

Education Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 17, 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 Manufacturers and Fabricators Association Educational Trust Grant Application

Donald Simons, Engineering and Industrial Arts Instructor, has submitted a grant application to the Arrowhead Manufacturers and Fabricators Association Educational Trust in the amount of \$37,056. If awarded, funds will be used to purchase and install machinery to provide trade based college classes and articulate 14 college credits in the high schools' advance manufacturing program.

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

2) Sand County Foundation Pollinator Habitat Grant Application

John Rudolph, Duluth East High School Biology, Plant Science and Forestry-Fish-

Wildlife Management teacher, has submitted a grant application to the Sand County Foundation in the amount of \$1,000. If awarded, funds will be used to build a pollinator garden along the entrance to the East High School outdoor classroom. Successful applicants will receive 640 small seedlings of five native forb species, teachers will receive a training webinar, remote consultation from a private native plant nursery, and a \$1,000 cash award paid to the school district to offset project expenses.

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

3) Thrivent Financial Grant Application

Jennifer Fuchs, Lincoln Park Middle School TOSA Den Coordinator and School Social Worker, has submitted a grant application to Thrivent Financial in the amount of \$250. If awarded, funds will be used for supplies for restorative practice tool kits that teachers can use in their classrooms during WIN and for Tier 1 social emotional lessons.

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

4) Rotary Club #25 Grant Application

Jill Lofald, Denfeld High School Speech and Debate Coach, has submitted a grant application to the Rotary Club #25 in the amount of \$750. If awarded, funds will be used to provide scholarship money to members of the Denfeld Speech and Debate teams for participation fees, team travel assistance and team uniform costs.

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

5) Pachel Foundation Grant Application

Jill Lofald, Denfeld High School Speech and Debate Coach, has submitted a grant application to the Pachel Foundation in the amount of \$3,500. If awarded, funds will be used to defray team members expense to compete at these National Speech and Debate tournaments. Tournaments this season are: Harvard, NIETOC in Houston and NSDA in Albuquerque.

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

6) Minnesota Agriculture in the Classroom (MAITC) Agricultural Literacy Grant Application

Leah McNeil, Denfeld High School Culinary Arts Instructor, has submitted for and received a grant from the MAITC Agricultural Literacy Grant Program in the amount of \$400. Funds will be used toward the purchase of chafing dishes for the Clock Tower Catering project at Denfeld High School.

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

7) Harbortown Rotary Grant Application

Jamie Bennett, ALC Integration Specialist, has submitted a grant application to the Harbortown Rotary in the amount of \$1,000. If awarded, funds will be used to cover expenses for students to attend the Wilderness Elite/Jr. Rotarian Winter Camping Trip in January 2020.

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

8) Autism Association of Northern MN/Autism Walk Northland Grant Application

Amy Samuel, Lester Park Elementary Special Education Teacher, has submitted for and received a grant from the Autism Association of Northern MN/Autism Walk Northland in the amount of \$800. Funds will be used to purchase the Pro ED Environmental Print Reading Program for Level 3 ASD students at Lester Park Elementary. Environmental Print brings a comprehensive, standards-based language arts curriculum to students with significant cognitive disabilities.

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

2. Action Items

A. Presentation Items Requiring Approval

1) ISD 709 Calendar 2020-21 School Year

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Assistant Superintendent Jeff Horton shared the recommended ISD 709 Calendar 2020-21 School Year for review and approval. The recommended calendar was presented to the Quality Steering Committee at their November 7, 2019 meeting.

Recommendation: It is recommended that the Duluth School Board approve the recommended ISD 709 Calendar 2020-21 School Year.

B. Resolutions

1) Resolution E-12-19-3691 - Designation of Identified Official with Authority for the MDE External User Access Recertification System

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Attached is Resolution E-12-19-3691 - Designation of Identified Official with Authority for the MDE External User Access Recertification System. The Superintendent recommends that Board authorize Sheryl Williams to act as the Identified Office with Authority (IOwA) for the Head Start Organization, Duluth Head Start 7010-84.

Recommendation: It is recommended that the Duluth School Board approve

Resolution E-12-19-3691 - Designation of Identified Official with Authority for the MDE External User Access Recertification System.

2) Resolution E-12-19-3693 - Acceptance of Grant Awards to Duluth Public Schools 9

Attached is Resolution E-12-19-3693 - Acceptance of Grant Awards to Duluth Public Schools, to accept and approve grant awards from the following organizations:

Minnesota Agriculture in the Classroom (MAITC) Foundation
Class of 55/Steve Anderson Greater Denfeld Foundation Fund
Autism Association of Northern MN/Autism Walk Northland

Recommendation: It is recommended that the Duluth School Board accept and approve Resolution E-12-19-3693 - Acceptance of Grant Awards to Duluth Public Schools.

