

**Human Resources/Finance Committee - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, March 17, 2020

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

1. **Guest Presentations for this Meeting - None**
2. **Human Resources Report**
  - A. Staffing Report Action Items - Consent Agenda 3
  - B. HR Resolutions - Consent Agenda - None
  - C. HR Action Items - Consent Agenda - None
  - D. HR Informational Items
    - 1) Superintendent Search Update
3. **Finance Report**
  - A. Financial Report - Consent Agenda
    - 1) Financial Report 5
    - 2) Approval of Payment of Claims - Attached as an "extra"
      - a. Vendor Payments Report
      - b. Student Activity Expenditures Report
    - 3) Budget Revisions 15
    - 4) Wire Transfers 17
    - 5) Investment Transactions 18
    - 6) APU Projections 19
    - 7) Fundraisers 21
    - 8) Finance Education
      - a. Revenue Equalization - **postponed until April 2020 Board meeting**
  - B. Bids, R.F.P.s and Quotes Reports - Consent Agenda
    - 1) Bids
      - a. Bid 1279 - Large Venue Wireless Infrastructure 22  
Bids for a large venue wireless infrastructure were advertised and posted on the Universal Service Administrative Company website as required to qualify for E-Rate funding. One vendor responded.  
  
Recommendation: It is recommended that the Duluth School Board approve this bid with CDW Government, LLC in the amount of \$40,611.36.
      - b. Bid - 1280 Network Switch Stacking Modules 23  
Bids for network switch stacking modules were advertised and posted on the Universal Service Administrative Company website as required to qualify for E-Rate funding. One vendor responded.

Recommendation: It is recommended that the Duluth School Board approve this bid with CDW Government, LLC in the amount of \$45,600.00.

- 2) RFPs - None
- 3) Quotes - None
- C. Policies and Regulations - Consent Agenda - None
- D. Contracts, Change Orders, and Leases - Consent Agenda
  - 1) Contracts - None
    - a. PLACEHOLDER - Other Contracts
  - 2) Change Orders - None
    - a. PLACEHOLDER - Other Change Orders
  - 3) Leases - None
    - a. PLACEHOLDER - Other Leases
- E. Resolutions - Consent Agenda
  - 1) B-3-20-3723 - Acceptance of Donations

Recommendation: It is recommended that the Duluth School Board approve Resolution 3-20-3723.

- 2) B-3-20-3724 - Authorized Bank Account Signer

Recommendation: It is recommended that the Duluth School Board approve Resolution 3-20-3724.

- 3) B-3-20-3725 - Acceptance of Grants

Recommendation: It is recommended that the Duluth School Board approve Resolution 3-20-3725.

- 4) PLACEHOLDER - Other Resolutions

F. Informational - These items are provided for informational purposes only; no action is required.

- 1) Expenditure Contracts 24  
The Superintendent or CFO/Executive Director of Business Services has signed these contracts during the month of February 2020.
- 2) Extension or Renewal Contracts - None
- 3) No Cost Contracts 43  
The Superintendent or CFO/Executive Director of Business Services has signed these contracts during the month of February 2020.
- 4) Revenue Contracts - None
- 5) Grant Applications 46
- 6) Property Sale Updates 47
- 7) Facilities Management & Capital Project Status Report 49
- 8) Change Orders Signed - None

**HUMAN RESOURCES ACTION ITEMS FOR: 3/17/20**

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&amp;STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
CARIVEAU, CHRISTINA	DEAF HARD OF HEARING/DW, (MA) IV+45 8, C. LARSON	9/1/2020
FUNK, KELSEY	DEAF HARD OF HEARING/DW, (MA) IV+15 6, M. SMITH-JOHNSON	9/1/2020
GALLINGER, CAROL	FIT/CONGDON, (MA) IV+45 7, A REDETZKE, TEMP POS	1/31/2020 6/8/2020
MOORE, LAURELEI	AUTOMOTIVE/DENFELD, (BA) III 1, S SOLAND, TEMP POS	2/3/2020 6/8/2020
MURPHY, ALESHA	SPEC ED DCD III/MYERS WILKINS, (BA) LANE III 4, NEW	2/24/2020
STEVENSON, LEAH	SPEC ED RESOURCE/LINCOLN PARK, (BA) LANE III 2, S. PLESHA	2/24/2020
Total: 6		
<u>CERT EXTENSION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
LITCHKE, COURTNEY	SPEC ED ECSE/DISTRICT WIDE	2/3/2020 4/3/2020
Total: 1		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
STOKES, HANNAH	SOCIAL WORKER/MYERS WILKINS, A" PARENTAL LWOP"	2/13/2020 4/17/2020
Total: 1		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
GUSHULAK, TARA	GRADE 3/LAURA MACARTHUR, (BA) LANE III 2, D DEBOLT	2/10/2020 6/8/2020
Total: 1		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BARNES, JANE	ECFE PARENT EDUCATOR/DISTRICT WIDE	6/8/2020
MICHEAU, TERRI	GRADE 2/HOMECROFT	6/8/2020
NEWGREN, SANDRA	PRESCHOOL TOSA/HEADSTART	6/8/2020
Total: 3		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
JACOB, RACHEL	SPEC ED ECSE/DISTRICT WIDE, 1/6 OVERLOAD	2/3/2020 4/3/2020
MATTEVI, MORIAH	SPEECH LANGUAGE PATHOLOGIST/DW, 0.5	3/3/2020 6/8/2020
MCGOWAN, TODD	SCHOOL SOCIAL WORKER/MYERS WILKINS, 1/6 OVERLOAD	2/4/2020 4/20/2020
MOORE, LAURELEI	AUTOMOTIVE/DENFELD, 1/6 OVERLOAD	2/3/2020 6/8/2020
WENTWORTH, LISA	SEL SPECIALIST/CONGDON PARK, .2 FTE	2/12/2020 6/8/2020
Total: 5		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BENSON, SHELBI	SPEC ED STUDENT SPECIFIC PARA/EAST, 32.5/38WKS, \$16.08/HR, TEMP	2/4/2020 6/5/2020
EASTWOOD, ALEXIS	SPEC ED STUDENT SPECIFIC PARA/LINCOLN PARK, 32.5/38WKS, \$16.08, TEMP	2/26/2020 6/5/2020
EVANS, MARAH	SUPERVISORY PARA/EAST, 23.5/38WKS, \$15.18/HR, J BUSHMAKER, TEMP	2/3/2020 6/5/2020
HALL, LYNN	SPEC ED ECSE RN PARA/DISTRICT WIDE, 24/38WKS, \$26.36, TEMP	3/2/2020 6/5/2020
HENDERSON, CAROLINE	PRE-K 1ST PARA/LOWELL, 39/38WKS, \$16.08, TEMP	2/24/2020 6/5/2020
IATONNA, MATHEW	CAFETERIA HELPER/DISTRICT WIDE, 17.5/38WKS, \$11.55	2/25/2020
LANGVIN, YVONNE	CAFETERIA HELPER/DISTRICT WIDE, 16.25/38WKS, \$11.55	2/10/2020
LARSON, ALICIA	SPEC ED BW ECSE PARA/DISTRICT WIDE, 22/38WKS, \$16.08/HR, CLOSE K, TEMP	1/30/2020 6/5/2020
MARSALLA, GINA	SUPERVISORY PARA/COMMUNITY ED, 23.75/38WKS, \$15.18, TEMP	2/13/2020 6/5/2020
WASHECHEK, ANNAMARI	SUPERVISORY PARA FOCUS PROGRAM/DENFELD, 32.5/38 WKS, \$15.18/HR, TEMP	2/5/2020 6/5/2020
WATERS, JACOB	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.96/HR, ENG A	2/10/2020
WINKER, EMILY	SPEC ED PROGRAM PARA/EAST, 32.5/38WKS, \$16.08, TEMP	2/10/2020 6/5/2020
Total: 12		
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
ARNOLD, JAMIE	BUS HELPER/TRANSPORTATION, A" MEDICAL LWOP"	1/28/2020 1/31/2020
GULAN, SARAH	HEADSTART PARAPROFESSIONAL/LOWELL, A" MEDICAL LWOP, DATE TBD	2/4/2020
MACFARLANE, CRYSTAL	SPEC ED PARA RN/DISTRICT WIDE, A" MEDICAL LWOP DATE TBD"	2/4/2020
MOORE, LAURELEI	AUTOMOTIVE TECH TUTOR/DENFELD, A" PERSONAL LWOP"	2/3/2020 6/8/2020
SERRA-WIBERG, PATRICIA	PRESCHOOL PARAPROFESSIONAL/PIEDMONT, A" MEDICAL LWOP"	1/8/2020 2/7/2020
WATCZAK, JAMES	CAFETERIA HELPER/LOWELL, A" PERSONAL LWOP"	2/10/2020 2/13/2020
Total: 6		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
PFEIFER, CALDER Total: 1	SPEC ED BW PARA/DENFELD, .975 TO .81250	1/21/2020
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
KOECHER, CINDY Total: 1	SPEC ED BW PARA/DISTRICT WIDE, .350 TO .375	1/27/2020 6/5/2020
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BIRD, MEGAN	OFFICE SUPPORT SPECIALIST SR/ROCKRIDGE	2/11/2020
CARLSON, DYLAN	SUPERVISOR OF BUILDING OPERATIONS/FACILITIES	2/25/2020
GILBERTSON, MOLLIE	SPEC ED BW PARAPROFESSIONAL/ORDEAN	1/16/2020
MACFARLANE, CRYSTAL	SPEC ED PARAPROFESSIONAL RN/DISTRICT WIDE	2/26/2020
MEADE, LUCY	CAFETERIA HELPER/EAST	2/21/2020
SMITH, ERIN	CAFETERIA HELPER/DENFELD	2/3/2020
WARD, WAYNE Total: 7	CAFETERIA HELPER/LOWELL	2/3/2020
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HOFFMANN, DIANE Total: 1	ROUTE COORDINATOR/TRANSPORTATION	9/28/2020

