

# MINNESOTA P-20 EDUCATION PARTNERSHIP BYLAWS

## ARTICLE I ESTABLISHMENT OF PARTNERSHIP

Section 1.1. Establishment and Name. Minnesota Statutes Section 127A.70 Subdivision 1 provides for the establishment of a “P-20 education partnership...to create a seamless system of education that maximizes achievements of all students, from early childhood through elementary, secondary, and postsecondary education, while promoting the efficient use of financial and human resources.” The P-20 education partnership specified in Minn. Stat. § 127A.70 shall operate under the name of Minnesota P-20 Education Partnership (herein the “Partnership”).

Section 1.2. Members of the Partnership. Pursuant to Minn. Stat. § 127A.70, Subd. 1, the Partnership shall consist of major statewide educational groups or constituencies or non-educational statewide organizations with a stated interest in P-20 education (herein, the “Partners”). The initial membership of the Partnership ~~shall include~~ the members serving on the Minnesota P-16 Education Partnership and four legislators appointed as set forth in Minn. Stat. § 127A.70, Subd. 1. Additionally, the Executive Director of the partnership shall serve as an ex-officio, non-voting member of the Partnership. The initial membership of the Partnership is identified on Exhibit A attached hereto.

Section 1.3. New Members. Prospective members of the Partnership may be nominated by any Partner, and new members will be added with the approval by two-thirds majority of the Partnership.

Section 1.4. Powers and Duties. The Partnership shall develop recommendations and submit a report to the governor and the legislature as set forth in Minn. Stat. § 127A.70, Subd. 2.

Section 1.5. Principal Office. There shall be no principal office of the Partnership. Meetings shall be conducted at the chairperson’s institutional offices or as the Board members may designate from time to time.

## ARTICLE II BOARD AND COMMITTEES

Section 2.1. Board Membership. The Partners shall be represented by a board of representative members comprised of the chief executives, presidents, or other formally-designated leaders of their respective organizations, or their designees, who shall be designated, elected or appointed by their respective organizations from time to time (herein the “Board”). The Executive Director of the Partnership shall serve as an ex-officio, non-voting member of the Board.

Updated and approved: (DATE)

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Section 2.2. Duties. The Board shall ~~manage~~ provide oversight and direction of the activities and affairs of the Partnership, delegating responsibility for the management of daily operations to the Executive Director.

Section 2.3. Term. Each Board member shall hold membership until their successor is designated, elected or appointed by their respective Partner.

Section 2.4. Removal and Vacancies. Board members may only be removed by their respective Partner. Any vacancies shall be promptly filled by designation, election or appointment of the respective Partners.

Section 2.5. Compensation. The Voting members and designees of the Board ~~members~~ shall not be compensated for their services.

Section 2.6. Committees of the Board. The Partnership, by resolution of the majority of the Board members at which a quorum is present, may establish committees that may exercise specific management duties of the Partnership. Such committees shall at all times be subject to the direction and control of the Board. Committee members shall be appointed by the affirmative vote of a majority of the Board members present. A majority of the members of any committee shall constitute a quorum for the transaction of business at a meeting of any such committee. In other matters of procedure the provisions of these Bylaws shall apply to committees and members thereof to the same extent they apply to the Board. The designation of any committee and the delegation thereto of authority shall not operate to relieve the Partnership of any responsibility of the Partnership.

Section 2.7. Executive Committee. The Partnership shall have a standing executive committee responsible for advancing the Partnership’s agenda and initiatives between Board meetings at the direction of the Board (herein the “Executive Committee”). The Executive Committee shall be comprised of the chair, the co-chair officers of the Board as outlined in Article IV, and other members as may be appointed by the Board. The Executive Committee shall be subject to the provisions of Section 2.6 above.

Section 2.8. Longitudinal Data System Governance Committees. The Partnership shall establish Longitudinal Data System Governance Committees for the purpose of overseeing the Minnesota Statewide Longitudinal Education Data System and the Minnesota Early Childhood Longitudinal Data System.

Formatted: No underline

ARTICLE III  
MEETINGS OF MINNESOTA P-20 EDUCATION PARTNERSHIP

Section 3.1. First Meeting. The chair of the Minnesota P-16 education partnership shall convene the first meeting of the Partnership. The current board chair of the Partnership, or the co-chair in their absence, shall convene all subsequent meetings.

