

The mission of the Frazee-Vergas Public School District, a leader in quality education is to provide and promote a secure and respectful educational environment which encourages the development of individual potential for life-long learning in a diversified society.

**Frazee-Vergas Public Schools, ISD 23
Frazee, Minnesota 56544
School Board Working Session
High School Media Center
Monday, October 26, 2009
6:00 PM**

10/23 11:40am updated agenda, added Koslofsky 10/26 update agenda, school vehicle purchase added

1. Call to Order by the School Board Chairperson
2. Citizen & Delegation Requests
3. Recognition of Visitors and Guests
 - A. Mrs. Renee' Christofferson Native American Director
4. Adoption of the Agenda 4
5. Consider Consent Agenda 7
 - A. Adoption of the Minutes –October 12, 2009 9
6. Communications Reports
 - A. Guests
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 2. Mr. Bardie Skjonsberg, RTI 12
 - B. Staff
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 2. Mrs. Thorp, Community Education Director-Community Education Report 22
 - C. Administrative
 1. Mr. Haugen, Elementary Dean of Students
 2. Mr. Koslofsky, Principal 23
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 - A. Review/Discuss School District Policies 24
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 2. 204 School Board Meeting Minutes
 3. 205 Open Meetings and Closed Meetings
 4. 206 Public Participation in School Board Meetings
 5. 208 Development, Adoption, and Implementation of Policies
 6. 210 Conflict of Interest-School Board Members
 7. 401 Equal Employment Opportunity
 8. 404 Employment Background Checks
 9. 404F Employment Background Checks Form
 10. 407 Employee Right to Know-Exposure to Hazardous Substances

11. 409 Employee Publications, Instructional Materials, Inventions, and Creations
12. 410 Family and Medical Leave Policy
13. 412 Expense Reimbursement
14. 419 Tobacco-Free Environment
15. 420 Students and Employees with Communicable and Infectious Conditions
16. 515 Protection and Privacy of Pupil Records Form
17. 515F Protection and Privacy of Pupil Records Form
18. 521 Student Disability Nondiscrimination
19. 521F Student Disability Nondiscrimination Form
20. 524B ISD#23; Frazee-Vergas Public Schools Do(s) and Don't (s) for Information Technology Use 29
21. 526 Hazing Prohibition
22. 603 Curriculum Development
23. 613 Graduation Requirements
24. 615 Basic Standards Testing, Accommodations, Modifications, and Exemptions
25. 616 School District System Accountability
26. 618 Assessment of Standard Achievement
27. 705 Investments
28. 707 Transportation of Public School Students
29. 708 Transportation of Nonpublic School Students
30. 709 Student Transportation Safety Policy
31. 709F Student Transportation Safety Policy Form
32. 720 Vending Machines
33. 802 Disposition of Obsolete Equipment and Material
34. 805 Waste Reduction and Recycling
- B. Review/Discuss School District Policies-Non-Substantive Changes
 1. 212 School Board Member Development
 2. 414F Mandated Reporting of Child Neglect or Abuse –Form
 3. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
 4. 504 Student Dress and Appearance
 5. 509F Enrollment of Nonresident Students-Form
 6. 524 Internet Acceptable Use and Safety Policy
 7. 531The Pledge of Allegiance
 8. 533 Wellness
 9. 609 Religion
 10. 614 School District Testing Plan and Procedure
 11. 617 School District Ensurance of Standards
 12. 619 Staff Development Standards
 13. 620 Credit for Learning
 14. 713 Student Activity Accounting
 15. 806 Crisis Management
 16. 806F Crises Management Form
 17. 904 Distribution of Materials on School Property by Nonschool Persons
 18. 906 Community Notification of Predatory Offenders
- C. Approve Purchase of School Vehicle
- D. 2009-2011 Negotiations Strategy-Closed Session as per MN Statute 13D.03

8. Meetings/Workshops

- A. Meet & Confer Meeting, Monday, November 2, 4:00 p.m., High School Conference Room
- B. Regular School Board Meeting, Monday, November 9, 6:00 p.m. , High School Media Center
- C. School Board Negotiations Strategy Closed Meeting, Monday, November 9, 5:00 p.m., District Business Office
- D. School Board Negotiations Strategy Closed Meeting, Monday, November 16, 3:30 p.m., District Business Office
- E. FEA-Board Negotiations, Monday, November 16, 5:00 p.m., High School Conference Room
- F. Joint City-School Board Meeting, Monday, November 16, 7:00 p.m., Frazee City Hall
- G. School Board Working Session, Monday, November 23, 6:00 p.m. , High School Media Center
- H. Truth & Taxation Hearing, Monday, November 30, 6:00 p.m., High School Media Center
- I. Open Forum, Monday, November 30, 7:00 p.m., High School Media Center
- J. MSBA State Leadership Conference, January 13-15, Minneapolis Convention Center

9. Adjournment of Meeting

*The agenda is tentative until approved by the school board. The agenda is subject to change without notice.

**The public may address the School Board in accordance with Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

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**Frazee-Vergas Public Schools, ISD 23
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School Board Working Session
High School Media Center
Monday, October 26, 2009**

