

## **Special Business Meeting**

Tuesday, August 29, 2023 5:00 PM

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

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

2) **Adoption of the Agenda**

3) **Acceptance of Minutes**

3)a. August 10, 2023

4) **Superintendent Search Action Items**

4)a. Approving the Superintendent Job Application  
Posting and Revised Search Timeline

4)b. Formation of a Superintendent Search Task Force

5) **Approval of the 2023-2024 E-Learning Day Plan  
(2023-0056)**

6) **Adjournment**

**OFFICIAL MINUTES  
MINNEAPOLIS BOARD OF EDUCATION (SPECIAL SCHOOL DISTRICT NO. 1)**

**SPECIAL MEETING  
AUGUST 10, 2023**

**CALL TO ORDER**

In accordance with applicable requirements, notice was provided to each member of the Board of Education and to the public not less than three days prior to the meeting. Board members met in a special meeting in the assembly room at the John B. Davis Educational Services Center (1250 West Broadway Ave. Minneapolis, MN) on August 10, 2023.

Chair Sharon El-Amin called the meeting to order at 5:05 p.m., a quorum being present.

**ROLL CALL**

Present: Directors Abdul Abdi, Sharon El-Amin, Fathia Feerayarre (arrived after roll call at 5:25 p.m.), Lori Norvell, Ira Jourdain (arrived after roll call at 5:08 p.m.), Collin Beachy, Kim Ellison, Joyner Emerick (8); Ex Officio member Student Representative Halimah Abdullah (1)

Directors Absent: Adriana Cerrillo (1)

**APPROVAL OF AGENDA**

Beachy moved to approve the agenda.

On a voice vote, the motion was adopted with the following result:

Aye: Abdi, Norvell, Beachy, Ellison, Emerick, El-Amin (6)

Nay: (0)

Abstain: (0)

Absent: Feerayarre, Cerrillo, Jourdain (3)

**REPORTS AND DISCUSSION**

**Search/Selection Committee and Community Engagement**

Norvell moved to create a superintendent search task force that would consist of three board members and a number of community members to be determined.

Emerick moved to amend the motion by adding “and that the board will reconvene on August 29<sup>th</sup> to determine how the group will be formed and the charter for that group”.

On a voice vote, the amendment was adopted with the following result:

Aye: Abdi, Feerayarre, Norvell, Beachy, Emerick, El-Amin (6)

Nay: Jourdain, Ellison (2)

Abstain: (0)

Absent: Cerrillo (1)

On a voice vote, the main motion, as amended, was adopted with the following result:

Aye: Abdi, Feerayarre, Norvell, Jourdain, Beachy, Ellison, Emerick, El-Amin (8)

Nay: (0)

Abstain: (0)

Absent: Cerrillo (1)

### **ADJOURNMENT**

Without objection, Chair El-Amin adjourned the meeting at 6:46 p.m.

**Secretary Notations:**

- Minutes submitted by Ryan Strack, Assistant to the Superintendent and Board
- Meeting materials:  
<https://meetings.boardbook.org/Public/Agenda/1807?meeting=595394>
- Minutes approved: DATE

**Attachments:**

- None

**Approvals:**

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Sharon El-Amin, Chair

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Lori Norvell, Clerk

DRAFT

August 28, 2023

TO: Board Chair Sharon El-Amin  
MPS Board of Directors

FROM: BWP & Associates  
Kevin Castner, Steve Griesbach, Jane Berenz, Johnnie Thomas

RE: Superintendent Search Materials

One of the critical stages in a successful superintendent search is the planning meeting. Searches go better when they are thoughtfully organized and the roles of all involved are defined and explained.

It is our plan to use the meeting with the Board of Directors on August 29 to accomplish the following important tasks:

1. Establish the search timeline and provide details outlining responsibilities
2. Define the role of Superintendent Search Task Force and determine membership
3. Launch the search by reviewing the Vacancy Announcement and Advertisement Plan
4. Review the importance of candidate confidentiality and review a DRAFT confidentiality agreement for Directors and members of the Superintendent Search Task Force

To better prepare that Board of Directors for our conversation on August 29, we outlined the major topics for each task listed above. Included with this memorandum are additional support documents for each task.

