



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
March 9, 2023
6:30 PM

Strategic Directions:

- Creating space and opportunity for each and every voice to be heard
- Actively leading by developing and sustaining a diverse and equitable education system
- Supporting and leveraging innovation to improve student outcomes and district culture
- Engaging our community to ensure common understanding of our Strategic Roadmap and the district work to support it

5:45 PM Listening Session with Chair Scott Hume and Director Toni Conner

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

II. Approval of Agenda

III. Information

- A. Report about Gideon Pond Elementary School and Harriet Bishop Elementary School 3
Speaker(s): Ms. Salma Hussein, and Mr. Ken Essay, Principals
- B. Technology Update 14
Speaker(s): Rachel Gorton, Director of Technology
- C. Report about Fundraising 33
Speaker(s): Stacey Sovine, Executive Director of Administrative Services
- D. Student Representative Report 35
- E. Superintendent Report 36
- F. Board Member Reports 37

IV. Business Meeting

- A. Consent Agenda

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.

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.	2
1. Approve Minutes	38
2. Approve Personnel Recommendations	40
3. Adopt a Resolution to Accept Donations	41
4. Approve 2023 Committee Re-assignment	43
5. Approve, on a First Reading Basis, Non-substantive Changes to Policies 704: <i>Development and Maintenance of an Inventory of Fixed Assets and a Fixed Accounting System</i> , 711: <i>Video Recording on School Buses</i> , 713: <i>Student Activity Accounting</i> , 701.1: <i>Modification of School District Budget</i> , and 505: <i>Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees</i>	44
6. Approve No Changes to Policy 530: Immunization Requirements	60
B. New Business	64
1. Approve, on a First Reading Basis, Changes to Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Speaker(s): Dr. Chris Belmont, Assistant Superintendent	66
2. Approve, on a First Reading Basis, Changes to Policy 624: <i>Online Learning Options</i> Speaker(s): Imina Oftedahl, Director of Curriculum, Instruction and Assessment	71
3. Approve, on a First Reading Basis, Changes to Policies 714: <i>Fund Balance</i> , and 701: <i>Establishment and Adoption of School District Budget</i> Speaker(s): Stacey Sovine, Executive Director of Administrative Services	77
4. Approve, on a First Reading Basis, Changes to Policy 206: <i>Public Participation in School Board Deliberations</i> Speaker(s): Abigail Alt,, Director	84
V. Adjourn to a Workshop	
A. Discuss Open Facilities Speaker(s): Chair Scott Hume, and Stacey Sovine, Executive Director of Administrative Services	92
B. FY24 Preliminary Budget Update Speaker(s): Dr. Theresa Battle, Superintendent, and Stacey Sovine, Executive Director of Administrative Services	95



**Agenda III.A.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Ms. Salma Hussein, and Mr. Ken Essay, principals

Date: March 9, 2023

Re: Report about Gideon Pond Elementary School and Harriet Bishop Elementary School

Receive a report about Gideon Pond Elementary School and Harriet Bishop Elementary School from Ms. Salma Hussein, and Mr. Ken Essay, principals.

BLAZE YOUR PATH BLAZE
YOUR PATH BLAZE YOUR
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Board of Education School Updates

**Harriet Bishop
Gideon Pond
March 9th, 2023**



Welcome Video



Overview

- » Harriet Bishop- Our Story
- » Gideon Pond- Our Story
- » Each Student. Future Ready. Community Strong.

Harriet Bishop - Our Story

- ❖ Harriet Bishop Elementary is a school where all people are welcomed, included, and valued.
- ❖ Family is at the center of everything we do.
- ❖ Multicultural community who are intentional about celebrating the unique strengths of each student, staff member and family
- ❖ Dedicated, loving, passionate Staff
- ❖ A rich language diverse school



School Board School Updates

Gideon Pond - Our Story

- ❖ Gideon Pond Elementary is a school where all students grow, succeed, and reach their goals.
- ❖ Safe, loving and inclusive school
- ❖ Multicultural community who are intentional about celebrating the unique cultures and backgrounds of each student and family
- ❖ Dedicated Staff
- ❖ A focus on fostering a love of learning and community



Each Student. Future Ready. Community Strong.