***TENTATIVE AGENDA**

- 1.0 Call to Order by the School Board Chairperson
- 2.0 Citizen & Delegation Requests
 - 2.1 None
- 3.0 Recognition of Visitors and Guests
 - 3.1 Mrs. Renee' Christofferson Native American Director
- 4.0 Adoption of the Agenda D/A
- 5.0 Consider Consent Agenda D/A
 - 5.1 Adoption of the Minutes –October 12, 2009
- 6.0 Communications Reports
 - 6.1 Guests:
 - 6.1.1 Leadership Academy Students
 - 6.1.2 Mr. Bardie Skjonsberg, RTI
 - 6.2 Staff:
 - 6.2.1 Mrs. Menz, Business Manager-Employee Leave Report
 - 6.2.2 Mrs. Thorp, Community Education Director-Community Education Report
 - 6.3 Administrative:
 - 6.3.1 Mr. Haugen, Elementary Dean of Students
 - 6.3.2 Mr. Koslofsky, K-12 Principal
 - 6.4 Board:
- 7.0 Discussion Items- No Action Required
 - 7.1 Review/Discuss School District Policies-Legislative and Recommended Changes
 - 7.1.1 203.5 School Board Meeting Agenda
 - 7.1.2 204 School Board Meeting Minutes
 - 7.1.3 205 Open Meetings and Closed Meetings
 - 7.1.4 206 Public Participation in School Board Meetings
 - 7.1.5 208 Development, Adoption, and Implementation of Policies
 - 7.1.6 210 Conflict of Interest-School Board Members
 - 7.1.7 401 Equal Employment Opportunity
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 - 7.1.12 410 Family and Medical Leave Policy
 - 7.1.13 412 Expense Reimbursement

- 7.1.14 419 Tobacco-Free Environment
- 7.1.15 420 Students and Employees with Communicable and Infectious Conditions
- 7.1.16 515 Protection and Privacy of Pupil Records Form
- 7.1.17 515F Protection and Privacy of Pupil Records Form
- 7.1.18 521 Student Disability Nondiscrimination
- 7.1.19 521F Student Disability Nondiscrimination Form
- 7.1.20 524B ISD#23; Frazee-Vergas Public Schools Do(s) and Don't (s) for Information Technology Use
- 7.1.21 526 Hazing Prohibition
- 7.1.22 603 Curriculum Development
- 7.1.23 613 Graduation Requirements
- 7.1.24 615 Basic Standards Testing, Accommodations, Modifications, and Exemptions
- 7.1.25 616 School District System Accountability
- 7.1.26 618 Assessment of Standard Achievement
- 7.1.27 705 Investments
- 7.1.28 707 Transportation of Public School Students
- 7.1.29 708 Transportation of Nonpublic School Students
- 7.1.30 709 Student Transportation Safety Policy
- 7.1.31 709F Student Transportation Safety Policy Form
- 7.1.32 720 Vending Machines
- 7.1.33 802 Disposition of Obsolete Equipment and Material
- 7.1.34 805 Waste Reduction and Recycling
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 - 7.2.1 212 School Board Member Development
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 - 7.2.13 620 Credit for Learning
 - 7.2.14 713 Student Activity Accounting
 - 7.2.15 806 Crisis Management
 - 7.2.16 806F Crises Management Form
 - 7.2.17 904 Distribution of Materials on School Property by Nonschool Persons
 - 7.2.18 906 Community Notification of Predatory Offenders
- 7.3 Approve Purchase of School Vehicle D/A
- 7.4 2009-2011 Negotiations Strategy-Closed Session as per MN Statute 13D.03 D/A

8.0 Meetings/Workshops

- 8.1 Meet & Confer Meeting, November 2, 4:00 p.m., High School Conference Room
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- 8.7 School Board Working Session, November 23, 6:00 p.m. , High School Media Center

- 8.8 Truth & Taxation Hearing, November 30, 6:00 p.m., High School Media Center
- 8.9 Open Forum, November 30, 7:00 p.m., High School Media Center
- 8.10 MSBA State Leadership Conference, January 13-15, Minneapolis Convention Center

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Revised: Oct. 14 9:10 p.m.

District Goals:

TENTATIVE

**Frazee-Vergas Public Schools, ISD 23
School Board Working Session
Background Information
October 26, 2009**

Please contact Board Chair Laine, Donna Mineer, Diane Menz, Amie Erickson, or myself with any questions or concerns.

BACKGROUND INFORMATION

CONSENT AGENDA ITEMS

ITEM 5.1 Topic: Minutes

Background: Minutes from the regular board meeting on October 12, 2009 are included in your board packet. If corrections to the minutes are necessary, please let me know at your earliest convenience.

Recommendation: Administration recommends Board approval.

COMMUNICATION REPORTS

ITEM 6.1.1 Topic: Leadership Academy Students

Background: This is a new program designed to help develop leadership skills and pride in students. Members of the committee will inform the school board of program expectations.

ITEM 6.1.2 Topic: Mr. Bardie Skjonsberg, RTI

Background: Mr. Skjonsberg will give the board an update on the Districts new program (Response To Intervention).

ITEM 6.2.1 Topic: Leave Report

Background: Mrs. Menz will provide the school board with a report on leaves. The leaves will be for a period of one month. This will help educate you on the variety and frequency of leaves taken by employees.

ITEM 6.2.2 Topic: Community Education

Background: Mrs. Thorp will provide the school board with the monthly community education report.

ITEM 6.3.1 Topic: Title I

Background: Mr. Haugen will give the school board a brief report on Title I and its impact on the District.

CONSIDER ACTION ITEMS

ITEM 7.1 Topic: Review School District Policy

Background: Please review the Policy Services Newsletter which has the MSBA/MASA Model Policy Revisions for the 2008 Legislative Session. I recommend adoption of the policies with particular attention given to district specific language for policy: 524 (use alternative 3 and changes to 524B Do (s) and Don't (s), 616 (keep district curriculum cycle), and 709 (keep district consequences). All policies are available on the MSBA website.

ITEM 7.2 Topic: 2009-2011 Negotiations Strategy – Closed session as per MN Statute 13D.03

Background: Confidential

Recommendation: Administration recommends Board approval.

MEETING & WORKSHOP SCHEDULE – No Action Required

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- 8.2 Regular School Board Meeting, November 9, 6:00 p.m. , High School Media Center
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**SCHOOL BOARD MINUTES
October 12, 2009
BOARD OF EDUCATION
FRAZEE-VERGAS PUBLIC SCHOOLS ISD #23**

The Regular Meeting of the Board of Education of Frazee-Vergas Independent School District #23 was called to order by Chair Dana Laine on Monday, October 12, 2009 at 6:03 p.m. in the High School Media Center. Members in attendance were Nancy Dashner, Keith Janu, Steve Jepson, Dana Laine, Don Thorp and Rich Ziegler. Absent was Dwight Cook.