#### Search Timeline

BWP will officially launch the search on September 5, 2023. On or before that date the vacancy will be listed on relevant job boards and advertisements placed. BWP consultants have already begun recruiting applicants. Where necessary, the timeline highlights dates when the Task Force and/or Board of Directors will need to meet with the consultants and/or interview candidates. We will review these dates and their purposes.

#### Define the Role of the Superintendent Search Task Force and Determine Membership

A draft Resolution establishing the Task Force and delineating its membership. We believe that the Board may wish to consider some additional language to outline the purpose of the Task Force and the requirements for service on it. In addition, we recommend that the Board consider adding a District-level administrator to the Task Force to round out membership.

#### Vacancy Announcement and Marketing/Advertisement Plan

We worked with the MPS Director of Communication Donnie Belcher to develop a vacancy announcement that outlines the application process and highlights some of the great reasons for applying to MPS. The cost of the Marketing/Advertising Plan is less than \$3000.

#### Search Confidentiality and Confidentiality Agreement

The Board has previously agreed to keep the process confidential within the limits of Minnesota law. To protect the identities of applicants and their personal information disclosed in application materials, BWP recommends that Directors and members of the Task Force sign a Confidentiality Agreement. A DRAFT agreement outlines proposed terms. This document will be finalized in collaboration with MPS legal counsel.

# Advertising Plan for Minneapolis Public Schools Search

(window for ads - 30 day window or 60 day window – recommend 60 day window)

Education Week

Costs: \$695 per 30 days block on website (Ads have to be purchased in 30 day blocks.)

Dates: Online – Fall, 2023

Costs for Ed Week: \$1,390

AASA - American Association of School Administrators

Costs: Online website posting - \$375 for 30 days

Dates: Online – Fall 2023

Costs for AASA: \$650

NABSE – National Association of Black School Educators

Costs: \$250 per 30 day block on website

Dates: Online – Fall 2023

Costs for NABSE: \$500

ALAS – Association of Latino Administrators and Superintendents

Costs: \$200 per 6 week posting on website

Dates: Online – Fall 2023

Costs for ALAS: \$400

NIEA

Minnesota Administrators and School Board Associations – MASA, MSBA

MINN-American Indian Affairs List Serve

Costs: Online website posting

Dates: Fall 2023

Costs: none

BWP Website – posted June, 2023, Leadership Profile added August with formal announcement

Costs: Online website posting - no cost

Total Minneapolis Public Schools search advertising cost - \$2,940



## **Invitation to Apply for Superintendent of Schools Minneapolis, Minnesota**

The Minneapolis Board of Directors seeks a dynamic and inspirational leader who embraces the mission, vision, and values of the Minneapolis Public Schools. MPS is committed to providing all students, regardless of their background, zip code and personal needs with a high quality, anti-racist, culturally responsive education. The ideal candidate will be a visionary instructional leader, effective communicator, and collaborative manager, with a strong record of accomplishments as a school district leader. In addition, the next MPS superintendent must be able to:

- Foster unity with the community and serve as a healing presence;
- Maintain a visible and active presence in the community, engaging with stakeholders and seeking their input;
- Value the community's role in decision-making and respects their perspectives, always remembering that the MPS are the community's schools;
- Remain connected and engaged with staff to understand the administrative and teaching challenges affecting student learning;
- Champion diversity, equity, and inclusion, addressing inequities and racism in policies, programs, services, facilities, and curriculum; and
- Build strong teams, act with integrity, and relentlessly advocate for diversity, equity, and inclusion throughout the MPS organization.

Minneapolis Public Schools, located in Minnesota's largest city, is an urban school district with schools in or near every Minneapolis neighborhood. MPS embraces diversity in its students, staff and programs, working hard to accelerate learning in everything it does. From early childhood education to early college credits and career preparation, MPS promises a safe, welcoming environment in which learners can grow to become confident global citizens. Learn more at [mpls.k12.mn.us](https://mpls.k12.mn.us).

To apply, please complete an online application and submit a resume, letter of interest, three up-to-date letters of reference, proof of appropriate licensure, and complete copies of transcripts at [www.bwpassociates.com](http://www.bwpassociates.com). All applications and inquires will be treated with the utmost confidentiality allowable under Minnesota law.

A regionally competitive compensation package will be offered to the successful candidate.

Each candidate will be informed of the Board's selection and appointment of the new Superintendent. The final appointment is the sole responsibility of the School Board.