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- Fostering strong relationships between students, teachers, and families
- Using data to track and assess student progress
- Incorporating culturally responsive practices based upon Culturally Proficient School System (CPSS) framework
- Using PBIS as a framework for teaching positive behavior
- Utilizing second step lessons to help develop the social emotional health of students
- Implementing math expressions in all levels of instruction
- Implementing collaborative classroom
- Implementing Standard Response Protocol (SRP) - I Love You Guys curriculum
- Implementing Restorative Practices
- Mentor-Mentee Relationship

Each Student. Future Ready. Community Strong

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- Somali - English Affirmation Cards
- Restorative Questions Cards
- Gideon Lunch Bunch




RESTORATIVE QUESTIONS

WHEN CHALLENGING BEHAVIOR:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

WHEN SOMEONE HAS BEEN HARMED:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

 International Institute for Restorative Practices
iirp.edu

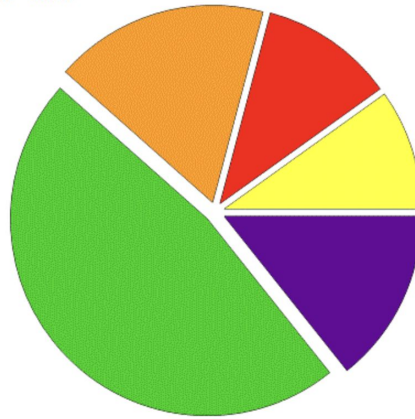


Each Student. Future Ready. Community Strong- HB

- Heggerty

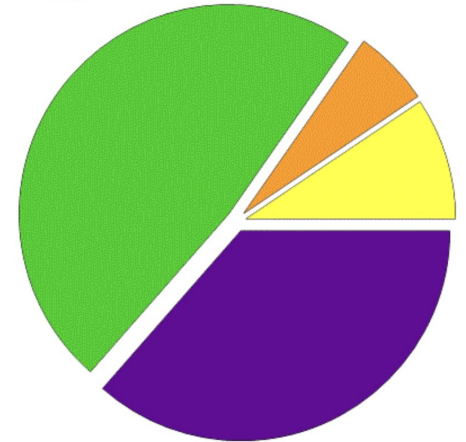
20-21 Fall to Spring Growth
without Heggerty Pilot = 61.6%

Test Growth		
Aggressive Growth	13	14.3%
Typical Growth	43	47.3%
Moderate Growth	16	17.6%
Flat Growth	10	11.0%
No Growth Score	9	9.9%
Total	91	100.0%



21-22 Fall to Spring Growth
with Heggerty Pilot = 84.7%

Test Growth		
Aggressive Growth	31	36.5%
Typical Growth	41	48.2%
Moderate Growth	5	5.9%
No Growth Score	8	9.4%
Total	85	100.0%



Thank You & Contact Information

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Ken Essay

kessay@isd191.org

952-707-3901

<https://harrietbishop.isd191.org>

Harriet Bishop Elementary

14400 O'Connell Rd

Savage, MN 55378

Salma Hussein

shussein@isd191.org

952-707-3001

<https://gideonpond.isd191.org>

Gideon Pond Elementary

613 E. 130th Street

Burnsville, MN 55337



**Agenda III.B.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Rachel Gorton, director of technology

Date: March 9, 2023

Re: Technology Update

Receive a Technology Update from Rachel Gorton, director of technology.

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Technology Update

Rachel Gorton

March 9, 2023

one91
Burnsville · Eagan · Savage

Overview

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- » Cybersecurity Trends in K12
- » Telephone Replacement Project

