

School Safety Technical Assistance Council Minutes

Tuesday, April 7, 2015

3 – 5 p.m.

Minnesota Department of Education, Conference Center A, Room 13

Members Present: Julie Blaha, Curt Carpenter, Brenda Cassellius, Lisa Englestad, Julie Hertzog, Jon Hunt, Brad Johnson, Randy Johnson, Kevin Lindsey, Robyn Millenacker, Cathy Miller, Dan Porter, Tony Porter, Michael Reinhardt, Jake Ross, Kelly Smith, Jeanne Swanson, Amanda Twite, Angela Willms and Bill Wyss.

Members Unable to Attend: Melissa Callahan, Joanna Carlson, Zeam Porter.

MDE Staff Members Present: Kevin McHenry, Heather Hirsch, Amy Marsicano, Nancy Riestenberg, Craig Wethington, Josh Collins and Steve Dibb.

Guests Present: Karina Hedinger, Barb Anderson, Michelle Dibblee, Carol Mayer and Melanie Ross.

Agenda:

- I. Commissioner Cassellius called the meeting to order.
- II. Approval of February 4, 2015 minutes. The following amendments were noted: Mellissa Callahan was listed as both present and absent. Tony Porter's name was listed incorrectly. Cathy Miller moved to accept the minutes as amended; Amanda Twite seconded. Motion passed.
- III. Cyberbullying presentation by Karina Hedinger, MN Bureau of Criminal Apprehension titled "*What Tools are Being Used to Cyberbully?*"
- IV. School Safety Technical Assistance Center (Center) Director Report. Craig Wethington reviewed the Center's six-month work plan (January 2015 – June 2015). A new work plan for the next state fiscal year (July 1, 2015 – June 30, 2016) is under development. The Center is on track to spend down the funding allocated to the Minnesota Department of Education. Next year, the Center will seek advice and support from the workgroup(s) regarding developing training for all district administrators, student support staff, faculty, aides, etc. Some training is already being offered.
- V. Old Business
 - a. Committee Updates

- a. Statement of Operating Principles. The Council reviewed and noted word changes and additions to the operating principles. Discussion of pre-K and Higher Education -- want to define what is meant by higher education. Also, are we including public and private higher education, or just public? Pre-K -- does that include Head Start? Julie Blaha moved and Bill Wyss seconded that Craig would look to the statute regarding defining these terms. Michael Reinhardt wants clarification regarding the number of students on the council. The statute establishing the council will need to be reviewed.
- b. District-Wide School Climate Improvement Toolkit. A review committee was formed made up of representatives from across the state, Council members, content level experts and other representatives. Craig asked for additional Council members to volunteer to serve on the review committee. Julie Hertzog and Cathy Miller volunteered. The toolkit's first draft is due June 30 and additional drafts will be produced and reviewed through August.
- c. Symposium Update: A planning group was formed and has met once by phone. The group discussed the design of the symposium, logistics, and time frame. The goal is to plan and host the symposium during the next school year.

b. Workgroup Updates

- i. Social Emotional Learning Statewide Guidelines. The workgroup has met once to review roles and responsibilities and establish a meeting schedule. The goal is to produce state model standards and guidelines by June 2016. More school personnel and parent members are needed to serve on the workgroup.
- ii. Framework Development for Training School Personnel. The group has not met. More school personnel and parent members are needed. Jeanne Swanson asked to be added to this workgroup.
- iii. Cyberbullying and Electronic Aggression. The group will have its first meeting on April 13. A request for more volunteers was made to the council.

VI. New Business

- b. Bullying Prohibition Policy Non-Compliance Complaint Process. The Center has been contacted over 150 times by parents, students and school district personnel with concerns about bullying. The Center has received two formal complaints reporting districts regarding non-compliance with their bullying prohibition policies. Craig reviewed current procedures for managing calls and emails that the Center receives the formal complaint process, and the complaint form. The Council was asked to provide feedback and guidance. Questions and concerns raised by Council members included:
 - Issues of access for illiterate parents or transient parents.
 - How is the investigation process going to be implemented consistently and fairly?

- What is the authority of the Council and MDE?
- Are there legal concerns for the Center?

The Council was asked to split up into three groups to review the complaint form and discuss the formal complaint procedures. Revisions to the formal complaint process and procedures will be made based on the Council feedback and presented at the July meeting for final Council approval. The Minnesota Department of Human Rights volunteered to work with the Center to finalize the formal complaint process and procedures. Council members were asked to provide additional feedback and revisions to Craig via email by July 1.

- c. Dissemination and Information. This agenda item was tabled until the next meeting.
- VII. Public comment. PACER's annual benefit will be in May.
- VIII. Other Business/Updates: Jake Ross was thanked again for the candy and cards he shared to celebrate the first anniversary of the signing of Safe and Supportive Schools Act.
- IX. Meeting Adjourned. Brad Johnson moved and Robyn Millenacker seconded the motion to adjourn. All voted in favor, and the meeting was closed.