

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: 2006 Federal Regulations (Part B)

CAP Finding Area: 34 CFR § 300.321 IEP team

CAP Emphasis:

CAP Ordered Through: MDE Monitoring Review

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

CAP Submission Date: Aug 10, 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:

ISD 194 special education leadership team will review the Excused Absence from Team Meeting form and make any revisions if necessary. A Powerpoint presentation will be created for training purposes. A consistent form will be created for a required member of the IEP team to document current progress and updated present levels, if the member is to be excused in whole or in part of the IEP meeting. Training at the building level by special education lead teachers will be provided for all licensed special education staff.

District 194 Director of Special Education will present the team meeting excusal process to the district administrators at a district administration meeting. School administrators will be responsible for disseminating this information to their faculty.

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

To evaluate our corrective action and determine compliance in this area, ISD 194 will complete a self review of records at each building. 3 records from each building will be randomly selected and reviewed by the special education lead teachers, specifically reviewing which team members attended the IEP meeting and documentation of excusal of a required team member. A total of 45 records will be reviewed - ECSE, 8 elementary buildings, 3 middle schools, 2 high schools, and our ALC. Each lead teacher will keep track of the files reviewed and the student's MARSS numbers will be recorded. If the record review is not in compliance the lead teacher will review the process individually with the case manager and will randomly select another record to review at a later date to assure compliance.

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 submit our Powerpoint and district-wide documentation form from staff training, a letter of assurance stating exactly how many records were reviewed, the MARSS number for each student record reviewed and assurance that all records reviewed are 100% in compliance.

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)

