

Work Session

Tuesday, March 7, 2023 4:45 PM

917 Board Room, 130 145th Street East, Rosemount, MN 55068

I. Call to Order - Chair Cindy Nordstrom

II. Conduct Pledge of Allegiance - Chair Cindy Nordstrom

III. Integrity: Aligning our actions with our values and beliefs

III.A. Continuous Improvement Plan - Jennifer Hetland

III.B.

- Policies - final reading
 - 214 Out of State Travel
 - 412 Expense Reimbursement
 - 516 Student Medication
- First reading
 - New Policy 440 Recording of School Personnel
 - New Policy 556 Student Use of Cellular Phones and Other Personal Electronic Devices
 - New Policy 560 Student Gender Identity Inclusion

III.C. Discussion on Juneteenth holiday - Dr. Michael Favor

III.D. Review Dr. Favor's Mid-year Review - Dr. Michael Favor

IV. Update on Joint Powers Agreement with DCTC

V. Personnel Committee Member(s) Needed

VI. Adjournment - Chair Cindy Nordstrom



Continuous Improvement Plan

ECSE TEA | JSC | Options | TEA



Increase Social/Emotional Learning

ECSE TEA | JSC | Options | TEA



Increasing Social Emotional Learning

Care and Treatment Goal:

All Care and Treatment students will go from a level of no students using the MindUP curriculum to all students using the MindUP curriculum.

ECSE TEA Goal:

Using the fidelity checklist, staff will increase their implementation skills with Conscious Discipline from their initial fall observation to their final spring observation.

TEA Goal:

Move from 1 to 3 classes in full implementation of Nurtured Heart.

Core Values:

- **Innovation:** Ongoing improvement of programs and services
- **Personalization:** Building on the strengths and addressing the unique needs of individual students



Action Steps

Care and Treatment

- MindUP training for all staff August 2022
- Creation of a MindUP coaching cycle
- Data collection system creation

ECSE TEA

- CD training for all staff
- MHP coaching weekly
- CD module trainings quarterly
- CD monthly meeting, focus on power of attention and perception
- CD fidelity checklist implementation
- National CD trainings
- Persona Doll training

TEA

- Implementation of a fidelity checklist
- New/existing staff training
- Weekly classroom meetings
- Weekly lead meeting
- Staff observation of other classrooms



Data Tools

1. Fidelity Checklists
2. Student Work
3. Walkthroughs
4. Observation

Core Values:

- **Collaboration:** Working together to achieve more collectively
- **Integrity:** Aligning our actions with our values and beliefs.
- **Diversity:** Appreciating and valuing everyone's unique selves.



Professional Development Plan

Care and Treatment

1. Staff Development
 - a. MindUP implementation
 - b. How to use the data collection tool

ECSE TEA

1. Staff Development
 - a. Conscious Discipline training
 - b. Persona Dolls training

TEA

1. Staff Development
 - a. Nurtured Heart coaching



Thanks for your
support!



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 * <http://www.isd917.org>

Dr. Michael Favor

TO: School Board

FROM: Dr. Michael Favor

DATE: March 7, 2023

RE: Final reading on policies

The policies listed below are a final reading.

- Policy 214 – Out of State Travel. Procedural changes.
- Policy 412 – Expense Reimbursement
- Policy 516 – Student Medications. Adding Narcon information.

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to provide structure for out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings is presumed to fulfill this purpose. Out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses. (Policy 412 Expense Reimbursement.)

V. REIMBURSEMENT

- ~~A. Requests for reimbursement to follow Policy 412. must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.~~

~~B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.~~

~~C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.~~

~~VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES~~

~~The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.~~

VII. ANNUAL REVIEW

This policy must be annually reviewed by the school board.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Policy 412 (Expense Reimbursement)

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

Requests by staff to attend and/or participate in professional conferences, meetings, and conventions will be considered on an individual basis and should be routed through supervisors. Staff must receive approval prior to registration. Staff should anticipate attendance at these functions and allow a minimum of ~~two~~ **three weeks for in-state, four weeks for out-of-state** for processing of the request.