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Updated and approved: (DATE)

Section 3.3. Regular Meetings. The Partnership shall meet at least three times annually as specified in Minn. Stat. § 127A.70, Subd. 1. Meetings shall be held at the chairperson's institutional offices or at such other place the Board may designate.

Section 3.3. Special Meetings. Special meetings may be called from time to time with the approval of the chair and co-chair.

Section 3.4. Notice of Meetings. Notice of the time and place of regular and special meetings will be given to the membership by electronic mail and published on the Partnership web page. All meetings are open to the public and subject to Minnesota Statutes Chapter 13D.

Section 3.6. Quorum. A majority of the representative members shall constitute a quorum for the transaction of business of any meeting of the Partnership.

Section 3.7. Acts of the Partnership. Except as otherwise required by Minnesota law or specified in these Bylaws, the Partnership shall take action by the affirmative vote of the majority of the representative members comprising the Board, who shall be entitled to one (1) vote on each matter submitted to a vote.

Section 3.8. Presumption of Assent. A member of the Partnership who is present at a meeting of the Partnership at which action on any matter is taken shall be presumed to have assented to the action taken unless their dissent is entered in the minutes of the meeting or unless they file a written dissent with the chairperson.

#### ARTICLE IV OFFICERS

Section 4.1. Officers and Chairperson of the Partnership. There shall be a chairperson of the Partnership that shall rotate among the four officers of the board. The officers are the members representing the University of Minnesota, Minnesota State Colleges and Universities system, and the Minnesota Department of Education, and Minnesota Office of Higher Education. There shall also be a co-chair of the Partnership, and the co-chair shall be the member who will serve as chair in the next two-year term.

Section 4.2. Term of Service. The term of service of the chair shall be two years and shall alternate between the Commissioner of the Minnesota Department of Education and either the President of the University of Minnesota or the Chancellor of the Minnesota State Colleges and Universities system the four officers described in section 4.1.

Section 4.3. Compensation. ~~The Board members shall not be compensated for their services.~~ Officers of the Partnership shall not be compensated for their service.

Formatted: Strikethrough

Formatted: Not Strikethrough

#### ARTICLE V

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Updated and approved: (DATE)

## GENERAL PROVISIONS

Section 5.1. Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of the majority of the representative members at any regular or special meeting, provided that at least ten (10) days written notice is given of the intention to adopt new bylaws or alter, amend or repeal the existing bylaws at such meeting.

Section 5.2. Records. The Partnership shall keep records and minutes of the proceedings of the meetings and actions of the Board and of the committees, workgroups or subcommittees of the Board. The minutes of each meeting shall be reviewed and approved at each regular meeting of the Board. If a special meeting occurs, minutes of that meeting shall be reviewed and approved at the next regular meeting of the Board. The records and minutes of the Board shall be available on the Partnership web page.

**Formatted:** Font: Italic

**Formatted:** Font: Italic, Highlight

**Formatted:** Font: Italic

Updated and approved: (DATE)

**RESOLUTION #1 OF THE  
MINNESOTA P-20 EDUCATION PARTNERSHIP  
SLEDS**

Formatted: No underline

WHEREAS, Article II, Section 8 of the Bylaws authorize establishment of a Governance Committee overseeing the Statewide Longitudinal Education Data System (SLEDS); and

WHEREAS, the Minnesota P-20 Education Partnership desires to set forth the membership, duties, responsibilities, and ongoing strategic direction of the Statewide Longitudinal Education Data System governance:

BE IT HEREBY RESOLVED:

The Minnesota P-20 Education Partnership Statewide Longitudinal Education Data System Governance Committee (hereafter “SLEDS Governance Committee”) established by the Minnesota P-20 Education Partnership for the purpose of overseeing the Minnesota Statewide Longitudinal Education Data System developed jointly by the Office of Higher Education (“OHE”), the Minnesota Department of Education (“MDE”), the Minnesota Department of Employment and Economic Development (“DEED”), and managed by OHE, shall consist of selected members of the Minnesota P-20 Education Partnership, a Research and Data Committee, and SLEDS Coordinators representing state agencies or organizations providing data.