**Applications are due to BWP & Associates by November 5, 2023**

[BWP & Associates, Ltd.](http://www.bwpassociates.com)

827 N. Milwaukee Ave, #221  
Libertyville, IL 60048

For additional information, contact BWP search consultants:

Kevin Castner	434.531.8171
Steve Griesbach	708.822.8706
Jane Berenz	952.270.1728
Johnnie Thomas	773.469.4249

**Applicants are requested not to contact the MPS Board of Directors**

# Revised Timeline for Superintendent Search

## Minneapolis Public Schools

### Phase 1 – Specifications

#### June - August 2023

- Recruitment begins per Board direction in Fall, 2023
- Consultants met with Board June 6, BWP meet with EPU Consultants and interviewed Board members
- August 8 -Community input received on Draft Leadership Profile and Leadership Profile approved by Board

#### August 29 Board meeting

- Announcement and Advertising plan presented for approval
- Revised search calendar presented for approval
- Resolution to establish a Superintendent Search Task Force adopted
- Framework and Confidentiality Agreement established for Superintendent Search Task Force

#### September 2023

- Kick off Superintendent Search Recruitment and Selection Process September 5
- BWP Training session for Superintendent Search Task Force and confidentiality agreement signed by members
- Need to set date for BWP to train Superintendent Search Task Force

### Phase 2 – Advertise and Recruit

#### September -November 5

- Advertise and Recruit

### Phase 3 and 4 – Assessment and Selection

#### November 5

- Applications due to consultants

### November 14 – 20 window

- Nov. 14 - (Special meeting) Superintendent Search Task Force
  - Consultants provide Interview Protocol Training and present 4-7 recommended candidates
  - Task Force organizes interview details and candidate questions and decides if interviews are ZOOM or in person
  - Develop interview schedule for BWP to contact candidates – select 2 days for interviews (about 2 hours per candidate)
  - Task Force decides 2-3 candidates to move forward to the Board and participate in Day in the District 2-3 Finalists for Day in the District
  - Task Force assists in the organization of the Day in the District with staff

### November 28-30

- Day in the District for Finalists
- Board conducts Second Interviews

### December

- Board selects finalist, conducts Background check and negotiates candidate contract and Board votes to approve contract
- Special Board meeting to name new superintendent

### July 1 2024

- New Superintendent reports to work on or before July 1, 2024

Special School District Number 1  
Board of Education Resolution



Resolution No. 2023-0058  
August 29, 2023

**Resolution establishing a superintendent search task force**

**BE IT RESOLVED**, that the Board of Directors of Special School District No. 1 (Minneapolis Public Schools) hereby establishes a superintendent search task force which shall:

1. Include **NUMBER** board directors to be appointed by the Board
2. Be chaired by Director **LAST NAME**
3. Include the Board's two student representatives
4. Include **NUMBER** community members who are residents of the City of Minneapolis, to be appointed by **APPOINTERS**
5. Include **NUMBER** currently employed MPS teacher to be appointed by **APPOINTER**
6. Include **NUMBER** currently employed MPS educational support professional (ESP) to be appointed by **APPOINTER**
7. Include **NUMBER** currently employed MPS principal to be appointed by **APPOINTER**
8. Have membership be appointed by **DATE**
9. Be charged with conducting interviews and then forwarding **NUMBER** candidates by **DATE** to the Board for interviews, using a process to be facilitated by BWP & Associates
10. Adopt an operating set of norms and sign confidentiality agreements to ensure the privacy of applicants is protected in accordance all applicable laws and regulations
11. Terminate upon the forwarding of candidates to the Board

ADOPTED this 29th day of August 2023.

\_\_\_\_\_  
Sharon El-Amin, Chair

\_\_\_\_\_  
Lori Norvell, Clerk

<b>RECORD OF BOARD VOTE (2023-0058)</b>				
DIRECTOR	AYE	NAY	ABSTAIN	ABSENT
Abdi				
El-Amin				
Feerayarre				
Cerrillo				
Norvell				
Jourdain				
Beachy				
Ellison				
Emerick				

DRAFT

**Minneapolis Public Schools Board of Directors and Superintendent Search Task Force**

**CONFIDENTIALITY AGREEMENT**

The Board of Directors and members of the Superintendent Search Task Force will have access to confidential, personnel records and information related to the search for a superintendent as disclosed by BWP & Associates. Board Directors and Task Force Members will not discuss, distribute, and/or release information from these materials to anyone except as explicitly directed to do so by the Chair of the Board of Directors. All data collected, received, maintained, or disseminated for any purpose in the course of this search is governed by Minnesota law and any applicable federal statutes and regulations to data privacy.