III. REIMBURSEMENT

1. Business travel by private automobile shall be reimbursed at the current Federal IRS mileage rate. Private automobiles must meet state requirements for liability and property damage insurance coverage. Reimbursement is requested by completing the ISD 917 “Mileage **Reimbursement Form**” ~~Report” form.~~
2. Reimbursement claims for travel, lodging, meals, taxi fare, baggage handling, and other miscellaneous expenses will be accompanied by itemized original receipts. **Request reimbursements by completing the “Conference Expense Form”.**
3. Trips or attendance at meetings outside of the state shall be authorized by the superintendent by written notice.
4. ~~Travel expenses may be billed directly to the district by an organization, hotel or credit card organization. Such billings will be itemized by the employee involved.~~
5. School personnel may arrange for car rental with previous authorization of the superintendent.
6. Requests for reimbursement must be itemized on the official School District form and are to be submitted within 60 days after returning. The School District will be required to report reimbursements received after 60 days as taxable income and will not be obligated for claims received 30 days past the June 30 fiscal year end.

~~Itemized receipts for lodging, commercial transportation and registration must be attached to the reimbursement form.~~

7. Reimbursement of out-of-state travel expenses for use of a personal car for the destination of the conference, meeting, or convention, will be allowed not to exceed the applicable round trip airfare rate (coach fare).

IV. OPERATING PROCEDURES

TRAVEL

Approved business travel involving use of personal automobile shall be reimbursed on a per mile reimbursement rate. Rates will be set in accordance to Federal IRS mileage rates.

Travel by commercial transportation shall be obtained with the ISD 917 Corporate Credit card only and shall be the most economical air fare available. Only regularly scheduled commercial airlines shall be used for business purposes. ~~In accordance with Minn. Stat. Section 15.435, Frequent Flyer Miles resulting from district paid airfare, shall accrue to the benefit of the district and cannot be used for personal travel.~~

If travel is canceled by the employee according to Minnesota Statute 15.435 “Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.” The employee will reimburse the district for the cost of the airfare.

Travel by personal automobile for long distance trips must be approved in advance by the superintendent and reimbursement shall not exceed the most economical air fare rate available.

MEALS

Meals will be reimbursed **per the Minnesota Office of State Procurement Commissioner’s Plan**, ~~to a maximum of \$38 per day.~~ If a conference registration fee includes some meals, reimbursement for meals not included shall be based on the Commissioner’s Plan. ~~the following per meal maximums: breakfast—\$6.00; lunch—\$12.00; dinner—\$20.00.~~ There will be no reimbursement for alcoholic beverages. **Itemized receipts are required to be submitted.**

Reimbursement for an official meal or meeting function shall not exceed actual cost. The Superintendent or Chairperson of the Board must approve meal cost requests exceeding the daily allowance. ~~In this situation, receipts are required.~~ **Itemized receipts are required to be submitted.**

LODGING

Because of variances in hotel or motel accommodations, no fixed amounts are prescribed. **For accommodations not booked through District 917, the District 917** will reimburse employees for lodging costs incurred in carrying out approved District 917 business. Employees are responsible to use good judgment in incurring lodging costs and shall provide receipts as evidence of lodging payments. **Itemized receipts are required to be submitted.**

OTHER EXPENSES

Personal and special expenses other than the above shall require special approval by the superintendent or school board.

Legal References: Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)
IRS Publication 463
Minnesota Statute 15.435 (Airline travel credit)

Cross References: Policy 214 Out-of-State Travel by School Board Members.

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, or trained staff designee will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a licensed healthcare providers written order and a signed request from the student's parent or guardian. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Authorization and Request for Administration of Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the

school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- F. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- G. The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.
 - 1. Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."
 - 2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.
 - 3. The District will obtain a standing order for Narcan (naloxone) by a licensed medical prescriber and update as needed.
 - 4. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.
 - 5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Authorization and Request for Administration of Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization,

tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;

2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - a. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:the school district has received a written authorization from the pupil's parent or guardian permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent or guardian has not requested school personnel to administer the medication to the student.

The parent or guardian must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

5. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities;
or

- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

6. Nonprescription Medication.

The school district will not purchase or have a supply of any over the counter (nonprescription) medications for distribution to students. If a parent or guardian requests that their child have access to a nonprescription medication, it must be provided by the parent or guardian and will be kept in and distributed by the health office.

Nonprescriptive medication provided by a parent or guardian for students through 8th grade, will be kept in the health office. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication, unless prohibited by program procedures. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

8. A student may possess and apply a topical sunscreen product during the

school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

- K. "Parent or guardian" for students 18 years old or older is the student, unless the student has an appointed guardian.

- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine AutoInjectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Naloxone Proposal

Intermediate School District 917

Researched and prepared by:

Melissa Ho, LSN
Michaela Leko, RN

What is naloxone?