Administrators, business office personnel, media representatives and guests included approximately 10 people.

The Pledge of Allegiance was recited by board members and guests.

Motion Janu, second Dashner to approve the agenda. Motion carried.

CITIZEN AND DELEGATION REQUESTS

Joyce Bauer addressed the board regarding procedure for filling a vacated board seat.

CONSENT AGENDA

Chair Laine asked if any of the items on the Consent Agenda needed to be pulled for further discussion. Discussion followed. Motion Thorp, second Janu to approve the Consent Agenda which included the following items:

- Approved the adoption of the minutes from the September 28, 2009 regular board meeting;
- Approved the Treasurer's Report & Investments which included the following:

Investments Purchased /Deposits

| | |
|-----------------------------------|--------------|
| MA Payment | \$402.03 |
| MSDLAF Deposit 9/15/09 | \$204,560.00 |
| MSDLAF Deposit 9/30/09 | \$629,984.99 |
| UCB Money Market savings deposits | \$45,397.23 |

Investments Matured/Withdrawals

| | |
|--------------------|--------------|
| MSDLAF check #1978 | \$78,000.00 |
| MSDLAF check #1979 | \$98,000.00 |
| MSDLAF check #109 | \$270,154.00 |
| MSDLAF check #1980 | \$388,000.00 |
| MSDLAF check #1981 | \$260,000.00 |
| MSDLAF check #1982 | \$119,000.00 |

- Approved the Check Summary Report:

| | |
|-------------------------|--------------|
| A/P checks for 10/12/09 | \$324,034.63 |
| Payroll & Benefits | \$503,686.45 |
| Anderson Bus Company | \$94,454.77 |
| Grand Total | \$922,175.85 |

- Approved payment of the Anderson Bus transportation billing at the end of the month.
- Approved recommendations to hire the following staff:

| | | |
|----------------|----------------------------------|--------------|
| Nancy Bachmann | Part-Time Food Service Worker | \$10.10/hour |
| Cindy Byer | Part-Time Special Education Para | \$10.30/hour |

- Approved resignation of custodian Mary Holsen effective December 31, 2009.
- Approved resignation of counselor Jamie Nelson effective October 29, 2009.
- Approved school district enrollment options program applications.
- Approved 2009-2010 seniority lists for AFSCME, MSEA and FEA.
- Approved 2009-2010 snow removal contract.
- Approved Assurance of Compliance with State and Federal Law Prohibiting Discrimination.
- Approved High School fundraisers for 2009-2010.
- Approved Elementary fundraisers for 2009-2010.
- Approved revised 2009-2010 calendar.
- Acknowledged and accepted the following gifts with thanks to the respective donors:
 ECFE – Jay Estensen; Lee Smith
 Bethlehem Lutheran Sunday School - \$500

Following discussion, the board voted unanimously to approve the Consent Agenda. Motion carried.

Communication Reports

Troy Haugen, Dean of Students:

- Reported October 5 enrollment at 490.
- Reported NWEA testing began September 30. Plan to complete by October 14.
- Shared Hornet Connection opening enrollment to be 60 compared to last year's opening enrollment of 21.

Brian Koslofsky, K-12 Principal:

- Shared September students of the month:
 - Student of the Month nominations were:
 - 7th grade – Logan Fuchs, 8th grade – Ashley Laine
 - 9th grade – Jesse Lingl, 10th grade – Bayleigh Antonsen
 - 11th grade – Dylan Green, 12th grade – Jake Schermerhorn
 - Students of the month chosen were:
 - 8th grade – Ashley Laine
 - 10th grade – Bayleigh Antonsen
 - 11th grade – Dylan Green
- Shared September "Got Caught" as Jocelyn Geifer, Becca Bellefeuille, Josh Willard, Charteena Hughes, Amber Oelfke, Tabiatha Hart, Josh Wurst, Hayden Hoskins, Jacob Schermerhorn.
- Reported October 1 enrollment as 409.
- Presented the discipline reports.
- Shared student counts/class.
- Shared dates for NWEA and MCA testing.

Deron Stender, Superintendent:

- Reported October 1 enrollment at 898.
- Shared Lifetime Achievement Award was received by Mrs. Renee' Christofferson by the Minnesota Indian Education Association.

Discussion Items

- Reviewed Proposed School Board Procedure for Filling Vacated School Board Seat. Discussion followed. Board to follow statute.

Meetings/Workshops

- School Board Negotiations Strategy Closed Meeting per MN Statute 13D.03, October 19, 5:30 p.m., District Business Office
- FEA/School Board Negotiations Meeting, October 19, 6:30 p.m., HS Conference Room
- Labor Management Exploratory Meeting, October 26, 3:30 p.m., High School Conference Room
- School Board Meeting, October 26, 6:00 p.m., High School Media Center
- MREA Fall Conference, November 4-6, Alexandria
- Regular School Board Meeting, November 9, 6:00 p.m., High School Media Center
- Joint City of Frazee & School Board Mtg., November 16, 7:00 p.m., Frazee City Hall

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- School Board Working Session, November 23, 6:00 p.m., High School Media Center
- School Board Open Forum, November 30, 7:00 p.m., Frazee City Hall

Business Items

10.1 Approval of First Reading of Frazee-Vergas School District Mission Statement

Motion Ziegler, second Thorp to approve the first reading of the Frazee-Vergas School District Mission Statement. Motion carried by unanimous vote.

10.2 Approval of Second and Final Reading of the 2009-2010 Frazee-Vergas School District Goals

Motion Dashner, second Janu to approve the second and final reading of the 2009-2010 Frazee-Vergas School District Goals. Motion carried by unanimous vote.

