

Policy Committee Meeting

Tuesday, October 25, 2022 4:30 PM

Board Assembly Room, 1250 West Broadway Avenue, Minneapolis, Minnesota 55411

1) **Call to Order and Roll Call**

2) **Adoption of Agenda**

3) **Acceptance of Minutes**

3)a. September 27, 2022 Minutes

4) **Reports and Discussion**

4)a. Regular Policy Reviews

4)a.1. Review Policy 6682 (Safety, Security And
Emergency Management)

5) **New Business**

5)a. Revision of Policy 6682: Emergency Health Care
and Adoption of Policy 6693: DNR-DNI Orders
(2022-0061)

5)b. Revision of Policy 3290: Debt: Purposes And
Limitations (2022-0060)

5)c. 2022-2023 Equity and Diversity Impact
Assessment (EDIA) Recommendation

6) **Adjournment**

**OFFICIAL MINUTES
MINNEAPOLIS BOARD OF EDUCATION**

**POLICY COMMITTEE MEETING
SEPTEMBER 27, 2022**

CALL TO ORDER

Chair Nelson Inz called the meeting to order at 4:32 p.m., a quorum being present.

ROLL CALL

Present: Directors Adriana Cerrillo, Ira Jourdain (arrived at 4:42 p.m.) Cindy Booker, Kim Ellison, Nelson Inz (5)

APPROVAL OF AGENDA

Booker moved to approve the agenda.

On a voice vote, the motion was adopted unanimously.

APPROVAL OF MINUTES

Ellison moved to approve the minutes from the August 23, 2022 meeting.

On a voice vote, the motion was adopted unanimously.

REPORTS AND DISCUSSION

Regular Policy Reviews

Staff provided a review of Review Policy 4002 (Harassment And Violence Prohibition Protected Classes) and Review Policy 5050 (Title IX Non-Discrimination).

NEW BUSINESS

Revision of Policy 1692: School Site Council

Ellison moved to forward the proposed revision of Policy 1692 to the full board with the committee's recommendation.

On a voice vote, the motion was adopted unanimously.

ADJOURNMENT

Without objection, Chair Inz adjourned the meeting at 4:45 p.m.

Minutes submitted by Ryan Strack, Assistant to the Superintendent and Board.

Meeting materials: <https://meetings.boardbook.org/Public/Agenda/1807?meeting=549554>

DRAFT

Item Type	Number	Title (hyperlink to item)	Review Frequency	Committee Meeting Review Month	Last Review Date	Next Review Year
Policy	3500	Records Retention	Every 5 years	May	6/1/2021	2026
Policy	3548	Bus Safety	3 year cycle	February	4/26/2022	2023
Policy	3700	Fund Balance	"No more than annual"	May	5/24/2022	2023
Policy	4002	Harassment And Violence Prohibition Protected Classes	Annual	September	9/27/2022	2023
Policy	4016	Family Medical Leave Act	Annual	May	5/24/2022	2023
Policy	5200	Behavior Standards And Code Of Conduct	Annual	August	8/23/2022	2022
Policy	5201	Bullying And Hazing Prohibition	Annual	August	8/23/2022	2022
Policy	5210	Student Personal Electronic Devices	Annual	October	11/23/2021	2022
Policy	5635	Reporting Maltreatment Of Minors And Vulnerable Adults	Annual	March	5/24/2022	2023
Policy	5050	Title IX Non-Discrimination	Annual	September	9/27/2022	2023
Policy	6415	Internet And Educational Network Use	Annual	October	11/23/2021	2022
Policy	6680	Safety, Security And Emergency Management	Annual	November	11/23/2021	2022
Policy	6690	Wellness Policy	No less than every 3 years	February	4/26/2022	2023
Policy	8505	Director Travel	Annual	January	4/26/2022	2023

SECTION 1: AMENDMENT “Policy 6682: Emergency Health Care” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

AMENDMENT

Policy 6682: Emergency Health Care

1. PURPOSE

Continuous and meaningful efforts to prevent incidents that lead to emergency situations are the greatest priority of the district. The purposes of this policy ~~is~~are to provide guidance to school district staff and parents in the event of sudden illness, accidental injury or emergency situations. ~~regarding a student’s health and to establish the district policy with regard to Do Not Attempt Resuscitation or Do Not Intubate (DNAR and DNI) orders that families may have established with their individual caregivers.~~ The policy is designed to guide district staff in their responsibilities to render emergency health care until the presence of a first responder relieves them, or until a minor situation is handled satisfactorily. The district recognizes that it serves students with complex health needs and that rules cannot be drawn for all situations in advance.