Opioid reversal drug

Commonly called NARCAN

Replaces opioid receptors in the brain

Can reverse an opioid overdose in 2-5 minutes

Resource to Establish District Practices

Steve Rummler Hope Network provides free training for identifying an opioid overdose and administering naloxone

Steve Rummler Hope Network provides free intramuscular naloxone kits and nasal spray kits for a cost

Steve Rummler Hope Network allows facilities to use their standing order to house and dispense naloxone

ISD 917 Naloxone Sites

- DCALS Main and TESA
- DCALS North
- Alliance Education Center
- Cedar School
- Concord Education Center
- Lebanon Education Center

ISD 917 Naloxone Trained Staff

- LSNs
- Assistant Directors/Principals/Deans/Academic Liaisons/Lead Teachers
- School Psychologists/School Social Workers/Guidance Counselors
- Other select building response team members

Plan for Implementation

- **Storage:** Health office or main office at each location
- **Annual training:** Provided through Steve Rummler Hope Network
- **Maintaining records of training:** Safety personnel, administrators, or LSN/health associate
- **Maintenance and documentation of naloxone supply:**
 - AEC/Cedar/CEC: LSN
 - LEC: Health associate
 - DCALS: Administrator or designee

Resources

- [Steve Rummler Hope Network](#)
- [Pharmacies participating in the naloxone protocol](#)
- [Naloxone administration Statute 151.37 subd. 12](#)
- [Good Samaritan Statute 604A.04](#)
- [Bloomington's Medication Policy](#)

References

Drug Enforcement Administration. (2022, August 30). *Dea warns of brightly-colored fentanyl used to target young Americans*. <https://www.dea.gov/press-releases/2022/08/30/dea-warns-brightly-colored-fentanyl-used-target-young-americans>

Good Samaritan Overdose Prevention, No. 604A.04, 2022 Minn. Laws (July 1, 2014).

Legend drugs, who may prescribe, possess, No. 151.37 § 12, 2022 Minn. Laws (July 1, 2014)

Steve Rummier Hope Network. (n.d.). *SRHN Brochure.pdf*. Retrieved November 2, 2022, from https://drive.google.com/file/d/1yMTq9BWxauyp83a0HMkqLQD5kXpplo1b/view?usp=embed_facebook

Wisconsin Department of Health Services. (2022, August 17). *Dhs issues public health advisory to warn of the risks of death from drugs laced with fentanyl*. Wisconsin Department of Health Services. <https://www.dhs.wisconsin.gov/news/releases/081722b.htm>



Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 * <http://www.isd917.org>

Dr. Michael Favor

TO: School Board
FROM: Dr. Michael Favor
DATE: March 7, 2023
RE: First reading on policies

The policies listed below are a first reading:

- **NEW - 440 Recording of School Personnel.** Comments from attorney Jim Martin: *This policy is an appropriate use of board authority to reduce disruption and maintain the health and safety of staff and students. A couple of comments about the policy:*
 - 1) *Minn. Stat. 626A.02 provides that it is generally illegal to record oral communications. However, one exception is that a single party to a communication can consent to record the communication, meaning that the party that wants to record can do so without the permission or knowledge of the other party to the communication. Article II (B) of proposed Policy 440 is contrary to Minn. Stat. 626A.02 meaning that if a parent or student wanted to secretly record a conversation and did so, there is not a lot District 917 or its administration or staff can do to contest such recording. What Article II (B) does do however, is provide a basis for District 917 staff to object in the event a parent or student notifies their intention to record or asks for permission to record.*
 - 2) *Also, a proposed revision to Article II (C) was added to include notice that if staff wishes to record others for the purpose of engaging in concerted activity as allowed under PELRA, they can do so. Adding this language reduces the risk that New Policy 440 could be used as evidence that District 917 is engaged in an unfair labor practice in violation of PELRA.*
- **NEW - 556 Student Use of Cellular Phones and Other Personal Electronic Devices.** Comments from attorney Jim Martin: *This proposed policy is in good shape and is consistent with similar policies in other school districts such as Minnetonka. In reviewing this policy, District 917 is authorized to exercise its authority to reduce disruption for the purpose of maintaining the health and safety of students and staff.*
- **NEW - 560 Student Gender Inclusion**

440 RECORDING OF SCHOOL PERSONNEL

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which staff may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING RECORDING OF SCHOOL PERSONNEL

