
Myers-Wilkins	SpEd	SpEd			SpEd			SpEd	Targeted
Piedmont	SpEd Two or More	SpEd		SpEd	SpEd Two or More			SpEd Two or More	Targeted
Stowe	SpEd FRL	SpEd			SpEd FRL			SpEd FRL	Targeted
Denfeld						SpEd FRP			Comprehensive
ALC						All White FRL			Comprehensive

# Review: Schools Identified for Recognition in 2018

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Schools	Specific Area
Lakewood	Math Progress Students who receive free or reduced price lunch
Lester Park	Reading Progress Overall
Ordean East	Reading Progress Hispanic students

# Reminders

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- Broad overview, layers of analysis
- Many ways to report the data, depending on purpose
  - Definitions of the measures vary
  - Which students are included in the groups vary
  - Numbers vary slightly, depending on source

# Example #1 Reading Achievement

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2018-2019 Duluth Public Schools Overall Reading Achievement, All Accountability Tests (MCA + MTAS)		
All Students Tested	Students Meeting Enrollment Criteria	North Star Accountability
62.6	63.3	61.7

Source:

Education.mn.gov > Data Center > Minnesota Report Card

# Example #2 Graduation Rates

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## 2018-2019 Duluth Public Schools Overall 4-year Graduation Rate (for year 2017-2018)

Source #1	Source #2	Source #3	Source #4
78.1	78.09	78.08	78.0876494023904

Sources:

- 1) Education.mn.gov > Data Center > Minnesota Report Card
- 2) Education.mn.gov > Data Center > Data Reports and Analytics > Student Data > Data > Graduation Rate
- 3) Education.mn.gov > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files
- 4) Education.mn.gov > Data Center > Data Reports and Analytics > Student Data > Data > Graduation Rate (math)

# **Stage 1: Academic Achievement and Progress Toward English Language Proficiency**

# Stage 1: Academic Achievement

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## **Interpretation Guidelines – North Star Academic Achievement**

Students take state assessments (MCA and MTAS) to measure proficiency levels in reading and math

Students' scores translate to achievement levels (Does Not Meet, Partially Meets, Meets, Exceeds)

Students who meet or exceed are considered proficient

Score = The number of students who are proficient, divided by the number of students who were expected to participate in the test





# Stage 1: Academic Achievement

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## **Interpretation Guidelines – North Star Academic Achievement**

Students expected to participate = Half an academic year, December 15, Accountability Window

Students who do not test and are expected to participate (including parent opt-outs) factor in as Does Not Meet

Opt-outs, Reading = 37; Math = 46 (Ordean East had the greatest number)

Must have 20 students in a group to “count” for North Star Academic Achievement

<b>STAGE 1: Academic Achievement District Reading</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
All Students	62.37	63.51	63.38	61.74 <sup>18</sup>
American Indian or Alaska Native	40.36	39.43	42.44	39.74
Asian	60.93	70.68	70.17	73.43
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	52.8	43.13	46.46	44.85
Black or African American	25.92	26.95	25.94	24.00
White	67.42	68.88	69.05	67.15
Two or More Races	54.94	52.90	52.55	51.68
English Learner	31.03	28.57	41.66	40.00
Special Education	33.49	28.91	28.61	26.33
Free/Reduced Priced Meals	45.05	45.33	43.69	42.47

Source: Education.mn.gov > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files

<b>STAGE 1: Academic Achievement District Math</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
All Students	57.7	58.18	58.29	55.02 <sup>19</sup>
American Indian or Alaska Native	35.15	37.16	37.01	26.58
Asian	66.66	75.00	73.68	73.33
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	35.55	34.28	34.73	37.62
Black or African American	24.56	23.66	18.25	20.35
White	63.22	63.12	64.36	60.81
Two or More Races	42.96	48.55	44.53	41.96
English Learner	29.62	41.17	47.36	42.50
Special Education	29.64	27.82	29.50	25.52
Free/Reduced Priced Meals	39.85	40.25	38.83	35.15

# Academic Achievement

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## Reading

- Overall achievement rates are above the state average
- Consistent with the state's results, overall achievement rates decreased
- Achievement rates for each student group decreased or stayed the same, with one exception. Achievement rates for Asian students increased
- Persistent gaps remain

## Math

- Overall achievement rates are above the state average
- Consistent with the state's results, overall achievement rates decreased
- Achievement rates for each student group decreased or stayed the same, with two exceptions. Achievement rates for Hispanic students and Black students increased
- Persistent gaps remain

# Stage 1: Progress Toward English Proficiency

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## **Interpretation Guidelines – Progress Toward English Proficiency**

Students take ACCESS for ELLs to measure English proficiency levels in four domains (reading, writing, listening, and speaking)

Students' scores are categorized as Beginning, Intermediate, or Advanced

Individualized target scores and timelines are calculated based on first ACCESS score and grade level