Each member of the Board of Directors and the Superintendent Search Task Force agrees to the following:

Handling of Confidential Information

1. Board Directors/Task Force Members shall ensure that the disclosure of confidential information, including but not limited to the name and employment status of candidates, is restricted to Board Directors/Task Force Members having the need to know to effectively perform their defined superintendent search duties.
2. Copies or reproductions of any kind shall not be made except to the extent reasonably necessary for the purpose of Board/Task Force review. All copies or reproductions shall be the property of the Board of Directors.
3. All confidential information and copies thereof which exist in a physical form shall be returned to the Board of Directors designee upon the conclusion of the Task Force’s work by its members and by the Board Directors upon the appointment of a new superintendent.
4. Board Directors/Task Force Members shall not divulge any confidential information, in whole or in part, to any third party unless directed to do so by the Chair of the Board of Directors.

Notices

All notices under this Agreement shall be in writing or through secure electronic communication.

Termination

This Agreement shall continue in force until terminated by explicit action of the Board of Directors.

WHEREFORE, the signatory acknowledges that they have read and understand this Agreement and voluntarily accept the duties, obligations, and responsibilities set forth herein.

Board Member/Task Force Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Draft Superintendent Search Task Force**

### Purpose

The Superintendent Search Task Force is tasked by the Board of Directors with interviewing a slate of superintendent candidates recommended by the consulting firm BWP & Associates. The Committee shall use the Superintendent Leadership Profile adopted by the Board of Directors to identify three of those candidates for further consideration by the MPS Board of Directors. The Task Force Chair will present the three candidates to the Board of Directors, after which the Committee will have completed its work and shall be dissolved. The MPS Board of Directors alone have complete and final responsibility for selecting and employing the next superintendent for the MPS.

### Potential Committee Composition

- Board of Directors
- Board of Directors Student Representatives
- Community Members
- MPS Staff Members

### Requirements to Serve

1. Must be a current resident of Minneapolis, MN
2. Willing to sign and abide by a confidentiality agreement designed to ensure candidate confidentiality in accordance with Minnesota law
3. Committed to attending all meetings of the Committee
4. Acknowledges that MPS is an Equal Opportunity Employer
5. Accepts that the Task Force recommendations are advisory to the Board of Directors and that the decision about whom to hire as the superintendent rests solely with the Board of Directors

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



Resolution No. 2023-0056  
August 29, 2023

**Resolution approving the 2023-2024 school year e-learning day plan**

**WHEREAS**, Minnesota law allows school districts to adopt an “e-learning day plan” in order to conduct instruction fully online for up to five days, during inclement weather; and

**WHEREAS**, the required provisions in Minnesota Statutes Section 120A.414 have been met in the proposed plan, including negotiation with the exclusive representative of the district’s teachers (Minneapolis Federation of Teachers); and

**WHEREAS**, adoption of this plan is recommended by the senior officer of academics and the interim superintendent of schools.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of Special School District No. 1 (Minneapolis Public Schools) hereby approves the proposed e-learning day plan labeled as 2022-0056A and directs that parents and students be notified as required.

ADOPTED this 29th day of August 2023.

\_\_\_\_\_  
Sharon El-Amin, Chair

\_\_\_\_\_  
Lori Norvell, Clerk

<b>RECORD OF BOARD VOTE (2023-0056)</b>				
DIRECTOR	AYE	NAY	ABSTAIN	ABSENT
Abdi				
El-Amin				
Feerayarre				
Cerrillo				
Norvell				
Jourdain				
Beachy				
Ellison				
Emerick				



## Minneapolis Public Schools E-Learning Day Plan

We value every one of our students and are striving to ensure each student continues their learning while school buildings are closed. Our focus for the E-Learning Plan is to outline the conditions for successful learning on inclement weather days. The most up-to-date MDE guidelines are below.

