



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
February 12, 2015
6:30 PM

(6:00 PM Board Listening Session with Directors Ron Hill and Dan Luth)

I. Call to Order

- A. Welcome Public
- B. Pledge of Allegiance

II. Business Meeting

- A. Approval of Agenda
- B. Consent Agenda

Description: Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.

1. Minutes

- a. January 22, 2015 (Regular Board Meeting) 3
- b. February 2, 2015 (Special Board Meeting) 5

2. Human Resources 6

3. Donations 8

4. Approve, on a Second Reading Basis, Board Policy 524: *Internet and Acceptable Use and Safety Policy* 10

5. Approve an Extended Field Trip for Travel Club Students to Travel to Vietnam, Cambodia and Thailand June 24-July 3, 2015 21

III. New Business

- A. Approve 2014-15 Revised Budget 22

Speaker(s): Lisa Rider, Executive Director of Business Services

- B. Receive a Report on the FY16 General Fund Budget Plan 31

Speaker(s): Lisa Rider, Executive Director of Business Services

- C. Approve, on a First Reading Basis, Board Policy 526: *Hazing Prohibition*

Speaker(s): Joe Gothard, Superintendent

D. Receive a Report on Vision One91 - Buildings for Learning

47

Speaker(s): Joe Gothard, Superintendent

IV. Reports

A. Student Representative

B. Superintendent

C. Board Members

V. Adjourn

District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 January 22, 2015

Agenda Item II.B.1.a

The meeting of the Board of Education was called to order by Chair VandenBoom at 6:30 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Directors Currier, Alt, Luth, Hill, Schmid, Sweep and Chair VandenBoom were present. Others in attendance were Superintendent Gothard, Student Representative Davidson, administrators, staff and members of the public.

Attendance

VandenBoom welcomed the audience and asked Davidson to lead the Pledge of Allegiance.

Pledge of Allegiance

Public recognition was given to Burnsville High School Triple A Award Recipients Andra Hiebert and Derek Racek.

Public Recognition

Moved by Hill, seconded by Sweep, to approve the agenda. Motion carried (7, 0).

Agenda

Moved by Alt, seconded by Schmid, to approve the consent agenda:

Consent Agenda

- Minutes of the January 8, 2015 board meeting.
- Approve personnel recommendations for C. Dorigan-Slette, G. Johnson, B. Perry, S. Spaulding, L. Marquardt, M. McKane, S. Vodnick, C. Rezmerski, A. Wilkinson, P. Burkart, I. Nur, S. Waters, R. Weber, K. McBride, L. Peterson, D. Terfehr, S. Waters, L. Erickson, K. Brix, W. Jaeger, K. Jenks, M. McCormick and S. Roark.
- Adopt a resolution to approve and accept the donations as presented.
- Approve December payroll checks numbered 717970-717998, and Direct Deposit notices numbered 557193-560237, in the net amount of \$3,757,669.37. Dec & Jan claims to date represented by checks numbered 436901-437494, 1011854-1012154, 96-100, and 101007-101021 and wire transfers and adjustments totaling \$7,404,326.54.
- Accept December receipts of \$9,659,112.58 and investments for the General Fund, 2012A Alt Facilities, and OPEB of \$48,779,555.75 as of December 31, 2014.
- Accept the Budget Analysis for the month ending December 31, 2014.

Minutes
 Personnel

Donations

Payroll, deposits,
 receipts, and
 investments

Budget Analysis

- Approve scheduling a board meeting on March 5, 2015 at 7:00 a.m. at the Administrative Services Center, 100 River Ridge Court, Burnsville, MN, 55337 to canvass election results.
- Approve an extended field trip for Burnsville High School Language Arts students to travel to France from June 8, 2015 to June 15, 2015.
- Approve the board representative appointments for 2015.
Motion carried (7, 0).