# Stage 1: Progress Toward English Proficiency

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## --- **Interpretation Guidelines - Progress Toward English Proficiency**

Points are assigned based on the each student's percent of progress made toward individual goal

School/District Scores = Average number of progress points its students receive

Students expected to participate = Half an academic year, December 15, Accountability Window

Must have 20 students in a group to “count” for North Star

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STAGE 1: Progress Toward English Proficiency	2015-2016	2016-2017	2017-2018	2018-2019
All Students	*	*	67.55	61.47 <sup>23</sup> <sub>(43)</sub>

Source: Education.mn.gov > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files

# Progress Toward English Proficiency

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- Progress toward English proficiency decreased



## **Stage 2: Academic Progress and Graduation Rates**

# Stage 2: Academic Progress

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## **Interpretation Guidelines – North Star Academic Progress**

Students take state assessments (MCA and MTAS) to measure proficiency levels in reading and math

Students' scores translate to achievement levels (Does Not Meet, Partially Meets, Meets, Exceeds)

Students' achievement levels are examined from one year to the next; points are assigned to to students who increase achievement levels and to students who maintain a P or higher

# Stage 2: Academic Progress

27

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## **Interpretation Guidelines - North Star Academic Progress**

School/District Score = Average progress score/points

Students expected to participate = Half an academic year, December 15, Accountability Window

Must have 20 students in a group to “count” for North Star Academic Progress

# Stage 2: Academic Progress

## Interpretation Guidelines – North Star Academic Progress

This Year → Previous Year ↓	Does Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards
Exceeds Standards	0	0	0	3
Meets Standards	0	0	2	5
Partially Meets Standards	0	2	6	9
Does Not Meet Standards	0	8	12	15

STAGE 2: Academic Progress District Reading	2015-2016	2016-2017	2017-2018	2018-2019
All Students	2.59	2.35	2.48	<sup>29</sup> 2.27
American Indian or Alaska Native	2.14	2.14	2.47	2.00
Asian	2.3	3.00	2.02	3.89
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	1.84	1.63	2.18	2.22
Black or African American	2.24	1.88	1.77	1.51
White	2.67	2.45	2.58	2.33
Two or More Races	2.58	1.98	2.23	2.16
English Learner	*	*	2.11	3.62
Special Education	2.08	1.56	1.67	1.86
Free/Reduced Priced Meals	2.35	2.08	2.21	2.06

Source: Education.mn.gov > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files

STAGE 2: Academic Progress District Math	2015-2016	2016-2017	2017-2018	2018-2019
All Students	2.21	2.14	2.10	1.94 <sup>30</sup>
American Indian or Alaska Native	1.69	1.94	1.51	1.34
Asian	2.38	2.21	2.55	1.91
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	1.84	1.34	1.95	1.33
Black or African American	1.72	1.9	1.16	1.11
White	2.32	2.22	2.22	2.07
Two or More Races	1.78	1.81	1.89	1.71
English Learner	*	*	1.88	0.83
Special Education	1.46	1.57	1.48	1.39
Free/Reduced Priced Meals	1.84	1.85	1.77	1.54

Source: [Education.mn.gov](http://Education.mn.gov) > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files

# Academic Progress

## Reading

- Overall academic progress rates decreased
- Academic progress rates increased for the following student groups: Asian, Hispanic, English Learner, and Special Education. All other groups decreased or stayed the same

## Math

- Overall academic progress rates decreased
- Academic progress rates decreased for each student group

# Stage 2: Graduation Rates

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## **Interpretation Guidelines – North Star Graduation Rates**

North Star graduation indicators include 4-year and 7-year graduation rates

At the beginning of grade 9, students are placed in a graduation cohort

When a student transfers from one MN public high school to another, they transfer to their new school's cohort

If a student leaves the MN public school system, is incarcerated, or dies, they are removed from the cohort





# Stage 2: Graduation Rates

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## **Interpretation Guidelines – North Star Graduation Rates**

Grade rate = The number of graduates divided by total number of students in the cohort (graduates, dropouts, continuing students, and unknown students)

Must have 20 students in a group to “count” for North Star Graduation

Summer graduates “count” for the grad rate of whichever school they ended up graduating from



STAGE 2: Graduation Rates District	4-Year			
	2014-15	2015-16	2016-17	2017-18 <sup>34</sup>
All Students	78.39	75.13	76.04	78.09 <sup>(753)</sup>
American Indian or Alaska Native	28.57	37.84	54.84	45.71 <sup>(35)</sup>
Asian	93.33	68.75	83.33	84.21 <sup>(19)</sup>
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	69.23	73.33	73.68	71.43 <sup>(21)</sup>
Black or African American	44.44	36.59	36.84	63.64 <sup>(44)</sup>
White	82.92	80.49	80.41	82.14 <sup>(599)</sup>
Two or More Races	63.16	62.86	62.86	60.00 <sup>(35)</sup>
English Learner	*	*	*	*
Special Education	54.96	48.62	57.63	61.48 <sup>(122)</sup>
Free/Reduced Priced Meals	62.24	55.52	60.98	61.80 <sup>(356)</sup>

