

Policy Committee Meeting

Tuesday, February 28, 2023 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. January 24, 2023 Minutes

4) **Reports and Discussion**

4)a. Policy Reviews

4)a.1. Review Policy 1320 (Board Of Directors
Advisory Committees)

4)a.2. Review Policy 2305 (Superintendent
Advisories)

4)b. Equity and Diversity Impact Assessment (EDIA)
Progress Monitoring Update

5) **New Business**

5)a. Resolution establishing an advisory committee
on the board student representative program
(2023-0017)

6) **Adjournment**

**OFFICIAL MINUTES
MINNEAPOLIS BOARD OF EDUCATION**

**POLICY COMMITTEE MEETING
JANUARY 24, 2023**

CALL TO ORDER

Chair Lori Norvell called the meeting to order at 4:30 p.m., a quorum being present.

ROLL CALL

Present: Directors Sharon El-Amin, Fathia Feerayarre (arrived after roll call at 4:50 p.m.), Adriana Cerrillo, Collin Beachy, Lori Norvell (5)

APPROVAL OF AGENDA

El-Amin moved to approve the agenda.

On a voice vote, the motion was adopted unanimously.

APPROVAL OF MINUTES

El-Amin moved to approve the minutes from the November 22, 2022 meeting.

On a voice vote, the motion was adopted unanimously.

REPORTS AND DISCUSSION

Regular Policy Reviews

Review Policy 8505 (Director Travel)

Staff provided a review of Review Policy 8505 (Director Travel).

Equity and Diversity Impact Assessment (EDIA) Process Overview

Staff provided an overview of the provisions in Policy 1304 (Equity And Diversity) and of the EDIA processes in place for policies, budgeting, programs, and full EDIAs.

NEW BUSINESS

Revision of Policy 5182: Dropping From Enrollment

Beachy moved to forward the proposed revision of Policy 5182: Dropping From Enrollment.

On a voice vote, the motion was adopted unanimously.

2023 Committee Priorities Discussion

The committee discussed members' priorities for the year, which included topics such as testing, board and superintendent advisory committees, ensuring policies are anti-racist, student walkouts and first amendment rights of students and staff.

ADJOURNMENT

Without objection, Chair Norvell adjourned the meeting at 5:07 p.m.

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

Meeting materials: <https://meetings.boardbook.org/Public/Agenda/1807?meeting=565805>

DRAFT

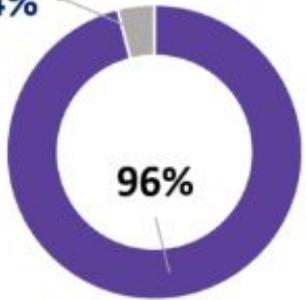
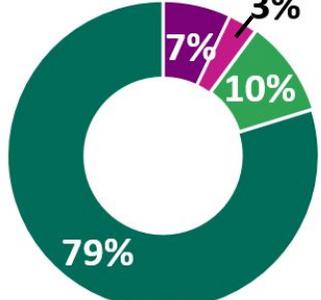
EDIA Progress Monitoring Mid-Year Update

February 28, 2023

**Sarah Hunter,
Executive Director of
Strategic Initiatives**

Student Placement EDIA Progress Monitoring

February 2023 Mid-Year Update

EDIA Study	Progress Monitoring Year	Status of Short-Term Actions <i>Completion</i>  Completed Action	Status of Long Term Actions <i>Stage of Implementation</i>  Exploration  Installation  Initial Implementation  Full Implementation
Student Placement	Year 3	 <p>There are a total of 24 short-term action items.</p>	 <p>There are a total of 29 long-term action items.</p>

The following slides provide a mid-year update on action items that are currently INCOMPLETED or NOT IN FULL IMPLEMENTATION.

See Appendix for a list of action items that are COMPLETED or in FULL IMPLEMENTATION.

