

Intermediate District 287

Responsive. Innovative. Solutions.



Intermediate District 287

Regular Meeting

Thursday, February 14, 2013 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD

Thursday, February 14, 2013

6:30 PM @ District Service Center Board Room

AGENDA

	<u>Page #</u>
1. CALL TO ORDER (Action)	
2. APPROVAL OF GENERAL MEETING AGENDA (Action)	
3. OPEN FORUM (Information)	
4. APPROVAL OF CONSENT AGENDA (Action)	
4. 1. General Board Meeting Minutes from January 24, 2013	4
4. 2. Organizational Board Meeting Minutes from January 24, 2013	6
4. 3. District Service Center Additional Chiller	8
5. SHARE THE SUCCESS & RECOGNITION - None	
6. SUPERINTENDENT'S REPORT - (30 minutes) (Information)	
6. 1. Update on Hennepin County Graduation Initiative	9
6. 2. Site Visits	11
Board Members will review safety summary document being distributed at site meetings.	
6. 3. Legislative Auditor Study on Special Education	13
6. 4. 2013-2014 Organizational Chart (Action)	14
(Document(s) not ready at time of BoardBook upload, document(s) will be loaded on Tuesday, February 12, 2013)	
7. INSTRUCTIONAL REPORT - (15 minutes) (Information)	
7. 1. Restrictive Procedure Plan & Minnesota Department of Education Report from Stakeholders	16
8. ADMINISTRATIVE SERVICES REPORT - None	
8. 1. Financial Report - None	
8. 2. Facilities Report - None	
8. 3. Human Resource Report - None	
9. BOARD BUSINESS - (30 minutes)	
9. 1. Policy Review & Revision	
9. 1. 1. Data Privacy & Records Bucket and Wellness Policy (Action)	17
Data Privacy & Records Policy Bucket and Wellness Policy are presented as a Second Read and the Board will be asked to approve policies.	
9. 2. Board Reports	
9. 2. 1. Chair Report	
9. 2. 1. 1. Communication with Local School Boards	
9. 2. 1. 2. Mid-Year Evaluation Procedure	
9. 2. 1. 3. End of Year Superintendent Evaluation Procedure	
9. 2. 1. 4. CAPP Committee Update	
9. 2. 2. AMSD Report (Ann Bremer)	
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9. 2. 3. District News	

9. 2. 3. 1. School Board Planning Calendar

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9. 2. 3. 2. February 14, 2013 Calendar

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9. 3. Once Around the Table

10. ADJOURNMENT

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
January 24, 2013
MINUTES

1. CALL TO ORDER

Chair Ann Bremer called the regular meeting to order at 6:42 PM in the District Service Center Board Room. A quorum was declared with the following members in attendance:

272	Eden Prairie	Carol Bomben
273	Edina	Regina Neville
270	Hopkins	Laura Ronbeck
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 283/Gores, 276/Quam, and 286/Thielsen

Guests: Jim Eichten

287 Administration: Sandra Lewandowski, Dolly Lastine, Jane Holmberg, Mae Hawkins, Colleen Baumtrog, Tom Shultz, Chad Maxa, Char Myklebust, and Wauneen Mgeni

287 Staff Members: Doug Booth, and Julie Tuorila

2. APPROVAL OF GENERAL MEETING AGENDA

The general meeting agenda was presented for approval. *Motion by Ann Bremer, seconded by Sherry Tyrrell, to approve the meeting agenda. All in favor. Motion carried unanimously.*

3. OPEN FORUM FOR COMMUNITY COMMENTS

4. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from December 13, 2012, and approval of the Routine Human Resource Activities for January 24, 2013. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the Consent Agenda as presented. Motion carried.*

5. SHARE THE SUCCESS & RECOGNITIONS

Superintendent Lewandowski briefly reported to the Board on the previous evening's gala event at which the North Education Center (NEC) was awarded the Minnesota Construction Association's coveted "Choice" award. Mr. Tom Shultz, Director of Facilities announced that this award, given to the partnership of JE Dunn, TSP Architects, and Intermediate District 287, signified NEC as "the best construction program in the state for 2012."

6. SUPERINTENDENT'S REPORT

Sandy announced to the Board the request of Char Myklebust, Executive Director of Mental Health and Partnerships, to reduce her contract for the upcoming school year.

Sandy introduced Dr. Colleen Baumtrog, Executive Director of Administrative Services presented an overview to the Board on the Superintendent's goal to create a high performing, accountable, and innovative workforce. The goal has six major components, each of which will be reviewed in more depth at future Board meetings.

Sandy introduced Dr. Jane Holmberg, Executive Director of Teaching and Learning briefly updated the Board on the first of the series of reports, reviewing a proposed timeline and structure to accommodate the new principal and teacher evaluation requirements in law.

Sandy briefly presented and recommended approval of the Intermediate Legislative Platform (White Paper). *Motion by Ann Bremer, seconded by Michèle Kunz, to approve the Intermediate Legislative Platform (White Paper) as presented. All in favor. Motion carried unanimously.*

7. INSTRUCTIONAL REPORT

Sandy presented to the Board a document called "What Board Members Should Know About Monitoring Process with Minnesota Department of Education (MDE).

Sandy presented a video to the Board on "Personalized Pathway to Graduation,". The video previews plans for the Area Learning Center program to be offered at the West Education Center (WEC) next year. The program is intended to model best practice in personalized learning and accommodate students who are currently in ALC as well as Care & Treatment programs at both the WEC and Shady Oak sites. After next year, 287 will no longer lease Shady Oak.

8. ADMINISTRATIVE SERVICE REPORTS

Financial Report

Mrs. Mae Hawkins, Director of Finance Services, presented the monthly financial report for November 2012 and December 2012. *Motion by Ann Bremer, seconded by Sherry Tyrrell, to approve the monthly financial reports as presented. All in favor. Motion carried unanimously.*

Mae and Jim Eichten from Malloy, Montague, Karnowski, Radosevich & Co., presented a summary of the FY12 Audit for approval. *Motion by Ann Bremer, seconded by Dean Henke, to approve the FY12 Audit as presented. All in favor. Motion carried unanimously.*

Facilities Report

Mr. Tom Shultz, Director of Facilities briefly updated the Board on the 287 Prep Center will host the Arizona University Best Value training for districts statewide. Best Value is the process used in building the North Education Center.

Human Resources Report - None

9. BOARD BUSINESS

Policy Review & Revision

Sarah Ruff, District Counsel presented for first read the data privacy & records policy bucket and wellness policy.

Chair Report

Board Chair Bremer and the Board recognized Board member Bomben on receiving the MSBA 2012 All State School Board Award.

AMSD Report Board Facility Committee Chair Robb provided a brief overview on recent work done by the facilities committee.

Board Chair Bremer briefly updated the Board on the January AMSD Conference.

Closed Session

At the recommendation of Board Chair Bremer, *a motion was made by Carter Peterson, seconded by Sherry Tyrrell, the school Board may hold a closed meeting pursuant to Minn. Stat. §13D.5, subd.3(c) for preliminary discussion with its attorneys to develop a plan for evaluation of the district's real and personal property. All in favor. Motion carried unanimously.* The meeting was closed to the public at 8:46 PM. *A motion was made by Ann Bremer, seconded Carter Peterson, to reopen the general meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 9:21 PM.

Once Around the Table

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 9:23 PM.