C. Diploma Requests 13

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

Alyssa Ann Brodin - November 13, 2019
Drey Leonard Homola - November 20, 2019
Jordan Trent Wrazidlo - December 18, 2019
Jonah Michael-David Plys - January, 16, 2020

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

D. Trip Requests

1) Extended Trip Request - Wilderness Elite/Jr. Rotarian Winter Camping Trip 17

Students from the Area Learning Center will travel to Bear Head Lake State Park in Ely, MN for an overnight winter camping experience from January 30-31, 2020. The cost of this trip is at \$1,217.44 and will be funded by grants.

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

3. Future Items

Policy Updates

Immersion Transition

Companies to Classrooms Presentation

Assistant Superintendent Monthly Report

December 2019

Purpose

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

Primary Strategies

- Safe and Welcoming Schools

Minnesota Department of Human Rights

- Diversion Committee Meeting Update

Labor Management

- Quality Leadership Team Meetings

Additional Highlights

- Acknowledging the Role of Implicit Bias as a Barrier to Reaching ALL Children
- Sextortion
- Paraprofessional Training and Support
- Diversifying of our Workforce
- Gender Neutral Bathrooms

Director of Curriculum and Instruction Monthly Report

December 2019

Purpose

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

Updates

Staff Development

- [Minnesota Indian Education Association](#) Conference
 - Team of district staff participated over 3 day event
 - Focused on aligned systems for improved outcomes
- [ELA Standards Regional Town Hall](#) Draft #1 Review Event at Denfeld High School
 - Opportunity to ask questions and provide input in ELA standards revision work at the state level
- [MDE Workshops for Curriculum Leaders](#) (by content area)
 - Support from MDE for curriculum specialists in planning for implementation
- New Teacher Mentoring Program Meeting Topics (December)
 - [QPR](#): intervention for suicide and emotional distress
 - Elementary Math Support

Course Catalog and Registration

- [Revised Suggested 2020-21 Course Changes](#)
- [2020-2021 Course Catalog](#)
- [Timeline](#) of process

Immersion

- Retreat this month for planning
- MSBA Conference presentation in January

ISD 709 Calendar 2020-21 School Year

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

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

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

KEY DATES

- First day for Grade 1-12 students - September 8, 2020
- First day for Kindergarten students - September 10, 2020
- Schools will schedule open houses and conferences
- No school for students:
- Last day for students - June 10, 2021

GRADING TERMS

Elementary Schools:

- Term 1: September 8 to January 14
- Term 2: January 19 to June 10

High Schools and Middle Schools:

- Term 1: September 8 to November 6
- Term 2: November 9 to January 21
- Term 3: January 25 to March 26
- Term 4: March 29 to June 10

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

RESOLUTION**Designation of Identified Official with Authority for the MDE External User Access Recertification System**

WHEREAS, The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

NOW, THEREFORE, BE IT RESOLVED, The Superintendent recommends the Board authorize Sheryl Williams to act as the Identified Official with Authority (IOwA) for the Head Start Organization, Duluth Head Start 7010-84.

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
Minnesota Agriculture in the Classroom (MAITC) Foundation	Leah McNeil	Clock Tower Catering Project	\$400	Funds will be used toward the purchase of chafing dishes for the Clock Tower Catering project.
Class of 55/Steve Anderson Greater Denfeld Foundation Fund	Various	Various – Class of 55/Steve Anderson Greater Denfeld Foundation Fund Applications	\$10,000	Funds will be used to support various projects and initiatives at Denfeld High School.
Autism Association of Northern MN/Autism Walk Northland	Amy Samuel	Lester Park Elementary Level 3 ASD	\$800	Funds will be used to purchase the Pro ED Environmental Print Reading Program for Level 3 ASD students at Lester Park Elementary.

From: **Knott, Sue (MDA)** <sue.knott@state.mn.us>
Date: Wed, Dec 4, 2019 at 1:59 PM
Subject: Ag Literacy Grant - Congrats
To: leah.mcneil@isd709.org <leah.mcneil@isd709.org>

Leah,

Congratulations, you have been selected as a Minnesota Agriculture in the Classroom Agricultural Literacy Grant recipient! We sincerely appreciate the time and effort you put into applying for grant funds to integrate agriculture into your curricula, classroom and community. Our review committee would like to award you \$400.00 to purchase chafing dishes for your Clock Tower Catering project. Our committee is not able to provide funds for the catering uniforms at this time. We hope that you might be able to connect with local groups, businesses or organizations that could assist in funding these T-shirts and sweatshirts.