Student Placement EDIA Progress Monitoring

EDIA Finding	Action	Short Term	Long-Term
Unclear Student Placement Processes and Practices	Short: Rearrange work space to allow for face-to-face and sit-down customer interactions with staff	<p><i>June 2022 update: In Progress</i></p> <p>February 2023: In Progress <i>Student Placement worked with a vendor who drew up a plan and the next step is to work out the funding. This was included in the budget proposal for FY 24.</i></p>	-----
	Long: Create a customer service survey to be sure families are receiving excellent service and follow up when they report concerns or have a negative experience	-----	<p><i>June 2022 update: Initial Implementation</i></p> <p>February 2023: Initial Implementation <i>Survey is ready to go. More details later this school year</i></p>
	Long: Partner with Research, Evaluation, Assessment, and Accountability (REAA) to identify ways to measure placement climate. Working with REAA to create a customer service survey.	-----	<p><i>June 2022 update: Exploration</i></p> <p>February 2023: Exploration <i>In communication with REA to identify someone on the REA team to be our data and research liaison</i></p>
	Long: Partner with IT to explore ways to improve customer service and outcomes using technology: <ul style="list-style-type: none"> ● Online customer service survey ● School request app ● Scheduling software ● Public computers at placement locations ● Video conferencing between parents at schools and placement staff 	-----	<p><i>June 2022 update: Initial Implementation</i></p> <p>February 2023:</p> <ul style="list-style-type: none"> ● Overall: Initial Implementation ● Initial Implementation: Customer Service Survey ● Exploration: Scheduling software ● Full Implementation (complete): ● Public computers and video conferencing available

Student Placement EDIA Progress Monitoring

EDIA Finding	Action	Long-Term
Lack of Role Clarity	Long: SPS staff support/ visit portfolio schools bi-annually	<p><i>June 2022 update: Initial Implementation</i> February 2023: Full Implementation <i>All magnet schools were visited by Enrollment Team members during SY 22. Staff are visiting community schools during SY 23</i></p>
	Long: Provide staff with Quarterly Newsletter	<p><i>June 2022 update: Installation</i> February 2023: Installation <i>Hope to launch when fully staffed</i></p>
	Long: Utilize multi-media campaigns of information-sharing (beyond “it’s on the website”)	<p><i>June 2022 update: Initial Implementation</i> February 2023: Full implementation <i>Have increased collaboration and marketing work via weekly cross-functional meetings with Communications, Early Childhood and Enrollment. Also, have increased mailings, media, and other outreach throughout the request season.</i></p>
	Long: Increase visibility/availability to community organizations locations	<p><i>June 2022 update: Initial Implementation</i> February 2023: Full Implementation <i>A part of our practice and anticipate will expand/increase this once fully staffed</i></p>
	Long: Partner with Communications, Engagement, and External Relations Division, to connect parents to Educational Opportunities (CPEO) and Executive Leadership.	<p><i>June 2022 update: Exploration</i> February 2023: Full Implementation <i>Enrollment team members regularly collaborate with School Family Liaisons, attend PAC meetings, and will begin presenting at CEPO meetings this semester</i></p>

Student Placement EDIA Progress Monitoring

EDIA Finding	Action	Long-Term
Unequal Enrollment	Long: Create a cross-functional committee to examine policies and protocols that may have led to inequities in the enrollment process, including: <ul style="list-style-type: none"> ● Lottery (timeline, etc.) ● Sibling Preference ● Increasing participation in the lottery 	<i>June 2022 update: Exploration</i> <i>February 2023: Exploration</i>
Insufficient or Inaccessible Information	Long: Partner with the IT Department to explore ways to use technology to increase our communications throughout the process.	<i>June 2022 update: Initial Implementation</i> <i>February 2023:</i> <ul style="list-style-type: none"> ● <i>Overall: Initial Implementation</i> ● <i>Initial Implementation: Customer Service Survey</i> ● <i>Exploration: Scheduling software</i> ● <i>Full Implementation (complete):</i> ● <i>Public computers and video conferencing available.</i>

APPENDIX

Full EDIA: Progress Monitoring

**Board of Education
Requests a Full EDIA**
Year 1

Phase I: EDIA Study
Identify and examine
inequities in policies
and practices
Year 1
(Year-Long Process)