Schedule board meeting

Extended Field Trip for BHS

Board Appointments

Moved by Luth, seconded by Currier, to adopt the resolution appointing election judges for the February 24, 2015 School District Special Election. Motion carried (7, 0).

Appoint Election Judges

Moved by Schmid, seconded by Alt, to approve, on a first reading basis, Board Policy 524: *Internet Acceptable Use Policy* and rescind Policy IIBG. Motion carried after discussion (7, 0).

Policy 524

Received a report from Superintendent Joe Gothard, Principal Dave Helke, Teacher Tyler Krebs, and Counselor Ashley Welke on Vision One91-Impact on Burnsville High School.

Report on One91

Received a report from Lisa Rider, executive director of business services on bond refinancing.

Report on Bond Financing

Received reports from Schmid on behalf of the Negotiating Committee, Alt on behalf of the Policy Review Committee, Luth on behalf of the Legislative Committee and VandenBoom on behalf of the Student Performance and Achievement Committee.

Committee Reports

Moved by Schmid, seconded by Sweep, to adjourn to a board workshop at 7:37 p.m. Motion carried (7, 0).

Adjourn

The board workshop began at 7:45 p.m. and concluded at 9:56 p.m. The purpose of the workshop was to discuss the technology advisory committee presented by Technology Director Doug Johnson and Instructional Technology Coordinator Rachel Gorton; Committee Structures presented by Superintendent Gothard; and an update on Pro-Pay presented by Executive Director of Human Resources Stacey Sovine and Assistant Superintendent Cindy Amoroso.

Board Workshop

DeeDee Currier
Clerk

January 22, 2015
Date Approved

**Closed Session Notes
INDEPENDENT SCHOOL DISTRICT 191
February 2, 2015**

The Special School Board meeting was called to order by Chair VandenBoom at 5:00 p.m. at Administrative Services Center, 100 River Ridge Court, Burnsville, MN.

Call to Order

Members present: Directors Luth, Alt, Currier, Schmid, Hill and Chair VandenBoom. Members absent: Director Sweep.

Attendance

Others in Attendance: Joe Gothard, superintendent; Lisa Rider, executive director of business services; Stacey Sovine, executive director of human resources; and Jami Kenney, executive assistant.

Moved by Schmid, seconded by Luth, to approve the agenda. Motion carried (5, 0).

Agenda

Director Hill arrived at 5:01 p.m.

The meeting closed as permitted by Minnesota Statutes, section 13D.03 to discuss ISD 191's labor negotiation strategies with BEA.

Lisa Rider left the meeting at 5:02 p.m. and returned at 5:03 p.m.

The following item was discussed:

- Negotiation Strategies with the Burnsville Education Association.

Closed session ended at 6:04 p.m.

Moved by Currier, seconded by Alt, to adjourn at 6:05 p.m. Motion carried (6, 0).

Adjourn

February 12, 2015

DeeDee Currier, clerk

Date Approved

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources**

TO: Members, Board of Education
Joe Gothard, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: February 12, 2015

RE: Recommended Personnel Changes

**Certified
Appointment**

Allison Mishica -Replacement-Long term substitute, Grade 6, 1.0 FTE, SO,
effective 1/9/15 - 4/17/15

Lindsay Secor *Replacement-Long term substitute, Grade 2, 1.0 FTE, HB,
effective 2/2/15-3/27/15

Contract Modification

Catherine Schlichting -Teacher, Speech, contract reduced to .5 FTE, effective
2015/16 school year

Leave of Absence

Ashley Berryman *Teacher, HB, requests 1.0 FTE parental leave of absence,
effective 3/16/15 - 3/27/15

Kara Firstbrook -Teacher (currently on leave), requests a 1.0 FTE general
leave of absence, effective 2015/16 school year

Stesha Volkart -Teacher, SO, requests a 1.0 FTE parental leave of absence,
effective 3/12/15 - 4/17/15

Resignation

Tammi Bernard *ESL ABE Teacher, (currently on leave from that position),
effective 2/9/15 in order to continue ABE Coordinator
position