Source: Education.mn.gov > Data Center > Data Reports and Analytics > Student Data > Data > Graduation Rate

STAGE 2: Graduation Rates District	7-Year			
	2014-15	2015-16	2016-17	2017-18 <sup>35</sup>
All Students	81.45	82.72	80.67	84.15 <sup>(738)</sup>
American Indian or Alaska Native	48.65	47.37	58.33	52.17 <sup>(23)</sup>
Asian	84.62	87.50	82.35	93.33 <sup>(15)</sup>
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	60.00	85.71	82.35	84.62 <sup>(13)</sup>
Black or African American	62.75	46.67	47.50	57.45 <sup>(47)</sup>
White	85.03	86.87	84.03	87.14 <sup>(622)</sup>
Two or More Races	73.91	75.00	73.68	83.33 <sup>(18)</sup>
English Learner	*	*	*	*
Special Education	71.33	66.67	66.41	74.58 <sup>(118)</sup>
Free/Reduced Priced Meals	68.07	68.24	64.36	73.09 <sup>(353)</sup>

Source: Education.mn.gov > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files

# Graduation

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- Overall 4-year and 7-year graduation rates increased
- Overall 4-year and 7-year graduation rates are below the state averages
- 4-year graduation rates increased for the following student groups: Asian, Black, Special Education, White, and Free and Reduced Priced Lunch. All other groups decreased or stayed the same
- 7-year graduation rates increased for all student groups, with one exception. 7-year graduation rates for American Indian students decreased
- Persistent gaps remain

## Stage 3: Consistent Attendance

# Consistent Attendance

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## **Interpretation Guidelines – North Star Consistent Attendance**

Consistent attendance is the percentage of students who are not chronically absent

Chronically absent = Students who are absent 10% or more of the time

Student must be enrolled at least 50% of the days in a school year to “count”

Must have 20 students in a group to “count” for North Star Consistent Attendance

<b>STAGE 3: Consistent Attendance District</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
All Students	87.69	85.46	83.22	82.74 <sup>39</sup>
American Indian or Alaska Native	61.23	63.02	55.00	58.39
Asian	94.49	88.33	96.42	92.10
Native Hawaiian or Other Pacific Islander	*	*	*	*
Hispanic or Latino	78.98	82.03	80.30	79.05
Black or African American	70.41	65.27	62.55	57.07
White	91.19	89.11	87.44	87.24
Two or More Races	77.68	75.68	68.70	70.35
English Learner	82.05	78.94	90.38	84.61
Special Education	79.15	71.62	67.48	68.09
Free/Reduced Priced Meals	78.01	73.82	69.16	68.12

Source: Education.mn.gov > Data Center > Data Reports and Analytics > Accountability and Assessment > North Star Files

# Consistent Attendance

- The overall percentage of students who consistently attend school decreased
- The overall percentage of students who consistently attend school is below the state average
- Attendance rates for each student group decreased or stayed the same, with two exceptions. Achievement rates for American Indian students and students who are Two or More Races increased
- Persistent gaps remain





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# Additional Data

Additional data, including state, district, and schools may be found on MDE website following this path:

[education.mn.gov](http://education.mn.gov) > [Data Center](#) > [Data Reports and Analytics](#) > [Accountability and Assessment](#) > [North Star Files](#)

or by clicking this link:

<http://w20.education.state.mn.us/MDEAnalytics/DataTopic.jsp?TOPICID=450>

# Three Primary Strategies

October 7, 2019

# MTSS

## Is Not

## Is

~~An instructional program~~

**A framework to implement effective practices**

~~The old way of doing business with a new label (pre-referral intervention)~~

**Proactive and data-driven**

~~Intended to encourage placement of students~~

**Matching needs and resources**

~~Possible to implement alone~~

**A collaborative effort**

~~The same in every school~~

**Uniquely designed for each site**

~~A special education, a general education, a 504, a talented and gifted initiative~~

**An every education initiative focusing on system change**

# Multi-Level Instruction

## Successful Multi-tiered Models

- Continuum of scientifically-based programs and services
- Methods to evaluate and monitor progress

