

**Exhibit B: Final Plan**

**Willmar Public School District-ISD 347  
Discipline Disparity Reduction Plan**

The District will implement and enforce a system for schools and administrators to track office referrals, suspensions, including in-school suspensions, expulsions, and exclusions at each school site. The tracking system will include the reason for each office referral, suspension, expulsion, or exclusion, the name of the individual who imposed the discipline, and the name, grade, race, and disability status of the student. Superintendent, Dr. Jeff Holm, along with the District's Administrative Cabinet, will review all data entered into the system at least twice a year in order to identify building-wide and District-wide trends related to student discipline and to make recommendations for responding to trends revealed in the data analysis.

Activity	Who	Timeline
Determine format for data collection	Superintendent, Student Information Services Coordinator	By September 1, 2018
Identify data entry process and train staff members to enter data	Superintendent, Student Information Services Coordinator, Principals, Assistant Principals	By November 30, 2018
Enter discipline data	Principals, Assistant Principals, Secretaries	Ongoing weekly at minimum
Monitoring and analysis of discipline data	Superintendent, Principals	By January 15 and June 15 each school year at a minimum. Monthly preferred.
Review of trends and develop recommendations related to discipline data trends	Superintendent, Principals	By June 30 each school year

The District will consult with students, parents, and teachers concerning the Plan and will provide the Department with information on the District's engagement efforts and how input from students, parents, and teachers, if any, was or was not utilized. Consultation is defined as listening to stakeholders' concerns regarding the plan and considering stakeholders' ideas regarding the plan. The District will hold at least two parent and community meetings before or during the first month of each school year that will provide an overview of the District's student discipline policies and procedures and will provide an opportunity for parents and community members to provide written feedback regarding student discipline issues. The District will review feedback from these meetings and, in its discretion, decide what action, if any, should be taken based on the feedback.

Activity	Who	Timeline
Share Plan with all staff	Superintendent	August 30, 2018
Survey staff to gather input and ideas regarding the plan	Superintendent	September 20, 2018
Parent/Community consultation on discipline processes and procedures	Superintendent, Principals	By September 30 each year
Survey parent/community consultation participants to gather feedback from consultation meetings	Superintendent, Principals	By September 30 each year
Compile and analyze feedback from parent/community consultation surveys-Post Feedback on the District's Website	Superintendent, Principals	By November 30 each year
Review District Discipline Policy and analysis of feedback and recommendations	Superintendent, School Board Policy Committee	By 12/31 each year

The District will reiterate to all students, parents, employees, and School Resource Officers that School Resource Officers are not involved in recommending or determining student discipline or in investigating incidents of student discipline that do not involve a crime, except that a School Resource Officer that is a witness to alleged misconduct or otherwise has information related to alleged misconduct may be a witness in an investigation or hearing related to the incident.

Activity	Who	Timeline
Renegotiate Contract for School Resource Officers with Willmar City Officials	Superintendent	October 15, 2018
Share the roles and responsibilities of SROs with all staff	Superintendent	November 15, 2018
Letter to parents/students defining roles of SROs	Superintendent	November 15, 2018

The District will select a representative or representatives to attend and participate in the meetings of the Diversion Committee that has been organized by the Minnesota Department of Human Rights.-

Activity	Who	Timeline
Participation in MDHR Diversion Committee	Superintendent	As scheduled

The District will make the semi-annual reports outlined in the Agreement with the MDHR.

Activity	Who	Timeline
Report to MDHR	Superintendent	By January 30 and June 30 each year of the agreement

Willmar Public School District ISD 347 has a strategic plan that identified the mission, vision, core values and strategic directions for the District (see attached strategic map). The Willmar Public School District also has adopted Mission Delivery Point Experiences, which describes the desired outcome for students, staff, and families (see attached mission delivery point experience). The District will continue its work to align the District's strategic plan with the goals outlined in this plan, with the goal of finalizing the plan by September 2018. Elements in the current strategic plan initiatives which will support the goals outlined in this plan include:

**Studying alternatives to suspension, with consideration of implementation of strategies-** The Superintendent attended the Minnesota Department of Education sponsored training on Restorative Practices in preparation for this initiative. Elementary Schools in Willmar Public School District have PBIS in place;

Activity	Who	Timeline
Identify District Committee to study alternatives to suspension	Superintendent and principals	By November 15, 2018
Convene committee meeting to set norms and establish goals and plans	Committee chair and committee	By November 30, 2018
Committee reports to administrative cabinet	Committee chair and/or members	Monthly
Professional development plan created to train staff regarding alternatives to suspension	District Professional Development Committee	By June 1, 2019
Implement professional development regarding alternatives to suspension programs	District Professional Development Committee and Administrative Cabinet	Beginning September, 2019

**Improvement of all staff members' cultural competence.** The Superintendent has registered for a training session on the Intercultural Development Inventory (IDI) in October of 2018. The District is considering administering the IDI to all staff and to utilize the results to provide professional development in the area of implicit bias and cultural competence.

Activity	Who	Timeline
Develop District Cultural Competence Committee	Superintendent and Administrative Cabinet	By November 15, 2019
Convene Cultural Competence Committee to set norms, goals, and processes	Committee Chair and Committee Members	By November 30, 2018
Attend Superintendents' Symposium on Race Equity	Superintendent	On September 21 and 28, 2018
Participation and Certification in Intercultural Development Inventory (IDI) Training	Superintendent	October 31, 2018
Administration of IDI with staff	Superintendent and Administrative Cabinet	By March 1, 2019
Analysis of IDI data	Superintendent and Administrative Cabinet	By April 30, 2019
Create Cultural Competence professional development plan	Cultural Competence Committee, Superintendent, Administrative Cabinet, District Professional Development Committee	By June 15, 2019

**Define Cultural Liaisons' roles-**Willmar Public School 'District employs cultural liaisons in each school site, as well as at a District level. This initiative will result in uniform and consistent expectations for those who serve in the role of cultural liaisons as they serve families and students.

Activity	Who	Timeline
Review and revise Cultural Liaisons' job descriptions	Human Resources Director, Supplemental Programs Coordinator, Principals	In progress to be completed by December 1, 2018
Check and Connect Training for Cultural Liaisons	Supplemental Programs Coordinator and Cultural Liaisons	September 2018
Communicate job description expectations to Liaisons	Human Resources Director, Supplemental Programs Coordinator, Principals	March 1, 2019

The District's strategic plan calls for the Board to engage in an annual review of 1/3 of all District policies, including revisions and new policies as suggested by the Minnesota School Boards Association (MSBA). The District will review and revise its School Board Discipline Policy through the Board's Policy Committee, and shall solicit feedback on the Policy from parents, students, staff members, and members of the community at public meetings, in keeping with the strategic plan initiative calling for Board public engagement. The District will endeavor to complete this review by September 2018.

Activity	Who	Timeline
Parent meetings to discuss discipline policy and procedures	Principals	By October 1, 2018, and annually as required by policy
Analysis of feedback gathered from parent meetings and possible policy and procedural revisions	Superintendent, Principals, School Board Policy Committee	By December 1, 2018, and annually
Adoptions of revised policy and procedures	School Board	By March 15, 2019, and annually