Perry Wilkinson *Teacher (currently on leave), effective 6/5/15

Retirement

Roxane Buege -Teacher, SO, after 21 years in the District, effective 6/5/15

Byrla Busch *Teacher, VV, after 17 years in the District, effective 6/5/15

Cynthea Hart -Teacher, Rahn, after 27 years in the District, effective 6/5/15

Return from Leave

Kristina Aars -Teacher (currently on part time leave), requests to return to
work 1.0 FTE, effective 2015/16 school year

Hye-Jeong Thompson	*Teacher (currently on leave), requests to return to work 1.0 FTE, effective 2015/16 school	
Kari Musa-Agboneni	-Teacher (currently on leave), requests to return to work 1.0 FTE, effective 2015/16 school year	7

**Classified
Appointment**

Kuoy Chhen	-Replacement-EA Level 2, 3.25 hrs/day, HB, effective 1/26/15
Beth Herby	*New-Temporary Food Service Associate, 2.5 hrs/day, BHS, effective 2/5/15 - 5/29/15
Julie Krohn	*New-Equity and Integrated Services Coordinator, 8 hrs/day, 221 days/year, ASC, effective 2/9/15
Melanie Wade	*Replacement-Temporary Food Service Associate, 3.75 hrs/day, BHS, effective 2/5/15 - 5/29/15

Resignation

Leah Damon	-EA, ECSE, effective 2/18/15
Jennifer Lichliter	*Food Service Associate (currently on leave), effective 6/4/15

Retirement

Colette Carlson	-EA-Tech, Districtwide, after 25 years in the District, effective 6/4/15
Nancy Lee	-EA Level 3, MJH, after 18 years in the District, effective 6/4/15
Jane Leskinen	-EA-Media/General, HV, after 26 years in the District, effective 6/4/15
Sandy Pearson	-EA Level 3, BAHS, after 18 years in the District, effective 6/4/15
Theresa Streff	-EA Level 4, ST, after 22 years in the District, effective 6/4/15



To: Members, Board of Education
From: Lisa K. Rider, Executive Director of Business Services
Date: February 6, 2015
Re: Donations

Agenda II.B.3
February 12, 2015

RECOMMENDATION: to adopt a resolution to approve and accept the donations as presented.

RESOLUTION TO APPROVE AND ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to approve and accept with appreciation the donations as presented below and to permit their use as designated by the donors.

Moved by: _____

Seconded by: _____

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on February 12, 2015.

Bob VandenBoom
Chair - Board of Education

DeeDee Currier
Clerk – Board of Education

Donor	Recipient	Purpose	Donation
Brionne Sillman	Eagle Ridge Junior High	General	\$ 134.61
Kathy Olnier	Eagle Ridge Junior High	General	\$ 210.00
Nisa Rian	Eagle Ridge Junior High	50% Band 50% General	\$ 18.84
Russell & Susan Burton	Eagle Ridge Junior High	Donation to FACS	\$ 25.00
Ramona Mutters	ISD 191	BrainPower in a Backpack food	\$ 20.00
Howard and Mary Hall	ISD 191	BrainPower in a Backpack food	\$ 1,000.00
Glendale United Methodist Church	ISD 191	BrainPower in a Backpack food	\$ 499.79
Tien Cai	Harriet Bishop Elementary	Donation to be used towards our Strings Program	\$ 2,000.00
Pat Borgman	Eagle Ridge Junior High	For the Art and Tech Ed Dept.	Various art items valued at \$ 1,932.21

Total monetary contributions to accept: **\$3,908.24**



To: Board of Education, Members

Agenda II.B.4
February 12, 2015

From: Superintendent Gothard

Date: February 6, 2015

Re: Board Policy 524: *Internet and Acceptable Use and Safety Policy*

RECOMMENDATION: That the Board of Education approves, on a second reading basis, Board Policy 524: *Internet Acceptable Use Policy* and rescinds Policy IIBG.

