

Minnesota Continuous Improvement Process: Self Review (MNCIMP:SR)



01940 LAKEVILLE PUBLIC SCHOOL DISTRICT

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[Corrective Action Plan Detail](#) CAP Status: In Process

CAP Findings Data

School Year:

MDE Contact: Ken Kalamaha; 651-582-8584;
Ken.Kalamaha@state.mn.us

Publication: Minnesota State Statute

CAP Finding Area: Minn. Stat. § 125A.08 School district obligation

CAP Emphasis:

CAP Ordered Through: MDE Monitoring Review

Date CAP Ordered (MM/DD/YY): Jun 23, 2015

CAP Submission Date: Aug 5, 2015

CAP Approval Date: Aug 10, 2015

Documentation of Completion Due
Date: Feb 1, 2016

Date CAP Completed:

CAP Definition

Please provide contact information for your district. Notifications for this CAP will be sent to the contact identified below as well as to your district's special education director. These fields must be populated to save this section.

District Contact Name:

Title:

Email Address:

Phone Number: (999-999-9999)

Define the CAP using the fields below. Use the "Save" button to save a draft of your CAP. Click the "Submit" button when you are finished developing the elements below and the CAP will be submitted to MDE for review. Once this CAP has been approved, you will no longer be able to edit the fields below.

Action and Strategies - List specific tasks or steps that have been and/or will be taken to address the compliance problem:

Before or immediately upon employment, ISD will provide training to each paraprofessional to develop sufficient knowledge and skills in emergency procedures, building orientation, roles and responsibilities, confidentiality, among other things, to begin meeting the needs of the students with whom they work. The district will develop a revised handbook that is given to all new paraprofessionals prior to working with students. The district will develop an annual professional development plan to enable our paraprofessionals

to continue further developing the knowledge and skills that are specific to the students with whom the paraprofessional works, including disability specific training. Per their contract, paraprofessionals will be paid for up to 8 hours of training in addition to their regular employment hours. The district will provide information regarding available state and local offerings to the paraprofessionals via their email conference. ISD 194 has designated one of the District Lead Special Education Teachers and an administrative intern to oversee the paraprofessional training process.

Self-Evaluation and Data Collection - Describe how the district will evaluate the corrective action taken and how the results will be recorded and used:

Training for new paraprofessionals will be scheduled prior to the start of the 2015-16 school year. The District will offer training opportunities for paraprofessionals throughout the school year. ISD 194 will survey all paraprofessionals in the fall of 2015 to determine their professional development needs. A follow up survey will be conducted in late spring of 2016 to assess how well those needs were met. The special education leadership team will use the survey information to develop an ongoing professional development plan for our paraprofessionals.

Evidence of Completion - Describe how the district will be able to demonstrate that the plan has been successfully implemented (By providing copies, for example, of in-service agendas, new forms, revised procedures, evidence of self-evaluation, etcetera):

To demonstrate our corrective action plan has been successfully implemented we will provide a summary of the paraprofessional survey results, annual paraprofessional training plan, training agendas/documents, and a letter of assurance that we have implemented our actions and strategies.

Save

CAP Approval

CAP has been accepted

Technical Assistance:

CAP Documentation

CAP Completion Documentation has not been accepted nor rejected

Increased Oversight:

Number of records district reviewed:

Documentation Acceptance Date (MM/DD/YY)