### General Overview

The 2017 Legislature has amended the Length of the School Year; Hours of Instruction ([Minn. Stat. § 120A.41](#)) to include the option of a school utilizing e-learning days:

- Due to inclement weather
- Up to five days in one school year
- Counted as an instructional day and included as hours of instruction

All schools are required to have at least 165 school days. Grades K through 5 also need a total of 935 hours of instruction per school year. Grades 6 through 12 need 1020 hours of service. In Minneapolis Public Schools:

- Current Student instructional days: 171 • By Semester: First=82 days, Second=89 days • By Quarter: First=39 days, Second=43 days, Third=41 days, Fourth=48 days
- For grades K-5 : 171 days of instruction = All students will meet or exceed a six hour instructional day.
- For grades 6-12: 171 days of instruction = All students will meet or exceed a six hour instructional day.

**There can be up to five e-learning days in one school year per Minnesota Statutes, section 120A.41 and 120A.414**

When a school day is canceled for any reason (e.g., inclement weather, health/safety), the local school board must decide whether to make up that day later in the school year and to formally amend the



school calendar.

Options for making up lost time could include:

- a. Extend the school year calendar
- b. Convert non-school days to school days
- c. Lengthen the school day

**Sites that are beyond their required instructional hours and days for the school year will not have to implement e-learning days on inclement weather days unless the site has had other site closures that have put the site in danger of not meeting instructional hours and/or days by the end of the school year, in which case then e-learning will be implemented on future inclement weather days.**

MPS E-Learning Plan ensures

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's IEP/504 plans.
- Notification to parents and students of the plan must occur at the beginning of the school year and, upon implementation of an e-learning day, there must be at least two hours' notice prior to the normal school start time that students are to follow the e-learning day plan.
- Students and parents must have access to teachers via telephone and online during normal school hours.

The time students spend completing lessons remotely is not going to be the same as the time spent at school. MPS will communicate this general message to all families. Each school will communicate with families about the expectation of student contact hours with their teacher.

- The E-Learning schedule is different from the in-person school day.
- Teachers will be available to families online during the E-Learning Day. The time of availability and a link to access the teacher will be posted in Seesaw/Google Classroom.
- MPS Online platforms include:
  - Grades PK-5 will use SeeSaw or Google Classroom, as decided by the school.
  - Grades 6-12 will use Google Classroom.



	<ul style="list-style-type: none"> <li>○ Lessons need to be posted on SeeSaw or Google Classroom</li> <li>○ Literacy and Math online tools-: Lexia Core5 , Lexia PowerUp, and Dreambox</li> <li>● Contact the technology help desk if you are having trouble with an app and/or device 612.668.0088.</li> </ul>
<p><b>Site Expectations</b></p>	<ul style="list-style-type: none"> <li>● Site administrators will determine and communicate to families and staff the following:             <ul style="list-style-type: none"> <li>○ The start time of the E-Learning Day</li> <li>○ Flexible end time of the E-Learning Day</li> <li>○ The times staff are available to families and students</li> <li>○ E-Learning Day activities are for enrichment, review, and/or extension of in-person learning.</li> <li>○ The teaching of Digital Citizenship is scheduled during the first six weeks of school (can be taught by Library/Media Specialists, classroom teacher, school social worker, etc.)</li> </ul> </li> <li>● E-Learning schedules will be displayed on each school website for all staff, students, and families.</li> </ul>
<p><b>Teacher Expectations</b></p>	<ul style="list-style-type: none"> <li>● All students must have similar learning experiences in terms of subject matter, task difficulty, and interaction with peers and their teacher(s). Tasks must be completed during the regular hours of the e-learning day. Students without access cannot be required to make up the work on another day. Students may use physical texts or books and may handwrite their work, but those resources would have to be available at home. Teachers must contact students by telephone to conference with students and assess and support their learning.</li> <li>● Provide quality e-learning experiences- Quality e-learning experience examples:             <ul style="list-style-type: none"> <li>○ Integrate as seamlessly as possible into the regular instruction that has been occurring.</li> <li>○ Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.</li> <li>○ Leverage digital tools students are using as part of their regular instruction (e.g., Schoology or other LMS, Google Docs, apps).</li> <li>○ Include formative assessment and feedback.</li> <li>○ Provide opportunities for peer interaction.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.</li> <li>○ Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, or Facetime.</li> <li>● To be counted as an instructional day for students, teachers will engage in some form of instruction with their students. This can take on many forms (see above), but fundamentally means that there will be some level of interaction, progress monitoring, and/or feedback between teachers and students.</li> </ul>
<p>Student Expectations</p>	<ul style="list-style-type: none"> <li>● Students are expected to participate in e-learning activities for all scheduled classes on the day the plan is implemented just as they would for a traditional, on-campus day.</li> <li>● Attendance must be verified for each class.</li> <li>● Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent just as if they were not present for an on-campus class.</li> </ul>
<p><b>Attendance</b></p>	<p>Student attendance is a responsibility shared by staff, students, and families in Minneapolis Public School. During E-Learning—when students are not in their school classrooms—we will continue to adhere to <a href="#">MPS Policy 5100</a>, which requires schools to record student attendance daily.</p> <p>Attendance must be taken by the teacher, and records of attendance must be kept. Some ways attendance could be verified include:</p> <ul style="list-style-type: none"> <li>● Logging in to class page(s) on the district's/school's learning management system (LMS).</li> <li>● Email exchange/text exchange/phone call with teacher.</li> <li>● Parent/Caregiver may verify attendance; a documentation process is developed and retained by the school as part of the student's attendance record.</li> <li>● Activity in classes (pages accessed, discussion participation, formative assessments completed).</li> <li>● Work submitted during the e-learning day.</li> </ul>