Please confirm the following information is correct:

Check written to: Leah McNeil

Check sent to:

Denfeld High School

Attn Leah McNeil

[401 North 44th Ave W](#)

Duluth, MN 55807

Once this information is confirmed we will get your check in the mail.

Our grant program guidelines request that you utilize the grant funds before December 31, 2020. We also ask you to complete the [Agricultural Literacy Final Report online form](#) when your project is complete.

Please feel free to reach out to me with any questions.

Once again congratulations and thank you for your interest in agricultural education!
Sue

Sue Knott | Education Specialist
Minnesota Agriculture in the Classroom Program
Minnesota Department of Agriculture
[625 Robert Street North | Saint Paul, MN 55155-2538](#)
(P) 651-201-6486 | sue.knott@state.mn.us

----- Forwarded message -----

From: **Claudia Anderson** <Claudia.Anderson@isd709.org>

Date: Tue, Dec 10, 2019 at 8:55 AM

Subject: Grants Awarded

To: Denfeld Staff <denfeld.staff@isd709.org>, Claudia Anderson
<Claudia.Anderson@isd709.org>

Congratulations to the following staff that have received grants this year from the Class of 55/Steve Anderson Greater Denfeld Foundation fund. The money is deposited in the Denfeld bank account and must be accessed with Krista Hill. Thank you's should be mailed to Alana Freidman, 8037 E. Spirit Cove Dr., Duluth, MN 55807.

Krista will be doing a report at the end of the year for the GDF committee on how much was spent and where the money went, so remember - the money must be spent on what you were granted for, nothing else.

Claudia Anderson	\$500 - Kids needs
Adair Ballavance	\$300 - Popcorn Popper
Paul Christenson	\$500 - Risers
Angelo Florestano	\$325 - DVD Videos
Angelo Florestano	\$220 - HOBY Leadership Conference
Gelineau/Rupp	\$500 - Transportation and Admission fees only
Andy Gunderson	\$550 - Robotics
Jan Hille	\$600 - Graphing Calculators
Hoban/Nelson	\$500 - Art Supplies
Gina Hollinday	\$1100 - AP World History Supplies and Books
Laurie Knapp	\$500 - Changing Lives T-Shirts
Ed Lewis	\$230 - Pathways2Teaching End of the Year
Jill Lofald	\$500 - Speech/Debate
Leah McNeil	\$500 - Equipment only (No T-Shirts)
Nicole Scharte	\$250 - German Books
Mike Scignoli	\$400 - Golf Supplies/passes
Adam Shykes	\$275 - Smartbd Bulb
Don Simmons	\$750 - 750 for 1 3D printer
Tom Tusken	\$300 - PBIS Rewards
Tim White	\$1200 - Math/CyberPatriot Team
Total	\$10,000

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Claudia Anderson
Secretary to the Principal

Denfeld High School
401 N. 44th Ave. W.
Duluth, MN 55807
(218) 336-8830 Ext. 1925
Claudia.anderson@isd709.org



Autism Association of Northern MN/Autism Walk Northland



Donation Request Form

Your Information

Name of individual/organization/School: __Lester Park Elementary Date 11.20.2019

Person making the request: Amy Samuel Title or relationship to individual: Special Education Teacher to Level 3 ASD students

Address: _5300 Glenwood St Duluth MN 55804 Phone/email 218-336-8875 X1857 amy.samuel@isd709.org

Donation Request Information

Amount of monies Requested:

How will the monies will be used: 800.00 including tax and shipping

Environmental Print Price: \$ 630.00 (Add To Cart)

ENV PRINT-FLASHDRIVE Price: \$ 125.00 (Add To Cart)

Environmental Print Set of 48 Signs and 17 Strips Price: \$ 36.00 (Add To Cart)

*If you need more room please use the back or more paper

Request Form Process

Mail or email completed form: **AUTISM ASSOCIATION** PO Box 16823 Duluth, MN 55816

Autismassociation@live.com or info@autismwalknorthland.com

Date received: 11/20/19 Amount requested: 800.00 Amount granted: 800.00

~ You must be a nonprofit organization and the money must be used for people(s) living with Autism.

Individual requests may not go directly to the family. Example -Camp monies may be sent to the camp.

We will notify individuals as to how the monies will be given.

Check # 2049 ps.