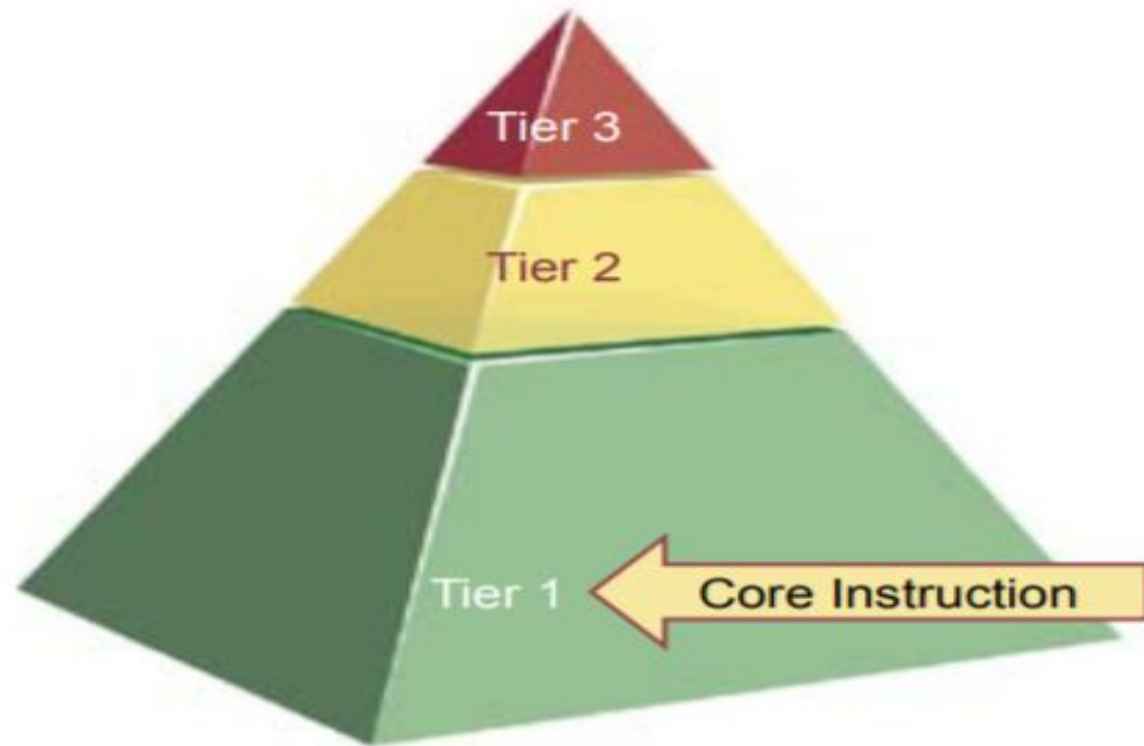


\*Kim Gibbons 2016



# Multi-Level Instruction: Tier 1

- ✓ Research-based curriculum
- ✓ Articulation of teaching and learning standards
- ✓ Standards aligned
- ✓ Differentiated instruction
- ✓ Students who are exceeding benchmarks