10.3 Approval of Resolution Seeking Funds from the Minnesota State High School League Foundation to help Support Extra Curricular Programs and Fine Arts

Motion Dashner, second Thorp to approve the Resolution Seeking Funds from the Minnesota State High School League Foundation to help Support Extra Curricular Programs and Fine Arts. Roll call vote was taken. Dashner, Janu, Jepson, Laine, Ziegler and Thorp all voted in favor and no one vote against. Resolution was adopted.

Adjournment

The meeting was adjourned at 6:25 p.m.

Clerk: _____

**Response to Intervention (RTI) &
Frazee-Vergas Schools
10/26/2009**

Team members:

Julie Karger

Lisa Smith

Jamie Wothe

Michelle Oswald

Natalie Wibe

Bardie Skjonsberg

RTI

- What is Rtl?
- Why are we doing it?
- What have we done?
- Where are we going?

RTI is...

- Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems.

(As defined by National Center on Response to Intervention)

A Smart System Structure

Academic Systems

Behavioral Systems

Intensive, Individual Interventions

- Individual Students
- Assessment-based
- High Intensity
- Of longer duration

Intensive, Individual Interventions

- Individual Students
- Assessment-based
- Intense, durable procedures

Targeted Group Interventions

- Some students (at-risk)
- High efficiency
- Rapid response

Targeted Group Interventions

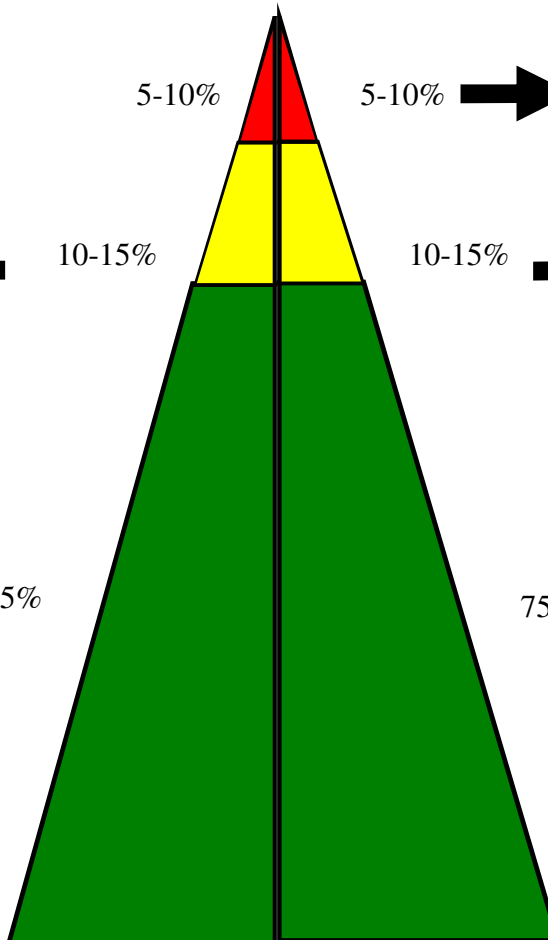
- Some students (at-risk)
- High efficiency
- Rapid response

Universal Interventions

- All students
- Preventive, proactive

Universal Interventions

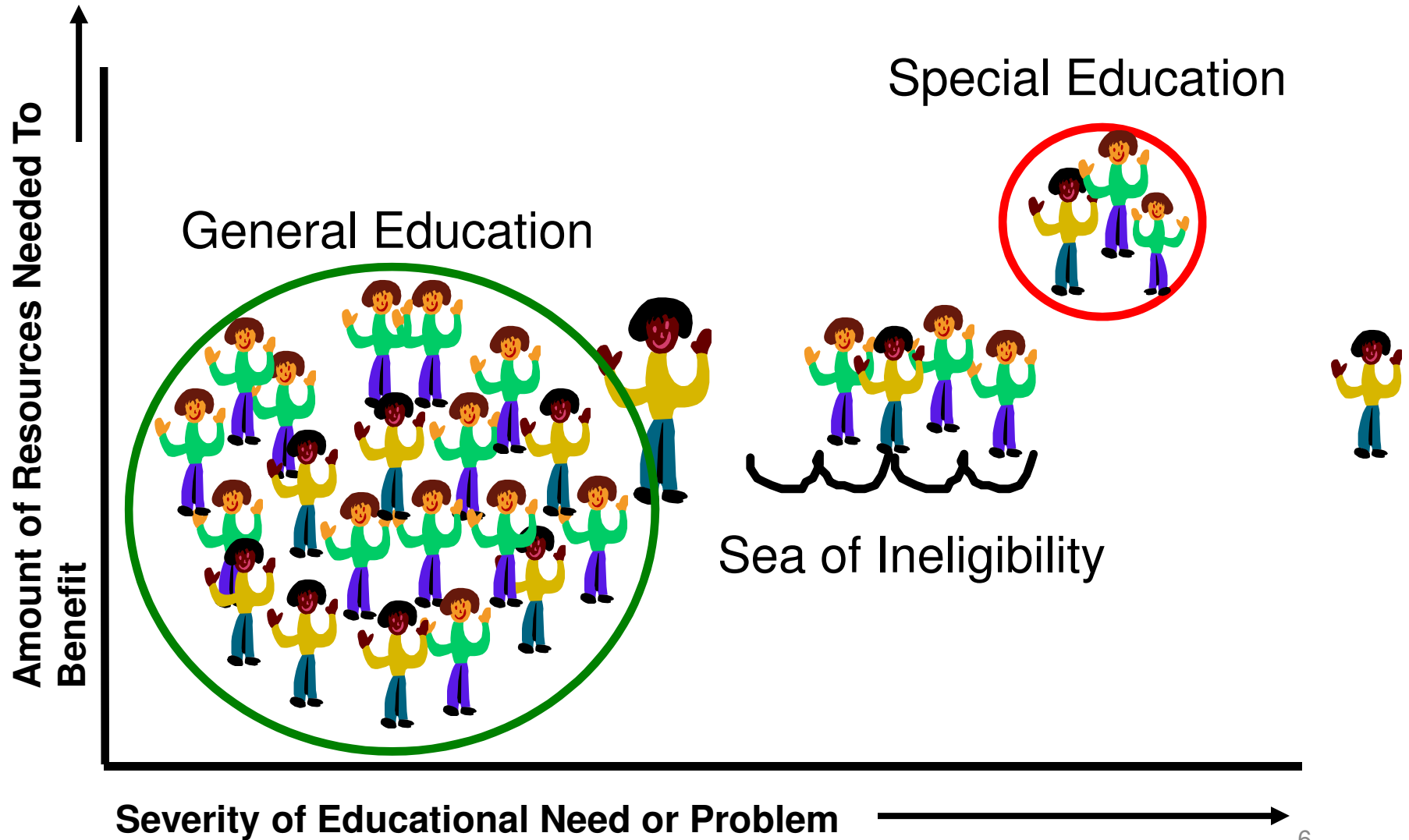
- All settings, all students
- Preventive, proactive