The Policy Review Committee and administration have reviewed Policy 524 and recommend approval on a second reading basis.

Policy 524 is attached for your review.

ATTACHMENT

/jmk

Adopted: 3/97

Burnsville-Eagan-Savage School District Policy 524

Reviewed: 1/15

Revised: 1/15

Rescinds: IIBG and IIBG-E

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. This policy also applies to the use of personally owned computing devices when used in school and on school networks and on non-school networks during school.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, student-owned communication devices, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use as part of the mandated curriculum.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access

privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - f. Users will not use external proxy servers or other means of bypassing the district's Internet content filter to gain access to these materials.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

7. Users must keep all account information and passwords on file with the

designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.
- D. Students using privately-owned electronic devices must follow the policy stated in

this document while on school property, attending any school-sponsored activity, or using the [school] network.

VI. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

B. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. Annually, a building administrator, principal or designated staff member is responsible to inform students of policies and guidelines for access to the school district computer system and acceptable and safe use of the internet, including all electronic communications.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an

“as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on any media or contracted service, including but not limited to, hard drives, servers, or cloud-based applications or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district’s liability relative to:
 - a. Information stored on school district diskettes, hard drives, servers, or officially contracted vendor applications.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student’s parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel

Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

- Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)
- Cross References:** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
 Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
 Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)
 Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)
 Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)

Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)

Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)

Burnsville-Eagan-Savage School District Policy 606 (Textbooks and Instructional Materials)

Burnsville-Eagan-Savage School District Policy 806 (Crisis Management Policy)

Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



To: Members, Board of Education

Agenda II.B.5

February 12, 2015

From: Lisa K. Rider, Executive Director of Business Services

Date: February 6, 2015

Re: Extended Field Trip to Vietnam, Cambodia and Thailand

RECOMMENDATION: that the Board of Education approves an extended field trip for Burnsville High School Travel Club students to travel to Vietnam, Cambodia and Thailand from June 24, 2015 through July 3, 2015.

Burnsville High School has submitted an application for formal approval of an extended field trip for Travel Club students to travel to Vietnam, Cambodia and Thailand from June 24, 2015 through July 3, 2015. The educational objectives of this extended field trip are as follows:

- visit places and cultures studied in world literature and history classes
- introduce students to international travel
- experience cultures and customs different from our own
- gain confidence and poise while being in a different part of the world.

The cost of the trip is \$3,518.00 per student with additional spending money determined by the individual. Two chaperones and eleven students are signed up to participate in said field trip pending formal approval.

All field trip application requirements have been met. Board Policy IICA states travel outside the continental U.S. requires board approval.

/jmk



AGENDA III-A
February 12, 2015

TO: Members, Board of Education

FROM: Lisa K. Rider, Executive Director of Business Services

DATE: February 6, 2015

RE: Approve 2014-15 Revised Budget

RECOMMENDATION: That the Board of Education approves the 2014-15 Revised Budget providing revenues and expenditures in all funds as follows:

Fund	Revenue	Expenditure
General	\$ 116,289,398	\$ 121,796,610
Food Service	5,223,260	5,188,372
Community Service	5,699,644	5,658,025
Capital Projects	25,000	3,000,000
Debt Service	14,409,052	13,734,341
Total Governmental	141,646,354	149,377,348
Trust & Agency	682,250	680,000
Internal Service	19,960,800	20,797,350
All Funds	\$ 162,289,404	\$ 170,854,698

Each fiscal year the budget is revised to reflect the most current information available with respect to revenues and expenditures. This recommendation formally recognizes these revisions by incorporating them into the budget document. Revisions have been made in all funds except the Trust & Agency Fund.