In addition, administration of SLEDS is the responsibility of OHE as part of its receipt of state funding for SLEDS, and may/shall include the following:

- An ECLDS SLEDS Executive Committee including the Chair of the SLEDS Governance Committee, and the Commissioners of MDE, OHE, ~~and~~ DEED, DHS, and MDH, or their designees.
- SLEDS Coordinators selected by state agencies and/or organizations contributing data.

Formatted: No underline

Formatted: No underline

***SLEDS Governance Committee:*** The SLEDS Governance Committee standing membership shall include one representative from each of MDE, OHE, DEED, the Minnesota Department of Health (“MDH”), the Minnesota Department of Corrections (“DOC”), the Minnesota Association of School Administrators (“MASA”), the Minnesota School Boards Association (“MSBA”), Minnesota Association of Elementary School Principals (“MAESP”), Minnesota Association of Secondary School Principals (“MASSP”), Education Minnesota (“EdMn”), the University of Minnesota, the Minnesota State Colleges and Universities (“Minnesota State”), the Minnesota Private College Council (“MPCC”), private colleges not members of MPCC (“Other Private Institutions”), early childhood, and the business community. These members shall be elected and/or appointed by their respective organizations and shall retain membership until their successor is elected and/or appointed.

Two additional members may be appointed by the Partnership to serve a two-year term. These members may not be representatives of the organizations represented by the SLEDS standing membership of the SLEDS Governance Committee.

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Updated and approved: (DATE)

Each member may have a designee with the authority to represent and make decisions for that member.

The members of the SLEDS Governance Committee shall elect a Chair and a Vice Chair to serve two-year terms. The Chair and Vice Chair cannot be members from OHE, MDE, and DEED.

The duties of the SLEDS Governance Committee members shall include:

1. Set goals or priorities for research using SLEDS data;
2. Advise on additional data elements to be added to SLEDS for research purposes;
3. Advise on data security and data privacy policies and practices;
4. Appoint members to the SLEDS Research and Data Committee;
5. Review and advise on requests for accessing SLEDS data;
6. Advise on access to public data in accordance with state and federal laws; and
7. Advise on stakeholder support and engagement.

The SLEDS Governance Committee shall meet at least three times each year.

**ECLDS+SLEDS Executive Committee:** The ECLDS+SLEDS Executive Committee shall include the Chair of the SLEDS Governance Committee, the Vice Chair of the SLEDS Governance Committee, and the Commissioners of MDE, OHE, ~~and~~ DEED, DHS, and MDH, or their designees. The duties of the ECLDS+SLEDS Executive Committee members shall include:

1. Approve data security protocols, and data privacy policies and practices;
2. Secure funding for ECLDS and SLEDS;
3. Advise OHE on ECLDS and SLEDS budget and finance issues; and
4. Approve requests for access to SLEDS data, in accordance with policies established by the SLEDS Governance Committee, federal and state law, and best practices.

***SLEDS Research and Data Committee:*** The Research and Data Committee membership shall include one representative each from MDE, OHE, DEED, MDH, DOC, either MAESP or MASSP, the University of Minnesota, Minnesota State, MPCC, Other Private Institutions, early childhood, and two K-12 representatives. The Research and Data Committee duties shall include:

1. Review proposals for SLEDS-branded web reports, print reports, and other deliverables.
2. Assist in developing research proposals for utilizing the SLEDS data to further state research goals set by the SLEDS Governance Committee.
3. Provide technical expertise and consultation on research methodologies.
4. Develop protocols for maximizing validity and reliability of SLEDS data.
5. Recommend protocols for allowing non-MN.IT staff access to SLEDS data to the SLEDS Governance Committee.
6. Review data requirements for research and evaluation proposals and recommend additional elements to be collected if necessary to meet research requests.
7. Evaluate SLEDS data requests and make recommendations to the SLEDS Governance Committee for approval.