The next general meeting will be held on February 14, 2013, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____ Clerk _____

Date _____ Date _____

DISTRICT 287 ORGANIZATIONAL BOARD MEETING
Intermediate District 287
January 24, 2013
MINUTES

1. CALL TO ORDER

Chair Ann Bremer called the organizational meeting to order at 6:30 PM in the District Service Center Board Room.

Chair Bremer introduced new Board member Regina Neville from Edina School District to the Board.

Chair Bremer administered The Oath of Office to the attending members C. Bomben, R. Neville, L. Ronbeck, M. Kunz, D. Henke, N. Rowley, S. Tyrrell, C. Peterson and A. Bremer.

A Roll Call was taken and a quorum was declared with twelve member districts represented and the following Board members in attendance:

272	Eden Prairie	Carol Bomben
273	Edina	Regina Neville
270	Hopkins	Laura Ronbeck
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 283/Gores, 276/Quam, and 286/Thielsen

Guests: Jim Eichten

287 Administration: Sandra Lewandowski, Dolly Lastine, Jane Holmberg, Mae Hawkins, Colleen Baumtrog, Tom Shultz, Chad Maxa, Char Myklebust, and Wauneen Mgeni

287 Staff Members: Doug Booth, and Julie Tuorila

2. Nominating Committee Report

Motion by Ann Bremer, seconded by Carter Peterson, to accept the slate of officers for January 2013-December 2013 as presented to the Board: Chair-Ann Bremer; Vice Chair-Carol Bomben; Board Clerk-Nancy Rowley and Board Treasurer-Greg Thielsen. No additional nominations. Motion carried unanimously.

The newly elected officers took their places at the executive table.

3. Organizational Business

The yearly Board meeting schedule was shared, using the format of the second and fourth Thursday of the month with the exception of April, August, November and December, which were adjusted for Holidays and Winter Break. Dates for the year are: January 10 & 24, February 14 & 28, March 14 & 28, April 11, May 9 & 23, June 13 & 27, August 23, September 12 & 26, October 10 & 24, November 14, and December 12. *Motion by Ann Bremer, second by Michèle Kunz, to approve the Board meeting schedule as presented. No discussion. Motion carried unanimously.*

Motion by Ann Bremer, second by Carter Peterson, to waive the necessity to recite the Pledge of Allegiance. No discussion. Motion carried unanimously.

Motion by Carter Peterson, second by Nancy Rowley, to appoint Mae Hawkins as Assistant Treasurer & Authorization for Payment of Claims for the Board of Education. No discussion. Motion carried unanimously.

Motion by Ann Bremer, second by Sherry Tyrrell, to authorize Mae Hawkins or her designee to execute wire transfers on behalf of District 287 for January 2013-December 2013. No discussion. Motion carried unanimously.

Motion by Ann Bremer, second by Carter Peterson, to designate Morgan Stanley Smith Barney, LLC; Minnesota School District Liquid Asset Fund Plus; U. S. Bank, Mpls; Wells Fargo Bank, Mpls, Prudent Man Advisors (PMA) Financial Network, and Springsted Investment Advisors as financial institutions for depository/investment purposes for January 2013 – December 2013 and authorize the chairperson, clerk, and treasurer to sign the ‘certificate of authority’ for these institutions. No discussion. Motion carried unanimously.

Motion by Ann Bremer, second by Nancy Rowley, to designate MN Sun Publications, The Laker/Pioneer, and Osseo/Maple Grove Press as the official newspapers for January 2013 – December 2013. No discussion. Motion carried unanimously.

A resolution authorizing the Superintendent of Schools, the Executive Director of Administrative Services, and /or the Director of Finance to execute contracts for January 2013-December 2013 school year was brought forth. A resolution motion was made by Carter Peterson, seconded by Laura Ronbeck, to waive the reading of the resolution and to authorize Superintendent of Schools, the Executive Director of Administrative Services, and /or the Director of Finance to execute contracts on behalf of the District and is also authorized to execute contracts that have been previously approved by the Board. No discussion. The following voted in favor: Bremer, Henke, Kunz, Ronbeck, Bomben, Tyrrell, Neville, Rowley, and Peterson. No votes against. Resolution carried.

Motion by Ann Bremer, seconded by Michèle Kunz, recommending that Sara J. Ruff, and E. Jaynie Leung, independent contractors providing legal services to the Intermediate and its member districts; Anne C. Becker, General Counsel and Director of Human Resources; and other legal counsel selected by the Superintendent as necessary to conduct the business, and protect the legal interests, of the District. No discussion. Motion carried unanimously.

Motion by Ann Bremer, seconded by Carter Peterson, recommending the approval of the Board Compensation. No discussion. Motion carried unanimously.

An annual resolution was necessary to meet data privacy reporting requirements as set forth by the State of Minnesota. Resolution motion by Carter Peterson, seconded by Carol Bomben, to waive the reading of the resolution and to appoint Sandra Lewandowski as responsible authority for District 287 and she is hereby authorized to take all actions necessary to assure that all programs, administrative procedures, and forms used with District 287 are administered in compliance with the provision of the current Minnesota Statute. No discussion. The following voted in favor: Bremer, Henke, Kunz, Ronbeck, Bomben, Tyrrell, Neville, Rowley, and Peterson. No votes against. Resolution carried.

A board member roster containing contact information was shared with the Board. Members were asked to make any changes to the document and return it to Wauneen for finalization.

4. ADJOURNMENT

Motion was heard and seconded to adjourn the organizational meeting of the Board. Motion carried unanimously. The meeting adjourned at 6:41 PM.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____ Clerk _____

Date _____ Date _____

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

Date: February 14, 2013

To: Facilities Committee

From: Thomas Shultz, Director of Facilities

RE: District Service Center Additional Chiller

The District Service Center HVAC system does not provide adequate cooling and dehumidification for the building in the cooling season. Facilities Management staff have attempted to improve the system with minor modifications and adjustments during the past few years with limited success.

The final determination is that additional cooling capacity is required for that portion of the system that serves the 1st and 2nd floors for the tall section of the building. Various solutions were discussed and the most feasible and efficient solution was determined to be adding a 60 ton DX chiller for this section of the building. Three qualified contractors provided quotes for this work and the contractor that provided the best fit for our needs will also provide the most energy efficient system, is the current provider of our building automation system and lowest cost overall.

The contractor that best meets our needs is the UHL Company and their project cost is \$89,375. Funding for this project will come from the operating budget for Facilities Management. It is administration's intent to award this contract in February to provide adequate lead-time for all materials and products to be on site and ready for install as soon as weather permits.

The result of this additional cooling and dehumidification will be a better work environment for staff, printing and copying will work much better and energy usage could improve since our system will not be working as hard to maintain temperatures.