**Duluth Public Schools - ISD 709  
Cash Flow Report  
Month Ending 01/31/20**

		General Fund 1	Food Service 2	Transportation 3	Community Education 4	Operating Capital 5	Construction 6	Debt Service 7	Trust & Agency 8 & 9	Dental 20	Student Activities 71 & 79	
	Total											
Cash and investments	12/31/2019	\$ 32,553,609	\$ 4,412,043	\$ 886,161	\$ (3,712,725)	\$ 1,641,611	\$ 3,361,533	\$ 157,438	\$ 22,892,475	\$ 1,176,284	\$ 557,451	\$ 1,181,338
Receivables (increase)/decrease -		411,515	396,559	3,681	(124)	12,000	-	-	-	-	(601)	-
Payables increase/(decrease) -		114,188	(96,723)	37,177	60,639	94,500	18,641	-	-	-	(45)	-
Revenues increase/(decrease) -		10,533,996	8,499,757	551,656	110,371	1,262,999	31,323	164	6	1,197	76,524	-
Expenditures (increase)/decrease -		(27,391,383)	(7,411,691)	(272,258)	(465,985)	(542,255)	(203,005)	(1,530)	(18,424,061)	-	(70,597)	-
Cash and investments	1/31/2020	\$ 16,221,924	\$ 5,799,945	\$ 1,206,417	\$ (4,007,824)	\$ 2,468,854	\$ 3,208,493	\$ 156,071	\$ 4,468,419	\$ 1,177,480	\$ 562,731	\$ 1,181,338

		General Fund Jan-20			Percent of year	58.33%
		FY20 Actual	FY 20 Budget		Revised Budget Balance	Percent Budget Remaining
			Adopted	Revised		
<b>Revenues</b>						
Levy		\$ 8,569,388	\$ 18,094,028	\$ 18,094,028	\$ 9,524,640	53%
State aids		34,535,713	69,862,620	70,247,716	35,712,003	51%
Special ED (fin 740)		8,550,402	13,955,922	13,955,922	5,405,520	39%
Federal		1,276,443	5,812,924	7,034,395	5,757,952	82%
Other		60,855	-	141,122	80,267	57%
Other Local		1,504,578	3,267,468	3,855,760	2,351,182	61%
Student Activities		300,021	1,419,021	1,419,021	1,119,000	79%
<b>Total Revenue</b>		<b>\$ 54,797,400</b>	<b>\$ 112,411,983</b>	<b>\$ 114,747,964</b>	<b>\$ 59,950,564</b>	<b>52%</b>
<b>Expenditures</b>						
010-050 Administration		\$ 2,626,022	\$ 5,430,487	\$ 5,445,833	\$ 2,819,811	52%
105-110 District Support Services		3,875,182	5,522,790	5,620,969	1,745,787	31%
200-298 Elem & Secondary Reg		19,136,992	44,450,886	44,770,117	25,633,125	57%
300-380 Vocational Education		659,639	1,656,336	1,661,710	1,002,071	60%
400-422 Special Education		11,418,259	24,295,216	25,311,750	13,893,491	55%
505-590 Community Education						
605-640 Instructional Support		1,925,567	4,392,611	4,466,135	2,540,568	57%
710-770 Pupil Support		4,672,827	7,950,242	8,365,104	3,692,277	44%
805-865 Sites and Buildings		5,598,029	13,434,269	15,177,679	9,579,650	63%
910-940 Fiscal & Other Fixed		825,430	3,363,554	3,363,554	2,538,124	75%
Student Activities		155,567	1,419,021	1,419,021	1,263,454	89%
<b>Total Expenditures</b>		<b>\$ 50,893,514</b>	<b>\$ 111,915,412</b>	<b>\$ 115,601,872</b>	<b>\$ 64,708,358</b>	<b>56%</b>
<b>Excess Rev Over (Under)</b>		<b>\$ 3,903,886</b>	<b>\$ 496,571</b>	<b>\$ (853,908)</b>	<b>\$ (4,757,794)</b>	

Percent of year

**58.33%**

**General Fund Unrestricted  
Jan-20**

	FY20 Actual	FY 20 Budget		Revised Budget Balance	Percent Budget Remaining
		Adopted	Revised		
<b>Revenues</b>					
Levy	\$ 6,617,740	\$ 13,865,066	\$ 13,865,066	\$ 7,247,326	52%
State aids	34,340,693	59,677,472	59,962,772	25,622,079	43%
Special ED (fin 740)	8,550,402	13,955,922	13,955,922	5,405,520	39%
Federal	-	-	-	-	
Other	60,855	-	141,122	80,267	57%
Other Local	914,285	2,430,255	2,432,155	1,517,870	62%
Student Activities	300,021	1,419,021	1,419,021	1,119,000	79%
<b>Total Revenue</b>	<b>\$ 50,783,996</b>	<b>\$ 91,347,736</b>	<b>\$ 91,776,058</b>	<b>\$ 40,992,062</b>	<b>45%</b>
<b>Expenditures</b>					
010-050 Administration	\$ 2,620,676	\$ 5,430,487	\$ 5,430,487	\$ 2,809,811	52%
105-110 District Support Services	3,741,800	5,382,790	5,433,874	1,692,074	31%
200-298 Elem & Secondary Reg	14,944,342	32,574,725	32,655,791	17,711,449	54%
300-380 Vocational Education	629,730	1,504,853	1,504,853	875,123	58%
400-422 Special Education	9,598,208	21,355,799	21,358,068	11,759,860	55%
505-590 Community Education					
605-640 Instructional Support	865,922	1,905,429	1,907,329	1,041,407	55%
710-770 Pupil Support	4,421,420	7,950,242	8,290,205	3,868,785	47%
805-865 Sites and Buildings	3,729,286	9,722,794	9,986,113	6,256,827	63%
910-940 Fiscal & Other Fixed	825,430	3,363,554	3,363,554	2,538,124	75%
Student Activities	155,567	1,419,021	1,419,021	1,263,454	89%
<b>Total Expenditures</b>	<b>\$ 41,532,381</b>	<b>\$ 90,609,694</b>	<b>\$ 91,349,295</b>	<b>\$ 49,816,914</b>	<b>55%</b>
<b>Excess Rev Over (Under)</b>	<b>\$ 9,251,615</b>	<b>\$ 738,042</b>	<b>\$ 426,763</b>	<b>\$ (8,824,852)</b>	

		Percent of year			58.33%	
		General Fund Restricted				
		Jan-20				
		FY20	FY 20 Budget		Revised	Percent
		Actual	Adopted	Revised	Budget	Budget
					Balance	Remaining
<b>Revenues</b>						
Levy	\$	1,951,648	\$ 4,228,962	\$ 4,228,962	\$ 2,277,314	54%
State aids		195,020	10,185,148	10,284,944	10,089,924	98%
Special ED (fin 740)		-	-	-	-	
Federal		1,276,443	5,812,924	7,034,395	5,757,952	82%
Other		-	-	-	-	
Other Local		590,293	837,213	1,423,605	833,312	59%
Student Activities		-	-	-	-	
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Total Revenue	\$	4,013,404	\$ 21,064,247	\$ 22,971,906	\$ 18,958,502	83%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	5,346	\$ -	\$ 15,346	\$ 10,000	65%
105-110 District Support Services		133,382	140,000	187,095	53,713	29%
200-298 Elem & Secondary Reg		4,192,650	11,876,161	12,114,326	7,921,676	65%
300-380 Vocational Education		29,909	151,483	156,857	126,948	81%
400-422 Special Education		1,820,051	2,939,417	3,953,682	2,133,631	54%
505-590 Community Education						
605-640 Instructional Support		1,059,645	2,487,182	2,558,806	1,499,161	59%
710-770 Pupil Support		251,407	-	74,899	(176,508)	-236%
805-865 Sites and Buildings		1,868,743	3,711,475	5,191,566	3,322,823	64%
910-940 Fiscal & Other Fixed		-	-	-	-	
Student Activities						
<hr/>						
Total Expenditures	\$	9,361,133	\$ 21,305,718	\$ 24,252,577	\$ 14,891,444	61%
<hr/>						
Excess Rev Over (Under)	\$	(5,347,729)	\$ (241,471)	\$ (1,280,671)	\$ 4,067,058	