*Updated and approved: (DATE)*

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

8. Provide technical expertise and consultation on data structure and data linkages for existing and new data.

***SLEDS Coordinators:*** SLEDS Coordinators appointed by state agencies or organizations providing data shall report to the SLEDS Governance Committee on the research, administrative, and technical operations of SLEDS. SLEDS Coordinators shall complete work in alignment to and partnership with the Early Childhood Longitudinal Data System (ECLDS) Lead and ECLDS Data Coordinators. The SLEDS Coordinators will:

1. Represent respective agencies in SLEDS governance. Keep others at agencies informed of SLEDS work; garner input from others at agencies when needed. Actively participate in governance meetings and decisions.
  2. Facilitate the work of the SLEDS Governance Committee and contributing state agencies and organizations providing data and support;
  3. Work with MN.IT staff on data security, data privacy policies and practices; and data validation;
  4. Respond to data requests and maintain approved user access to data;
  5. Produce summary analysis and reports; including developing and updating web products and reports using SLEDS data;
  6. Maintain awareness and compliance with FERPA, MGDPA, and other relevant laws, including compliance among SLEDS users with data security and data privacy policies;
  7. Work with MN.IT to coordinate data management including: set data standards, define data elements, document data processes, and identify file specifications;
  8. Work with the SLEDS Research and Data Committee to facilitate research using SLEDS data;
  9. Coordinate the SLEDS Research and Data Committee;
  10. Assist in public relations aspects of SLEDS in communication with school districts, charter schools, higher education institutions, and the public; and
- ~~11.~~ Work with SLEDS Governance Committee and contributing state agencies and organizations to identify funding opportunities to support SLEDS work.

*Updated and approved: (DATE)*

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

**RESOLUTION #2 OF THE  
MINNESOTA P-20 EDUCATION PARTNERSHIP**

Formatted: No underline

**ECLDS**

WHEREAS, Article II, Section 8 of the Bylaws authorizes establishment of a Governance Committee overseeing the Minnesota Early Childhood Longitudinal Data System; and

WHEREAS, the Minnesota P-20 Education Partnership desires to set forth the membership, duties, responsibilities, and ongoing strategic direction of Early Childhood Longitudinal Data System governance:

BE IT HEREBY RESOLVED:

The Minnesota P-20 Education Partnership recognizes the structure of Early Childhood Longitudinal Data System governance (hereafter “ECLDS governance”) for the purpose of overseeing the Minnesota Early Childhood Longitudinal Data System. ECLDS was developed jointly by the Minnesota Department of Education (“MDE”), the Minnesota Department of Health (“MDH”), the Minnesota Department of Human Services (“DHS”), and the Minnesota Office of Higher Education (“OHE”), and managed by OHE and MDE. ECLDS governance shall consist of the ECLDS+SLEDS Executive Committee, the ECLDS Governing Body and the ECLDS Research and Data Committee. Administration of ECLDS is the responsibility of OHE as part of its receipt of state funding for ECLDS.

Formatted: No underline

In addition, ECLDS governance may/shall include the following:

- An ECLDS Mini-Cabinet including the Commissioners of MDE, MDH, DHS, and OHE or their designees; and
- ECLDS Data Coordinator(s) representing state agencies and/or organizations contributing data.

***ECLDS Governing Body:*** The ECLDS Governing Body holds strategic direction and decision-making authority with regards to programs impacting children and their families. Representation is comprised of state agencies as well as early childhood professional associations and organizations which are not members of the Minnesota P-20 Education Partnership. ECLDS Governance requires members have authority in their agencies to make decisions about the reasonableness of research and policy questions, and the inclusion of data elements into the ECLDS. Members also require the knowledge to comment on and approve data access protocols and research requests. In response to this need, the Minnesota P-20 Education Partnership recognizes the importance of early childhood care and education organizations in the governance of ECLDS.

The ECLDS Governing Body standing membership shall include one standing representative

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Updated and approved: (DATE)



from each of MDE, OHE, MDH, DHS, and representatives from six or more early childhood practice community organizations identified by MDE, MDH, and DHS. The early childhood practice community organization may include, but are not limited to: Minnesota Head Start Association, Minnesota Child Care Association, Child Care Aware System, Minnesota Association of School Administrators (MASA), Minnesota Elementary School Principals Association (MESPA), Minnesota Association for the Education of Young Children (MnAEYC), Minnesota Association for Family and Early Education (MNAFEE), Minnesota School-Age Care Alliance (MnSACA), School Nurse Organization of Minnesota, Local Public Health Association, Minnesota Public Health Association, Minnesota Association of County Social Service Administrators, and the Minnesota Administrators for Special Education.