### **Reporting student absences from E-Learning**

A student whose family chooses to not participate in the e-learning day is reported as absent. It is up to the school whether to consider this an excused absence under Minnesota Statutes, section 120A.22, subd. 12.

Families who need to report a student/child illness or any other reason their student cannot participate in E-Learning should call their school to report the absence. Please be prepared to leave the following information on voicemail:

- Student Name
- Grade
- Reason for absence
- Date(s) of absence
- Phone number and name of person calling

### **Tracking Student Attendance**

Teachers will record student attendance in Infinite Campus by the end of each school day. Teachers will monitor attendance through students' participation in E-Learning activities such as SeeSaw, Google Classroom, or other building-identified sources such as phone, text, or email. Students participating in asynchronous learning activities will have their attendance updated after sharing their reflection or turning in assignments on the E-Learning day.

### **Robo Calls and Attendance Taking**

Teachers have a set time to take attendance to meet site requirements and initiate robo-calls. Elementary schools using School Messenger have a designated time during the school day, which varies by site, to have attendance entered to capture absences and prompts robo calls. This time will be maintained on E-Learning days. Middle and high schools using robo-calls need to have attendance entered by the end of the school day. It is best practice to enter attendance each period and update when asynchronous E-Learning assignments are turned in. *On E-Learning days, schools may request to have robo-calls turned off.* This request should be made as early as possible on the E-Learning day.



<b>Grading</b>	<p>E-Learning is different from in-person learning. It is recommended that teachers and schools allow students to show their learning in various ways and be able to present/reflect on their learning/work once they are back in their classroom. No student should be penalized based on the inability to turn in work at a designated time during the E-Learning day.</p>
<b>Pre-Kindergarten</b>	<p>We know young learners do best when engaged in real-life, hands-on experiences and play. At MPS, young learners take part in activities that promote creative play, real-life exploration, physical activity, language development, and social interactions that are important for child development.</p> <p>Preschool students and their caregivers have the opportunity to participate in lessons in a variety of ways. All teacher plans include activities in the following areas: Literacy and Language, Math, Science, Art, Physical Large and Fine Motor Activities, and Social and Emotional Learning. Educators will follow Minnesota Statute <a href="#">124D.166</a> related to screen time limits for young children.</p> <p>If families choose to use technology, students will use their families' devices or district-issued iPads to engage and interact with students with licensed teachers through developmentally- and culturally-appropriate content. Teachers will post lessons via SeeSaw or email at the beginning of the student contact day.</p> <p>Early Childhood Special Education teachers will provide individualized instruction appropriate for each student as outlined in their Individual Family Service Plan(IFSP) or Individual Education Plan(IEP).</p> <p>Ways caregivers can support during E-Learning days:</p> <ul style="list-style-type: none"><li>• Support students in connecting with teachers to become familiar with the learning tools your students will be using.</li><li>• Support students' learning and engagement with activities.</li><li>• Contact teachers with questions or to get support for students.</li></ul>