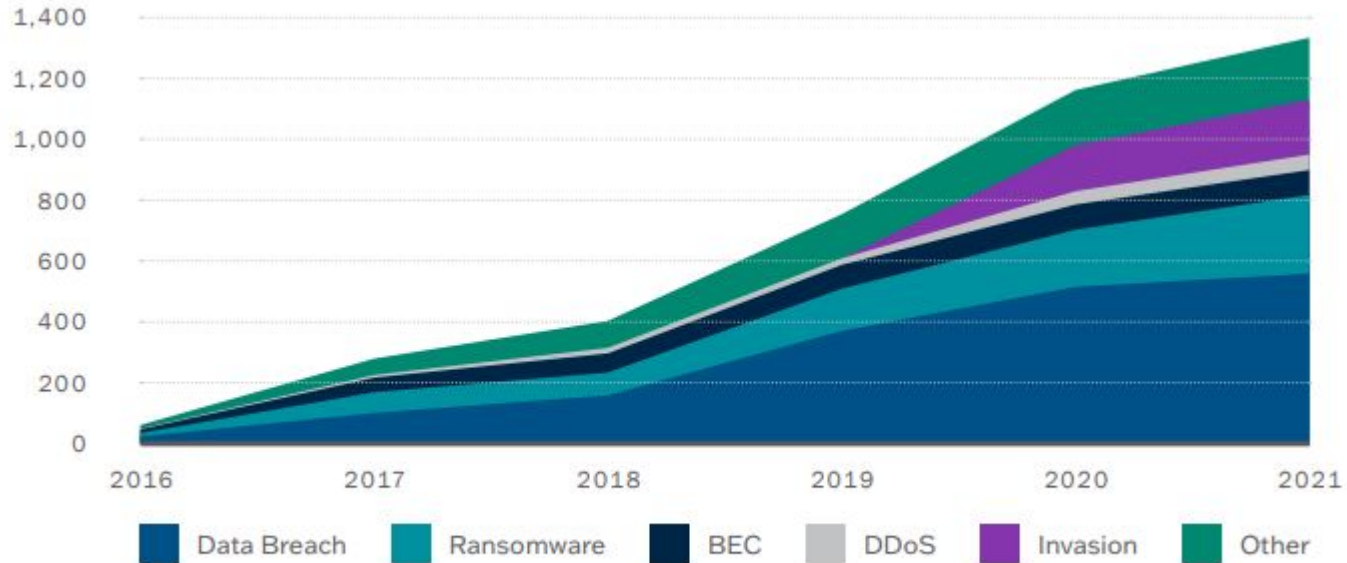


FIGURE 1: NUMBER OF PUBLICLY-DISCLOSED K-12 INCIDENTS BY INCIDENT TYPE: 2016-2021

K-12 Cybersecurity Act of 2023

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Requires the Federal Cybersecurity & Infrastructure Security Agency (CISA) to :

- Report on cybersecurity risks facing K12 schools
- Develop recommendations that include cybersecurity guidelines designed to help schools face these risks

[K-12 Cybersecurity Act of 2021](#) (October 2021)

CISA Report Released January 2023

19

Protecting Our Future:

Partnering to Safeguard K-12 Organizations from Cybersecurity Threats

3 Recommendations:

- Invest in the most impactful security measures and build toward a mature cybersecurity plan
- Recognize and actively address resource constraints
- Focus on collaboration and information sharing

[CISA K12 Site](#) (January 2023)

Controls / Performance Goals

Cybersecurity Risks are mitigated through *performance goals or controls*

- Account Security
- Device Security
- Data Security
- Governance and Training
- Vulnerability Management
- Supply Chain / Third Party
- Response and Recovery
- Other



Risk Analysis

		Risk Severity				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood / Consequence	Almost Certain	Medium	Medium	High	High	Extreme
	Likely	Medium	Medium	Medium	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Cybersecurity Insurance

- Increasing Requirements
- Increasing Recommendations



**Unified Communication As A Service
(UCAAS)
Telephone System Review**



Existing Telephone System:

- 2007 - Installed
- 2018 - Telephony hardware infrastructure upgraded
 - Did not include physical phones or support system upgrades
- Antiquated equipment and features
- Inability to continue to patch
- Missing modern preferred communication methods



UCAAS System Review

Communication is now more than telephones

UCAAS =
Unified Communication As A Service



UCAAS System Review: What We Gain

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- Flexibility and efficiency
 - Traveling staff, Virtual Academy, E-Learning
 - Softphone capabilities on district devices
- Additional district supported communication methods
 - SMS (text messaging), integrated translation
 - Voicemail to email with transcription
 - Elimination of alternative methods for communication
- Directory integration
 - Possible example: Synergy parent data/caller ID to be incorporated
- New E911 Law Compliance
 - Ray Baum's Act - location identification requirement
 - Kari's Law - direct 9-1-1 dialing

UCAAS System Review: Phase 1

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Phase 1 - Complete

November 2022 - February 2023

- Identified needs and wants of a new system
- Conducted stakeholder meetings to create user profiles
- Prioritized desired features
- Reviewed infrastructure needs (security, regulatory, connectivity)
- Identified key integrations and data flows
- Reviewed initial list of potential vendors