These members shall be elected and/or appointed by their respective organizations and shall retain membership until their successor is elected and/or appointed.

Formatted: No underline

Two additional members may be appointed by the Partnership to serve a two-year term. These members may not be representatives of the organizations represented by the standing membership of the ECLDS Governing Body.

Each member may have a designee with the authority to represent and make decisions for that member.

The ECLDS Mini-Cabinet, comprised of the Commissioners of MDE, DHS, MDH, and OHE, determines action to take in the event the ECLDS Governing Body cannot make a consensus decision.

The duties of the ECLDS Governing Body members shall include:

1. Set state goals and priorities for research and reporting using ECLDS,
2. Approve requests for new data elements to be included in the system,
3. Approve data security protocols,
4. Appoint ECLDS Research and Data Committee members,
5. Approve requests for accessing data,
6. Ensure data access within data privacy laws, and
7. Approve designs for analytics and portal access.

***ECLDS Research and Data Committee:*** The ECLDS Research and Data Committee membership shall include at least one representative from each of MDE, OHE, MDH, DHS, and representatives from six or more early childhood practice community organizations. The membership of the ECLDS Research and Data Committee shall include subject matter experts for all included data sources, as appropriate. The duties of the ECLDS Research and Data Committee members include:

1. Review proposals for ECLDS-branded research and evaluation web reports, print reports, and other deliverables.

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

Updated and approved: (DATE)

2. Develop research and evaluation proposals for utilizing the ECLDS data to further state research goals set by the ECLDS Governing Body, including identifying policy questions and data elements;
3. Provide technical expertise and consultation on research methodologies;
4. Develop protocols for maximizing the validity and reliability of ECLDS data;
5. Recommend protocols to the ECLDS Governing Body for allowing non-MN.IT staff access to ECLDS data;
6. Evaluate research proposals and make recommendations for approval to the ECLDS Governing Body; and
7. Provide technical expertise and consultation on data structure and data linkages for existing and new data.

*ECLDS+SLEDS Executive Committee: The ECLDS+SLEDS Executive Committee shall include the Chair of the SLEDS Governance Committee, the Vice Chair of the SLEDS Governance Committee, and the Commissioners of MDE, OHE, DEED, DHS, and MDH or their designees. The duties of the ECLDS+SLEDS Executive Committee members shall include:*

- 1. Approve data security protocols, and data privacy policies and practices;*
- 2. Secure funding for ECLDS and SLEDS;*
- 3. Advise OHE on ECLDS and SLEDS budget and finance issues; and*
- 4. Approve requests for access to SLEDS data, in accordance with policies established by the SLEDS Governance Committee, federal and state law, and best practices.*

*ECLDS Data Coordinators: ECLDS Data Coordinators appointed by state agencies or organizations providing data shall report to the ECLDS Governing Body on the research, administrative, and technical operations of the ECLDS. ECLDS Data Coordinators shall complete work in alignment to and partnership with SLEDS Coordinators. The ECLDS Data Coordinators will:*

- 1. Represent respective agencies in ECLDS governance, keep others at agencies informed of ECLDS work, garner input from others at agencies when needed, and actively participate in governance meetings and decisions;*
- 2. Work with MN.IT staff on data security, data privacy policies and practices, and data validation;*
- 3. Maintain awareness and compliance with the Family Educational Rights and Privacy Act, Minnesota Government Data Practices Act, and other relevant state and federal privacy laws, including compliance with data security and data privacy policies;*
- 4. Work with the ECLDS Research and Data Committee to coordinate data management including: document data elements, document data processes, and identify file specifications;*
- 5. Work with the ECLDS Research and Data Committee to facilitate reporting using ECLDS data;*
- 6. Assist in public relations aspects of ECLDS in communication with early care and education organizations, and the public; and*

*Updated and approved: (DATE)*

Formatted: Justified

Formatted: List Paragraph, Justified, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: No underline

Formatted: Font: Bold, Italic, No underline

Formatted: No underline

Formatted: Font: Italic

Formatted: Font: Italic, Highlight

Formatted: Font: Italic

7. Work with the ECLDS Governing Body to identify funding opportunities to support ECLDS work.

*Updated and approved: (DATE)*

**Formatted:** Font: Italic

**Formatted:** Font: Italic, Highlight

**Formatted:** Font: Italic