November 20, 2019

Jeff Horton, Assistant Superintendent
Independent School District 709
215 N 1st 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>
Alyssa Ann Brodin	Denfeld High School	11/13/2019

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

November 19, 2019


Jeff Horton, Assistant Superintendent
Independent School District 709
215 N 1st 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>
Drey Leonard Homola	Duluth Public Schools	11/20/2019

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



Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

October 29, 2019

Jeff Horton, Assistant Superintendent
 Independent School District 709
 215 N 1st 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>
Jordan Trent Wrazidlo	Denfeld High School	12/18/2019

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

Adrian Norman
 Principal

Michelle Porter
 Administrative Assistant
 Area Learning Center

November 20, 2019

Jeff Horton, Assistant Superintendent
Independent School District 709
215 N 1st 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>
Jonah Michael-David Plys	East High School	1/16/2020

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

Adrian Norman
Principal

Michelle Porter
Administrative Assistant
Area Learning Center

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: Adriag Norman
 Not Recommended Date: 11/19/19

Assistant Superintendent: Recommended Name: _____
 Not Recommended Date: 11/19/19

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: Wilderness Elite Jr. Rotarians ALC
2. Contact Person (Responsible for Checklist Completion): Jamie Bennett
3. Field Trip Date(s): Jun 30-31st Destination: Bearhead Lake State Park - Ely
4. Field Trip Overview (Include events, establishments and locations): Overnight camping, winter wilderness survival skills, team building, ice fishing & aquatic species identification, wolf center visit.
5. Field Trip Departure from School (Date and Time): Thurs. Jan 30 - 9:00am
Field Trip Return to School (Date and Time): Friday Jan 31st - 10pm.
6. Objectives of Field Trip: To explore northern Mn. & get at-risk urban students out in nature with ecological focus.
7. Relationship to Curriculum or Student Learning: Curriculum for English journaling, Biology & science
8. Planned Follow-up Field Trip Activities: Review & reflection

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$144.00
Total Meals	\$250
Total Lodging	\$300
Total Transportation	\$450
<input checked="" type="checkbox"/> School District Vehicle(s) <u>3 vans</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

(see attachment)
* ALL grant funded *
100%

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

TIME	LOCATION	
2 weeks prior to trip	ALC - Room 113C	Group meeting
1 week prior	ALC - Room 113C	to go over expectations & finalize details

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

Signature of Contact Person: Jamie Bennett

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: Jamie Bennett

Wilderness Elite/Jr. Rotarian Winter Camping Trip

Bear Head Lake State Park--- 1 Night Camping (20 students/4-6 staff)

4 Cabins (Sleeps 5-6) X \$75.00 X 1 night=\$328

Transportation 3 Vans X 256 Miles Roundtrip(estimate)X \$.58(per mile) = \$445.44

Wolf Center— 20 students X \$5.00 + 4 adults X \$11.00= \$144.00

Ice Fishing--Donated by Steve Foss Guide Service : \$50.00- (\$500.00 Value)

Fishing Licenses: Student Educational Permit---Free/

(Expenses are estimated as close to actual cost as we could get.)

Note: Any expenses over \$1,000 will be covered by another educational grant that was awarded to us at the beginning of the year.

We would like to take a trip to Bear Head Lake State Park to have an overnight camping experience. Students will depart from the ALC in Duluth on Thursday, January 30th at 9am & will head to Bear Head Lake State Park, where we will have cabins reserved. We will spend the day learning about winter wilderness survival skills including: Building a winter survival shelter, building our own fires, cooking meals outdoors over campfires, orienteering, snowshoeing & team building.

The evening will be spent in the main lodge working on team building activities, journal reflections, reading, & group time.

Friday morning we will depart from Bear Head Lake State Park to Ely & meet a Local Fishing Guide at Burntside Lake to learn about ice fishing and the different species of fish that are native to Northern MN. We will spend the morning fishing, learning about ice safety, ecological impacts & various aquatic & regional species.

Students will have lunch & warm up & then we will move to the International Wolf Center & spend time exploring Grey Wolves/Grey Matter Curriculum. We will examine the impact of wolves on deer & moose populations.

Our student service project has been meal service at the Union Gospel Mission serving lunch to homeless families in need. Students walk down to the Union Gospel Mission during their lunch hour, serve lunch, interact with local homeless population, and clean up afterward.

Students also volunteer at Bentleyville as part of their Junior Rotarian service projects.

Students will also be presenting a program about Wilderness Elite, ALC & shifting the paradigm of “At Risk Students & Alternative Schools” at the May 15th Harbortown Rotary as well as the MAAP(MN Association of Alternative Programming) conference in February. Students will put together a comprehensive slide show/presentation of Wilderness Elite Environmental Trip programming and share it with various groups in the community.