Following is a brief explanation of the more substantive revisions:

General Fund

- Increased extended time enrollment, decreasing general enrollment, resulting in more tightly aligned state aid projections.
- Revenue budgets were increased for admissions, fees, and other miscellaneous revenues based on past experience and trends.
- Budget carryovers from the prior year as committed by the Board of Education.
- Revenue and expenditure budget changes related to final federal funding allocations for fiscal year 2015, including amounts carried forward from fiscal year 2014 in the total amount of \$278,000.
- All day kindergarten expenditures of approximately \$900,000 absorbed by general funding rather than compensatory categorical funding since state funding formulas were adjusted for all day kindergarten effective FY15.
- Overall increase in General Fund FTE's of 15.91.

The impact of these revisions results in a projected decrease in ending total fund balance of approximately \$5,500,000. The projected unassigned fund balance as a percent of general fund total expenditures for June 30, 2015 is approximately 10.02%.

Food Service Fund

The food service revenues and expenditures have been revised for more accurate assumptions based on prior year trends and experiences, programming, and increases in food product costs. These adjustments increase both revenues and expenditures resulting in a small projected increase in fund balance.

Community Service Fund

The community service revenues and expenditures have been revised for more accurate assumptions based on prior year trends, experiences, and changes in programming. These adjustments increase both revenues and expenditures resulting in a small projected increase in fund balance

Debt Service Fund

The debt service revenues and expenditures have been revised for more accurate revenues and expenditures due to the effects of the November, 2014 bond refunding debt issue. These adjustments increase both revenues and expenditures resulting in a small projected increase in fund balance.

I recommend approval of the 2014-15 Revised Budget.

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
01010 - General Elementary Instruction - Personnel Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the district's ten elementary schools. This budget unit consists of salaries and benefits for 217.31 FTEs.	17,818,068	19,715,819
01030 - General Elementary Instruction - Subs Provides the funding necessary for elementary substitutes. This budget unit consists of salaries and benefits for no FTEs.	408,000	560,058
02010 - General Junior High Instruction - Personnel Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's three junior highs. This budget unit consists of salaries and benefits for 56.81 FTEs.	5,123,102	5,073,708
02020 - General Junior High Instruction - Subs Provides the funding necessary for junior high substitutes. This budget unit consists of salaries and benefits for no FTEs.	153,000	153,000
03010 - General High School Instruction - Personnel Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high. This budget unit consists of salaries and benefits for 58.30 FTEs.	6,519,819	5,725,235
03020 - General High School Instruction - Subs Provides the funding necessary for high school substitutes. This budget unit consists of salaries and benefits for no FTEs.	102,000	102,000
04010 - PhyEd, Health, Art, Science, Music - Personnel Provides the funding to provide K-12 physical education, 7-12 health, K-12 visual arts, K-12 general/vocal music, K-6 science, and 5-12 Instructional music instruction. This budget unit consists of salaries and benefits for 70.50 FTEs.	5,948,776	6,037,547
06010 - Family and Consumer Science Instruction Provides the funding to operate the instructional program of family and consumer science. This budget unit consists of salaries and benefits for 4.36 FTEs.	389,704	425,019
06020 - Trade and Industrial Education Provides the funding to operate the instructional program of trade and industrial education. This budget unit consists of salaries and benefits for 5.20 FTEs.	457,710	468,618
06040 - Business and Office Education Provides the funding to operate the instructional program of business and office education. This budget unit consists of salaries and benefits for 3.00 FTEs.	292,880	297,405
06060 - Post-Secondary Tuition Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO). This budget unit consists of salaries and benefits for no FTEs.	675,000	675,000