Intermediate District 287 Responsive. Innovative. Solutions.		CONVENER: Sandy Lewandowski FACILITATOR: Susan Hintz
Protocols We will each: Be honest in our speaking—reveal our concerns Be open-minded in our listening Remain focused on the outcomes Speak for ourselves Take care of self and others Reveal your interests and work toward the common good	GROUP: Hennepin County/ Superintendents' Advisory (invited regional experts and stakeholders) DATE: February 8, 2013 TIME: 8:00 Networking; 8:15 AM to 12:00 PM Location: Intermediate District 287 SC, Room 310	
LONG TERM PURPOSE RELATED TO MEETING: REGIONAL LEVERAGE/POLITICAL ACTION MEETING PURPOSE: COORDINATE WORK TO ACHIEVE THE COUNTYWIDE GOAL OF INCREASING HIGH SCHOOL GRADUATION RATES		
AGENDA ITEMS	OUTCOMES	APPROX TIME
Welcome and Check-in	<p>Superintendents will be satisfied that their responses to the question about how to make subsequent meetings and work together meaningful have been sufficiently addressed.</p> <p>Superintendents will choose among the following questions for check-in:</p> <ul style="list-style-type: none"> • If your response about making meetings meaningful from the September meeting doesn't appear to be sufficiently addressed in the notes portion of the chart titled "Meaningful Actions to Advance the Partnership," what else do you need? Meaningful Actions to Advance the Partnership • What key point from the article, "Suspension Linked to Lower Graduation Rates in Florida Study" increased your sense of urgency to achieve our county graduation goal? • What had occurred since our last meeting (locally, regionally, or nationally) that has significantly increased your concern and interest in the mental health issues of our students? 	20 minutes Sandy Lewandowski Susan Hintz
Regional Expert Recommendations 1) Coordinated Recovery Efforts 2) Alternatives to Suspension 3) Data Portability	<p>Superintendents will respond to the regional experts' recommendations that address the system barriers created by a lack of (1) coordinated recovery efforts after the 15-day drop, (2) alternatives to suspension, and (3) data sharing and portability.</p> <p>Superintendents will commit to next steps in order to continue addressing the barriers.</p>	60 minutes Bob Slotterback and representatives from regional expert groups
Mental Health Recommendation	<p>Superintendents will indicate interest in a recommendation to put a mental health professional in their schools. School Based Mental Health Partnership Proposal</p>	15 minutes ALL

Meeting Structure	Superintendents will provide feedback on the most efficient structure for subsequent meetings.	15 minutes ALL
10:15 AM – 10:30 AM Break & Hennepin County Commissioners Arrive		
Welcome and Check-in	Leaders will respond to the question: What did you learn or were reminded of from the interim report about our efforts that encouraged and further inspired you to keep this work important? Interim Report February 2013	10 minutes ALL
A-GRAD Cohort Study	Superintendents will understand the rationale for the study. Superintendent Cohort Letter Superintendents will understand the study participants and goals. Superintendents will understand the impact the study will have on collective work	30 minutes Commissioners McLaughlin & Callison Sherrie Simpson and Connie Osterbaan
Regional Expert Recommendations 1) Coordinated Recovery Efforts 2) Alternatives to Suspension 3) Data Portability	Leaders will engage in a conversation about the recommendations from the regional expert groups that address the system barriers to graduation created by a lack of (1) coordinated recovery efforts after the 15-day drop , (2) alternatives to suspension , and (3) data sharing and portability . Leaders will declare actions they're willing to take in response to the recommendations	30 minutes ALL
Mental Health Recommendation	Commissioners will understand (1) a recommendation to put a mental health professional in each Hennepin County school and (2) the extent of Superintendent interest for the recommendation. All will understand the legislative proposal for school-linked mental health. Expansion of School-Linked Mental Health	10 minutes ALL
Next steps and meeting	Leaders will suggest possible outcomes for the meeting in April and the steps that need to be taken before we meet.	10 minutes ALL

Proposed remaining meeting date for 2012-2013:

- **April 19, 2013**

Intermediate District 287 Focus on Student and Staff Safety Executive Summary



Last year District 287 wrote a white paper called *The Tipping Point*. It stated that the responsibility for more challenging students has shifted to the public schools, away from other entities.

This year, the scales have tipped. By early fall the district had responded to a number of critical incidents that were happening despite having an extremely knowledgeable and well trained staff and despite having an array of resources to meet the behavioral and mental health needs of students. We knew we needed to go deeper to address safety concerns and reduce staff injuries.

Digging into the Problem

We began by taking steps to gain more understanding of the specific aspects of the problem. We:

- Deployed executive-level administrators to debrief with staff immediately after each of the six critical incidents and put in place the expectation that future critical incidents would also receive this level of response.
- Analyzed data from these six debriefs in order to make global recommendations for future action.
- Convened a district-wide meeting with school principals and key staff for the purpose of reviewing existing resources and creating optimal programming solutions for exceptionally high needs students in the Area Learning Center programs.
- Convened a large group of staff who employ restrictive procedures to proactively align our procedures with upcoming expectations in the law and reduce the number of emergencies that result in these procedures.
- Commissioned a large-scale safety study to solicit and assemble staff feedback, analyze injury data and then use the information to ensure we are taking all possible measures to create a safe working environment.

Offering Solutions

As we learned more about the problem, we also gathered specific recommendations for solutions. Here are some that already have been implemented:

- Modified the School Dude electronic facilities request software so that when a staff person indicates “emergency,” the Facilities Management Director and related supervisors are notified immediately.
- Created an administrative transfer option to another 287 Area Learning Center program for ALC students whose behavior has not responded to an array of interventions at the initial site.
- Instituted the expectation that staff injuries will be addressed as a standing item at the monthly meetings of each building’s health and safety committee.
- Compiled a reference document that gives contact information and describes all of the district resources to support staff and student safety. This document is now available, as well as other related resources, under a new “Solutions” button on the staff page of the District 287 website.

Continuing the Commitment

In the months to come we will be implementing more of the internal recommendations, including more closely examining and consistently reinforcing our district policies and procedures, such as “Use of Police Liaison Officers” and “Notification of Students with a History of Violent Behavior.” We also will continue to help promote greater awareness of the issues addressed in “The Tipping Point.” The Intermediate School Districts’ Legislative Platform is an example of this work, including recommendations for:

- Investments in school-linked mental health grants.
- Increase in the safe schools levy
- Funding so that school districts can implement and sustain programs like Positive and Behavioral Interventions and Supports (PBIS) systems.
- Supporting the MN Department Education’s statewide plan to reduce the use of restrictive procedures including prone restraints, and
- Providing alternative funding mechanisms for the most high-need special education students.

BACKGROUND

Children with certain disabilities, such as autism or speech impairments, are entitled by federal and state law to special instruction and services from school districts. As of December 2011, more than 128,400 Minnesota children were enrolled in special education, ranging in age from birth to 21 years. This number has increased annually, with an 11 percent increase over the last ten-year span.

Special education is overseen by the state and federal governments. The U.S. Department of Education adopts regulations to implement the federal Individuals with Disabilities Education Act, most recently reauthorized in 2004, which requires providing students with disabilities a free and appropriate public education. Minnesota's Department of Education (MDE) has limited authority to adopt special education rules, which can impose additional requirements.

For fiscal year 2012, state funding of nearly \$839 million paid a share of special education staff salaries, supplies, materials, and equipment, among other things. Federal funds are used for a wider range of expenditures and were forecasted at nearly \$215 million for fiscal year 2012. Students in special education generate both general revenue and special education revenue, but because expenditures for special education have tended to increase at a faster rate than revenues, school districts have increasingly used general education revenue—an estimated \$595 million in fiscal year 2012—to pay some special education costs.

EVALUATION ISSUES

1. What students use special education, and how has this changed over time?
2. What are the costs of special education, how has this changed over time, and what factors drive those costs?
3. To what extent do Minnesota's requirements for special education exceed federal requirements, and could changes to state

requirements reduce duplication of effort or improve effectiveness?