<p><b>Elementary Schedule (access to Internet and technology)</b></p>	<ul style="list-style-type: none"> <li>• Asynchronous interactive SEL and academic choice-learning opportunities via choice boards</li> <li>• E-Learning Day activities are for enrichment, review, and/or extension of in-person learning.</li> </ul>
<p><b>Elementary Schedule (without Internet and digital device access)</b></p>	<ul style="list-style-type: none"> <li>• Asynchronous SEL and academic learning activities will be provided from the teacher and/or school with families in paper form on a quarterly basis in the event of an elearning day. A school messenger via robo-call will be sent to all families with a list of SEL and academic learning activities for students who may not have access to the digital or paper learning activities.</li> <li>• Teachers must contact students by telephone to conference with students and assess and support their learning.</li> <li>• E-Learning Day activities are for enrichment, review, and/or extension of in-person learning and available in print and digital formats</li> </ul>
<p><b>Middle and High School Schedule (access to Internet and technology)</b></p>	<ul style="list-style-type: none"> <li>• Asynchronous SEL and academic learning opportunities</li> <li>• Communicated to students via Student Portal.</li> </ul>
<p><b>Middle and High School Schedule (without Internet and digital device access)</b></p>	<ul style="list-style-type: none"> <li>• Asynchronous SEL and academic work on current and previous assignments for each course (see Student Portal)</li> <li>• E-Learning Day activities are for enrichment, review, and/or extension of in-person learning.</li> <li>• Teachers must contact students by telephone to conference with students and assess and support their learning.</li> </ul>



<b>Considerations for Special Populations</b>	<p><u>Kings and Queens Program</u> The Office of Black Student Achievement will support Kings and Queens through the instructors and classes, along with their families, in E-learning when school is not in session. For more information, please contact Director Dena Luna at <a href="mailto:dena.luna@mpls.k12.mn.us">dena.luna@mpls.k12.mn.us</a> or <a href="mailto:Blackstudents@mpls.k12.mn.us">Blackstudents@mpls.k12.mn.us</a></p> <p><u>American Indian Students</u> American Indian Education Department will support students within all grade levels, along with their families, in E-learning when school is not in session. For more information and specifics, please contact Director Jennifer Simon at <a href="mailto:jennifer.simon@mpls.k12.mn.us">jennifer.simon@mpls.k12.mn.us</a> or the general department email at <a href="mailto:indianed@mpls.k12.mn.us">indianed@mpls.k12.mn.us</a>.</p> <p><u>Students Experiencing Homelessness</u> School social workers are the main point of contact for families experiencing homelessness. Parents/youth should contact their school social worker for information about resources and support. If you are unable to reach your social worker or have further questions, please contact the district liaison, Charlotte Kinzley at <a href="mailto:charlotte.kinzley@mpls.k12.mn.us">charlotte.kinzley@mpls.k12.mn.us</a> or 612-668-5480.</p> <p>MPS Early Childhood Family Education, MPS High Five, PICA Head Start, and private preschools collaborate with MPS ECSE staff to provide E-Learning to children/students.</p> <p>MPS has many partners who are committed to our students. We have several partners who have reached out to MPS schools and departments and are working closely with them to provide us with ongoing integrated learning opportunities for all MPS students.</p>
<b>English Learner</b>	<p>All students who receive English learner services will continue to engage in instruction in asynchronous instruction to support language-development goals and student engagement.</p> <p>For English Learners who do not have access to internet and digital devices, teachers must contact students by telephone to conference with students and assess and support their learning.</p>



**Special Education  
and 504 Services**

**For students with an IEP:**

E-Learning instruction will include specialized instruction, related services, modifications and accommodations as outlined in the students' IFSPs/IEPs. Case Managers and Special Education Assistants (SEA's) will make attempts to connect with students via web or phone to support the facilitation of instruction as outlined in the Student's IEP.

For most students, their General Education teacher will provide instructional support for Learning and students will engage in the assigned instructions (choice board, seesaw or google classroom activities) with [modifications and accommodations](#) provided in collaboration with the Case Manager and SEAs per their IEP.

For students who receive pull out, highly specialized instruction, eLearning could be provided through:

- Continued groups as schedules using technology or phone solutions or
- Modified choice boards provided in paper or in seesaw/google classroom that reflect the student's instructional day.

Adaptive equipment and assistive technology will be provided if possible. Case managers will provide instruction through technology, paper, pencil or work boxes to meet the needs of each individual student.