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
07010 - K-12 Media Services Provides the funding to provide K-12 media services- media specialists and media educational assistants. This budget unit consists of salaries and benefits for <u>14.50</u> FTEs.	915,440	963,292
07020 - K-12 Gifted and Talented Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school. This budget unit consists of salaries and benefits for <u>6.00</u> FTEs.	609,253	625,276
07030 - 7-12 Guidance Services Provides the funding to provide 7-12 guidance services. This budget unit consists of salaries and benefits for <u>12.30</u> FTEs.	1,155,467	1,173,810
07060 - English Second Language Learner Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses. This budget unit consists of salaries and benefits for <u>42.50</u> FTEs.	3,178,867	3,375,238
08010 - Site Allocation of Instructional/Operational Resources Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	627,546	565,808
08020 - Building Level Copier Leases Provides the funding for the monthly lease costs of the main multi-functional device within each school. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	341,033	341,033
09010 - Special Ed Salaries/Benefits Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions. This budget unit consists of salaries and benefits for <u>306.00</u> FTEs.	21,487,174	22,119,466
09030 - Special Ed Purchased Services Provides funding for Individualized Student Services purchased services, supplies and equipment. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	2,392,574	2,402,674
09040 - Special Ed Transportation Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services. This budget unit consists of salaries and benefits for <u>1.00</u> FTEs.	2,393,550	3,108,596
10010 - Alternative Learning Center Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and junior high school students. This budget unit consists of salaries and benefits for <u>35.74</u> FTEs.	3,801,010	3,995,408

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
10020 - Mental Health Services Licensed mental health professionals, through a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	235,824	235,824
10030 - K-12 Nursing/Health Services Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010. This budget unit consists of salaries and benefits for <u>11.53</u> FTEs.	1,030,781	1,014,589
11010 - Co-Curricular Activities (Non-Athletic) Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc. This budget unit consists of salaries and benefits for <u>1.00</u> FTEs.	370,964	388,257
11020 - High School Interscholastic Athletics Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc. This budget unit consists of salaries and benefits for <u>1.38</u> FTEs.	1,109,862	1,132,443
11021 - Jr High Interscholastic Athletics Provides the funding to provide junior high athletics. These funds are supplemented through ticket sales, fund raising, donations, etc. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	91,269	92,674
12010 - Title I, Part A Regular - Improving Basic Programs Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses. This budget unit consists of salaries and benefits for <u>11.26</u> FTEs.	1,146,577	1,170,133
12020 - Title II, Part A Regular - Teacher/Principal Training & Recruiting Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement. This budget unit consists of salaries and benefits for <u>2.75</u> FTEs.	251,587	382,791
12030 - Title III Regular - Limited English Proficient Students Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families. This budget unit consists of salaries and benefits for <u>1.35</u> FTEs.	176,862	300,744
12050 - Carl Perkins Grant Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	68,000	68,000
13010 - Q-Comp/Pro-Pay Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses. This budget unit consists of salaries and benefits for <u>7.00</u> FTEs.	2,860,853	2,871,482

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
13020 - Integration and Achievement Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses. This budget unit consists of salaries and benefits for 17.71 FTEs.	1,786,369	1,783,583
13030 - Compensatory Education Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards. This budget unit consists of salaries and benefits for 52.72 FTEs.	6,005,905	4,984,769
14010 - Technology Provides funding manage and support the district's technologies including instructional, operational resources, equipment and supplies including the District's intranet and telephone systems. This budget unit consists of salaries and benefits for 14.75 FTEs.	2,991,617	3,177,283
15010 - Instructional Development Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations. This budget unit consists of salaries and benefits for 2.00 FTEs.	651,714	793,069
15020 - Curriculum Development Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies. This budget unit consists of salaries and benefits for 1.00 FTEs.	341,837	309,509
15030 - Curriculum Adoptions Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions. This budget unit consists of salaries and benefits for no FTEs.	600,000	250,000
15040 - Assessment Program Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies. This budget unit consists of salaries and benefits for 2.50 FTEs.	370,912	429,988
16010 - Board of Education Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives. This budget unit consists of salaries and benefits for no FTEs.	151,240	131,845
16020 - Superintendent Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals. This budget unit consists of salaries and benefits for 2.00 FTEs.	434,811	409,397
16030 - Assistant Superintendent Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs. This budget unit consists of salaries and benefits for 1.50 FTEs.	257,308	290,749