Percent of year **58.33%**

**Food Service Fund  
Jan-20**

	FY20 Actual	FY 20 Budget Adopted	Revised	Revised Budget Balance	Percent Budget Remaining
<b>Revenues</b>					
Levy	\$ -	\$ -	\$ -	\$ -	
State aids	104,811	232,000	232,000	127,189	55%
Special ED (fin 740)	-	-	-	-	
Federal	980,502	2,674,000	2,679,770	1,699,268	63%
Other	721,673	8,000	1,400,800	679,127	48%
Other Local	11,845		12,500	655	5%
Student Activities	-	-	-	-	
<b>Total Revenue</b>	<b>\$ 1,818,831</b>	<b>\$ 2,914,000</b>	<b>\$ 4,325,070</b>	<b>\$ 2,506,239</b>	<b>58%</b>
<b>Expenditures</b>					
010-050 Administration	\$ -	\$ -	\$ -	\$ -	
105-110 District Support Services	-	-	-	-	
200-298 Elem & Secondary Reg	-	-	-	-	
300-380 Vocational Education	-	-	-	-	
400-422 Special Education	-	-	-	-	
505-590 Community Education	-	-	-	-	
605-640 Instructional Support	-	-	-	-	
710-770 Pupil Support	1,860,534	4,315,142	4,325,412	2,464,878	57%
805-865 Sites and Buildings	-	-	-	-	
910-940 Fiscal & Other Fixed	-	-	-	-	
Student Activities	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 1,860,534</b>	<b>\$ 4,315,142</b>	<b>\$ 4,325,412</b>	<b>\$ 2,464,878</b>	<b>57%</b>
<b>Excess Rev Over (Under)</b>	<b>\$ (41,703)</b>	<b>\$ (1,401,142)</b>	<b>\$ (342)</b>	<b>\$ 41,361</b>	

Percent of year

58.33%

**Community Service Fund  
Jan-20**

	FY20 Actual	FY 20 Budget Adopted	Revised	Revised Budget Balance	Percent Budget Remaining
<b>Revenues</b>					
Levy	\$ 227,608	\$ 967,904	\$ 967,904	\$ 740,296	76%
State aids	1,471,650	2,554,075	2,554,075	1,082,425	42%
Special ED (fin 740)	-	-	-	-	
Federal	867,423	2,048,958	2,056,528	1,189,105	58%
Other	-	-	-	-	
Other Local	1,261,058	1,992,063	2,002,063	741,005	37%
Student Activities	-	-	-	-	
<b>Total Revenue</b>	<b>\$ 3,827,739</b>	<b>\$ 7,563,000</b>	<b>\$ 7,580,570</b>	<b>\$ 3,752,831</b>	<b>50%</b>
<b>Expenditures</b>					
010-050 Administration	\$ -	\$ -	\$ -	\$ -	
105-110 District Support Services	-	-	-	-	
200-298 Elem & Secondary Reg	-	-	-	-	
300-380 Vocational Education	-	-	-	-	
400-422 Special Education	-	-	-	-	
505-590 Community Education	3,529,682	7,789,371	7,806,941	4,277,259	55%
605-640 Instructional Support	-	-	-	-	
710-770 Pupil Support	-	-	-	-	
805-865 Sites and Buildings	-	-	-	-	
910-940 Fiscal & Other Fixed Student Activities	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 3,529,682</b>	<b>\$ 7,789,371</b>	<b>\$ 7,806,941</b>	<b>\$ 4,277,259</b>	<b>55%</b>
<b>Excess Rev Over (Under)</b>	<b>\$ 298,057</b>	<b>\$ (226,371)</b>	<b>\$ (226,371)</b>	<b>\$ (524,428)</b>	

Percent of year **58.33%**

**Capital Projects Fund  
Jan-20**

	FY20 Actual	FY 20 Budget		Revised Budget Balance	Percent Budget Remaining
		Adopted	Revised		
<b>Revenues</b>					
Levy	\$ -	\$ -	\$ -	\$ -	
State aids	-	-	-	-	
Special ED (fin 740)	-	-	-	-	
Federal	-	-	-	-	
Sales	-	-	-	-	
Other Local	1,140	-	1,140	-	
Student Activities	-	-	-	-	
<b>Total Revenue</b>	<b>\$ 1,140</b>	<b>\$ -</b>	<b>\$ 1,140</b>	<b>\$ -</b>	
<b>Expenditures</b>					
010-050 Administration	\$ -	\$ -	\$ -	\$ -	
105-110 District Support Services	-	-	-	-	
200-298 Elem & Secondary Reg	-	-	-	-	
300-380 Vocational Education	-	-	-	-	
400-422 Special Education	-	-	-	-	
505-590 Community Education	-	-	-	-	
605-640 Instructional Support	-	-	-	-	
710-770 Pupil Support	-	-	-	-	
805-865 Sites and Buildings	9,129	-	165,191	156,062	94%
910-940 Fiscal & Other Fixed Student Activities	-	-	-	-	
<b>Total Expenditures</b>	<b>\$ 9,129</b>	<b>\$ -</b>	<b>\$ 165,191</b>	<b>\$ 156,062</b>	<b>94%</b>
<b>Excess Rev Over (Under)</b>	<b>\$ (7,989)</b>	<b>\$ -</b>	<b>\$ (164,051)</b>	<b>\$ (156,062)</b>	

		Debt Service Fund Jan-20			Percent of year	58.33%
		FY20 Actual	FY 20 Budget Adopted      Revised		Revised Budget Balance	Percent Budget Remaining
<b>Revenues</b>						
Levy	\$	10,254,352	\$ 19,509,440	\$ 19,509,440	\$ 9,255,088	47%
State aids		1,995,985	2,194,363	2,194,363	198,378	9%
Special ED (fin 740)		-	-	-	-	
Federal		-	-	-	-	
Other		-	-	-	-	
Other Local		462	10,000	10,000	9,538	95%
Student Activities		-	-	-	-	
<hr/>						
Total Revenue	\$	12,250,799	\$ 21,713,803	\$ 21,713,803	\$ 9,463,004	44%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	-	\$ -	\$ -	\$ -	
105-110 District Support Services		-	-	-	-	
200-298 Elem & Secondary Reg		-	-	-	-	
300-380 Vocational Education		-	-	-	-	
400-422 Special Education		-	-	-	-	
505-590 Community Education		-	-	-	-	
605-640 Instructional Support		-	-	-	-	
710-770 Pupil Support		-	-	-	-	
805-865 Sites and Buildings		-	-	-	-	
910-940 Fiscal & Other Fixed		20,729,586	20,744,824	20,744,824	15,238	0%
Student Activities		-	-	-	-	
<hr/>						
Total Expenditures	\$	20,729,586	\$ 20,744,824	\$ 20,744,824	\$ 15,238	0%
<hr/>						
Excess Rev Over (Under)	\$	(8,478,787)	\$ 968,979	\$ 968,979	\$ 9,447,766	

		Trust Fund Jan-20			Percent of year	58.33%
		FY20 Actual	FY 20 Budget		Revised Budget Balance	Percent Budget Remaining
			Adopted	Revised		
<b>Revenues</b>						
	Levy	\$ -	\$ -	\$ -	\$ -	
	State aids	-	-	-	-	
	Special ED (fin 740)	-	-	-	-	
	Federal	-	-	-	-	
	Other	-	-	-	-	
	Other Local	5,407	252,950	252,950	247,543	98%
	Student Activities	-	-	-	-	
	<b>Total Revenue</b>	<b>\$ 5,407</b>	<b>\$ 252,950</b>	<b>\$ 252,950</b>	<b>\$ 247,543</b>	<b>98%</b>
<b>Expenditures</b>						
	010-050 Administration	\$ -	\$ -	\$ -	\$ -	
	105-110 District Support Services	-	-	-	-	
	200-298 Elem & Secondary Reg	250,000	250,000	250,000	-	0%
	300-380 Vocational Education	-	-	-	-	
	400-422 Special Education	-	-	-	-	
	505-590 Community Education	-	-	-	-	
	605-640 Instructional Support	-	-	-	-	
	710-770 Pupil Support	-	-	-	-	
	805-865 Sites and Buildings	-	-	-	-	
	910-940 Fiscal & Other Fixed	-	-	-	-	
	Student Activities	-	-	-	-	
	<b>Total Expenditures</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>0%</b>
	<b>Excess Rev Over (Under)</b>	<b>\$ (244,593)</b>	<b>\$ 2,950</b>	<b>\$ 2,950</b>	<b>\$ 247,543</b>	