4. How does the delivery of special education vary by type of local education agency?

DISCUSSION

To answer the research questions, we will analyze data from MDE. We will analyze the number of students served, prevalence of specific disabilities, graduation rates, and drop-out rates, as well as changes over time. We will analyze trends in costs of special education and factors that drive costs. We will review effects of special education funding on general education revenues and incentives for controlling costs. We will also develop profiles of the different types of local education agencies, such as independent districts, charter schools, and cooperatives, that provide special education.

We will interview key groups involved with special education. Groups include units within MDE, education organizations, and agencies that include or work on behalf of parents and students in special education.

We will examine federal and state laws, rules, and guidelines on special education. We will identify state requirements that exceed federal regulations and identify changes that could reduce duplication or improve effectiveness. As part of this, we will convene a small number of focus groups to discuss effects of state requirements and ramifications of possible changes.

We will identify a limited number of case studies to explore special education in more depth. Cases will be local education agencies selected to represent differences in size, type, and geographic location. We will visit them, conduct interviews, and review samples of students' individualized education programs.

The final report is expected in early 2013. If you have questions, contact the evaluation manager, Jody Hauer, at jody.hauer@state.mn.us or 651-296-8501.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – February 14, 2013

AGENDA SECTION: SUPERINTENDENT’S REPORT

ITEM: 2013-2014 District 287 Organizational Chart

PRESENTED BY: Superintendent Lewandowski

1. Background Information

Approval of Proposed 2013-2014 District 287 Organizational Chart.

2. Fiscal Impact/Funding Source:

3. RECOMMENDED ACTION: The Board approve the proposed motion regarding Intermediate District 287 2013-2014 Organizational Chart.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

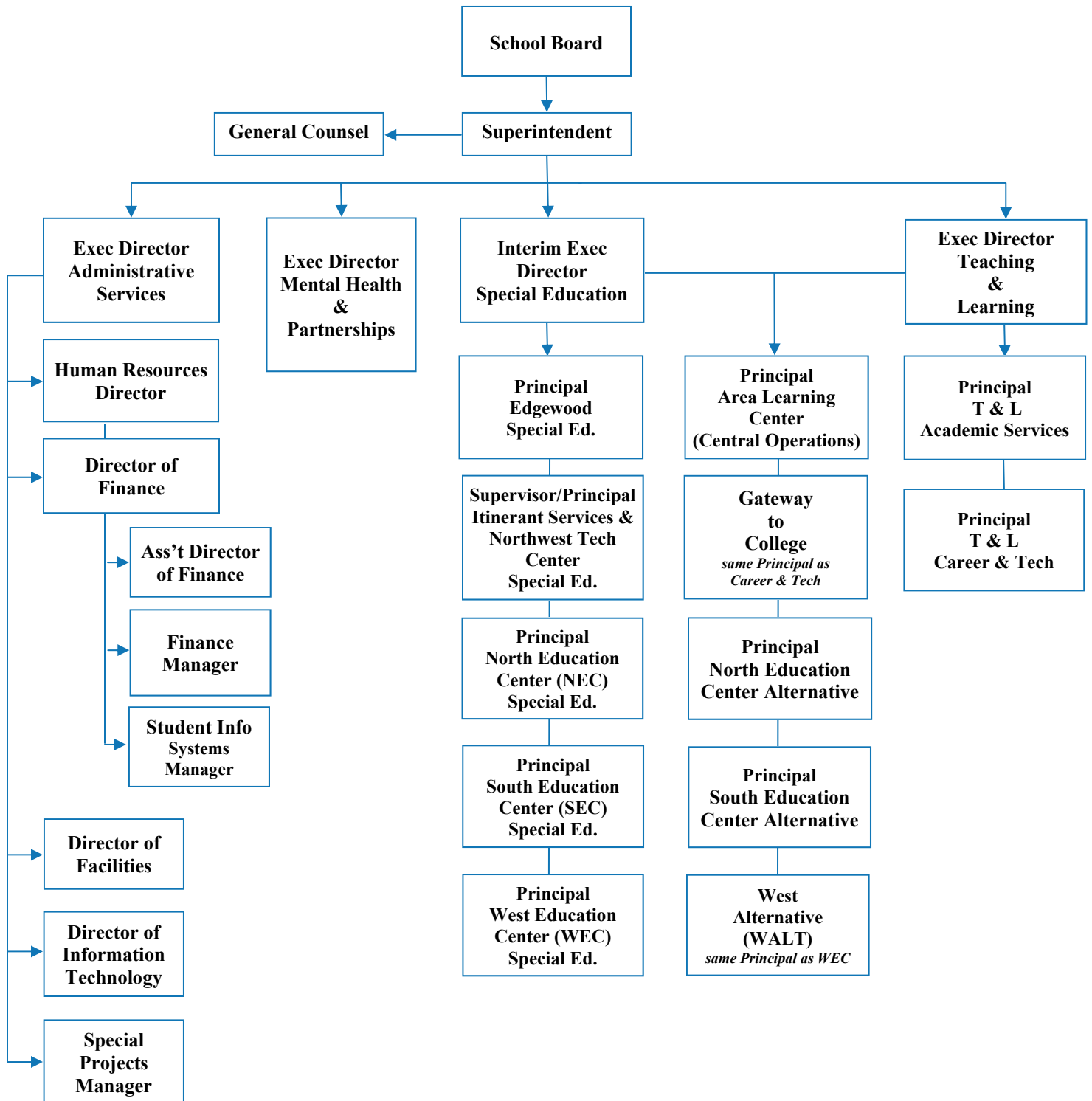
Abstentions: _____

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Intermediate District 287

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Organizational Chart 2013—2014



Intermediate District 287

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INTER-OFFICE MEMORANDUM

TO: Sandra Lewandowski, Superintendent

FROM: Dolly Lastine, Executive Director of Special Education

DATE: February 6, 2013

Re: What Board Members Should Know About the Minnesota Department of Education (MDE) Plan to Reduce Restrictive Procedures

Overview:

On April 2, 2012, the Legislature amended the law governing the use of restrictive procedures by extending the use of prone restraints through August 1, 2013, documented on MDE reporting form within 5 days, and documented any known medical or psychological limitation that contraindicated the use of a prone restraint. During this same session, the Legislature charged MDE with the task of developing a statewide plan by February 1, 2013 to reduce school districts use of restrictive procedures. This stakeholder task force met from September through January and collaboratively provided input and recommendations to MDE's development of a statewide plan and amendments to MN Statute 125A.0941.

Stakeholder Task Force:

MDE invited representatives from PACER, ARC, MN Disability Law Center, Autism Society of MN, Special Education Directors from the three Intermediates, Superintendent from Northeast Metro 916, President of MASE, National Alliance on Mental Illness, MN Association for Children Mental Health, Institute on Community Integration, MN Council of Child Caring Agencies, MN DHS, MSBA, and MDE Directors/State Consultants.

Recommendations to clarify and improve Statute:

- A school district may use prone restraints with children five or older until August 1, 2017
- By March 1, 2014, stakeholders shall recommend specific, measurable implementation goals for reducing restrictive procedures and,
- MDE will submit to the legislature a report on progress made to reduce restrictive procedures and recommendations to further reduce procedures and eliminate prone restraints
- MDE shall develop and maintain a list of experts to assist IEP teams in developing a plan to reduce restrictive procedures

Plan to Reduce Restrictive Procedures in MN:

- Use of Positive Behavior Interventions and Supports
- Increasing Access to School Linked Mental Health Services
- Reduce Barriers to Accessing Day and Residential Treatment
- Increase and dedicate Safe School levy Funds
- Provide Training on Statutory Requirement
- Develop Models for Post-Use Debriefing and Oversight Committee
- Ensure Adequate Provider Training
- Develop and Publish Resources
- Define Data-Driven Process for State Agency Targeted Technical Assistance
- Continue Current Stakeholder Group efforts

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – February 14, 2013

AGENDA SECTION: BOARD BUSINESS

ITEM: Data Privacy & Records (DPR) Policy Bucket & Wellness (HM180) Policy

PRESENTED BY: Jaynie Leung, General Counsel

1. Background Information

The Data Privacy & Records (DPR) Policy Bucket & Wellness (HM180) Policy is presented for a second read and approval. A motion is necessary to approve this policy as presented.