Why RTI...

- Knowing and understanding *specifically* why students are experiencing learning problems is critical to remediating their skill problems.
- Making decisions based on data
- Proactive and uniquely designed system
- Universal screening
- Determine whether an individual or class concern
- Provide focused, intense, research-based interventions
- Progress monitoring
- Key positive change: “In addition to, NOT in place of”

Current system...



What have we done...

- Formed a multidisciplinary team with strong support from District Administration
- Presented RTI introduction to staff
- Starting with Elementary with primary emphasis on Reading
- Increased knowledge level and understanding
 - RTI workshops
 - DIBELS workshop
- Conducted K-6 universal screening
- Reviewed assessment results with individual grade levels
- Began progress monitoring
- Revised referral system

Where we're going.....

- Go slow to go fast!

- Timeline:

Year 1: Exploration/Installation

Year 2: Installation/Initial Implementation

Year 3: Full Implementation

Year 4: Innovation

Year 5: Sustainability

Questions????

| October 2009 Absence Report (Activity 9-21-09 thru 10-20-09) | | | | | | | | | | |
|--|-------------------|-------------------|------------------|-----------------------------------|-----------------------|--------------------------------|------------------|--------------------------|------------------------|-----------------------|
| <u>Group</u> | <u>Sick Leave</u> | <u>Eme. Leave</u> | <u>Dep. Care</u> | <u>Total S.L.</u> | <u>Personal Leave</u> | <u>Duty Related/ Wkshp</u> | <u>Vacation</u> | <u>Total Days Missed</u> | <u>Total Work Days</u> | <u>Percent Missed</u> |
| FEA (74.65 FTE) | 29.0900 | 4.0000 | 9.4500 | 42.5400 (Days) | 113.00 (hours) | 31.64 (days) | | 90.32 | 1493 | 6.050% |
| MSEA (45 members) | 173.2500 | 0.0000 | 58.0000 | 231.2500 (Hours) | 29.75 (hours) | 0 (days) | | 38.67 | 900 | 4.296% |
| AFSCME (6 members) | 25.5000 | 0.0000 | 0.0000 | 25.5000 (Hours) | 0.00 (hours) | 0 (days) | 10.75 (hours) | 4.53 | 120 | 3.776% |
| Independent (12 members) | 22.5000 | 28.0000 | 0.0000 | 50.5000 (Hours) | 0.00 | 5 (days) | 0 (hours) | 11.31 | 240 | 4.714% |
| NOTES: | | | | | | | | | | |
| Sick leave for FEA is in days, while their personal leave is in hours. | | | | | | | | | | |
| MSEA & AFSCME sick leave, personal leave and vacation is in hours. | | | | | | | | | | |
| Emergency leave and Dependent care are both part of sick leave and are deducted from | | | | | | | | | | |
| accrued sick leave. | | | | | | | | | | |

Early Childhood Family Education

- There were 46 registrants for the traditional Party in the Pumpkin Patch. The next large upcoming event is Fall Festival this Friday morning (Oct. 30, 9-11 a.m.), followed by the Holmes Theatre production of *Click, Clack, Moo* next week.
- Planning is underway for Spring activities.

Community Education**Fall Session:**

We've had high sign-up for a number of classes for which additional sections have been opened, including Community CPR, Card Creation Clinic and Thanksgiving Tile Project.

Some of the other upcoming Fall sessions include:

- A Second Look at the Kennedy Assassination and Warren Report with instructor Steve Carlson,
- Linda Anderson's popular twice-weekly Pilates exercise class,
- Theater trip to *Away in the Basement: A Church Basement Ladies Christmas* (Dec. 20 at Plymouth Playhouse in Plymouth),
- Felting and sweatshirt-to-jacket conversion with Donna Ulschmid,
- Let's Speak French! with Sheila Johnson,
- Blood Screening (now offered twice yearly, with a November 19 session as well as one in May 2010),
- Kids' Cookie Decorating Contest (Dec. 15 at the Palace Café.)
- Guitar, piano and voice lessons with David Christensen (short session due to Fall musical).

Rehearsals are underway for *The All Night Strut* which blends music and dance from the Depression through WWII eras. Community Education assists with funding for this project. Show dates are **November 13, 14 and 15**.

The new **Youth Tackle Football** program for 5th and 6th graders concluded successfully, with 44 participants who had practice/scrimmage Wednesday afternoons and Saturday mornings. Many thanks to the individuals who made time to help launch this program.

Spring Session:

Several theater trips (*Mama Mia* in the Twin Cities and *A Funny Thing Happened on the Way to the Forum* at NDSU) are already being planned and pre-marketed.

Blood Screening will take place in May (date to be determined).

Other Spring session possibilities are already on the drawing board.

Other

During the school year, Community Luncheons are held in the FHS Commons.