		Percent of year			58.33%	
		Dental Internal Service Fund				
		Jan-20				
		FY20	FY 20 Budget		Revised	Percent
		Actual	Adopted	Revised	Budget	Budget
					Balance	Remaining
<b>Revenues</b>						
Levy	\$	-	\$ -	\$ -	\$ -	
State aids		-	-	-	-	
Special ED (fin 740)		-	-	-	-	
Federal		-	-	-	-	
Other		-	-	-	-	
Other Local		629,106	878,400	878,400	249,294	28%
Student Activities		-	-	-	-	
<hr/>						
Total Revenue	\$	629,106	\$ 878,400	\$ 878,400	\$ 249,294	28%
<hr/>						
<b>Expenditures</b>						
010-050 Administration	\$	-	\$ -	\$ -	\$ -	
105-110 District Support Services		-	-	-	-	
200-298 Elem & Secondary Reg		-	-	-	-	
300-380 Vocational Education		-	-	-	-	
400-422 Special Education		-	-	-	-	
505-590 Community Education		-	-	-	-	
605-640 Instructional Support		-	-	-	-	
710-770 Pupil Support		-	-	-	-	
805-865 Sites and Buildings		-	-	-	-	
910-940 Fiscal & Other Fixed		223,849	878,400	878,400	654,551	75%
Student Activities		-	-	-	-	
<hr/>						
Total Expenditures	\$	223,849	\$ 878,400	\$ 878,400	\$ 654,551	75%
<hr/>						
Excess Rev Over (Under)	\$	405,257	\$ -	\$ -	\$ (405,257)	





**ISD #709 - Duluth Public Schools**  
**ACH & Wire Transfer Summary**  
**Period Ending 01/31/2020**

<u>CHECK DATE</u>	<u>VENDOR ID</u>	<u>DESCRIPTION</u>	<u>MSDLFA</u>
01/10/2020	V109781	AFSCME MN COUNCIL 5 EFT	11,408.99
01/10/2020	V79764	DULUTH FEDERATION OF TEA	35,155.01
01/10/2020	V106637	EBC - FLEX EFT	9,229.69
01/10/2020	V106636	EBC - TSA EFT	59,693.59
01/10/2020	V79771	EDUCATION MN CLERICAL EFT	838.22
01/10/2020	V102915	FEDERAL 941 PR TAXES	561,605.39
01/10/2020	V107231	HARBOR POINTE CREDIT UNION	6,306.00
01/10/2020	V108066	MG TRUST	135,319.50
01/10/2020	V05173	MN CHILD SUPPORT EFT	1,532.14
01/10/2020	V108320	MN DEPT OF REVENUE EFT	293.74
01/10/2020	V102916	MN STATE PR TAXES	92,111.93
01/10/2020	V79708	PUBLIC EMPLOYEES RETIREMENT	87,232.12
01/10/2020	V108783	TEACHERS RETIREMENT ASSOC EFT	283,747.24
01/10/2020	V79704	U S BANK - PY DIRECT DEPOSIT	1,616,014.44
01/24/2020	V106737	ASSOCIATED BANK (EFT)	5,615,092.92
01/24/2020	V06645	MEDICA HEALTH PLAN (EFT)	176,892.50
01/24/2020	V106638	PEIP - HLTH EFT	1,454,363.60
01/24/2020	V05012	U S BANK TRUST N A CORP EFT	12,808,968.49
01/27/2020	V106466	CITISTREET FOR MSRS	70,762.49
01/27/2020	V79764	DULUTH FEDERATION OF TEA	35,323.46
01/27/2020	V106637	EBC - FLEX EFT	9,109.69
01/27/2020	V106636	EBC - TSA EFT	59,167.90
01/27/2020	V79771	EDUCATION MN CLERICAL EFT	875.15
01/27/2020	V102915	FEDERAL 941 PR TAXES	599,997.58
01/27/2020	V107231	HARBOR POINTE CREDIT UNION	6,306.00
01/27/2020	V108066	MG TRUST	133,900.64
01/27/2020	V05173	MN CHILD SUPPORT EFT	1,532.14
01/27/2020	V108320	MN DEPT OF REVENUE EFT	455.82
01/27/2020	V102916	MN STATE PR TAXES	98,911.22
01/27/2020	V79708	PUBLIC EMPLOYEES RETIREMENT	97,650.61
01/27/2020	V108783	TEACHERS RETIREMENT ASSOC EFT	293,733.96
01/27/2020	V79704	U S BANK - PY DIRECT DEPOSIT	1,728,258.88
01/27/2020	V80030	DELTA DENTAL PLAN OF MN(EFT)	70,596.77
01/27/2020	V104923	HARRIS BANK	16,491.84
01/27/2020	V100499	MN DEPT OF REVENUE EFT	140.00
			26,179,019.66

**ISD 709 - Duluth Public Schools**  
**GF Investment Activity for FY20**  
**As of January 31, 2020**

**Beginning Investment Balance (December 31, 2019) \$ 20,456,730.71**

**Add Purchases:**

Date	Issuer	Broker	Matures	Yield (YTM)
------	--------	--------	---------	-------------

**Total Purchases \$ -**

**Deduct Maturities/Calls/Sales:**

Date	Issuer	Broker	Matures	Yield (YTM)
------	--------	--------	---------	-------------

1/15/2020	First Savings Bank Clarksville IN	MBS	1/15/2020	1.90%	\$ 248,000.00
1/24/2020	MN Trust Term Series	MNT	1/24/2020	1.65%	\$ 18,000,000.00

**Total Maturities \$ 18,248,000.00**

**Other items:**

Add:	Money Market Funds Interest				\$ 76.12
	Beginning Value Adjustment				
	Service Charge Fee Reversed				

Deduct:	Transaction Fees/Service Charge/Other				
	Market Value Adjustment-Adjust for Cost Basis				
	Other Interest/Cash Balance on Account (Reverse)				

**Total Other \$ 76.12**

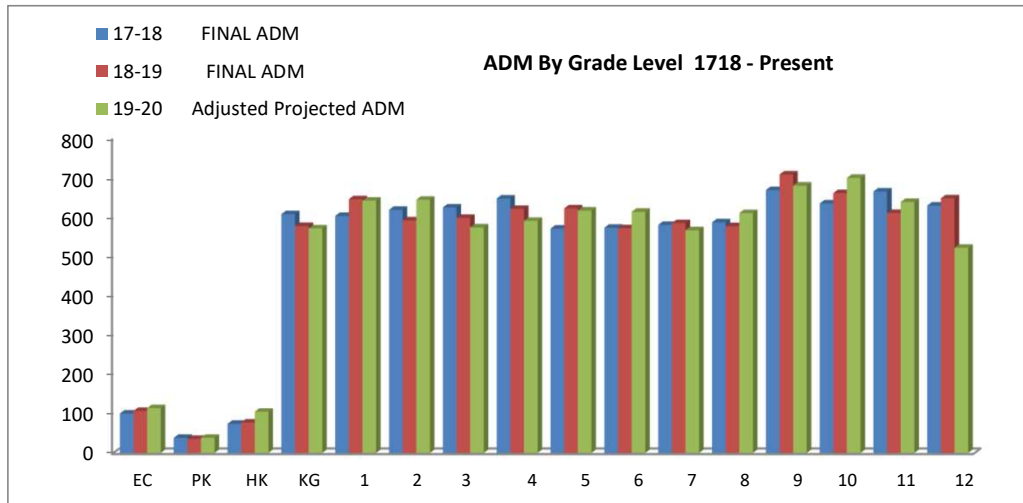
**Ending Investment Balance (January 31, 2020) \$ 2,208,806.83**