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
16040 - Human Resources Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements. This budget unit consists of salaries and benefits for 5.00 FTEs.	798,628	923,557
16041 - Workers Comp, Unemployment, & Premiums for Property Casualty Liability Insurance Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles. This budget unit consists of salaries and benefits for no FTEs.	1,376,680	1,376,680
16050 - Business Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting. This budget unit consists of salaries and benefits for 11.50 FTEs.	1,232,168	1,295,468
16052 - Business - Internal Service Fund Provides transfer of funds for severance payouts as stipulated in the District's various bargaining agreements and contributions to the District's medical and dental internal service funds. This budget unit consists of salaries and benefits for no FTEs.	600,000	-
16054 - Business - OPEB Implicit Chargeback Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust. This budget unit consists of salaries and benefits for no FTEs.	-566,719	-565,522
16060 - Communications and Marketing Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc. This budget unit consists of salaries and benefits for 2.00 FTEs.	405,474	407,953
16070 - Student Registration and Census Provides the funding to operate the school district's student registration, enrollment, and reporting services. This budget unit consists of salaries and benefits for 5.50 FTEs.	349,551	481,570
17011 - Elementary Administrators Provides the funding to operate the elementary principals' offices at each school. This budget unit consists of salaries and benefits for 10.00 FTEs.	1,211,741	1,199,200
17012 - Elementary Building Clerical Provides the funding to operate the elementary principals' offices at each school. This budget unit consists of salaries and benefits for 11.38 FTEs.	501,262	536,532
17013 - Elementary EAs Provides the funding various administrative and educational roles at each school. This budget unit consists of salaries and benefits for 15.95 FTEs.	323,177	332,201

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
17014 - Elementary Admin Benefits Provides the funding for the benefits of the above administrator, clerical and EA staff. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	578,931	598,015
17021 - Secondary Administrators Provides the funding to operate the secondary principals' offices at each school. This budget unit consists of salaries and benefits for <u>11.00</u> FTEs.	1,314,261	1,312,659
17022 - Secondary Building Clerical Provides the funding to operate the secondary principals' offices at each school. This budget unit consists of salaries and benefits for <u>19.62</u> FTEs.	815,258	837,907
17023 - Secondary EAs Provides the funding various administrative and educational roles at each school. This budget unit consists of salaries and benefits for <u>7.31</u> FTEs.	193,843	183,654
17024 - Secondary Admin Benefits Provides the funding for the benefits of the above administrator, clerical and EA staff. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	723,963	752,324
17025 - Miscellaneous Stipends Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	146,525	148,753
17026 - Campus Cup Provides the funding of the Café located at the Senior Campus at Diamondhead. This budget unit consists of salaries and benefits for <u>no</u> FTEs.	109,582	113,601
18010 - Student Transportation Provides the funding to transport eligible students to and from school including during regular and extended year/day terms. This budget unit consists of salaries and benefits for <u>4.47</u> FTEs.	4,290,463	3,396,123
19010 - Custodial Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for <u>69.40</u> FTEs.	5,204,715	5,121,839
19020 - Building, Grounds and Maintenance Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for <u>5.75</u> FTEs.	1,265,388	1,538,193
19030 - Environmental Health and Safety/ADA Compliance Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services. This budget unit consists of salaries and benefits for <u>1.00</u> FTEs.	481,715	483,334

2015 Revised Budget by Budget Unit

(staffing and budgeted FTE as of Feb 5, 2015)