Special Education and Indian Education will work in collaboration with schools and teams in connecting with families and students to provide services during eLearning.

For children ages birth to three with an IFSP:

- Your child's primary service provider will contact you and services will be provided in accordance with the IFSP as closely as possible.

**For students with 504 plans:**

Your student's 504 case manager will collaborate with teachers and relevant support staff to plan for implementation of accommodations and services during Distance Learning. 504 case managers and the district's 504 coordinator are available to consult on how best to accommodate your child at home during



	<p>Distance Learning. 504 Teams can meet through video, phone or email to conduct evaluation meetings or 504 Plan meetings.</p>
<p><b>Social Emotional Learning</b></p>	<p>Social Emotional Learning (SEL) is a priority for MPS and is considered a universal support for student and staff well-being.</p> <p>"Social-emotional learning (SEL) skills can help us build communities that foster courageous conversations across differences so that our students can confront injustice, hate, and inequity. SEL refers to the life skills that support people in experiencing, managing, and expressing emotions, making sound decisions, and fostering interpersonal relationships." <a href="#">Dr. Dena Simmons</a></p> <p>MPS has assembled the <a href="#">following resources for our families and students</a>.</p>
<p><b>Mental Health Supports</b></p>	<p>School social workers, school counselors, school psychologists and school nurses are available to students and families to provide support services as needed during E-Learning. Services will vary depending on individual student needs. These support staff are also available to consult with teachers about students' mental health needs. Families should contact these providers or their school to get connected.</p> <p><u>Students who receive school based mental health services</u></p> <p>MPS has partnerships with more than 13 different mental health agencies to provide mental health therapeutic support for students and families. If your student receives school based mental health services when school is in session, these services are still available during E-learning. Your health care provider should reach out to you or you can call your provider to arrange for service.</p> <p><u>Crisis Service</u></p> <p>If someone in your family is experiencing a mental health crisis, support is available.</p> <ul style="list-style-type: none"> <li>● Hennepin County Family Response and Stabilization Service             <ul style="list-style-type: none"> <li>○ Call 612-979-9511 7 days/week 10 a.m. to 10 p.m.</li> </ul> </li> <li>● National Suicide &amp; Crisis Lifeline             <ul style="list-style-type: none"> <li>○ Call or text 988 24/7</li> </ul> </li> </ul>
	<p>The district has established a digital safety help line. See <a href="#">Student Device Guidelines</a>. All students are</p>



<p><b>Internet Safety and Digital Citizenship</b></p>	<p>receiving instruction on digital citizenship.</p> <ul style="list-style-type: none"> <li>• All <a href="#">MPS policies</a> related to bullying, cyberbullying, harassment, and the use of drugs, alcohol, or smoking apply to students and staff in this online setting.</li> <li>• All MPS devices are connected to a <a href="#">CIPA compliant</a> web filter that blocks inappropriate content.</li> <li>• MPS no longer has a contract with Gaggle for monitoring. Any monitoring will be done by teachers.</li> <li>• <b>speakup@mpsedu.org</b></li> <li>• Call or text <b>(612) 416-1162</b></li> </ul>
<p><b>Minneapolis Kids</b></p>	<p>During a short-term closure, families will be notified in advance in regards to Minneapolis Kids Child Care and refunds will not be given.</p>
<p><b>Youth and Adult Enrichment</b></p>	<p>In the event that classes in progress are canceled, coordinators of youth and adult enrichment programs will contact participants/families by email and phone. For any enrichment classes offered for a fee whose instructors are not able to continue the class online or reschedule, participants will be given the option of receiving a prorated refund for the canceled class session(s).</p> <p>For youth after school enrichment programs, alternate options will be made available through Google Meet, activity kits, pre-recorded videos, and socially distanced outdoors, with classes led by the mix of permanent and temporary staff who also provide classes in person.</p> <p>For adult enrichment, alternate options will be made available through Zoom, pre-recorded videos, and socially distanced outdoors, with classes led by the temporary staff who also provide classes in person.</p>
<p><b>Adult Basic Education</b></p>	<p>MPS Adult Basic Education’s online format is through Schoology. Students will be contacted and informed about how to access their online class. Contact: <a href="mailto:mpsabe@mpls.k12.mn.us">mpsabe@mpls.k12.mn.us</a> and at 612-668-3800.</p>