**Note:** Ending Investment Balance as of January 31, 2019 was \$222,938.81

**Duluth Public Schools Projected Average Daily Membership (ADM) Report  
MARCH 2020**

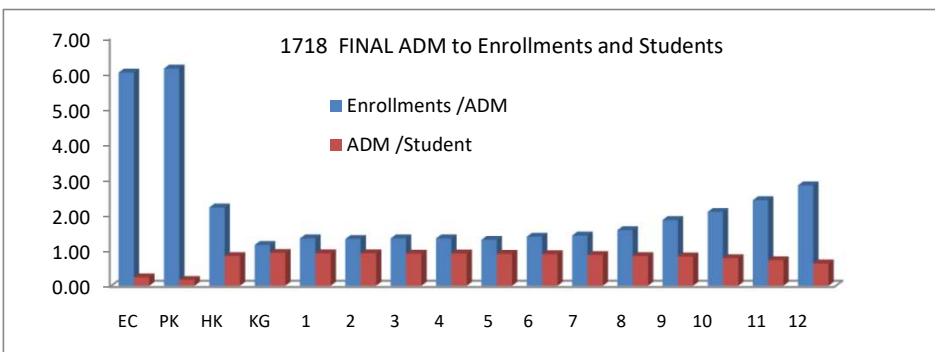
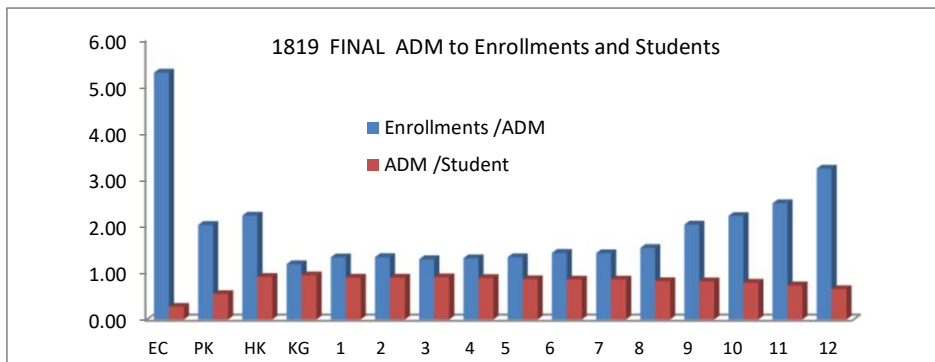
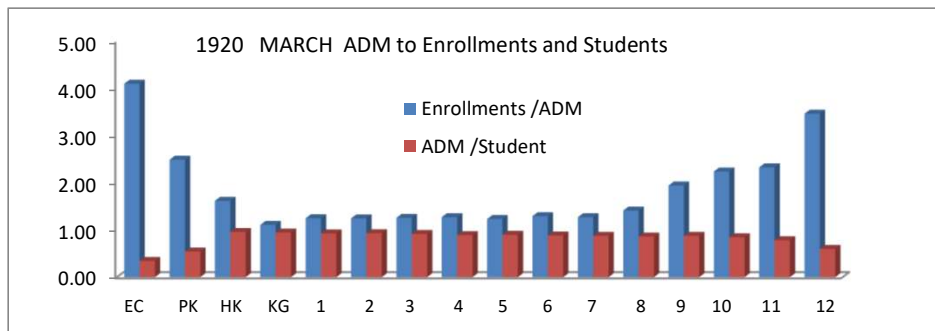
Grade	Total Number of Enrollments	Unique Student Count	Current Enrollments	Projected ADM	Budgeted ADM	Enrollments /ADM	ADM /Student
EC	468	332	280	113.99	102.00	4.11	0.34
PK	96	71	64	38.52	47.12	2.49	0.54
HK	160	103	99.27	104.81	70.00	1.62	0.96
KG	634	603	573	570.67	554.00	1.11	0.95
1	802	689	646.6	641.21	640.00	1.25	0.93
2	802	689	649	643.59	616.00	1.25	0.93
3	721	625	578	573.18	590.00	1.26	0.92
4	749	658	601.51	589.78	574.00	1.27	0.89
5	758	684	628.32	616.07	608.00	1.23	0.90
6	791	691	625.1	612.91	592.00	1.29	0.88
7	737	661	594.68	574.06	587.00	1.27	0.88
8	880	723	639.85	617.67	590.00	1.41	0.86
9	1350	792	722.15	687.55	672.00	1.95	0.88
10	1601	843	742.75	707.16	705.00	2.24	0.85
11	1536	841	686.05	653.18	634.00	2.33	0.78
12	1986	954	595.52	566.99	599.00	3.47	0.60
<b>Total:</b>	<b>14071</b>	<b>9959</b>	<b>8725.8</b>	<b>8311.34</b>	<b>8180.12</b>	<b>1.69</b>	<b>0.84</b>

GRADE	17-18 FINAL ADM	18-19 FINAL ADM	19-20 Adjusted	Expected Attrition
EC	100.31	106.79	113.99	
PK	38.4	35.96	38.52	
HK	74.02	77.53	104.81	
KG	607.06	576.74	570.67	
1	602.43	644.98	641.21	
2	617.88	591.03	643.59	
3	624.05	597.55	573.18	
4	646.85	620.48	589.78	
5	570.25	621.52	616.07	
6	572.48	571.29	612.91	
7	579.71	584.07	566.06	-8.00
8	586.18	576.28	609.67	-8.00
9	668.14	707.65	679.55	-8.00
10	634.02	660.55	699.16	-8.00
11	664.72	609.9	637.98	-15.20
12	628.87	647.15	521.39	-45.60
<b>Total:</b>	<b>8215.37</b>	<b>8229.47</b>	<b>8218.54</b>	<b>-92.80</b>



**Duluth Public Schools: Enrollments, Students and Projected Average Daily Membership (ADM)  
MARCH 2020**

Grade	of	Student	Enrollments	ADM	Budgeted ADM	/ADM	ADM /Student
EC	468	332	280	113.99	102.00	4.11	0.34
PK	96	71	64	38.52	47.12	2.49	0.54
HK	160	103	99.27	104.81	70.00	1.62	0.96
KG	634	603	573	570.67	554.00	1.11	0.95
1	802	689	646.6	641.21	640.00	1.25	0.93
2	802	689	649	643.59	616.00	1.25	0.93
3	721	625	578	573.18	590.00	1.26	0.92
4	749	658	601.51	589.78	574.00	1.27	0.89
5	758	684	628.32	616.07	608.00	1.23	0.90
6	791	691	625.1	612.91	592.00	1.29	0.88
7	737	661	594.68	566.06	587.00	1.27	0.88
8	880	723	639.85	609.67	590.00	1.41	0.86
9	1350	792	722.15	679.55	672.00	1.95	0.88
10	1601	843	742.75	699.16	705.00	2.24	0.85
11	1536	841	686.05	637.98	634.00	2.33	0.78
12	1986	954	595.52	521.39	599.00	3.47	0.60
<b>Total:</b>	14071	9959	8725.8	8218.54	8180.12	1.69	0.84



**Fundraisers – February 2020**

<b>School</b>	<b>Organization Fundraising</b>	<b>Estimated Profit</b>	<b>Description of Fundraiser</b>
East	Boy's Tennis	\$700.00	Grocery Bagging at Cub Foods
Lakewood	Students of 4/5 split classroom	\$311.25	Collecting winter gear or money for kids in need
Stowe	Lepper's 5 <sup>th</sup> Grade	\$400.00	Stools and bouncy balls for flexible seating in classroom
Stowe	Redetzke's 3 <sup>rd</sup> Grade	\$500.00	Stools and bouncy balls for flexible seating in classroom

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
Historic Old Central High School - 215 N. 1st Avenue E.  
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Cathy Erickson, CFO/Executive Director of Business Services

From: <sup>TK</sup> Tony Kelekovich, Supervisor of Purchasing

Subject: Bid-1279 Large Venue Wireless Infrastructure

Date: March 11, 2020

Bids for a large venue wireless infrastructure were advertised and posted on the Universal Service Administrative Company website as required to qualify for E-Rate funding.

One (1) vendor responded with the following results:

<u>VENDOR</u>	<u>TOTAL</u>
CDW GOVERNMENT LLC	\$ 40,611.36
VERNON HILLS IL	

The Technology Department (Bart Smith) and the Purchasing Department (Tony Kelekovich) analyzed the bid.

Bart Smith, Manager of Technology, recommends accepting the low bid meeting specification as submitted by CDW Government LLC in the amount of \$ 40,611.36

Bart Smith will attend the Business Committee meeting to answer any questions as they pertain to this recommendation.

**Fund:** 1-108-012-311-000-1555.00

**Program:** Technology

**Fund Custodian:** Bart Smith/Technology

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
Historic Old Central High School - 215 N. 1st Avenue E.  
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Cathy Erickson, CFO/Executive Director of Business Services  
From: Tony Kelekovich, <sup>TK</sup>Supervisor of Purchasing  
Subject: Bid-1280 Network Switch Stacking Modules  
Date: March 11, 2020

Bids for network switch stacking modules were advertised and posted on the Universal Service Administrative Company website as required to qualify for E-Rate funding.

One (1) vendor responded with the following results:

<u>VENDOR</u>	<u>TOTAL</u>
CDW GOVERNMENT LLC	\$ 45,600
VERNON HILLS IL	

The Technology Department (Bart Smith) and the Purchasing Department (Tony Kelekovich) analyzed the bid.

Bart Smith, Manager of Technology, recommends accepting the low bid meeting specification as submitted by CDW Government LLC in the amount of \$ 45,600.00

Bart Smith will attend the Business Committee meeting to answer any questions as they pertain to this recommendation.

**Fund:** 1-108-012-311-000-1555.00

**Program:** Technology

**Fund Custodian:** Bart Smith/Technology

**Expenditure Contracts Signed  
February 2020**

For your information, the Superintendent or the Executive Director of Business Services has signed the following expenditure contracts during the month of February 2020.

**\* Not to Exceed:** If asterisk is noted, then the contract has a guaranteed maximum price; District may not pay more than the dollar amount listed (this does not mean the vendor will invoice this amount and may invoice much less).