	2015	
	Adopted Budget	Revised Budget
19040 - Facility Leases Provides the funding for the District's facility leases for BEST, Pates Stadium and the Hamilton Building. This budget unit consists of salaries and benefits for no FTEs.	751,707	751,707
19050 - Warehouse and Purchasing Provides the funding to operate the school district's warehouse and purchasing departments. This budget unit consists of salaries and benefits for 1.25 FTEs.	93,601	93,642
19060 - Utilities Provides the funding for the District's utilities. This budget unit consists of salaries and benefits for no FTEs.	1,880,183	1,880,183
20010 - School Resource Officers Provides the primary funding for school police resource officers for the district's secondary schools. This budget unit consists of salaries and benefits for no FTEs.	265,200	265,200
20030 - Safe Schools Provides the primary funding for additional supervision at Burnsville Senior High and Metcalf Junior High. This budget unit consists of salaries and benefits for 5.19 FTEs.	219,885	203,789
21000 - Miscellaneous State and Local Grants Provides the primary funding for various grants received outside of Federal and Special Education funding. This budget unit consists of salaries and benefits for no FTEs.	6,000	6,909
Total General Fund Expenditure Budget	120,297,447.00	121,796,610.00
Total General Fund Period FTEs - 1,150.29		



**Agenda III.B.
February 12, 2015**

To: Members, Board of Education

From: Lisa K. Rider, Executive Director of Business Services

Date: February 12, 2015

Re: Report on FY16 General Fund Budget Plan

In developing the FY16 budget, expenditures have been rolled forward and a percentage increase has been applied dependent upon the type of expenditure. Given our discussions on Vision One91, which will become clear in the next few weeks, we are proposing Total Revenues and Total Expenditures for the General Fund and will bring to the board workshop on March 12 details of what the necessary additions and reductions will be that keep us within the totals defined.



To: Board of Education, Members

Agenda III.C
February 12, 2015

From: Superintendent Gothard

Date: February 6, 2015

Re: Board Policy 526: *Hazing Prohibition*

RECOMMENDATION: That the Board of Education approves, on a first reading basis, Board Policy 526: *Hazing Prohibition* and rescinds Policy JFCF.

The Policy Review Committee and administration have reviewed Policy 526 and recommend approval on a first reading basis.

Policy 526 with revisions and JFCF are attached for your review.

ATTACHMENTS

/jmk

Adopted: 2/08
 Reviewed: 02/15
 Revised: 11/18/10, 2/15
 Rescinds: JFCF

Burnsville-Eagan-Savage School District Policy 526

Deleted: : _____

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Comment [j1]: New

Comment [j2]: New

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to

weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Comment [j3]: New

Comment [j4]: New

Comment [j5]: New

- B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Comment [j6]: New

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Comment [j7]: Old policy specified 5 day suspension

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

Comment [j8]:

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school’s student handbook, and ~~on~~ the Independent School District 191 policy webpage.
- B. The school district will develop a method of discussing this policy with students and employees.

Deleted: in each school’s building and staff handbooks,
Deleted: in
Deleted: Staff Handbook

Legal References: Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)
Burnsville-Eagan-Savage School District Policy 525 (Violence Prevention [Applicable to Students and Staff])

Descriptor Term: **Hazing Prohibition**

Descriptor Code: **JFCF**

Issued Date: **2/08**

Reviewed Date:

Revised Date: **11/18/10**

Rescinds:

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. DEFINITIONS

A. "Hazing" means committing an act against a student or coercing a student to engage in an act that creates a substantial risk of harm to a person in order for the person to be initiated into or affiliated with a student group, organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the dignity or mental health of the student, or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

- B. "Student groups" includes schools, school sponsored groups, clubs or organizations having students as their primary members or participants. It includes grade levels, classes, teams, activities or particular school events.

III. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission, or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior on or off school property and during and after school hours.
- E. Any person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter the building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer (Executive Director of Human Resources) or to the Superintendent of Schools. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, must inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials and/or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook; in each school's building and staff handbooks; and in the Independent School District 191 Staff Handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])



To: Board of Education, Members

Agenda III.D
February 12, 2015

From: Joe Gothard, superintendent

Date: February 6, 2015

Re: Report on Vision One91

Superintendent Joe Gothard will provide an update on Vision One91 – Buildings for Learning.

/jmk