**Phase II: Action
Plan &
Implementation**
Efforts to Address EDIA
Findings
Year 2
(5 month Process)

**Phase III: Progress
Monitoring**
Track Progress on
Action Plan
Implementation
Years 2-4
(Three-Year Process)

Progress Monitoring: Short Term & Long Term Actions

Short-Term Action



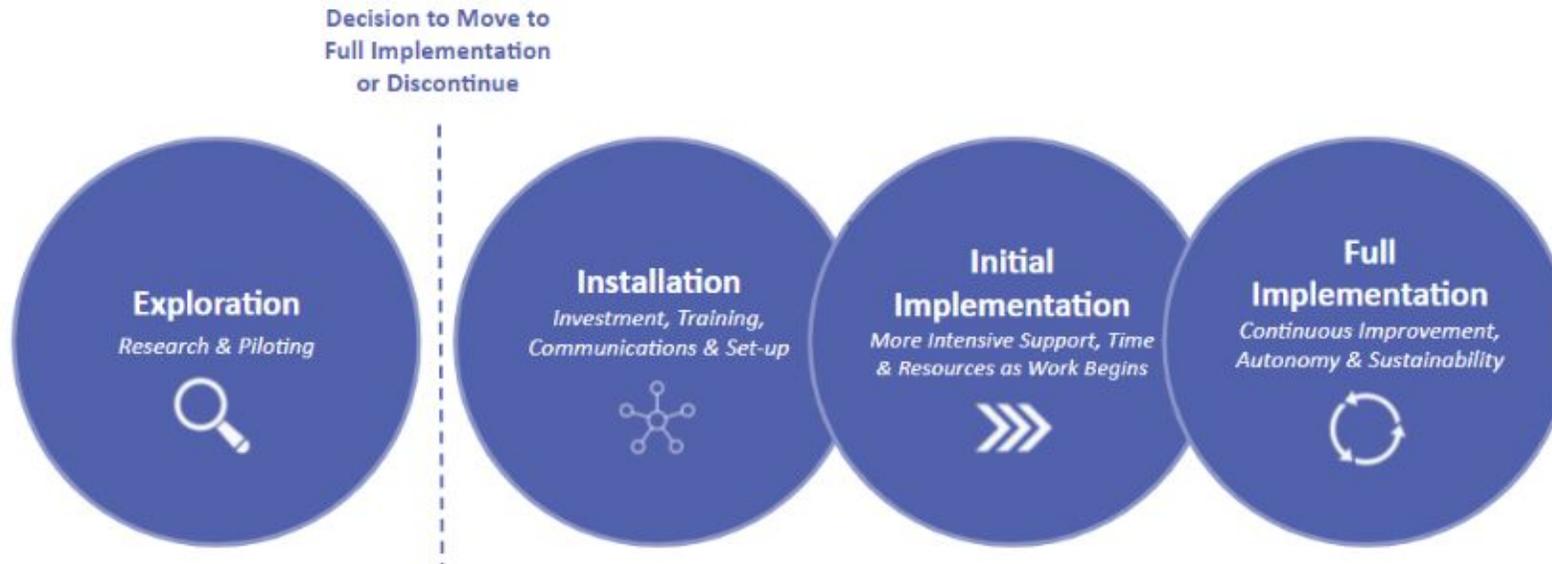
Generally, complete within a shorter window of time and could be seen more as a task that needs to be completed.

Long-Term Action



A project, program, or practice that is meant to exist for a long period of time or might require time to implement.

Detailed: Long-Term Actions



The **Exploration Stage** is about exploring, researching, identifying, and potentially piloting innovative strategy/ies, practices, approaches, or ways (how) to address the EDIA finding(s). Through this process you are gauging readiness of staff who are implementing the strategy, determining what resources are needed in order to proceed, how feasible it is to implement, and creating buy-in from relevant stakeholders.

The **Installation Stage** is about securing and developing the support needed to put a new strategy, practice, or approach into place as intended. You are building the infrastructure and foundation. During this time, you are creating feedback loops between implementers, leadership, and other relevant stakeholders to ensure that there's streamline communication and a process for gathering feedback on how things are implemented.

The **Initial Implementation Stage** is about trying out the new strategy, practice, or approach, and getting better in its implementation. During this time, you are gathering data to understand how implementation is going, developing improvement efforts based on the data, and implementing these efforts. Additional resources and supports may be needed to implement with fidelity.

Being in the **Full Implementation Stage** means that you've now integrated this strategy, practice, or approach into your culture and system that it becomes second nature. Continue to monitor progress and ensure the sustainability of the strategy, practice, or approach.