**\*\* Contract is paid via monies from:**

**DR** = Department Restricted (LTFM, Indian Education Funds, Compensatory, Achievement Integration)

**DU** = Department Unrestricted (General Fund)

**G** = Grant (external grants from foundations such as Northland, Duluth Superior Area Community)

**SAF** = Student Activity Funds (monies raised by students, gate fees, etc.)

<b>Name</b>	<b>Amount*</b>	<b>Contract Source**</b>	<b>Description</b>
Dylan Jennings	\$1,200.00*	American Indian Education (DR)	Provide hand drum songs, teachings and workshops
Great Lakes Aquarium	\$400.00	Piedmont (SAF)	Field Trip
Domino's	\$47,000.00	Purchasing (DU)	Pizza for meals program
Endion Square Children's Services	\$4,452.00*	Special Services (DU)	Preschool planning as required by IEP

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 10th day of February , 2020 , by and between Independent School District #709, a public corporation, hereinafter called District, and Dylan Jennings, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

**The terms and conditions of this Agreement are as follows:** *(insert here or attach as appropriate)*

1. **Dates of Service.** This Agreement shall be deemed to be effective as of March 1, 2020 and shall remain in effect until June 30, 2020 , unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** The Contractor will be on contract with DPS American Indian Education Department to provide hand drum songs, teachings and making workshop for hand drums for up to 10 American Indian middle and high students, 2 sessions. Each session will be \$500.00 (five hundred dollars) March 4, March 11, 2020

3. **Background Check.** *(applies to contractors working independent with students)*

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of contract until the results of the criminal background check(s) are on file.

If Contractor has already completed background checks for their business needs, Contractor stipulates that the background checks are completed, on file, and will be made available for review if the District should request.

Contractor will notify the District of any individual working in our schools with convictions of a gross misdemeanor or felony.

4. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$500 (five-hundred dollars)/session and \$ 1,200 (One-thousand two hundred dollars) in total. Mileage will also be paid at the Federal rate of \$0.575 mile.

Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN

will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

**5. Requests for Reimbursement.** The terms of payment under this Agreement are as follows:

- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
- b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.

**6. Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.

**7. Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

**8. Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

**9. Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

**10. Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn:Edye Washington, Office of Indian Education , 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to (mailing address with zip)

Dylan Jennings PO Box 7 Odanah WI 54861

11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

14. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

15. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

16. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

17. **Insurance.** (If applicable) Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

**Workers' Compensation Insurance:** Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.



**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from

operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

18. **Conflict of Interest and Fiduciary Duty:** All contractors doing business with the District agree to follow Policy 307 - Conflicts of Interest and Fiduciary Duty. This policy is located on the District's website.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

  
 Contractor Signature \_\_\_\_\_ SSN/Tax ID Number \_\_\_\_\_ Date 2/11/20  
  
 Program Director \_\_\_\_\_ Date 2/13/2020

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the CFO for review and approval.

**This contract is funded by either:**

1. The following budget (include full 16 digit code); or
2. will be paid using Student Activity Funds; or
3. is no cost contract (e.g. Memorandum of Understanding).

**Please check the appropriate line below:**

Check if the contract will be paid using District funds and enter the budget code in the top line below.

01	605	005	320	340	130500
XX	XXX	XXX	XXX	XXX	XXXXXX

\_\_\_\_\_ Check if the contract will be paid using Student Activity Funds

\_\_\_\_\_ Check if the contract is a no-cost contract such as a Memorandum of Understanding

  
 CFO / Superintendent of Schools / Board Chair \_\_\_\_\_ Date 2/24/20



# Explorer: Piedmont Elementary 1st Grade - 80K 6T 8A Great Lakes Aquarium

Event Coordinator:  
Emily Wartman  
ewartman@glaquarium.org  
(218) 740-2000

## EVENT DETAILS

---

Date of Event: February 28, 2020  
Day of Week: Friday  
Time of Event: 12:00 PM - 1:30 PM CST  
Estimated Guests: 94  
Guaranteed Guests:  
Location: Great Lakes Aquarium  
Room/Space: School Group: Explorer  
Minimum Spend: \$ 0.00

## GENERAL NOTES

---

Gift Shop: No

### SCHEDULE

12:00 Arrival, payment and welcome from Great Lakes Aquarium staff  
12:15 Explore exhibits in small, chaperoned groups  
1:30 Meet in lobby for departure

## CUSTOMER DETAILS

---

Booking Contact: Beth Shermoen  
Company Name: Piedmont Elementary School  
Title:  
Email: beth.shermoen@isd709.org  
Phone: (218) 336-8950





**Explorer: Piedmont Elementary 1st Grade - 80K 6T 8A**  
**Great Lakes Aquarium**

Event Coordinator:  
 Emily Wartman  
 ewartman@glaquarium.org  
 (218) 740-2000

**FINANCIALS**

Admission Ticket Prices	\$ 400.00
<b>Total Charges</b>	<b>\$ 400.00</b>
<b>Subtotal</b>	<b>\$ 400.00</b>
<b>Estimated Total</b>	<b>\$ 400.00</b>
Amount Paid	\$ 0.00
Amount Due	\$ 400.00

**SUMMARY**

	PRICE	QTY	SUBTOTAL
<b>Admission Ticket Prices</b>			<b>\$ 400.00</b>
- TICKET #69 SCHOOL ADMISSION: STUDENT (\$5)	\$ 5.00	80	\$ 400.00
- TICKET #17 TEACHER/SCHOOL STAFF (\$0)		6	
- TICKET #26 FREE CHAPERONE (\$0)		8	
- TICKET #28 BUS DRIVER (\$0)		2	





Great Lakes Aquarium  
 353 Harbor Drive  
 Duluth, MN 55802  
 (218) 740-3474 [main]

# Contract for Explorer: Piedmont Elementary 1st Grade - 80K 6T 8A

<b>Client Name:</b>	Beth Shermoen	<b>Minimum Spend:</b>	\$ 0.00
<b>Company Name:</b>	Piedmont Elementary School	<b>Total Charges:</b>	\$ 400.00
<b>Date of Event:</b>	February 28, 2020	<b>Estimated Total:</b>	\$ 400.00
<b>Day of Week:</b>	Friday	<b>Total Paid:</b>	\$ 0.00
<b>Time of Event:</b>	12:00 PM - 1:30 PM CST		
<b>Number of Guests:</b>	94 Estimated Guests		
<b>Room/Space:</b>	School Group: Explorer		

CONTRACT POLICIES

The mission of Great Lakes Aquarium is to inspire people to explore their connection to Lake Superior and waters of the world. Great Lakes Aquarium is a not-for-profit organization.

The Aquarium is a non-smoking facility.

Circumstances may require exhibit changes or repairs without notice. Due to animal care requirements, touch pools do not open for touch experiences until 10:00AM. Touch pools may be closed at any time due to animal health needs.

Flash photography will be prohibited in some areas of the Aquarium.

PAYMENT

Payment is due in one lump sum upon arrival at the Aquarium. Individual payments will not be accepted; please collect individual payments (from all students and chaperones) prior to arrival.

Chaperone rates: School groups of grades K-8 receive 1 free chaperone for every 5 students, grades 9-12 receive 1 free chaperone per 10 students. Please ensure you are able to meet this required chaperone ratio to provide a safe and engaging visit (NOTE: Groups with fewer than the requested chaperone ratio will not be able to visit the touch tank or the gift shop due to the interactive nature of those spaces). Teachers and school staff are not included in this chaperone count and are admitted free of charge. Your bus driver is welcome to tour the Aquarium for free as well. You are welcome to bring additional adults at a fee of \$5. Vehicle parking in the aquarium lot is complimentary for your group.

One of our educators will meet you in the lobby to welcome your group, assist with the payment process, and go over guidelines for your stay. Coat bins will be made available at this time to store backpacks and coats during your stay.

TRIP PLANNING RESOURCES:

Please visit our webpage to view our , grade-appropriate scavenger hunts and exhibit exploration tools, the , field trip funding resources, and more.

Additional free resources are available in our . We offer a variety of books, curricula, and kits (even bins of clipboards!) that can be





Great Lakes Aquarium  
353 Harbor Drive  
Duluth, MN 55802  
(218) 740-3474 [main]

used before, during, or after a visit ( for suggestions about how to use these resources during your field trip). Please contact Larissa Giebner (lgiebner@glaquarium.org/218-740-2025) for ideas on using these resources to engage your students.

Please feel free to contact me with questions or to make changes to your reservation at any time. We would love to hear from you after your visit - share your follow-up thoughts on our !

CANCELLATION POLICY

Please notify us of changes at least 48 hours in advance of the field trip. Alert us as early as possible if you need to cancel the field trip - we are happy to reschedule if necessary.

LIABILITY

All groups and organizations shall indemnify and hold harmless the Great Lakes Aquarium, their agents and employees, against any and all damages, claims or other liability due to personal injury, death, or damaged/lost property of others arising out of reserved admission to the Great Lakes Aquarium, including claims for active or other negligence of the Great Lakes Aquarium or any of its employees or agents and any claims relating to the condition of Great Lakes Aquarium property or facilities even if caused by active or other negligence of Great Lakes Aquarium or its employees or agents. It is understood that you agree to pay in full for any and all damages incurred during your reserved date at the Great Lakes Aquarium.

