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Administrative Directive: Overnight Field Trip Guidance During H1N1

10/23/2009 2:20 PM

TO: All Principals

FR: Nancy Stachel, Chief of Schools
Ann Hoxie, Assistant Director,
Student Health and Wellness

RE: Overnight Field Trip Guidance During H1N1

Please see the attached procedures and expectations for overnight field trips. These guidelines are provided to assist the principal in making decisions as he/she approves overnight fieldtrips, since the possibility exists for a large percentage of students to become ill with influenza like illness (ILI) while on an overnight field trip.

 [Procedures and Expectations for Overnight Field Trip During H1N1](#)



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Action Requested: Special Education File Reviews for MN Continuous Improvement Monitoring Process, Self-Review (MN CIMP)

10/23/2009 2:15 PM

TO: Principals and Program Administrators

FR: Valeria Silva, Chief Academic Officer
Cecelia Dodge, Director of Special Education

RE: Special Education File Reviews for MN Continuous Improvement Monitoring Process, Self-Review (MN CIMP)

Information: As part of MDE's special education self-monitoring process for Minnesota school districts, the Special Education Department is required to complete thorough reviews of the special education documentation for approximately 300 students with disabilities this fall. Additionally, MDE now requires "100% correction" as part of this process.

File Reviews - The Special Education Department will require all Special Education Resource Coordinators (SERCs), Evaluation Specialists, and Lead Resource TOSAs to conduct the file reviews at 360 Colborne on November 23, 24 and 25. SERCs and Child Study Assistants will be organizing and removing files from schools to complete this work. SERCs and Special Education Supervisors will only be available for emergencies during these 3 full days.

100% Correction – Once the file reviews are complete and the data entered into the MN CIMP system, the District is now required to correct all errors found, by March, 2010. In many cases, a new IEP meeting will be required, in order to meet due process requirements related to the correction.

Action: Principals can assist in helping SPPS comply with these state and federal requirements by: (a) by encouraging special education teachers to complete documentation

correctly and to seek help from their SERC or attend a help session (posted on PDEExpress); (b) plan to attend a lot of short IEP meeting in December and January (as often as possible the SERCs can take on the role of District Rep during these two weeks and Supervisors will also make these meetings a priority); and (c) supporting general education teachers who are required members of an IEP team to attend all IEP team meetings.

For questions, please contact Patty O'Neill 767-8306 or your SERC.

Saint Paul Public Schools . 360 Colborne Street . Saint Paul, MN 55102 Tel: 651.767.8100



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Information: Reminder of Safety Procedures

10/23/2009 2:10 PM

TO: All Staff

FR: Hitesh Haria, Chief Operations Officer
Nancy Stachel, Chief of Schools
William Waterkamp, Administrator, Security & Emergency Management

RE: Reminder of Safety Procedures

Keeping our schools safe and secure is everyone's responsibility. Here are some tips to remember for keeping yourself, your belongings, and your building safe.

- Keep your purse, wallet, keys, or other valuable items with you at all times or locked in a drawer or closet.
- Check the identity of any strangers who are in your office or classroom. Ask who they are visiting and if you can help them find that person. If this makes you uncomfortable, inform security or administration.
- Wear your ID badge visibly when you are on school grounds and in buildings.
- Doors should always be locked when rooms are vacant (see attached procedure).
- If threatened or if you hear a threat by a student or any other person, report it immediately to your administrator.

For more safety tips or to report a safety concern, visit the Security & Emergency Management website at <http://safety.spps.org>

Thank you.

 [Vacant Rooms Procedure](#)



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Information: 2010 Minnesota Benefit Association (MBA) Scholarship Program

10/23/2009 2:05 PM

TO: All Employees

FR: Luz Maria Serrano
Interim Chief of Staff

RE: 2010 Minnesota Benefit Association (MBA)
Scholarship Program

Please see attached flyer for information regarding the 2010 Minnesota Benefit Association (MBA) 54th Annual Scholarship Awards Program.

In order to be eligible, you must be a public or school district employees or elected officials in Minnesota, or the child of a public or school district employee or official in Minnesota, and scholarships are up to \$1,000 per award.

Please see attached flyer for details.

Thank you.

 [MBA SCHOLARSHIP FLYER](#)