Forward Frazee continues its meetings on the third Friday monthly, with the fall schedule alternating locations throughout the community. Breakfasts are provided by grant funds. The next meeting is **Friday, November 20 at 7 a.m. at the Palace Cafe**. (Please RSVP to Community Ed. if you are planning to attend.)

Community Education provides funding for after-school high school media center staffing from 3:30-5 p.m. Tuesdays, Wednesdays and Thursdays.

Testing out of Class

- I. Why are we doing this?
 - a. We currently do not have a policy or procedures in place do allow students to test out of classes.
 - b. MN Department of Education rule #3500.2900 (has since been repealed) required districts to establish and maintain a system for awarding course credit to students who have demonstrated and successfully met the learner outcomes of a course.
 - c. MSBA says it is good practice but it is up to individual districts to determine. Several school districts do have current policies in place allowing students to test out of classes.

- II. What needs to be done? What should an assessment look like?
 - a. Departments discuss procedures/policies and assessments to give feedback/information to department heads to pass on to committee which will be meeting before the end of the quarter.
 - b. A policy/procedures manual for student approved and adopted by the school board.
 - c. Assessment for each course offered on file with the principal. Assessments will vary depending upon type of course and may include both written and performance assessments.
 - d. Assessments must address these two areas: standards for your course and the objectives stated in your syllabus.
 - e. Assessments may include final exams, a group of unit exams, exhibition of portfolio work, demonstration of skills, questioning interview, or other performance – based assessment.

- III. Who will be involved in the process?
 - a. Teachers will develop testing out assessments for each course taught.
 - b. Department chairs will report on progress and provide information to the task force/committee from the teachers in the department.
 - c. Task force/committee of about 7 teachers, plus the principal, counselor and curriculum coordinator, will draft the policy/procedures manual for students.

- IV. When/Timeline?
 - a. 11/1 thru 12/20 – Departments meet to discuss policy/procedure information and determine types of assessment which best address their courses.
 - b. Teachers may use Stay Late Wednesdays to work on this curriculum project – draft of assessment for each course by end of semester during which it is being taught.
 - c. Site council will meet initially before the end of the quarter to collect and review progress in each department with goal of having a draft of the policy/procedures manual to the school board by the end of January.
 - d. 1/06 thru 2/06 – Site council will review assessment drafts for final approval.
 - e. Procedure/policy manual and assessments will be on file with the principal by fall 2010.



Policy Services Newsletter

September 2009

The revisions to the Model Policies have been completed. Legislative changes in 2008 are now reflected. Please go to the MSBA website to print and/or download these revised policies so you can update your own Policy Manuals.

Some of the 2008 changes were complicated by federal law and regulations changes, which delayed our work. We are working on the 2009 legislative changes and hope to get those to you faster.

MSBA/MASA Model Policy Revisions for the 2008 Legislative Session

| Model Policy Number | Model Policy Title | Summary of Changes |
|--|---|---|
| Legislative and Recommended Changes | | |
| Preface | Preface | The mandatory policy description and list have been updated. An address update has been made, and the legal reference abbreviations have been updated. |
| ✓ 203.5 | School Board Meeting Agenda | MSBA recommended change to improve board process. |
| ✓ 204 | School Board Meeting Minutes | Legislative changes regarding the recording of closed meetings have been added. |
| ✓ 205 | Open Meetings and Closed Meetings | Legislative changes regarding the recording of closed meetings have been added. Cases were added to the legal references. <i>Already approved</i> |
| ✓ 206 | Public Participation in School Board Meetings | Changes reflect an amendment to the law regarding data about applicants for appointment. Also hearing for head varsity coaches clarified. |
| ✓ 208 | Development, Adoption, and Implementation of Policies | The list of policies requiring annual review has been revised. See Section V.D. |
| ✓ 210 | Conflict of Interest—School Board Members | Policy revised to reflect new statutory provision regarding spouses of school board members who are employed by the school district and are part of a collective bargaining unit. <i>Already approved</i> |
| ✓ 401 | Equal Employment Opportunity | The description of this policy has been modified. |

| Model Policy Number | Model Policy Title | Summary of Changes |
|---------------------------|---|--|
| ✓ 404 | Employment Background Checks | Volunteer coaches are now covered by the background check requirement consistent with the legislative change. |
| ✓ 404F | Employment Background Checks Form | The form has been changed to reflect that volunteer coaches are now covered by the background check requirement in law. New model notice provided. |
| ✓ 407 | Employee Right to Know—Exposure to Hazardous Substances | The description of this policy has been modified. |
| ✓ 409 | Employee Publications, Instructional Materials, Inventions, and Creations | Notice requirement and legal reference have been added. |
| ✓ 410 | Family and Medical Leave Policy | This policy has been extensively revised to reflect changes in federal law and regulations. |
| ✓ 412 | Expense Reimbursement | Consistent with the statutory requirement, a mandatory provision regarding airline credits has been added. |
| ✓ 419 | Tobacco-Free Environment | The description of this policy has been modified and a legal reference added. |
| ✓ 420 | Students and Employees with Communicable and Infectious Conditions | The description of this policy has been modified. |
| ✓ 515 <i>Extensive</i> | Protection and Privacy of Pupil Records | This policy has been extensively revised to reflect changes in federal law and regulations. |
| ✓ 515F | Protection and Privacy of Pupil Records Form | The changes to federal law and regulations also have been made in the model notice. |
| ✓ 521 | Student Disability Nondiscrimination | Changes made in policy to reflect the federal law changes, the Americans with Disabilities Amendments Act. |
| ✓ 521F | Student Disability Nondiscrimination Form | New grievance report form added in response to requests from districts based on their audit experiences. |
| ✓ 526 | Hazing Prohibition | The description of this policy has been modified. |