You may reach the Learning Program Manager at 218-740-2000 or education@glaquarium.org.

*Catherine Erickson*

\_\_\_\_\_  
CATHERINE ERICKSON, CFO



## AGREEMENT

Revised 3/3/15

**THIS AGREEMENT**, made and entered into this 28th day of January, 2020, by and between Independent School District No. 709, a public corporation, hereinafter called ISD 709, and, **Doming's 308 Shorewood Dr, International Falls, MN 56649** an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for ISD 709 at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows:

1. This Agreement shall be deemed to be effective as of January 28, 2020, and shall remain in effect until June 4, 2020 unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
2. **Performance.** Quote-4336 Pizza per specifications and the response provided to the Quote.
3. **Contract Documents.** It is understood that this Contract consists of the following:
  1. Printed Memoranda of Agreement and Title Sheet;
  2. Advertisement for Bids, Quotes, RFP's, Contractor's response, and Tabulation;
  3. Contractors Insurance Policy;
  4. Supplementary Conditions and Insurance Requirements; and
  5. Any other documents identified by ISD 709.
4. **Reimbursement.** Contractors are required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless the TIN is provided.
5. **Requests for Reimbursement.** The terms of payment under this Agreement are as follows:
  - a. Payment shall be made by ISD 709 within 30 days of submission of a proper invoice by the Contractor;
  - b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.
6. **Propriety of Expenses.** The fact that ISD 709 has reimbursed Contractor for any expense claimed by Contractor shall not preclude ISD 709 from questioning the propriety of any such item. ISD 709 reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies ISD 709 may have to recover funds expended by Contractor for disallowed costs, or to seek other damages.

7. **Ownership of Materials.** ISD 709 reserves the rights to reproduce the documents that are the subject of the Contract, in any form, in any fashion, or appropriate the contents of the documents, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

8. **Independent Contractor.** Both ISD 709 and Contractor agree that the Contractor will act as an independent contractor in the performance of its duties under this Agreement and is not an employee of ISD 709. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

9. **Indemnity and defense of ISD 709.** Contractor shall indemnify, hold harmless and defend ISD709, its employees, agents, successors and assigns, and their respective shareholders, directors, officers, employees and agents against and in respect to any and all claims, suits, actions, proceedings, investigations, judgments, deficiencies, damages, settlements, liabilities, general losses, costs and reasonable attorneys' fees, court costs and litigation expenses (collectively "Liabilities") which may arise out of, relate to or result from any act or omission of the Contractor.

In the event that Contractor breaches its obligation to defend, indemnify and hold ISD 709 harmless, then in addition to its other damages ISD 709 shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

10. **Notices.** All notices to be given by Contractor to ISD 709 shall be deemed to have been given by depositing the same in writing in the United States Mail care of Tony Kelekovich, ISD 709, Duluth Public Schools, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802. All notices to be given by ISD 709 to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to: Domino's 308 Shorewood Dr, International Falls, MN 56649.

11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of ISD 709.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota without regard to conflict of laws considerations.

**14. Compliance with Laws.** The Contractor shall comply with all governing laws, rules and regulations, whether federal, state, local or those of ISD 709. Those governing laws include but are not limited to Minnesota Statute 16C.05 (5) (formerly 1998 Minnesota Laws Ch. 386, Art. 1 Section 6) which Statute presently provides that the books, records, documents and accounting procedures and practices of the vendor or other party, that are relevant to the Contractor transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. The other provisions of the Statute also apply.

The Contractor recognizes that, to the extent that competitive bidding requirements apply to this Contract that those requirements apply to the award and performance of this Contract.

The Regulations of ISD 709 are incorporated into this Contract by reference and must be complied with whether or not specifically identified in this Contract.

**15. Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

**16. Cancellation.** ISD 709 option per conditions outlined in the termination section of Bid-1251 specifications

**17. Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

**18. Representatives of ISD 709.** The Contractor shall perform work pursuant to this Agreement pursuant to the request and authority of the following persons:

<u>ISD 709 Employee</u>	<u>Position</u>
Cathy Erickson	CFO/ Executive Director of Business Services

**19. Protection of ISD 709.** To the extent that work by the Contractor or others on behalf of ISD 709 is to be planned, conducted, supervised or reviewed by the Contractor, the Contractor shall advise ISD 709 if such work:

- a. is not being performed pursuant to the plans and specifications, according to the best practice or in accordance with industry standards;
- b. should be rejected or modified;
- c. should be performed in a different manner and whether other work should be performed;
- d. requires ISD 709 to be advised of any other facts or opinions regarding that work.

In all respects, the Contractor shall represent the interests of ISD 709 and act to protect those interests and endeavor to guard ISD 709 against defects, deficiencies and omissions in the performance of the work.

20. **Negotiation, Mediation and Arbitration.** Any disputes between the parties shall first be negotiated. If the parties are not successful in negotiation, they then shall subject the dispute to mediation. If mediation is not successful, then any disputes between ISD 709 and the Consultant shall be resolved through binding arbitration. The arbitration shall be conducted in the State of Minnesota, and Minnesota law shall apply. Unless otherwise agreed by the parties, the arbitration shall be conducted pursuant to the rules of the American Arbitration Association.

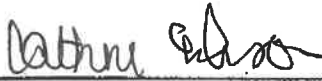
At the option of ISD 709, the arbitration shall include in one consolidated arbitration proceeding, all claims and disputes regarding the Contractor and any architects, contractors, subcontractors, material men and other consultants as may be involved in the dispute. Contractor shall include this paragraph in all its subcontracts dealing with the work of ISD 709.

Following the issuance of a demand for arbitration, any party to the arbitration shall be entitled to use all discovery methods permitted in the Minnesota Rules of Civil Procedures for ISD 709 courts. Once selected, the arbitrator shall hear any discovery disputes regarding discovery unless otherwise agreed by the parties.

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT,** set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

CONTRACTOR

  
\_\_\_\_\_

  
\_\_\_\_\_

CFO/Executive Director of Business Services

By

  
\_\_\_\_\_

Title

SID 2992542  
FEIN 41-1860230  
\_\_\_\_\_

Taxpayer Identification Number

## CONTRACT FOR PRE-SCHOOL PLACEMENT

### AGREEMENT

**THIS AGREEMENT**, made and entered into this 7th day of February, 2020, by and between Independent School District #709, a public corporation, hereinafter called District, and Endion Square Children's Center, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

**The terms and conditions of this Agreement are as follows:**

1. **Dates of Service.** This Agreement shall be deemed to be effective as of September 16, 2019 and shall remain in effect until May 29, 2020, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** WHEREAS, THE SCHOOL DISTRICT has determined that it is necessary to retain the services of a qualified agency to meet needs documented in \_\_\_\_\_ ; Individualized Education Program (IEP).

Whereas the AGENCY is duly qualified to perform these services for an integrated preschool program as determined by the student's IEP team.

NOW THEREFORE, the parties agree as follows:

The AGENCY shall provide the following services: Preschool programming for 4 hours (240 minutes) Monday - Friday, 8:30 a.m. - 12:30 p.m..

The AGENCY shall perform these services at: **1823 E. Superior Street, Duluth, MN 55803.**

The approximate date the service will begin is, **September 16, 2019** and shall not extend beyond **May 29, 2020**; the contract not to exceed a total of **9 Months** attending 5 days per week 8:30 a.m. - 12:30 p.m. (District will pay 5 days per week @ \$28.00 per day).

The SCHOOL DISTRICT shall monitor the services of the AGENCY provided as follows: Supervision will be provided by the Special Education Director located in the Special Services Department. Student attendance will be provided to the Early Childhood Special Education (ECSE) program at Historical Old Central High School (HOCHS), 215 North 1st Avenue East, Duluth, MN 55802, on the 15<sup>th</sup> of each month for the preceding month.

**3. Background Check.** *(applies to contractors working independent with students)*

Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of contract until the results of the criminal background check(s) are on file.

If Contractor has already completed background checks for their business needs, Contractor stipulates that the background checks are completed, on file, and will be made available for review if the District should request.

Contractor will notify the District of any individual working in our schools with convictions of a gross misdemeanor or felony.

**4. Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$28.00 per day and \$4,452.00 in total.

Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

**5. Requests for Reimbursement.** The terms of payment under this Agreement are as follows:

- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
- b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.

**6. Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.

**7. Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

8. **Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

9. **Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

10. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail: ISD 709, Duluth Public Schools, Attn: Jason Crane , 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802.

All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to Endion Square Children's Center, 1823 E. Superior Street, Duluth, MN 55803

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11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

14. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

15. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

16. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to “data on individuals”; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

17. **Insurance.** (If applicable) Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

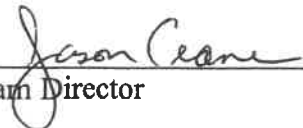
**Workers’ Compensation Insurance:** Contractor must provide Workers’ Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers’ Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer’s Liability.