2. Fiscal Impact/Funding Source: None

3. RECOMMENDED ACTION: The Board approves the Data Privacy & Records (DPR) Policy Bucket & Wellness (HM180) Policy as presented.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY *SECOND READ*

POLICY SERIES: Data Privacy and Records

SUBJECT: Goals

BOARD APPROVED:

REVISION DATE:

DPR100 Goals

I. PURPOSE

The purpose of this policy is to articulate the Board's commitment to complying with federal and state data privacy requirements.

II. GENERAL STATEMENT OF POLICY

The Board recognizes that data collected, created, received, maintained or disseminated by the District is government data subject to federal and state data privacy requirements. In complying with these requirements, the Board seeks to achieve a proper balance among the public's right to know, an individual's privacy rights and the District's need to have and use data to do its work.

III. DATA PRIVACY AND RECORDS GOALS

The Board seeks to accomplish the following goals:

- A. Create, collect and maintain data as necessary for the administration and management of the District;
- B. Safeguard the privacy rights of District staff and students through secure record-keeping, retention and destruction procedures; and
- C. Ensure proper access to the public through compliance with federal and state data privacy requirements in the release or dissemination of District data.

IV. RESPONSIBLE AUTHORITY

The Superintendent is the responsible authority for the collection, use and dissemination of District data. The Superintendent or designee shall maintain procedures for the collection, classification, maintenance and release of data on individuals, and review such procedures regularly to assure that data is safeguarded and the privacy of the individual is maintained.

Intermediate District 287

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DISTRICT POLICY *SECOND READ*

POLICY SERIES: Data Privacy and Records

SUBJECT: Personnel Data Privacy

BOARD APPROVED:

REVISION DATE:

DPR120 Personnel Data Privacy

I. PURPOSE

The purpose of this policy is to provide parameters as to the data the District maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the District, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the District.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is available to the subject of the data and to District staff who need it to conduct the business of the District.

C. "Confidential" means the data is not available to the subject.

D. "Personnel data" means government data on individuals maintained because they are or were employees of the District, applicants for employment, volunteers for the District, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the District by an employee as part of an organized self-evaluation effort by the District to request suggestions from all employees on ways to cut costs, make the District more efficient, or to improve District operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

E. "Finalist" means an individual who is selected to be interviewed by the District for a position.

F. "Protected health information," means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by the District in its role as employer.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
 2. employee identification number, which may not be the employee's social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit, as applicable;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the District;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on applicants for employment or to an advisory board/ commission is public:
 - 1. veteran status;
 - 2. relevant test scores;
 - 3. rank on eligible list;
 - 4. job history;
 - 5. education and training; and
 - 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources, and only if the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending, or potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with District staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the District to administer employee assistance programs are private.
- D. Personnel data may be disseminated to labor organizations to the extent the District determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- E. The District may display a photograph of a current or former employee to prospective witnesses as part of the District's investigation of any complaint or charge against the employee.
- F. The District may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency, or prosecuting authority.
- G. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or

alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

- H. A complainant has access to a statement provided by the complainant to the District in connection with a complaint or charge against an employee.
- I. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the District determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- J. The District shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the District's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- K. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- L. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- M. The District shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the District or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- N. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the District to cut costs, make the District more efficient, or to improve District operations is private.
- O. Health information on employees is private unless otherwise provided by law. To the extent that the District transmits protected health information, the District will comply with all privacy requirements.
- P. Personal home contact information for employees may be used by the District and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the District or government entity.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The classification of data in the possession of the District shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of personnel records by the District shall be controlled by state and federal law, as follows:

- A. The District shall comply with the general records retention schedule for school districts approved by the Minnesota Records Disposition Panel.
- B. For data not listed under the retention schedule approved by the Minnesota Records Disposition Panel, the District shall comply with the authority of the proper state or federal agency.
- C. The administration shall develop procedures to assure compliance with state and federal authority on data retention and destruction of records.

IX. RESPONSIBLE AUTHORITY

- X.** The Board has designated Sandra Lewandowski, Superintendent, 1820 Xenium Lane North, Plymouth, MN 55441 as the Responsible Authority with overall responsibility for the maintenance and security of personnel data. The Responsible Authority delegates the maintenance and security of personnel data duties to Anne Becker, General Counsel and Director of Human Resources, 1820 Xenium Lane North, Plymouth, MN 55441.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY *SECOND READ*

POLICY SERIES: Data Privacy and Records

SUBJECT: Public Data Access

BOARD APPROVED:

REVISION DATE:

DPR160 Public Data Access

I. PURPOSE

This policy is to ensure that all data collected, created, received, maintained or disseminated by the District, which are classified by statute or federal law as public, will be accessible to the public pursuant to the procedures established by the District.

II. GENERAL STATEMENT OF POLICY

All data collected, created, received, maintained or disseminated by the District, regardless of how it may be generated or stored, are public unless a state or federal law says the data are not public. Members of the public have the right to look at (inspect) all public data that the District keeps, free of charge. Members of the public also have the right to get copies of public data, with charge.

III. DATA REQUESTS

To inspect data or request copies of data that the District keeps, make a written request to Anne Becker, General Counsel and Director of Human Resources, 1820 Xenium Lane North, Plymouth, MN 55441.

Written requests should include the following information:

- That it is a request for data under the Minnesota Government Data Practices Act;
- Whether it is request to look at the data, get copies of the data, or both; and
- A clear description of the data to be inspected or copied.

The District's form for data requests may be used but is not required. Requestors are not required to identify themselves or explain the reason for the data request. However, the District may need some identifying information to process the request. In addition, if the District does not understand the request and has no contact information, the District will not be able to begin processing the request.

IV. RESPONSE TO DATA REQUESTS

- A. Upon receiving a written data request, the District will work to respond within a reasonable timeframe.
- If the District does not have the data, notification will be provided

as soon as reasonably possible.

- If the District has the data, but the data are not public, notification will be provided as soon as reasonably possible with information about which specific law says the data are not public.
- If the District has the data, and the data are public, the District will respond within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - Provide copies of the data for pick-up, mail or fax, as soon as reasonably possible. The District will provide electronic copies upon request if the data is kept in electronic format

B. If requested, the District will provide an explanation for some of the technical terminology, abbreviations, or acronyms of the data.

C. The District is not required to create or collect new data in response to a data request if the District does not already have the data, or to provide data in a specific form or arrangement if the data is not kept in that form or arrangement. (For example, if the data requested are on paper only, the District is not required to create electronic documents to respond to the request.)