- A. Use of personally owned devices in locker rooms, restrooms, and nurse's offices for recording purposes is expressly prohibited. Employees are prohibited from using the District System or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property.
- B. In the event a parent, guardian or student wishes to record (including pictures/photographs, video, and/or audio) meetings or interactions involving school personnel, written permission from all the participants is required. If parents, guardians or students wish to record a meeting or interaction involving school personnel written permission to record must be requested prior to the meeting or interaction. The school district administrator reserves the right to deny the request to have the meeting or interaction recorded, to simultaneously create a recording, or end the meeting in the event of non-compliance by the parent, guardian, or student.
- C. Employees may not record (including pictures/photographs, video, and/or audio) confidential student and/or staff data without the written consent of a school district administrator. This prohibition on recording of employees or staff data is not intended to interfere with employees' rights to engage in protected, concerted activities pursuant to the Minnesota Public Employees Labor Relations Act ("PELRA"), Minn. Stat. Chap 179A.
- D. Employees may, for the purpose of their professional development, record students in the school environment, but such recordings must adhere to the limitations of the media release forms for each student and should focus on the employee. Recordings of this type, that are used for personal professional growth and limited to Intermediate District 917 staff only, are acceptable and do not require written parental consent.

III. DISSEMINATION OF POLICY

This policy shall be included in the Student/Parent Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

560 STUDENT GENDER INCLUSION POLICY

I. PURPOSE

All students need a safe, supportive school environment to progress academically and developmentally. The purpose of this policy is to facilitate compliance with applicable laws and organizational guidelines as well as to foster an educational environment that is safe, supportive, and fully inclusive for all students regardless of gender identity or gender expression.

II. POLICY STATEMENT

Intermediate School District 917 shall act to ensure that students who are transgender and gender non-conforming are included in all school activities like their peers.

DEFINITIONS

The following definitions are provided to assist in understanding this policy.

- a. Assigned Gender** – An individual’s gender assigned at birth, which correlates to the biological, genetic, and anatomical makeup of a body.
- b. Gender Expression** – The manner in which an individual expresses their gender.
- c. Gender Identity** – An individual’s sense of being male, female, or otherwise on a continuum of gender.
- d. Gender Dysphoria** – A conflict between an individual’s physical or assigned gender and the gender with which they identify.
- e. Gender Non-Conformity** – Behaviors and interests that fit outside of stereotypical behaviors and interests for an individual’s assigned sex.
- f. Transgender** – An individual whose gender is different from the gender assigned to them at birth.

III. BULLYING, HARASSMENT, AND DISCRIMINATION PROHIBITION

Intermediate District 917 and all employees are responsible for ensuring that every student, including transgender and gender nonconforming students, has a safe and supportive school environment. Bullying, harassment, and discrimination on the basis of gender identity or expression are prohibited. Intermediate School District 917 will take any such incident seriously, give the incident immediate attention, and handle the incident in the same manner as the school handles other bullying, harassment and discrimination as outlined in all applicable existing District 917 policies. including but not limited to Policy 102 (Equal Educational Opportunity), Policy 526 (Hazing Prohibition), Policy 514 (Bullying Prohibition), Policy 521

(Student Disability Nondiscrimination), Policy 522 (Student Sex Nondiscrimination), Policy 529 (Violent Behavior by Students), Policy 515 (Protection and Privacy of Pupil Records) apply to all students regardless of their gender identity or gender expression. Education and training regarding the issues addressed in this gender inclusion policy will be provided for employees, students and the broader school community.

IV. GENDER TRANSITION AT SCHOOL

Students who transition socially or physically at school have a right to a safe and supportive environment. Steps taken to support students during this time will be carried out in collaboration with the student first, then the parent, with careful consideration given to student data privacy and consent. If appropriate, school administration and staff shall work with any such students and their parents/guardians (based on the student's individual needs) to identify which steps will create the conditions necessary to make the transition experience as positive as possible. Based on this work, Intermediate District 917, the student, and parents/guardians will create a tailored gender transition plan that ensures the school environment remains both safe and supportive of the student. Because each possible plan will be highly individualized, the plan will be developed in collaboration with the student, parent/guardian, school principal, Executive Director of Student Services and/or additional appropriate school staff.

V. NAMES AND PRONOUNS USAGE

Students have the right to be addressed by a preferred name and by a pronoun corresponding to their gender identity. A court-ordered name or gender change is not required, and a student need not change official records in order to have this right honored by all members of the school community. Official records must identify a student with their legal name and assigned gender, unless the student has legally changed their name.