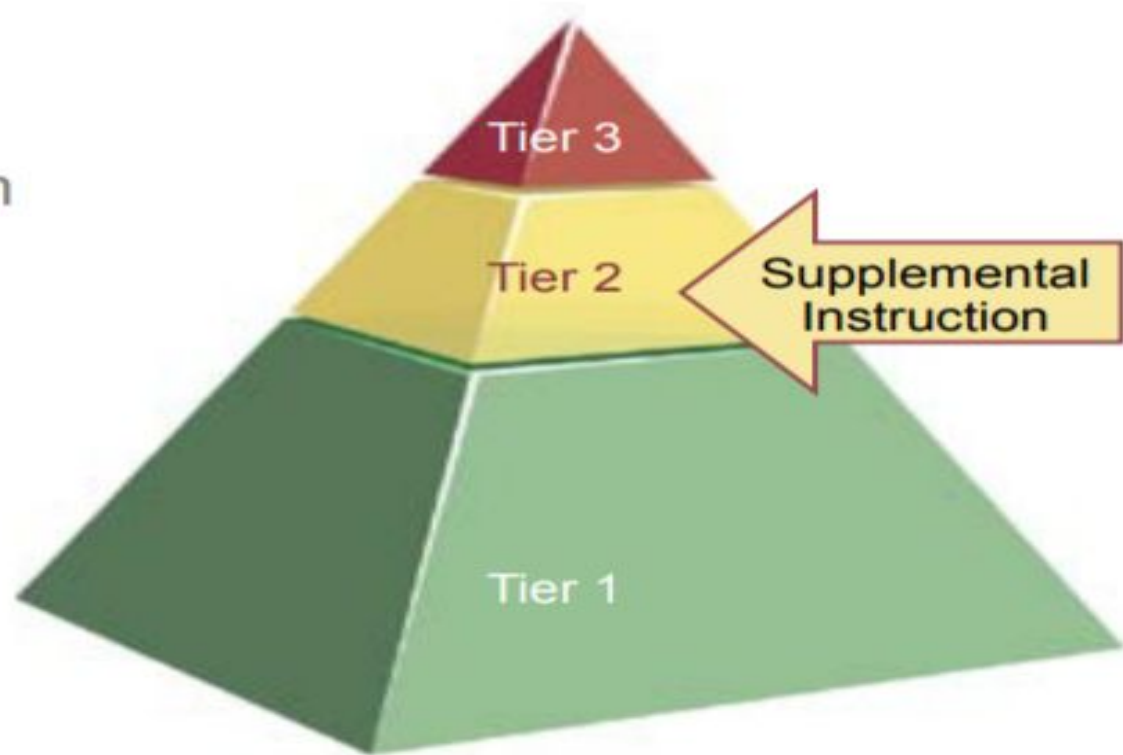


\*Kim Gibbons 2016

# Multi-Level Instruction: Tier 2

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- ✓ Evidence-based
- ✓ Complements universal instruction
- ✓ Group size
- ✓ Delivered by trained staff
- ✓ Optimal dosage

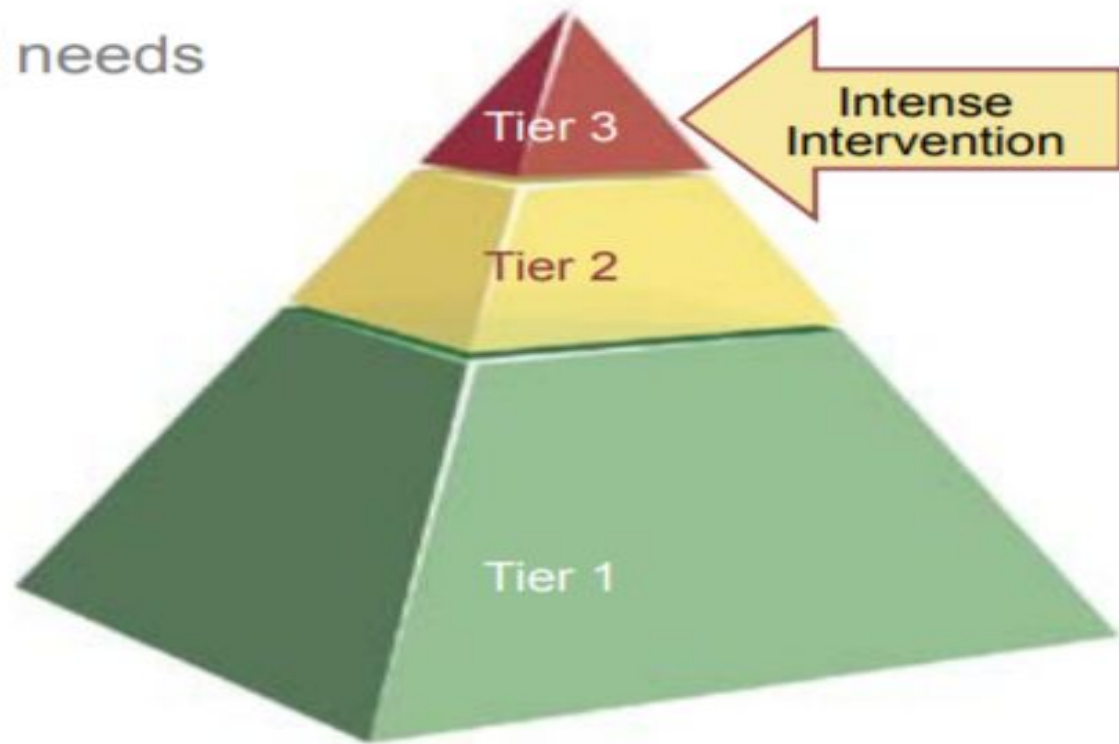


\*Kim Gibbons 2016

# Multi-Level Instruction: Tier 3

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- ✓ Matched to student needs
- ✓ Optimal group size and dosage
- ✓ Delivered by trained staff
- ✓ Relationship to grade-level standards



\*Kim Gibbons 2016



# Effective Professional Development

Training Component	Concept Understanding	Skill Attainment	Application
Presentation of Theory	85%	15%	5-10%
Modeling by Trainer	85%	18%	5-10%
Practice & Low-Risk Feedback	85%	80%	5-10%
Coaching (on-site)	<b>85%</b>	<b>90%</b>	<b>80-90%</b>

# Continuous Improvement Teams

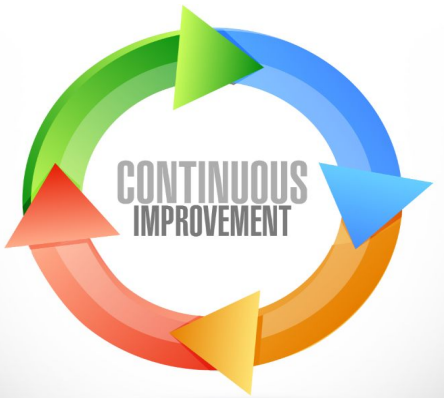
50

## Comprehensive Needs Assessment

1. Data Review - 5 types
2. CNA Summary
  - a. Successes
  - b. Prioritize Concerns
  - c. Hypothesize Root Cause

## School Improvement Plans

1. Stakeholder Engagement and Communication Plan
2. School Improvement Strategies
3. Plan for Strategy
4. Progress Monitoring