V. REQUESTS FOR SUMMARY DATA

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The District will prepare summary data in response to a written request and payment for the cost of creating the data.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References:

Student Data Privacy Rights and Access Policy

Personnel Data Privacy Policy

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY SECOND READ

POLICY SERIES: Data Privacy and Records

SUBJECT: Student Data Privacy Rights and Access

BOARD APPROVED:

REVISION DATE:

DPR140 Student Data Privacy Rights and Access

I. PURPOSE

The purpose of this policy is to articulate the Board's responsibility in regard to the collection, maintenance, and dissemination of student data and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The Board is committed to the development, operation and improvement of appropriate and effective educational programs and services that meet each student's individual abilities, interests and needs. To that end, the Board will ensure the proper collection, maintenance and dissemination of student data to record the student's progress in the acquisition of skills and subsequent follow-up.

III. STATEMENT OF RIGHTS AND ACCESS TO STUDENT EDUCATION RECORDS

A. Rights of Parents/Guardians and Eligible Students

Parents/guardians and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to state or federal law, the regulations promulgated thereunder or the District's procedures on student data;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under federal law; and
7. The right to access this policy on the District's website, or by requesting a copy from the Superintendent's office.

B. Eligible Students

All rights and protections given to parents/**guardians** under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents/**guardians** of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents/**guardians** of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

IV. **DIRECTORY INFORMATION**

Unless the parents/**guardians** or eligible students have otherwise notified the responsible authority or designee, directory information is that which is available to the public upon written request. The District designates the following as directory information: Student's name, address, telephone listing, electronic mail address, student photograph or video image for school approved publication, date and place of birth, grade level, participation in officially recognized activities, dates of attendance, degrees, honors and awards received, most recent educational agency or institution attended, and name, address and telephone listing of the student's parents/**guardians**.

V. **RESPONSIBLE AUTHORITY**

The responsible authority has overall responsibility for the maintenance and security of student records. Sandra Lewandowski, Superintendent, 1820 Xenium Lane North, Plymouth, MN 55441, is designated as the responsible authority. The responsible authority delegates to building principals the duty of maintaining and securing the privacy and/or confidentiality of student records within each school building. The building principals shall establish procedures to assure that all student records are accurate, complete, and current for the purposes for which it was collected; and establish appropriate security safeguards for all records containing data on students.

VI. **DATA PRACTICES COMPLIANCE OFFICIAL**

The data practices compliance official shall be responsible for receiving and responding to requests, questions or concerns under this policy. Anne Becker, General Counsel and Director of Human Resources, 1820 Xenium Lane North, Plymouth, MN 55441, is designated as the data practices compliance official.

VII. **PROCEDURES FOR INSPECTION AND REVIEW OF EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The District shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the District to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the Disclosure of Private Records section of the student data privacy procedure.

B. Response to Request for Access

The District shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the District to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the District shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents/**guardians** or eligible students shall submit to the District a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the District shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The District may presume that either parent of the student has authority to inspect or review the education records of a student unless the District has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The District shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the District shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the District in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 3. The cost of providing copies shall be borne by the parent or eligible student.
 4. The District may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.
 5. The District reserves the right to make a charge for copies forwarded to potential employers or post-secondary institutions for employment or admissions purposes, e.g. transcripts. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be actual search/retrieval and copying costs, plus postage if appropriate.

VIII. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of student records by the District shall be controlled by state and federal law, as follows:

- A. The District shall comply with the general records retention schedule for school districts approved by the Minnesota Records Disposition Panel.
- B. For data not listed under the retention schedule approved by the Minnesota Records Disposition Panel, the District shall comply with the authority of the proper state or federal agency.
- C. The administration shall develop procedures to assure compliance with state and federal authority on the retention and destruction of records.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: Mandated Reporting of Child Neglect or Physical or Sexual Abuse Procedure
Student Data Privacy Procedure

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY *SECOND READ*

POLICY SERIES: Health and Medical

SUBJECT: Wellness

BOARD APPROVED:

REVISION DATE:

HM180 Wellness

I. PURPOSE

The purpose of this policy is to ensure school educational environments that promote and protect students' and the staffs' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The School Board recognizes that nutrition education and physical education, which is mandated by the state, are essential components of the educational process and that good health fosters student and staff attendance and education.
- B. The educational environment will promote and protect student and the staffs' health, well-being, and ability to learn by supporting healthy eating and physical activity.
- C. The District encourages the involvement of students, parents, teachers, food service staff, school health professionals and other interested persons in implementing, monitoring and reviewing its nutrition and physical activity programs, policies and practices.
- D. To the extent practicable, students and staff will be provided access to healthy foods and opportunities to be physically active in order to grow, learn, thrive, and maintain healthy lifestyles.
- E. In programs where food services are provided, qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean and safe settings and adequate time for students to eat.
- F. The District will plan and implement programs and activities that promote staff health and wellness, and support personal efforts by staff to maintain a healthy lifestyle.

III. IMPLEMENTATION AND MONITORING

- A. The Director of Student Nutrition Services will provide an annual report to the Superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on District grounds.
- B. The Superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the District's compliance with this policy to the Board.

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New technology offers low-enrollment, high-rigor courses for Anoka-Hennepin students

AMSD Calendar

February 22, 2013
Executive/Legislative Committee Meeting,
7:30 a.m., TIES Building, St. Paul

March 1, 2013
Board of Directors Meeting, 7:00 a.m., TIES Building, St. Paul

March 22, 2013
Executive/Legislative Committee Meeting,
7:30 a.m., TIES Building, St. Paul

April 5, 2013
Board of Directors Meeting, 7:00 a.m., TIES Building, St. Paul

April 9, 2013
AMSD Day at the Capitol
Details soon!

AMSD's Mission

To advocate for state education policy that enables metropolitan school districts to improve student learning.



Association of
Metropolitan School Districts

When students interested in taking Advanced Placement (AP) German V found out their class would be available because of a new technology in the Anoka-Hennepin School District, their first thought might have been “serh gut!” (very good).

Through a partnership with Cisco Systems, the world-wide leader in networking that transforms how people connect, communicate and

collaborate, the Anoka-Hennepin School District has invested in “TelePresence Immersion” technology to link high school classrooms throughout the district. The largest school district in the state, Anoka-Hennepin has five traditional high schools located in Andover, Anoka, Blaine, Champlin Park, and Coon Rapids.

Tom Skoglund, an instructional technology facilitator, said TelePresence is audio/visual conference brought to a new level. Each mainstream high school and the Educational Service Center in Anoka have one TelePresence room. The set up features three large screens as well as screens for the teacher to share information. The six rooms have the same paint, furniture, lighting, and fixtures, giving the students and staff miles apart the illusion they are in the same classroom. The video displayed on the large screens is determined by who is speaking. A thumbnail row of video feeds at the bottom of the panels allows teachers to see students at different locations.



Continued on page 2

From the Chair

With the release of Governor Dayton’s budget recommendations, the legislative process for developing a state budget for the 2014-2015 biennium is in full swing. There are many positive provisions in the Governor’s recommendations, including several AMSD platform priorities.

That said, most AMSD member districts will continue to face significant budget challenges in FY 2014. Under the Governor’s E-12 budget recommendation, school funding would continue to lag behind inflation for the 2013-2014 school year. The picture brightens in the second year under the level of funding proposed by the Governor.

The Governor’s budget is the first step in the process and now it is important that AMSD members communicate with their local legislators. It is critical that we both highlight the positive aspects of the Governor’s recommendations, as well as pointing out the areas that would be troublesome. Our work has just begun.

George Kimball, school board member from White Bear Lake Public Schools, is chair of AMSD.