Student Placement EDIA Reports & MPS Policies

- [Student Placement Full EDIA Report – English](#)
- [Student Placement EDIA Executive Summary Report – English](#)
- [Student Placement EDIA Executive Summary Report – Espanol](#)
- [Student Placement EDIA Executive Summary Report – Hmoob](#)
- [Student Placement EDIA Executive Summary Report – Soomaali](#)
- [2020-21 End-of-Year Progress Monitoring Report](#)
- [2021-22 End-of-Year Progress Monitoring Report](#)

The list of policies and regulations below were reviewed as part of the Student Placement EDIA study and have been revised to better support Student Placements efforts:

- [School Choice and Assignment of Students to Schools Policy 5262](#)
- [Protocols for School Assignment Regulation 5262A](#)
- [Grade Configuration and Systems Organization Policy 6130](#)
- Sibling Preference Policy 5263 and Educational Choices Policy 6120 were repealed

Student Placement EDIA Progress Monitoring

Status of Actions		
EDIA Finding	Action	Short Term
Inaccurate Enrollment Projection and Disruptive Staffing Systems	Look into the possibility of hiring a staff person in the Student Placement department with expertise in this area to work with ARE, Student Accounting and Finance Departments.	<i>Completed</i>
Outdated MPS Policies	Review and update Student Placement Services' (SPS) mission statement to include equity.	<i>Completed</i>
	Review and revise the Address Verification process.	<i>Completed</i>
	Add language to ask parents to let us know if providing address verification documents is a barrier.	<i>Completed</i>
	Look at reducing the required number of documents from three to two.	<i>Completed</i>
	Look at eliminating the requirement to have documents notarized.	<i>Completed</i>
	Extend the deadline to allow requests to be included in the lottery.	<i>Completed</i>
Unequal Enrollment	<i>(New action item as of June 2021):</i> Review and restructure the International Exchange Student Program	<i>Completed</i>

Student Placement EDIA Progress Monitoring

Status of Actions			
EDIA Finding	Action	Short Term	Long Term
Ineffective Integration Strategy	<i>(New action item as of June 2021)</i> : Review and restructure the International Exchange Student Program	<i>Completed</i>	
	Review and update Student Placement Services' (SPS) mission statement to include equity.	<i>Completed</i>	
	Review and revise the Address Verification process.	<i>Completed</i>	
	Add language to ask parents to let us know if providing address verification documents is a barrier.	<i>Completed</i>	
	Look at reducing the required number of documents from three to two.	<i>Completed</i>	
	Look at eliminating the requirement to have documents notarized.	<i>Completed</i>	
	Extend the deadline to allow requests to be included in the lottery.	<i>Completed</i>	
Insufficient or Inaccessible Information	Long: Increase communication to families throughout the request process, giving updates on request status and timeline.	-----	<i>Full Implementation</i>
Lack of Resources and Supports	Long: Build trust with the families we serve by assuring that the majority of our team members come from the communities we work with the most.	-----	<i>Full Implementation</i>
	Long: Budget to make sure that we can deliver excellent customer service to parents speaking virtually any language via Language Line phone interpretation service	-----	<i>Full Implementation</i>

Student Placement EDIA Progress Monitoring

Status of Actions			
EDIA Finding	Action	Short Term	Long Term
Unclear Student Placement Processes and Practices	Install computers at placement locations to allow families to submit school requests online. Staff support available, if needed.	<i>Completed</i>	-----
	Move registration paperwork online so parents can complete most forms at their convenience	<i>Completed</i>	-----
	Create online training via The Source	<i>Completed</i>	-----
	Long: Improve Customer Service while continuing current outreach (i.e. visit with prospective families at many locations such as Head Start and other childcare and preschool locations, culturally specific centers and faith-based locations)	-----	<i>Full Implementation</i>
	Long: Increase information available via SPS website and written materials	-----	<i>Full Implementation</i>
	Long: Increase methods for families to complete the placement step over the phone, via email, or with a school office staff acting as a liaison with SPS instead of needing to visit a placement location	-----	<i>Full Implementation</i>
	Long: Explore a school request app to make it easier for families to submit their request	-----	<i>Full Implementation</i>
	Long: Train school site staff to connect parents with a Placement staff person who can assist by phone, text or email or video conference instead of referring them to visit a placement location	-----	<i>Full Implementation</i>
	Long: Provide in-depth and more frequent site-based placement process training for school staff	-----	<i>Full Implementation</i>
	Long: Partner with schools and identify staff who can support site-based placement processes.	-----	<i>Full Implementation</i>
	Long: Provide ongoing PD to Student Placement Services staff	-----	<i>Full Implementation</i>
	Long: Continue to seek new community connections and locations to do outreach	-----	<i>Full Implementation</i>