# District Support

Office of the Assistant Superintendent  
Curriculum and Instruction Department  
Assessment and Evaluation Department  
Special Education Department

# PLCs

Supports Continuous Improvement

Foundation of MTSS

The Four Questions

What I Need (WIN)



Collaborative teacher conversations must quickly move beyond “What are we expected to teach?” to “How will we know when each student has learned?”

# Safe and Welcoming Schools

53

Positive Behavior Intervention Strategies

Co-Located Mental Health Providers

Harassment Prevention

Bully Prevention

ALICE

Security Upgrades

Racism and Bias Training



**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	Jen Jaros	First Year Program	\$5,000	Funds will be used to provide Infant Mental Health Consultation as part of the ECFE First Year Program.
Minnesota Department of Education	Jason Crane	Special Education: SPDG – Single Source	\$160,000	Funds will extend the Special Education: SPDG – Single Source Grant through September 30, 2020.

July 16, 2019

Project # 19-18661

Jennifer Jaros  
Duluth Early Childhood Family Education  
215 N 1st Ave E  
Duluth, MN 55802  
Duluth, Minnesota 55811

Dear Mrs. Jennifer Jaros:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **First Year Program** and has approved a grant of **\$5,000.00** for the period (09/01/2019 to 05/31/2020) to **Duluth Early Childhood Family Education**.

The Agreement of Grantee is attached to this letter. Please read the agreement in its entirety and make special note of all the provisions and procedures indicated. **By accepting this grant, you are affirming that your organization agrees to the terms and conditions outlined in the Grant Agreement. (Please note that the Northland Foundation no longer requires this form to be signed and returned.)**

The Northland Foundation uses an Electronic Funds Transfer process for grant payments. Please complete and return the attached **ACH Credit Authorization form** with the grantee organization or fiscal agent organization bank account information where you would like the grant funds deposited.

Grant payments are made during the first full week of each month. **In order for our Accounting Department to release your payment**, please return the completed ACH Authorization form **no later than the 25<sup>th</sup> of the month before** your payment is scheduled. We accept forms via email (scanned copies), fax (218-723-4048), or USPS (hard copies).

The Northland Foundation will issue a single payment for this grant. This payment will be distributed in the sum of **\$5,000.00 on or around 09/01/2019**.

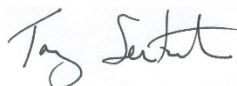
The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support 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. 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. We will expect this report from you by: **06/30/2020**.

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

## **AGREEMENT OF GRANTEE FOR:**

**Organization Name: Duluth Early Childhood Family Education**

**Project # 19-18661**

**Project Name: First Year Program**

**Amount: \$5000**

**By accepting this grant, Duluth Early Childhood Family Education (hereafter “GRANTEE”) agrees to the following terms and conditions of the Northland Foundation.**

1. To use the funds only for the designated activities as described in the approved grant request dated 07/16/2019 and to notify the Northland Foundation of and obtain its consent to any significant programmatic changes or any changes to the budget of 20% or more from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Project # 19-18661



**ACH CREDIT AUTHORIZATION FOR DIRECT DEPOSIT VIA ACH****PROJECT # 19-18661**

Please complete the information below with the name and contact information of the person we should contact in case of questions and to notify when payment is made. Please print legibly.

\_\_\_\_\_  
Payment Contact Name (Printed)\_\_\_\_\_  
Payment Contact Email Address\_\_\_\_\_  
Organization Name (Grantee)\_\_\_\_\_  
Payment Contact Phone Number**FISCAL AGENT INFORMATION (if applicable)**\_\_\_\_\_  
Fiscal Agent Organization Name\_\_\_\_\_  
Fiscal Agent Contact Name\_\_\_\_\_  
Fiscal Agent Contact Phone Number\_\_\_\_\_  
Fiscal Agent Contact Email Address

Please complete the information below for the bank account you would like your grant payment deposited. Please print legibly.

\_\_\_\_\_  
Name of Financial Institution\_\_\_\_\_  
Account Name (if applicable)\_\_\_\_\_  
Financial Institution - Street Address\_\_\_\_\_  
Financial Institution - City/State/Zip\_\_\_\_\_  
Routing Number\_\_\_\_\_  
Account Number

Savings Account



Checking Account

I (we) hereby authorize the Northland Foundation to electronically credit my (our) account (and, if necessary, to electronically debit my (our) account to correct erroneous credits) Prior notice will be given to grantee prior to any corrections.