Anoka-Hennepin offering courses through TelePresence System

Continued from page 1

“This is a very life-like experience,” Skoglund said. “Through TelePresence we are offering students opportunities they might otherwise not have.”



Overall, the courses offered through TelePresence are those with low enrollment and high rigor. Without the TelePresence system, some schools would not be able to offer the courses and they would have been dropped. In addition to AP German V, courses being offered the first trimester are Honors Building Investment, Honors Advanced Speech, and AP Spanish. The system also allows Politics/Law 12 and Probability and Statistics to be “hybrid” classes, meaning students attend the TelePresence class two days a week and work independently online the other three days.

Although TelePresence is mostly used by business and higher education, Anoka-Hennepin is not the first K-12 system to adopt this technology. The first was installed by the Itasca Area Schools Collaborative in communities around Grand Rapids in northern Minnesota. In part because they are launching into a new arena, Cisco has committed about \$350,000 of the total cost of installing TelePresence in Anoka-Hennepin Schools. Identified as a strategic investment by administration, the district paid the remaining \$1.35 million through a budget fund balance reserve.

With TelePresence technology found in business and higher education, Anoka-Hennepin teachers easily have the ability to host guest speakers. Opportunities also exist for students to take virtual field trips.

In addition to students benefiting from this technology, the goal is to utilize the TelePresence rooms for staff development training and meetings (saving the district travel costs) as well as making them available for rent to the community. With this in mind, rooms were built in schools in areas that provide easy access to the public for after school hours.

Skoglund said the new system is very exciting.

“This opens all kinds of opportunities for the Anoka-Hennepin School District in the future, things we don’t even know about yet,” said Skoglund. “There are going to be a lot of opportunities to give kids a better educational experience.”

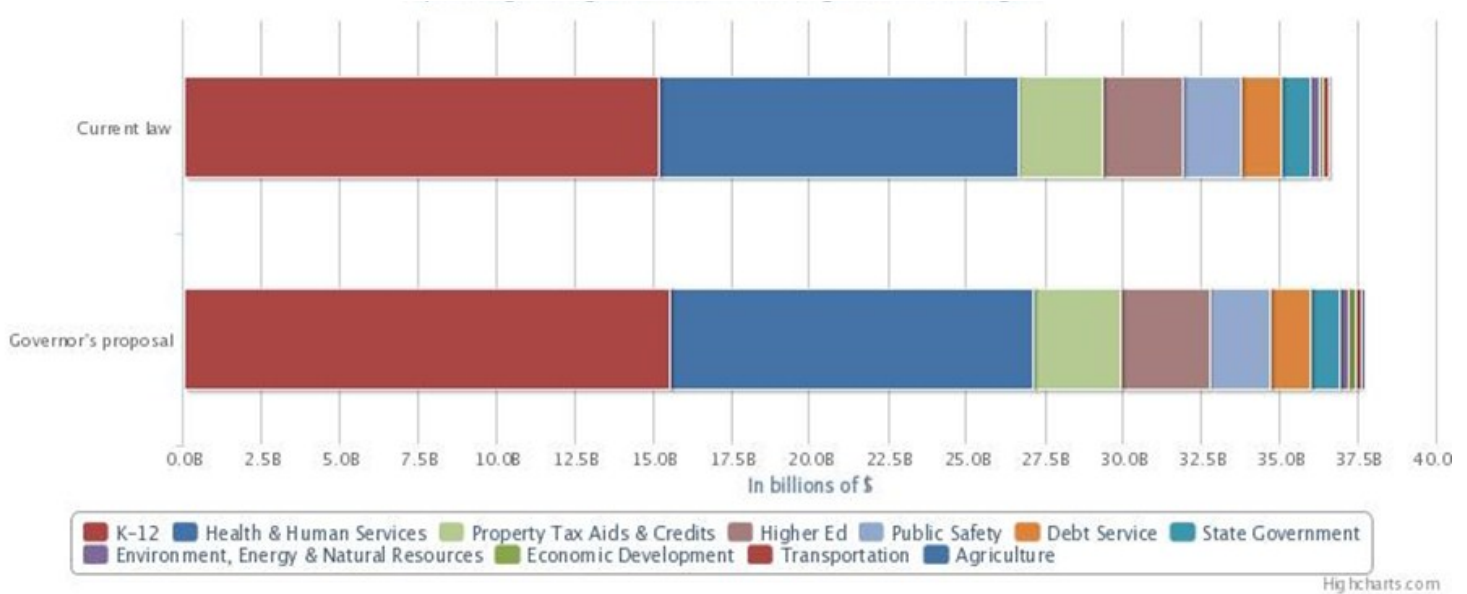


This month’s member spotlight was submitted by Ellen Perault, Communication Specialist, Anoka-Hennepin School District.

Governor Proposes Increase in Education Funding: School Districts Will Continue to Face Budget Challenges

Governor Mark Dayton unveiled his FY 2014-15 budget proposal on January 22. The proposed budget would increase state revenues by over \$2 billion in order to address the projected \$1.1 billion state budget deficit, as well as make about \$1 billion in new investments. The chart below outlines the spending increases proposed by the Governor.

Figure 1: Spending Changes in the 2014-2015 Governor’s Budget



Source: MinnPost

The Governor’s E-12 budget proposal includes \$344.2 million in new spending. The proposal brings to life many of the initiatives the Governor highlighted in his *7 Point Plan for Education* when he took office in 2011. In addition, the Governor included a number of the recommendations from the Education Finance Working Group.

- ◆ **\$125 million for special education and \$1.8 million for paperwork reduction**
Reduces average cross subsidy by \$180 per student, from \$645 to \$465. This recommendation includes a 13% increase and replaces the current special education regular and excess cost formula with a new formula beginning in FY 2015. The Department of Education will develop model Individuals with Disabilities Education Act (IDEA) paperwork that would be available free of charge to schools. This model would be provided through an online system created and maintained by the MDE. It is estimated that streamlining and simplifying paper work requirements will provide cost-savings for local districts of approximately \$1.5 million.

- ◆ **\$40 million for all-day kindergarten**
Optional All-day Kindergarten (\$40.2 million in FY 2015). The Governor recommends an increase of 0.15 (0.55 to 0.70) in the pupil weighting for all-day kindergartners beginning FY 2015. Increases basic revenue by \$855 and other revenue by an average of \$53 for students in all-day Kindergarten, for a total of \$908 per student.

Continued on page 4

Sunset of integration levy would reduce integration funding by 30%

Continued from page 3

- ◆ **\$44 million in early childhood education scholarships**

Up to 11,000 new scholarships, linked to high quality providers. \$22 million in FY 2014 and \$22 million in FY 2015.

- ◆ **Continuation of Integration Funding**

Accepts the Education Finance Working Group recommendation on integration that would provide funding based on the number of students of color with a hold harmless to guarantee districts at least 90% of their FY 2013 revenue in FY 2014. Integration aid reduced by \$2.96 million in FY 2014 and by \$2.8 million in FY 2015. The integration levy, which provides 30% of integration revenue for school districts, sunsets in FY 2015.