VI. DRESS CODE

Students have the right to dress and must be in accordance with their gender identity, within the constraints of the dress code specified in the Student handbook or policy. School staff will not enforce the school's dress code more strictly toward transgender and gender nonconforming students than other students. Intermediate School District 917 will not require gender stereotypical fashion or dress. Intermediate School District 917 will avoid the use of gender pronouns when describing dress in its dress code.

VII. GENDER-SEGREGATED ACTIVITIES, RULES, POLICIES AND PRACTICES

Intermediate School District 917 shall evaluate all gender-based activities, curricula, rules, policies, and practices, including but not limited to classroom activities, school ceremonies, and school photos, and maintain only those that have a clear and sound pedagogical purpose. In situations where students are segregated by gender, students have the right to participate in any such activities or conform to any such rule, policy, or practice in a manner that aligns with their gender identity consistently asserted at school.

All students, regardless of their gender identity, have the right to participate fully in overnight trips and other activities. In all cases, the school has an obligation to maintain the privacy of all students and cannot disclose or require the disclosure of the student's transgender status to the other students or the parents/guardians of other students.

VIII. PHYSICAL EDUCATION CLASSES

All students have the right to participate in physical education classes in a manner that aligns with their gender identity.

IX. ACCESS TO RESTROOMS, LOCKER ROOMS, AND CHANGING AREAS

Each student shall be granted access to restrooms, locker rooms, and changing areas that align with the student's gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, shall be provided access to a reasonable alternative, but no student shall be required to use such a facility.

X. PRIVACY

All students have a right to privacy. A student's transgender or gender nonconforming status is private information. Related information, such as the student's legal name, may also constitute private information. Information regarding a student's transgender or gender nonconforming status may also be confidential medical information. Disclosing this information to other students, other students' parents, or other third parties may violate privacy provisions in certain laws, such as the federal Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act. Disclosure of this information to school employees is also limited to those employees who have a legitimate educational reason for obtaining the information. Other disclosure may occur as allowed by exceptions to FERPA or the Minnesota Government Data Practices Act.

Intermediate School District 917 shall keep private all personal information relating to transgender and gender nonconforming students in accordance with Board Policy 515 and applicable laws. School staff is prohibited from disclosing information that may reveal a student's transgender status to others, including other students' parents and other school staff, unless legally required to do so or when written permission has been given by the parent(s)/guardian(s) or the student who is over 18 years of age.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and gender expression openly and to decide when, with whom, and how much private information to share. The fact that a student chooses to disclose their transgender status to staff or other students does not authorize school staff to disclose other private information about the student.

Legal Reference:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. . § 121A.031 (Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX) *Montgomery v. ISD No. 709*, 109
F.Supp. 2d 1081, 1093 (D. Minn. 2000).

Cross References:

Policy 102 (Equal Educational Opportunity)
Policy 103 (Bullying Prohibition Policy)
Policy 108 (Hazing Prohibition)
Policy 113 (Bullying Prohibition)
Policy 505 (Student Disability Nondiscrimination)
Policy 506 (Student Sex Nondiscrimination)
Policy 541 (Student Behavior)
Policy 581 (Protection and Privacy of Pupil Records)
Minnesota State High School League Official Handbook 300.00 Bylaws: Administration of
Student Eligibility

556 STUDENT USE OF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING STUDENT RECORDING

Students are prohibited from using cell phones, digital cameras or any other device to photograph, videotape or audio record other individuals at school (including, but not limited to, physical altercations, student conflicts, assault or harm done to students, staff or others), or at school sponsored activities without their knowledge and written consent. Students are prohibited from distributing, sharing, transmitting or broadcasting such images via e-mail, posting on social media or to the Internet, or otherwise electronically transmitting images of other individuals taken at school without the expressed written consent of the other individuals. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Students who violate this policy may be subject to disciplinary action as outlined District 917's student discipline policy 506.