| Model Policy Number | Model Policy Title | Summary of Changes |
|---------------------|--|---|
| ✓ 603 | Curriculum Development | The description of this policy has been modified. A legal reference has been updated. |
| ✓ 613 | Graduation Requirements | Revisions remove effective dates that have already passed and add and update legal references. |
| ✓ 615 | Basic Standards Testing, Accommodations, Modifications, and Exemptions | Clarification and updates to references within policy and in legal references section. |
| ✓ 616 | School District System Accountability | <i>Keep District seven year curriculum cycle.</i> A description for this policy has been added. Minor updates and clarifications made within policy and a legal reference has been updated. |
| ✓ 618 | Assessment of Standard Achievement | Revisions remove effective dates that have already passed, make minor additions and corrections, and update legal references. |
| ✓ 705 | Investments | Provisions added for postemployment benefit trusts. Legal references section includes additions. <i>already adopted</i> |
| ✓ 707 | Transportation of Public School Students | Changes made reflect legislative additions and legal references have been updated. |
| ✓ 708 | Transportation of Nonpublic School Students | Addition of language for day training and habilitation programs. Legal references section includes additions. |
| ✓ 709 | Student Transportation Safety Policy | Policy has extensive revisions reflecting legislative amendments. Many of the changes deal with required notices from drivers and type III vehicle drivers. Many updates to legal references. <i>Keep district consequences</i> |
| ✓ 709F | Student Transportation Safety Policy Form | New notice forms included. |
| ✓ 720 | Vending Machines | Revisions to notes within the policy reflect Bid Law changes. |
| ✓ 802 | Disposition of Obsolete Equipment and Material | Policy revised to reflect changes to the Bid Law. <i>Already approved</i> |
| ✓ 805 | Waste Reduction and Recycling | Revisions are reflective of changes in the law. |

| Model Policy Number | Model Policy Title | Summary of Changes |
|--------------------------------|---|---|
| Non-substantive Changes | | |
| ✓ 212 | School Board Member Development | <p data-bbox="659 813 1013 874">→ References only</p> <p data-bbox="659 942 920 997">→ New form</p> <p data-bbox="659 1050 1398 1187">These changes reflect updates to the legal and cross references (including changes in statute numbers and/or names, new statutes, rules, or cases), different forms and/or minor corrections. → Alternative 3</p> |
| ✓ 414F | Mandated Reporting of Child Neglect or Abuse—Form | |
| ✓ 415 | Mandated Reporting of Maltreatment of Vulnerable Adults | |
| ✓ 504 | Student Dress and Appearance | |
| ✓ 509F | Enrollment of Nonresident Students—Form | |
| ✓ 524 | Internet Acceptable Use and Safety Policy | |
| ✓ 531 | The Pledge of Allegiance | |
| ✓ 533 | Wellness | |
| ✓ 609 | Religion | |
| ✓ 614 | School District Testing Plan and Procedure | |
| ✓ 617 | School District Ensurance of Standards | |
| ✓ 619 | Staff Development for Standards | |
| ✓ 620 | Credit for Learning | |
| 713 | Student Activity Accounting | |
| ✓ 806 | Crisis Management | |

| Model Policy Number | Model Policy Title | Summary of Changes |
|---------------------|---|---|
| ✓ 806F | Crisis Management Form | These changes reflect updates to the legal and cross references (including changes in statute numbers and/or names, new statutes, rules, or cases) and minor corrections. |
| ✓ 904 | Distribution of Materials on School Property by Nonschool Persons | |
| ✓ 906 | Community Notification of Predatory Offenders | |

Instructions to Access the Online Policy Manual: Go to www.mnmsba.org. Click on “Manuals” or “Policy Services,” then “MSBA/MASA Policy Manual” and log in.

Within the Policy Manual, you are able to access, download, and search all the policies. You can download the whole manual at once by clicking on the link labeled “Download Entire Manual” and following the dialog boxes that appear. A separate link for “Revision History” is also available where you can review or download redlined versions of the revisions and see the list of revised policies.

If you would prefer to get the revised and updated policies on CD or paper, contact the MSBA office. A \$30 charge will be made for a CD and a \$40 charge for a paper copy of the Policy Manual inserts. A complete Policy Manual with tabs and new binder is \$60. A full manual and CD are \$90. These items are only available to Policy Services subscribers. If you have questions about the Policy Service, the online manual, or how to use it, contact Cathy Miller at 507-934-8132 or 800-324-4459 or by email at cmiller@mnmsba.org.

524 B - ISD #23; Frazee-Vergas Public Schools Do (s) and Don't (s) for Information Technology Use

Using technology in a safe and secure manner is every employee's responsibility. This document has been produced to help employees understand their specific responsibilities when using technology resources. Some activities specified are listed as "Do (s)" because they help protect ISD #23's electronic communication and technology resources. Some activities are "Don't (s)" because they significantly affect security risk, legal liability risk, and technology support/resources consumption.

This list of "Do (s) and Don't (s)" is not all-encompassing and WILL CHANGE as technology changes.

The biggest reminder as a school district employee is that much of the data that you produce on school district computers is considered PUBLIC. Please remember that much of what is created could potentially be requested by our constituents or subpoenaed by the courts. The subject matter and context of emails and other documents must be carefully considered.

For more information in regards to privacy & confidential data, please research the following items from which the technology use information has been derived from.