Other significant proposals included in the budget proposal:

- ◆ \$52 per pupil formula increase (1%) in FY 2014
- ◆ \$10 million for teacher evaluation for school districts not participating in Q Comp
- ◆ \$8.9 million for English Language Learning
- ◆ \$4.5 million for Regional Centers of Excellence
- ◆ \$1 million for school bullying prevention
- ◆ The budget proposes to repay the education shifts in the next biennium—\$481 million in FY 2016 and \$771 million in FY 2017

While the Governor's budget provides new funding and includes some key AMSD priorities, many school districts would continue to face significant budget challenges --especially in the first year of the biennium. Superintendent Dennis Carlson, Anoka-Hennepin School District, testified in the Senate Education Finance Committee about the challenges the Anoka-Hennepin School District would face in FY 2014 under the Governor's proposal:

“What the state spends in education and what individual school districts get are two different things. For FY 2014, we get \$2 million; we need \$14 million in new money each year just for inflation. We spend \$1 million for the TRA increase and spend \$500,000 on anti-bullying efforts. It's not so great in the first year—a \$12 million dollar deficit. I have two choices: I can cut 200 teachers or we can have a hard freeze for our 13 bargaining units. How can we work this out and make this year a good year for all the students in Minnesota?”

In the coming weeks the House and Senate will dissect the Governor's budget proposal and then begin the process of assembling their respective budgets. AMSD members will be working with the Governor and legislators in hopes of developing an education budget that will meet the needs of Minnesota's students. A full summary and materials about the Governor's budget are available here: <http://www.amsd.org/14-15govbudget>

AMSD Members: Anoka-Hennepin School District, Bloomington Public Schools, Brooklyn Center Community Schools, Burnsville-Eagan-Savage, Columbia Heights Public Schools, East Metro Integration District, Eastern Carver County Schools, Eden Prairie Schools, Edina Public Schools, Elk River Area School District, Farmington Area Public Schools, Fridley Public Schools, Hopkins Public Schools, Intermediate School District 287, Intermediate School District 917 (Associate Member), Inver Grove Heights Community Schools, Lakeville Area Public Schools, Mahtomedi Public Schools, Minneapolis Public Schools, Minnetonka Public Schools, Mounds View Public Schools, North St. Paul/Maplewood/Oakdale School District, Northeast Metro Intermediate School District 916 (Associate Member), Northwest Suburban Integration District (Associate Member), Orono Schools, Osseo Area Schools, Richfield Public Schools, Robbinsdale Area Schools, Rosemount-Apple Valley-Eagan Public Schools, Roseville Area Schools, Shakopee Public Schools, South St. Paul Public Schools, South Washington County Schools, Spring Lake Park Schools, St. Anthony/New Brighton Independent School District, St. Cloud Area Schools, St. Louis Park Public Schools, St. Paul Public Schools, Stillwater Area Public Schools, TIES (Associate Member), Wayzata Public Schools, West Metro Education Program, West St. Paul-Mendota Heights-Eagan Area Schools and White Bear Lake Area Schools.

School Board Planning Calendar January 2013 – December 2013

1 st Meeting of the Month	2 nd Meeting of the Month
START TIME 6:30 PM	
JANUARY 10, 2013 <i>No Meeting</i>	
JANUARY 24, 2013 <i>Organizational Meeting</i>	
Election of Board Officers Oath of Office Financial Report December FY12 Audit What Board Members Should Know About Special Education Monitoring	Legislative Platform Restrictive Procedure Plan & Minnesota Department of Education Report from Stakeholders Uber Goal #2
FEBRUARY 14, 2013 Communication with Local Boards Hennepin County Graduation Update Mentor Connection Superintendent Mid-Year Evaluation Procedure Work Session on Process Education Model (PEM)	FEBRUARY 28, 2013 Financial Report February FY14 Budget Assumption & 2209 Parameters FY12 Budget Revision & FY13 Budget Assumptions Program Withdrawal Report Staff Reduction ULA Resolution Changes for following Year Strategic Plan – Year 4 Uber Goal #1
MARCH 14, 2013 Work Session: ➤ Process Communication Model (PCM) Training for Board Members	MARCH 28, 2013 Financial Report February FY14 Budget Reduction Realignment Proposal Program Reduction Resolution Proposed District 287 School Calendar 2013-2014 Reduction ULA for tenured staff (<i>provide names</i>) Summary Status Report on Board Policy & Procedure
APRIL 25, 2013 <i>(Only one Board meeting this month!)</i>	
Financial Report March	Superintendent & Board Evaluation Update
MAY 9, 2013 Administrative Service PLC Career Tech Presentation on Innovation & Technology Strategic Plan Report	MAY 23, 2013 Financial Report April Non-Renewals/Layoffs Staff Reduction ULA Resolution Spotlight DVD Presentation Probationary Licensed, and Non-Licensed
JUNE 13, 2013 PLC Data Report & Video Superintendents Evaluation Update Administrative/Unaffiliated Parameters - (Closed Session)	JUNE 27, 2013 Facilities Management Update - Energy Audit Superintendent & School Board Evaluation to plan for Board Retreat outcomes
2013-2014 Budget Board Evaluation Financial Report May Final ULA Resolution for Licensed Staff	

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
Board TLC

Community use of Facilities Bucket

School Board Planning Calendar January 2013 – December 2013

1st Meeting of the Month	2nd Meeting of the Month
AUGUST 22, 2013 <i>(Only one Board meeting this month!)</i> (Meeting held at NEC Site)	
Approval of Cash Flow Borrowing Resolution District Operations Financial Report July	Legislative Session Review & Implications Report on Crisis Planning (Michelle Axell – 10 minutes) What Board Members Should Know About Our 2013-2014 Start-Up” (Colleen, Dolly, Char, and Jane)
SEPTEMBER 12, 2013 Superintendent Goals	SEPTEMBER 26, 2013 Financial Report August PLC’s Results/Goals Report on Crisis Planning
OCTOBER 10, 2013	OCTOBER 24, 2013
	Financial Report September Strategic Plan Update
NOVEMBER 14, 2013 <i>(Only one Board meeting this month!)</i>	
Facilities Management Update Financial Report October	Food Service Resolution OPEB Reporting & Funding
DECEMBER 12, 2013 <i>(Only one Board meeting this month!)</i>	
Financial Report November	Prior Year Audit Review

INFORMATIONAL ITEMS TO REMEMBER:

**** Board role in setting/supporting goals
Board TLC**

Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
February 14, 2013
SCHOOL BOARD CALENDAR

 February 2013

14	Thursday	General Board Meeting	6:30PM	Board Rm
19	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm

 March 2013

12	Tuesday	Local 2209/Board Breakfast	7:00AM	DSC
14	Thursday	General Board Meeting	6:30PM	Board Rm
19	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm

 April 2013

11	Thursday	General Board Meeting	6:30PM	Board Rm
11	Thursday	Epsilon Family Night	TBD	Epsilon
16	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
18	Thursday	North Educ. Center 6 th Annual Parent & Caregiver Appreciation Night	6:30PM	Board Rm

 May 2013

09	Thursday	General Board Meeting	6:30PM	Board Rm
21	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
23	Thursday	General Board Meeting	6:30PM	Board Rm
23	Thursday	High School Spring Award Ceremony Hennepin Technical College – Eden Prairie Campus	10:00AM & 12:20 PM	EP Campus
31	Friday	Shady Oak's Graduation (Includes Prairie Center Academy (PCA) and city West Academy)	10:00AM	EP Comm. Ctr.

 June 2013

06	Thursday	Epsilon Graduation	TBD	Epsilon
13	Thursday	General Board Meeting	6:30PM	Board Rm
18	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
27	Thursday	General Board Meeting	6:30PM	Board Rm

◆ General Board Meeting – Date Change

◆ New Event