**I (we) understand that this authorization will remain in full force and effect until I (we) notify the Northland Foundation that we wish to revoke this authorization or for the duration of the grant. I (we) understand that the Northland Foundation requires at least a 5 business days prior notice in order to cancel this authorization.**

\_\_\_\_\_  
Authorized Signature / Title\_\_\_\_\_  
Date**PLEASE ATTACH VOIDED CHECK HERE**

**Return the completed form to:**  
Northland Foundation  
202 W. Superior Street, Suite 610  
Duluth, MN 55802  
Fax: 218-723-4048  
Email: [grants@northlandfdn.org](mailto:grants@northlandfdn.org)



## Official Grant Award Amendment

### Grantee Information

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Organization Name: Duluth School District #709

Identified Official with Authority Name and Title: William Gronseth, Superintendent

Address: 215 N. 1<sup>st</sup> Ave. E.

City/State/ZIP+4: Duluth, MN 55802-2058

Phone and Email: 218-336-8752; [william.gronseth@isd709.org](mailto:william.gronseth@isd709.org)

### Grantee Project Staff

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Program Contact Name: Jason Crane

Phone and Email: 218-336-8741; [jason.crane@isd709.org](mailto:jason.crane@isd709.org)

Business Manager or Accountant Name: Peggy Blalock

Phone and Email: 218-336-8752; [peggy.blalock@isd709.org](mailto:peggy.blalock@isd709.org)

**Grant Project Title: Special Education: SPDG – Single Source**

### Funding/Encumbrance Information

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GMS NUMBER: 3664

SWIFT Contract Number: 105083

SWIFT Vendor Number: 0000194009

Purchase Order Number: 3000012377

Funding Source/Legislative Authority: PL 108-466 Individuals with Disabilities Education Act

Federal Award Number: H323A150010

Federal Award Year: 2020

Federal CFDA Number: 84.323

Grantee DUNS Number: 02504114

## Funding/Encumbrance Information Continued

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State Fiscal Year: SFY2020

Fund: 3000

FinDeptID: E373D230

AppropID: E370660

Account: 441402

PC Bus Unit: E3701

Project ID: E370661505

Activity ID: D

Source: REIMB

Amount: \$160,000.00

### Award Period

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Start Date: 1/22/2016

End Date: ~~09/30/2017~~ ~~09/30/2019~~ 9/30/2020

### Action Type: Amendment #1

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Original/Initial Award:	\$ 320,000.00	
Amendment #1	\$ 320,000.00	10/01/2017
Amendment #2	\$ 20,000.00	01/01/2018
Amendment #3	\$ 160,000.00	10/01/2019
<b>Total Amended Award</b>	<b>\$ 820,000.00</b>	

### MDE Authorized Representative

---

Name: Thomas Delaney

Division and Office Location: Special Education, Q02

Phone: 651-582-8324

Email: [thomas.delaney@state.mn.us](mailto:thomas.delaney@state.mn.us)

### Grant Specialist

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Name: Norrita Rech

Division and Office Location: Grant Services, K20

Phone: 651-582-8222

Email: [norrita.rech@state.mn.us](mailto:norrita.rech@state.mn.us)

This amendment is now effective as it has been fully executed and approved by the same parties who executed and approved the original grant award, or their successors in office. Therefore, with respect to the terms and conditions of the original application materials associated with this award and any amendments thereto, this amendment request is made for the purpose of:

Addition of funds                      Change of date(s)/extension

The justification for this amendment is as follows (*attach revised work plan and budget*):

- To fund Year 5 of a 5-year single source grant.
- The addition of funding and date extension is to ensure the grantee has sufficient time and funding necessary to meet the project's goals and objectives to improve graduation rates for Black and American Indian children and youth with disabilities through the implementation of evidence-based practices.

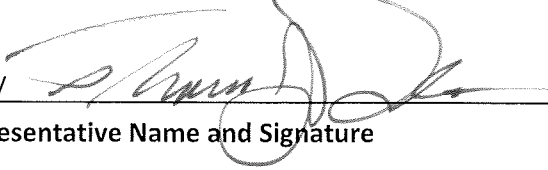
### **Reporting Dates:**

- Financial Reporting Forms (FRF) summarizing grant expenditures to date, shall be submitted quarterly:
  - October 31, 2019** for expenditures incurred from July 1, 2019 – September 30, 2019.
  - January 31, 2020** for expenditures incurred from October 1, 2019 – December 31, 2019.
  - April 30, 2020** for expenditures incurred from January 1, 2020 – March 30, 2020.
  - July 15, 2020** for expenditures incurred from April 1, 2020 – June 30, 2020.
  - October 31, 2020** for expenditures incurred from July 1, 2020 – September 30, 2020.
- If this grant goes beyond the state fiscal year end date of **June 30** or ends June 30 of that state fiscal year, all expenditures incurred through June 30 must be submitted by **July 31** of that same state fiscal year.
- Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.