Student Placement EDIA Progress Monitoring

Status of Actions			
EDIA Finding	Action	Short Term	Long Term
Lack of Role Clarity	Update SPS website to add more information explaining process, including regular updates on “where we are” in the request process	<i>Completed</i>	-----
	Long: Increase transparency of SPS processes	-----	<i>Full Implementation</i>
	Long: Add multiple avenues of information-sharing with colleagues, customers and other stakeholders on top of current efforts	-----	<i>Full Implementation</i>
	Long: Provide staff with training on placement process and on use of placement dashboard on The Source	-----	<i>Full Implementation</i>
	Long: SPS team members will begin regularly attending/participating in the district's Parent Advisory Council meetings and presenting to CPEO classes	-----	<i>Full Implementation</i>
	Long: Leverage existing partnerships with Communications, Engagement, and External Relations Division to increase and create alternative means for communications with families regarding student placement practices, and support with recruitment and retention of families.	-----	<i>Full Implementation</i>

Student Placement EDIA Progress Monitoring

Status of Actions			
EDIA Finding	Action	Short Term	Long Term
Disproportionate School Requests	Add a second lottery (for Magnets) to afford more families the opportunity to participate.	<i>Completed</i>	-----
	The second lottery will hold a percentage of seats that will remain unfilled in the first lottery, so that late requests can have a better chance.	<i>Completed</i>	-----
	Long: Examine the possibility of holding a percentage of seats at the most highly-requested schools, and filling the held seats through a second placement lottery in late spring or early summer.	-----	<i>Full Implementation</i>
Lack of Equal Access to Schools	Add a second lottery (for Magnets) to afford more families the opportunity to participate.	<i>Completed</i>	-----
	The second lottery will hold a percentage of seats that will remain unfilled in the first lottery, so that late requests can have a better chance.	<i>Completed</i>	-----
	Long: Examine the possibility of holding a percentage of seats at the most highly-requested schools, and filling the held seats through a second placement lottery in late spring or early summer.	-----	<i>Full Implementation</i>

**Special School District Number 1
Board of Education Resolution**



Resolution No. 2023-0017
March 14, 2023

Resolution establishing an advisory committee on the board student representative program

WHEREAS, Board resolution 2022-0003 directed the board’s policy committee to develop and propose an advisory committee to review the board student representative program and make any recommendations for changes; and

WHEREAS, policy 1320 (Board Of Directors Advisory Committees) prescribes the parameters and guidelines for board advisory committees; and

WHEREAS, advisory committee should review the program and discuss topic areas including but not limited to recruiting strategies, school rotation/representation, timing (school year versus calendar year), role clarity and definition; and

WHEREAS, the committee should conclude its work and report back any recommendations to board’s policy committee no later than August 22, 2023; and

WHEREAS, advisory appointment shall be as follows:

MEMBER	NUMBER	APPOINTING AUTHORITY
Former Board Student Representative	1	Board Clerk
CityWide Student Leadership Board Member Representative	1	CityWide Student Leadership Board
Current Board Student Representative	1	N/A
High School Principal	1	Superintendent
High School Social Studies Teacher	1	Superintendent
CityWide Student Leadership Board Staff Advisor	1	Superintendent
Community member (MPS parent/guardian)	1	Board Clerk
Community member (youth development expertise)	1	Board Chair
Ex-Officio (Non-voting) Board Member Liaison	1	Board Chair

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Special School District No. 1 (Minneapolis Public Schools) hereby establishes the aforementioned advisory committee as detailed and authorizes appointments to be made.

ADOPTED this 14th day of Month 2023.

Sharon El-Amin, Chair

Lori Norvell, Clerk

RECORD OF BOARD VOTE (2023-0017)				
DIRECTOR	AYE	NAY	ABSTAIN	ABSENT
Abdi				
El-Amin				
Feerayarre				
Cerrillo				
Norvell				
Jourdain				
Beachy				
Ellison				
Emerick				