III. DISSEMINATION OF POLICY

This policy shall be included in the Student/Parent Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

Cross Reference:

Student Discipline Policy 506

2022-23 SUPERINTENDENT GOALS & MID-YEAR EVALUATION



Dr. Michael Favor

SUPERINTENDENT GOALS



GOAL #1

Identify baseline data,
end-of-year goals, & measures
of success for all 5 strategic
directions

GOAL #2

Amplify student,
staff, and family voice in
support of all 5 strategic
directions

GOAL #3

Align district learning
environments and workplace
culture to district core values
to increase student and staff
recruitment, retention, and
satisfaction

GOAL #1

Identify baseline data,
end-of-year goals, & measures
of success for all 5 strategic
directions





GOAL #1: IDENTIFY BASELINE DATA, END-OF-YEAR GOALS, & MEASURES OF SUCCESS FOR ALL 5 STRATEGIC DIRECTIONS

- **Staff Recruitment & Retention** : Partnership with Maxim Health to hire 12 additional paraprofessionals
- **Monitor MTSS Team Meetings**
- **Support Principal with Secondary Schools Planning**
- **Individual Meetings with Member Superintendents**
- **Core Values Implementation**
- **Leadership Team Goal Review & Development**

GOAL #2

Amplify student,
staff, and family voice in
support of all 5 strategic
directions





GOAL #2: AMPLIFY STUDENT, STAFF, AND FAMILY VOICE IN SUPPORT OF ALL 5 STRATEGIC DIRECTIONS

- **Conferences:** Teacher conferences with students and families enrolled in DCALS & Special Education Programs to discuss where students are, where they need to be, and the supports available to help get and keep them on track
- **Spring 2022 DCALS Survey Data**
- **Participation in The Student Conference**
- **Budgets aligned to student & staff identified needs**
- **Interest-based bargaining**
- **DCALS-Main Student Group Meetings**

GOAL #3

Align district learning environments and workplace culture to district core values to increase student and staff recruitment, retention, and satisfaction





GOAL #3: ALIGN DISTRICT LEARNING ENVIRONMENTS AND WORKPLACE CULTURE TO DISTRICT CORE VALUES TO INCREASE STUDENT AND STAFF RECRUITMENT, RETENTION, AND SATISFACTION

- Collaboration:
 - ISD 917 Member District Superintendents & Board Retreat
 - Dakota County Area Superintendents' Meeting
 - Partnership with Minnesota Humanities Center
 - CTE Registration Guide
 - 360 Communities
 - Career Pathways
 - Reve Academy
- Empathy
 - Addressing Staffing Shortages - Collaborative discussions with member district Superintendents, Special Education Directors, and Business Managers about strategies to address our staffing shortages, leading to waiting lists.
 - Condolences and Support (Pinecrest DASH)
 - Mitten & Scarf Making sessions
- Innovation
 - Perkins Consortium Meeting
 - CTE College & Career Fair



GOAL #3: ALIGN DISTRICT LEARNING ENVIRONMENTS AND WORKPLACE CULTURE TO DISTRICT CORE VALUES TO INCREASE STUDENT AND STAFF RECRUITMENT, RETENTION, AND SATISFACTION

- Stewardship
 - Teacher and Educational Leadership Preparation - PELSB/Minnesota Humanities Center/Metropolitan State collaboration
 - Ongoing COVID & policy updates
- Integrity
 - Core Values Committee - We are in the process of establishing a Core Values Committee to ensure alignment of our actions with our values and beliefs.
 - Ongoing work on the Strategic Plan action plans
 - MSBA Leadership Conference Presentation - *Embedding Core Values in School District Governance*
- Equity
 - Story Circles: Minnesota Humanities Center (MHC)
 - Equity Resource(s): Share weekly resources in my Weekly Report
 - Equity Leaders Breakfast
 - Site visits with staff to find out their professional development needs in the area of equity



GOAL #3: ALIGN DISTRICT LEARNING ENVIRONMENTS AND WORKPLACE CULTURE TO DISTRICT CORE VALUES TO INCREASE STUDENT AND STAFF RECRUITMENT, RETENTION, AND SATISFACTION

- Diversity
 - MASA BIPOC Affinity Group: “Collegiality, discussion, and ideation, focusing on issues of particular interest to BIPOC leaders.”
 - TOCAIT Retention Program
- Personalization
 - Data Hub - Our Teaching & Learning team has been focusing on sharing fall screening data with teachers through the ISD 917 Data Hub they created. This will help our staff better understand each student’s academic progress and performance and develop plans for building on each child’s strengths.
 - Open Houses
- Communication
 - ISD 917 Website streamlining
 - Weekly Update to Secondary Schools Staff from Chris Devine
 - Website languages
 - DCALS - North Student video to School Board

NEXT STEPS

Continue to work on all goal areas with an intentional focus on:

- **Family engagement** - Continue to explore ways to increase parent involvement
- **Board Feedback** - Seek feedback from the Board focused on continuous improvement on the areas identified by the Board during the mid-year evaluation
- **Relationships** - Build and strengthen relationships throughout the system (staff, students, families, member districts, community partners)