2. GENERAL STATEMENT OF POLICY

- a. Principals or site administrators of individual buildings or facilities shall disseminate emergency procedures to building staff.
- b. School personnel shall act promptly and intelligently in the event of sudden illness or injury. The goals of such actions shall be:
 - i. preservation of lives;
 - ii. prevention of further or additional injuries to the victim or others; and
 - iii. alleviation of pain.
- c. School personnel acting to address sudden illness or injury shall alert or shall cause another to alert, the Building Administrator of the emergency situation. Emergency 911 services will be alerted as soon as possible if necessary under the circumstances of the incident.
- d. School personnel shall act in accordance with the site emergency response plan including notifying members of the Site Emergency Team of any incidents.
- e. Parents of student victims of sudden illness and injury shall be notified as soon as possible.
- f. Subsequent treatment of the victim of sudden illness and injury after emergency care has been received is not the responsibility of the district, the school or the district employees responding to the emergency need.
- g. Off campus incidents where school staff are in a supervisory position to students shall be generally treated as though the event occurred at school, including a 9-1-1 emergency call as soon as possible, if warranted by the situation.

- h. Notwithstanding this district policy, Individualized Education Program (IEP) and Section 504 teams must develop individualized emergency care plans for students when appropriate in accordance with state and federal law.
- i. The school and district crisis support teams will be used as needed for student and staff support following an emergency.

~~3. DO NOT ATTEMPT RESUSCITATION (DNAR) AND DO NOT INTUBATE (DNI) ORDERS OR REQUESTS:~~

- a. ~~Definitions: For the purpose of this policy, the following definitions apply:~~
 - i. ~~“designated hospital” is the hospital selected by the parent, guardian, or medically fragile adult person to be used in case of an emergency. Any medical directive must include the name of the designated hospital, if one has been chosen. In the absence of a choice indicated on the medical directive, the District will refer all emergencies to Hennepin County Medical Center, or to the hospital directed by the first responders who arrive and take charge of the medical care of the ill or injured person.~~
 - ii. ~~“district health care staff” includes those district employees who are licensed health care providers, school nurses, registered nurses, nurse practitioners, licensed practical nurses and health services assistants.~~
 - iii. ~~“DNAR” A DNAR or Do Not Attempt Resuscitation request is a written directive to a physician signed by the parent or guardian of a medically fragile person, or an adult medically fragile person requesting that medical treatment be limited or withheld. It does not apply to emergency first aid procedures that are necessary to promote comfort or care.~~
 - iv. ~~“emergency first aid procedures” refers to those actions taken in the circumstances of an emergency health crisis or accident to provide care or treatment to an ill or injured person before regular medical aid can be obtained.~~
 - v. ~~“medically fragile person” means a person with serious, long-standing or emerging, progressive illness that are often life-threatening.~~
- b. ~~The primary mission of the District is education. DNAR/DNI orders are medical documents. District education staff shall follow all planned responses to emergency situations until relieved by district health care staff or emergency medical services. Planned responses include restoration of breathing, attempts to stem or stop bleeding, care or action to prevent shock, and physical and emotional comforting. District health care staff shall follow all medical orders including DNAR and DNI orders.~~
- c. ~~Parents, Guardians or adult students who present DNAR or DNI orders to District staff shall be directed to the school health office. School health staff will accept the order and place it on file for submission to emergency medical responders.~~
- d. ~~The School Nurse shall coordinate an individual health plan (IHP) with an appropriate team for every person for whom a DNAR or DNI order is received. Notice of receipt of a DNAR or DNI order at a school shall be given~~

- ~~to the District Nursing Supervisors, and appropriate school staff, including the principal and the affected student's teachers.~~
- ~~e. Questions or concerns regarding a DNAR or DNI order shall be referred to the District General Counsel.~~
 - ~~f. Upon arrival of emergency medical responders, the person's DNAR or DNI order shall be delivered to the responders by the Principal or principal's designee.~~
 - ~~g. Review of Orders Any DNAR or DNI order received by the school shall be reviewed by the school nurse with the IHP team no less than every eight (8) weeks.~~
 - ~~h. Rescission of Orders. If the parent, guardian or adult subject wishes to rescind a DNAR or DNI order, the parent, guardian or adult subject must notify the school's licensed school nurse in writing. Notice of receipt of such a rescission shall be given by the school nurse to the District Nursing Supervisors, the Principal and appropriate school staff. The licensed school nurse shall confirm the rescission order in writing to the parent, guardian or adult subject, the subject's medical provider and any designated hospital identified in the original DNAR or DNI order.~~

Original Adoption:

09/25/1973

Revision Dates:

02/23/1976, 11/24/2009, 08/13/2013

Legal References:

- 29 USC §794 et seq. (Rehabilitation Act of 1973, §504)
- 42 USC §§ 12101-12213 (Americans with Disabilities Act)

MPS Policy Cross References:

- Policy 4200 (Personnel Data)
- Policy 5690 (Student Data)
- Policy 6680 (Safety, Security and Emergency Crisis Management)
- Policy 6681 (Accident Prevention and Reporting)
- Policy 6691 (Communicable Diseases Affecting Students)
- Policy 6692 (Student Medication)
- Regulation 6682A: (Staff Responsibilities)
- Regulation 6682B: (DNAR/ DNI Plans)

SECTION 2: **ADOPTION** “Policy 6693: DNR-DNI Orders” of the Minneapolis Public Schools Policies & Regulations is hereby *added* as follows:

ADOPTION

Policy 6693: DNR-DNI Orders(*Added*)

1. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

2. GENERAL STATEMENT OF POLICY

- a. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- b. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- c. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- d. The parent/guardian will be notified of the emergency as soon as possible.
- e. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- f. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Original Adoption: Legal References:

29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

SECTION 1:**AMENDMENT** “Policy 3290: Debt: Purposes And Limitations” of the Minneapolis Public Schools Policies & Regulations is hereby *amended* as follows:

AMENDMENT

Policy 3290: Debt: Purposes And Limitations

1. **PURPOSE**

In order to provide a fiscally responsible capital cost management system and promote financial stability the district may be required to incur debt. It is incumbent upon the Board of Directors to govern the issue of debt to provide for the needs of the district, to act as reliable stewards of public funds and trust, and to appropriately respond to emergency circumstances that affect the district’s finances. The purpose of this policy is to establish under what circumstances debt may be incurred, the type of debt that is appropriate for specific purposes, the appropriate debt load of the district, the repayment schedule for debt and how the Board will respond to emergency financial circumstances.

2. **GENERAL STATEMENT OF POLICY**

- a. Upon approval from the Board of Directors and subject to the limitations below the District may incur debt to accomplish district purposes. Such purposes include financing capital projects, real property acquisitions, operating capital and other debt permitted by law.
- b. The District shall incur debt only in compliance with applicable law.
- c. Total district annual debt payment shall not exceed twenty percent (20%) ~~fifteen percent (15%)~~ of the district total operating revenue. Each fiscal year the Board of Directors shall review the financial needs of the district to set an operating target at or less than the twenty ~~fifteen~~ percent limit. Refinancing shall not be included in the 20% ~~15%~~ calculation.
- d. Each fiscal year the Board of Directors shall approve a debt repayment schedule that provides that seventy percent (70 %) of current debt shall be repaid within ten (10 years).
- e. In response to emergency circumstances the Board of Directors may by resolution temporarily suspend the approved debt to revenue ratio and the debt repayment schedule. Such a resolution shall specify the terms of such suspension, the temporarily approved debt to revenue ratio if applicable, and the temporarily approved debt repayment schedule if applicable.
- f. The District shall avoid using variable rate debt instruments. The Board of Directors may set a limit on the percentage of variable rate debt instruments permissible.
- g. The District shall avoid debt instruments that require a balloon repayment or that are back-loaded.
- h. The District shall avoid action that could reasonably be expected to negatively

affect the District's credit rating.

- i. All debt shall be issued through a competitive bidding process.
- j. The Superintendent is authorized to seek independent debt counsel. Any contracted debt counsel shall comply with all required disclosure and reporting rules.
- k. Instruments of debt may be reissued if doing so will benefit the district.

3. LONG TERM DEBT

- a. Long term debt may only be issued for capital projects, acquisitions or other long-term debt permitted by law.
- b. Long term debt shall not be used to capitalize expenses.
- c. Long term debt used for capital projects may not extend past the expected useful life of the project.
- d. Proposals to incur long-term debt must include, at minimum, the following information:
 - i. Intended purpose,
 - ii. Proposed term,
 - iii. Principal cost,
 - iv. Estimated interest cost and rate range,
 - v. Estimated issuance cost,
 - vi. Statutory or other authorization,
 - vii. Status of outstanding debt and impact of new issuance.

4. SHORT TERM DEBT

- a. Short term debt may be issued to provide operating capital in anticipation of receipt of taxes, Federal or State aid, or the sale of bonds.
- b. Proposals to incur short-term debt must include, at minimum, the following information:
 - i. Intended purpose,
 - ii. Proposed term,
 - iii. Principal cost,
 - iv. Estimated interest cost and rate range,
 - v. Estimated issuance cost,
 - vi. Statutory or other authorization,
 - vii. Status of outstanding debt and impact of new issuance.

5. RESPONSIBILITIES

- a. The Board of Directors shall annually review the debt portfolio of the district to assess the impact of district debt on taxpayers, and to determine:
 - i. that the risk level to the district is appropriate,
 - ii. that the correct type of debt is used for the stated purposes,
 - iii. that the correct debt to expense ratio is established and
 - iv. that the debt repayment schedule is appropriate.
- b. The Superintendent shall provide the Board of Directors with such financial reports as are necessary and prudent to inform the Board of district needs, the current status of district debt and supporting information regarding any proposed change in district debt.
- c. No less than annually the Superintendent shall provide a report on the debt

repayment schedule. The Superintendent shall include a report on debt in the annual budget report.

Original Adoption:

04/25/1967

Revision Dates:

10/09/1973, 02/26/1991, 09/20/2011

Legal References:

- Minn. Stat. §128D.11, Subd. 4 (School District Bonds: 30-year term)
- Minn. Stat. §128D. 16 (Short-Term Borrowing)

MPS Policy Cross References:

- Policy 3005 (Budget)
- Policy 7420 (Bond Indebtedness)