Except as herein amended, the provisions of the original OGAN and amendments thereto, are expressly reaffirmed and remain in full force and effect.

# MDE Signatures

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

Thomas Delaney/   
Authorized Representative Name and Signature

9/19/2019  
Date

I, the Division Director, by signing below verify that agency policies and procedures were followed in the awarding of this grant and do hereby approve this award and attest to the Authorized Representative's review of said documentation and documents related to this award.

Robyn Widley/   
Division Director Name and Signature

9/19/19  
Date

As the Grantee Official with authority to sign, I hereby certify that I have executed this award notification on behalf of the Grantee as required by applicable articles, bylaws, resolution or ordinances.

William Gronseth/  
Identified Official with Authority Name and Signature

\_\_\_\_\_  
Date

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

Joel Bergevin/  
Encumbrance Agent Name and Signature

\_\_\_\_\_  
Date

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

Andre Prah/\_\_\_\_\_  
Authorized Representative Name and Signature

\_\_\_\_\_  
Date

Congdon  
Elementary  
Oct. 2019  
62

### DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy 160, 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: Kathi Kusel Marshall  
Date: 8/26/19

**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: Kathi Kusel Marshall  
Date: 9/5/19

Assistant Superintendent:  Recommended  
 Not Recommended

Name: [Signature]  
Date: 9/5/19

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: Wolf Ridge Family Trip Grade 5
2. Contact Person (Responsible for Checklist Completion): Kurti Kusch Marshall
3. Field Trip Date(s): Oct 25, 26, 27 Destination: Wolf Ridge
4. Field Trip Overview (Include events, establishments and locations): \_\_\_\_\_  
\_\_\_\_\_
5. Field Trip Departure from School (Date and Time): October 25, 2019 2:45 PM  
Field Trip Return to School (Date and Time): October 27, 2019 3:00 PM
6. Objectives of Field Trip: Outdoor Environmental Learning  
Team Building
7. Relationship to Curriculum or Student Learning: \_\_\_\_\_  
\_\_\_\_\_
8. Planned Follow-up Field Trip Activities: \_\_\_\_\_  
\_\_\_\_\_
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>140.00 @ 90.00</u>	\$ <u>12,600</u>
Total Meals		\$
Total Lodging		\$
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyage Bus Company</u> <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$ <u>1500.00</u>
Other:		\$
<b>Total</b>		<b>\$ <u>14,100</u></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**

Oct 25  
Oct 26  
Oct 27

**LOCATION**

Wolf Ridge  
↓  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature of Contact Person: Kathi Kusch Maudha

## 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: DARREN SHELDON  
 Not Recommended Date: 9/4/19

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 9/5/19

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:

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Grade 5

2. Contact Person (Responsible for Checklist Completion): Heather Kemp

3. Field Trip Date(s): Feb 3-6, 2020 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations): Wolf Ridge, Finland MN

This is a trip to an environmental learning center where the students take science classes that align to the state standards

5. Field Trip Departure from School (Date and Time): 2/3/20 9 am

Field Trip Return to School (Date and Time): 2/6/20 1:45 pm

6. Objectives of Field Trip: see above

7. Relationship to Curriculum or Student Learning: it fits in with 5th grade science standards

8. Planned Follow-up Field Trip Activities: journals, writing

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 8580
Total Meals	\$ included
Total Lodging	\$ included
Total Transportation	\$ 600
<input checked="" 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: <u>snacks, printing of journal/materials</u>	\$ 300
<b>Total</b>	<b>\$ 9480</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees / Fundraising		\$ 9480
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 9480</b>

11. Reviewed/Completed Request Checklist:       Yes       No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

September 10, 2019

Jeff Horton, Assistant Superintendent  
 Independent School District 709  
 215 N 1<sup>st</sup> Ave E  
 Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Gabriel Zane Lee</b>	<b>Duluth Public Schools</b>	<b>9/11/2019</b>

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

Adrian Norman  
 Principal

Michelle Porter  
 Administrative Assistant  
 Area Learning Center

September 9, 2019

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Bryce Scott Peterson</b>	<b>Denfeld High Schools</b>	<b>9/16/2019</b>

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

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

September 17, 2019

Jeff Horton, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
<b>Travis Warren Aho</b>	<b>Duluth Public Schools</b>	<b>9/17/2019</b>

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

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center



September 23, 2019

Jeff Horton, Assistant Superintendent  
 Independent School District 709  
 215 N 1<sup>st</sup> Ave E  
 Duluth MN 55802

Dear Mr. Horton:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Yana Ione Davis	Duluth Public Schools	9/24/2019

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

Adrian Norman  
 Principal

Michelle Porter  
 Administrative Assistant  
 Area Learning Center