**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

18. **Conflict of Interest and Fiduciary Duty:** All contractors doing business with the District agree to follow Policy 307 - Conflicts of Interest and Fiduciary Duty. This policy is located on the District’s website.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

Contractor Signature	SSN/Tax ID Number	Date
		2/7/20
Program Director		Date

**Please note:** All signatures *must* be obtained AND the following *must* be completed by the Program Director before submission to the CFO for review and approval.

**This contract is funded by either:**

1. The following budget (include full 16 digit code); or
2. will be paid using Student Activity Funds; or
3. is no cost contract (e.g. Memorandum of Understanding).

**Please check the appropriate line below:**

Check if the contract will be paid using District funds and enter the budget code in the top line below.

01	211	005	000	000	139300
XX	XXX	XXX	XXX	XXX	XXXXXX

Check if the contract will be paid using Student Activity Funds

Check if the contract is a no-cost contract such as a Memorandum of Understanding

	Date
CFO / Superintendent of Schools / Board Chair	2-10-20

**No Cost Contracts Signed  
February 2020**

For your information, the Superintendent or the Executive Director of Business Services has signed the following no cost contracts during the month of February 2020:

<b>Name</b>	<b>Contract Source</b>	<b>Description</b>
Lifetouch	Laura MacArthur	Spring school pictures (rescheduled)

# Lifetouch

# Service Agreement

Laura MacArthur Elem Sch

Lifetouch ID:35715  
 Account Representative Email:labbott@lifetouch.com

School Year(s): 2020 - 2021  
 Contract Length: 1 Years  
 Contract Type: Renewal

### Account Information

Laura MacArthur Elem Sch  
 720 N Central Ave  
 Duluth, MN 55807

Main Phone: 218-336-8900  
 Enrollment:440  
 Grades:PK-5

### Summary of Programs Provided

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Fall Individuals              | <input type="checkbox"/> Yearbook         | <input type="checkbox"/> Groups         | <input type="checkbox"/> Commencements |
| <input checked="" type="checkbox"/> Spring Individuals | <input type="checkbox"/> Prestige Seniors | <input type="checkbox"/> Prom/Dance     | <input type="checkbox"/> Service       |
| <input type="checkbox"/> Underclass Grads              | <input type="checkbox"/> Sports           | <input type="checkbox"/> Special Events | <input type="checkbox"/> Other/Misc    |

Program Type	Start Picture Date	End Picture Date	Sell Method	Start Time	End Time	Est. Number Photo'd	Ind. Camera (Est)	Group Camera (Est)	Setup Location
Spring Individuals (ORIGINAL)	9/24/2020-3/17/20	TBD	PrePay	6:30 AM	12:00 PM	65	1	TBD	Music Room

### Account Services

- |   |   |
|---|---|
| <input type="checkbox"/> Yearbooks                | <input type="checkbox"/> Yearbook Provider        |
| <input type="checkbox"/> Parent Notify Enrollment | <input type="checkbox"/> Parent Notify Contact    |
| <input type="checkbox"/> Store Front Enrollment   | <input type="checkbox"/> Store Front Contact      |
| <input type="checkbox"/> Lifetouch Portal Access  | <input type="checkbox"/> Lifetouch Portal Contact |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Notes:

### Additional Details

Program Type	Incentive method:	Description:
Spring Individuals (ORIGINAL)	Percentage per package	Spring - 20% Commission less Sales tax from Original Picture Day paid package orders: A-F & CYOP

### Contact Information

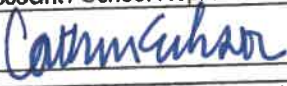

Contact Name	Title	Role	Phone	Email Address
James Erickson	Primary	Principal	218-336-8900	james.erickson@isd709.org
Elyse Lawrey	Secondary	Secretary	218-336-8900	elyse.lawrey@isd709.org

### Agreement Terms

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Account's exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in "Picture Day" events and (ii) to produce and deliver photographs for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Lifetouch will not disclose confidential information provided by the Account (the Account Data) or use it for any purpose except to fulfill the services requested to be performed by Lifetouch. The school remains in control of the Account Data at all times, and Lifetouch will retain the Account Data only as necessary to fulfill its obligations under this Agreement.

The terms of this Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch.

### Signature

Account / School Representative 1	Date Signed:
	2-28-20
Account / School Representative 2 (if necessary)	Date Signed:
Lifetouch Representative	Date Printed:
	2/25/20

**Grant Applications  
February 2020**

For your information, the Assistant Superintendent and/or the CFO, Executive Director of Business Services have approved the following grant applications during the month of February 2020:

<b>Organization</b>	<b>Author/Contact</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Terms</b>
Essentia Health – Healthy Schools Challenge	Jim Erickson, Laura MacArthur Elementary	Laura MacArthur Portable GaGa Pit	\$2,500	If awarded, funds will be used to purchase a portable GaGa Ball Pit for recess. GaGa Ball is a fast paced, high energy sport played in an octagonal pit, dubbed a kinder gentler version of dodge ball.
Essentia Health – Healthy Schools Challenge	Rachel Thapa, Lincoln Park Middle School, Full-Service Community Schools	Lincoln Park Middle School Food Pantry	\$2,500	If awarded, funds will be used to provide supplemental healthy food access at Lincoln Park Middle School students through a school food pantry, nutrition-focused lessons, activities and events.



230 East Superior Street • Duluth, MN 55802 • 218.310.0013 • [gregfollmer@gmail.com](mailto:gregfollmer@gmail.com)

February 28, 2020

William Gronseth  
Superintendent of Schools

David J. Spooner, C.P.E.  
Manger of Facilities

Cathy Erickson  
CFO/Executive Director of Business Services

Duluth Public Schools  
215 N 1<sup>st</sup> Ave E  
Duluth, MN 55802

RE: Marketing Update  
800 E Central Entrance "Central High School Property"  
"Hartley Lots"

#### **Hartley Residential Lots**

- Under Contract.
- 3/2/2020 Reading of development scheduled for the City Council with final approval scheduled for 2 weeks following.
- Amendment expected to request extension of current due diligence to the end of March with closing scheduled on or before the end of May.

#### **800 E. Central Entrance "Central High School Property"**

- Ongoing follow up and discussion with several developers and potential purchasers.
- Networking with developers and brokers is ongoing.
- A Local Development Group has contacted Broker with potential interest as of last week.
- Continued strong recent activity.

#### **215 N 1<sup>st</sup> Ave E "Historic Old Central High School"**

- Marketing flyer drafted, marketing is in place
- One developer is actively researching and investigating redevelopment cots and potential uses for development.
- Several calls and emails requesting property info.
- 2/26/20 Showing to potential purchaser.
- Activity is strong.



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### **Website Advertising**

- Loopnet – visible to CoStar members
- MNCAR – Minnesota Association of Commercial Realtors – membership data base
- GregFollmer.com
- Crexi.com – publicly accessible site
- Social Media Sites Facebook, Twitter, Instagram

Respectfully,

Greg Follmer  
Broker

# Facilities Management & Capital Project Status Report

## February 2020

### Facilities Management – Maintenance and Operations - General

- In the past month the Facilities maintenance crews have completed 198 work orders, and are currently working on 247 open work orders.
- Facilities maintenance trade crews are currently scheduled at HOCHS.
- Discussions are occurring with the City of Duluth to update our Joint Power Use and lease agreements.
- Gender neutral signage at specific locations is now installed at both High Schools. A meeting at OEMS is scheduled for next week to establish locations.
- Discussions are occurring frequently related to property sale decisions and opportunities to explore.
- I am working with both local and state level Historic Preservation groups as related to the listing of HOCHS. Specifically, the City of Duluth Historic Preservation Commission, Duluth Preservation Alliance, and the State Historic Preservation Environmental Review Program Manager.
- Tours have been conducted for properties listed for sale.

### Capital Construction:

- Federal COPS grant work for 12 sites is proceeding. I anticipate access control work to be complete by mid-April 2020. Site visits to meet with principals and clerical staff are ongoing as related to new hardware and features that our new systems will provide.

### Building Operations

- The Engineer I position at Rockridge Academy and Engineer II position at Lester Park Elementary School interviews took place and have been awarded to internal staff previously holding the position of Fireperson II. This results in the opening of two Fireperson II positions for lateral transfer opportunities at Denfeld High School and Lincoln Park Middle School. A Custodian II position at Denfeld High School is also in the lateral transfer status due to a lateral transfer request being accepted to Lincoln Park Middle School.

### Health, Safety & Environmental Management

#### Emergency Response

- Radio checks were completed districtwide to ensure the base stations are communicating for the emergency response drill.

#### Workers' Compensation Activities

- OSHA injury logs submitted to the state per requirements.
- February
  - 13 First report of incidents
  - 3 OSHA recordable incidents

#### 2020 YTD Incidents

- 36 First report of incidents received
- 6 OSHA recordable incidents
- 13 Days away from work
- 111 Days of restricted work