- Family Education Rights & Privacy Act (FERPA)
- Health Insurance Portability Accountability Act (HIPAA)
- Children's Internet Protection Act (CIPA)
- Protection of Pupil Rights Amendment (PPRA)
- Individuals with Disabilities Education Act (IDEA)
- Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act)
- Public Law 107-110; No Child Left Behind Act of 2001 (NCLB)
- ISD #23 Policy

Cross Reference:

Frazee-Vergas Public Schools Policy 524 Technology Acceptable Use and Safety Policy
Frazee-Vergas Public Schools Form 524A Internet Acceptable Use & Safety Agreement
Frazee-Vergas Public Schools Form 524C Web Development Procedures

Email Use

| <u>Activity</u> | <u>Do (s)</u> | <u>Don't (s)</u> |
|-------------------------|---|---|
| Receiving Emails | <ul style="list-style-type: none"> • Do process your emails daily. • Do make note of events on your Outlook calendar or personal calendar • Do delete unnecessary email and remember to “Empty Deleted Items” on occasion. | <ul style="list-style-type: none"> • Don't subscribe to automatic email (list/serve) email unless it is job related. • Don't open attachments or click on links which arrive in email from an unknown or suspicious source. • Don't open attachments or click on links which arrive from a known source, unless the attachment or link is expected, and/or verified. • Don't open attachments or click on links on your home email account if you are using a school computer to access your home email. |
| Sending Email | <ul style="list-style-type: none"> • Do contact the tech office if you have the need to send large attachments to users. • Do describe or refer to attachments in the body of your email when you are sending attachments. • Do remember that emails that are sent from a school account and school computers are considered PUBLIC. • Do be selective to whom you are sending emails to. Be particularly careful sending emails to multiple recipients (for example “Staff,” “ELStaff,” “HSStaff”). If it is not relevant to everyone on the list, do not send it to everyone. If it does not serve an educational purpose do not send it to everyone. • Don't send emails from your school computer unless it has an educational relevance. | <ul style="list-style-type: none"> • Don't send attachments that may contain an executable code. This includes files that end in: .exe, .html, .pif, and .zip. • Don't send emails from your school computer for union purposes other than those uses authorized in the Union Email "Do's" section. • Don't send emails that express a political opinion or use email as political posturing (versus political information). • Don't send any personal data of students particularly when it is in regard to the health of the individual. Without proper consent & signed release of information forms, it is considered a violation of HIPAA. |
| Union Email | <ul style="list-style-type: none"> • Do send electronic notices of bargaining unit meetings which are specific to date, time, and location. • Do send electronic union communications as much as reasonably possible outside of working hours. Examples of reasonable use during working hours would be contacting bargaining unit leaders for when immediate representation and direction are needed. • Do limit emails to members of the bargaining unit. Employees in other units are not or may not be | <ul style="list-style-type: none"> • Don't use district technology as a social network for union purposes. • Don't use district technology to express a political opinion or use email as political posturing. • Don't use district technology for union purposes other than those uses authorized in the Union Email "Do's" section. |

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| | interested. | |
| | <ul style="list-style-type: none"> Do use email for essential communication with the school board and administration. | |

Media Files; Audio (music & books) and video

| <u>Activity</u> | <u>Do (s)</u> | <u>Don't (s)</u> |
|---|---|---|
| File Download | <ul style="list-style-type: none"> Do download work related files from reputable sources such as government sites, educational institutions, or major news sources when possible. | <ul style="list-style-type: none"> Don't download files from sources that appear suspicious. |
| Pop Ups | <ul style="list-style-type: none"> Do delete pop up ads by clicking the "x" in the pop up. Do use the pop-up blocker provided in your web browser. Check cheat sheet for how to turn it on or off. | <ul style="list-style-type: none"> Don't click "yes" or "agree" or click on any links or buttons on pop up ads. Don't install your own pop up blockers on school equipment. |
| Purchases | <ul style="list-style-type: none"> Do use a personal email (i.e. Loretel, hotmail, etc.) for purchases not school related. | <ul style="list-style-type: none"> Don't use your school email address to make personal internet purchases. |
| Software Download or Install | <ul style="list-style-type: none"> Do download or install and test software on the "test machine" in each building. Once you have done such, email Help@frazee.k12.mn.us to request install on your classroom computer. | <ul style="list-style-type: none"> Don't download/install software, even if job related, unless you are specifically authorized to do so. Don't download/install non-job related software (such as weather bug or web shots). |
| Copying media files | <ul style="list-style-type: none"> Do check and beware of copyrights when using for class or presentations. | <ul style="list-style-type: none"> Don't copy non-job related media files to your school computer, school network, or any school equipment. |
| Downloading audio files (MP3) or video files. | <ul style="list-style-type: none"> Do use a subscription based or royalty-free site. Store on USB key, CD, or other device, not "My Documents." | <ul style="list-style-type: none"> Don't download audio files (such as MP3) or video files into school computer unless it is job related. |
| Listening to or watching non job related media files during free time. | <ul style="list-style-type: none"> Do use removable devices, such as CD's, DVD's, USB memory key, or other removable memory devices. | <ul style="list-style-type: none"> Don't store non-job related media files on school computers. |

| | | |
|------------------------------------|---|--|
| Listening to internet radio | <ul style="list-style-type: none"> • Do refrain from network radio between 8:15am-4:00pm to allow for educational uses. | <ul style="list-style-type: none"> • Don't use the school's computer network to listen to non-work related audio files during the day. |
|------------------------------------|---|--|

Miscellaneous

| <u>Activity</u> | <u>Do (s)</u> | <u>Don't (s)</u> |
|---|--|---|
| Instant Messaging | | <ul style="list-style-type: none"> • Don't use Instant Messaging. |
| Peer to Peer (P2P) | | <ul style="list-style-type: none"> • Don't use P2P file sharing technology on school computers. This includes downloading music from sources such as Kazaa, Limewire, Morpheus, etc. This is copyright infringement and is illegal. |
| Portable Media | <ul style="list-style-type: none"> • Do protect portable media (such as disks, flash drives, & CDs) against loss, unintended disclosure or inadvertent change. | <ul style="list-style-type: none"> • Don't leave personal items out-lock it away or leave out at your own risk. |
| Security Defeat or Incapacitation | <ul style="list-style-type: none"> • Do report if you think your password has been compromised and take action by changing your password. | <ul style="list-style-type: none"> • Don't take any steps to defeat, alter, or incapacitate security measures in place. |
| Wireless Local Area Network (WLAN) | | <ul style="list-style-type: none"> • Don't use a wireless LAN at a school facility other than one provided by the school. |