UCAAS System Review: Phase 2

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Phase 2 - In Process

February - May 2023

- Consolidate requirements including users, hardware, licensing, and support
- Conduct vendor presentations focusing on prioritized features
- Request for proposal process (RFP)
- Cost Analysis and **Decision**
- Vendor Contract completion
- Begin transition planning

UCAAS System Review: Scenarios

Scenario	Why This Matters
Inbound and outbound SMS with translation	<p>Can the platform manage SMS (text messaging) through a common interface? Would allow teachers and staff to utilize texting within district communication's system and eliminate the need for alternative applications currently used but not managed by ISD191 (Remind, WhatsApp, personal Google Voice accounts, etc.)</p> <p>Translate inbound SMS from Spanish to English Translate inbound SMS from Somali to English We want to see the proven capabilities of the proposed system.</p>
Display parent information / caller ID	<p>Ability to reverse look up parent and student information from data source (Synergy) based on caller ID and display on hard (desk) phone and soft (on computer) phone. Connects staff to student information quickly.</p>
Ability to easily manage adds/ moves / changes in the platform. Manage e911	<p>Ease of management to ensure the system can be maintained effectively. E911 laws have changed and we want to ensure that all requirements can be met by the proposed solution.</p>

UCAAS System Review: Costs

Cost Item	Information	Occurrence
New Equipment	Replace physical telephones and any equipment	One Time
Implementation Costs	Configuring new system and phone numbers, integrations, training	One Time
Licensing and Support	User and device licensing and support costs	Ongoing

Cost Impacts:

- Features chosen for hardware and users
- Integrations chosen

Other Impacts:

- Potential reduction in other areas
 - cell phones, Google Voice
 - consolidation of other programs used

Annual licensing costs are anticipated to be higher than current due to the increased features we have identified as important.

UCAAS System Review: Phase 3

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Phase 3 - Installation, Implementation, & Training *Anticipated May - September 2023*

- Implementation and Set Up
- Integrations with key resources (Rapid Identity, Synergy, Bogen, etc.)
- Infrastructure interface equipment to support telephone communication of the UCAAS system
- Physical phone replacement
- Training - core support team and end users

Thank You



**Agenda III.C.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: March 9, 2023

Re: Report on Fundraising

Policy 511 Student Fundraising requires a report twice a year. We ran reports from the e-commerce system from September 1, 2022 to January 31, 2023. Monthly reports are also provided to the Board recognizing donations.

Below is our Fundraiser report that includes the activity, type of fundraisers, timing, purpose, and results.

Activity	Type	Timing	Purpose	Results
Eagle Ridge Middle School Fundraiser	Call for donations	Annually October through June	For student supplies, field trips, PBIS (Positive Behavior Interventions and Supports)	FY22 had a total of \$315
Burnsville Senior Center	Monthly Dining Club Cards	9/15/2022-3/30/2023	For Burnsville Senior Center activities	FY22: \$800.00
Burnsville Senior Center	Annual Giving Campaign	7/1/2021 thru 6/30/2023	For Burnsville Senior Center Activities	FY22: 3,201.00 FY23: 9,590.00

According to policy:

- The building administrators shall be responsible for developing recommendations to the superintendent or designee that will result in a level of activity deemed acceptable by employees, parents, and students.
- All fundraising activities must be approved in advance by the administration.
- The superintendent or designee shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.

To implement this, we have a process that first calls for the completion of the Request for Fundraiser form online. This form must be approved and signed by the site/department supervisor and forwarded to the Office of the Assistant Superintendent for review and approval.

Once the final approval is provided, the Fundraiser may proceed with communications with the public. As a form of assistance, The Administrative Assistant to the Assistant Superintendent will establish an E-Commerce link for the receipt of credit card contributions to the Fundraiser (deposited into the appropriate account code) and provide the link to be shared in electronic communications with families and our public.

The use of Ecommerce allows the ease of electronic contribution to the fundraiser and eliminates the handling of cash/checks within our schools. We are encouraging the use of the electronic means for deposits related to fundraisers and donations.



**Agenda III.D.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Ava Drobnick, student board representative

Date: March 9, 2023

Re: Student Board Representative Monthly Report

Receive a report from Ava Drobnick, student board representative.



**Agenda III.E.
March 9, 2023**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Date: March 9, 2023
Re: Superintendent Report

Receive a report from Dr. Theresa Battle, superintendent.



**Agenda III.F.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Board Chair

Date: March 9, 2023

Re: Board Member Reports

Receive reports from board members.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 February 27, 2023

The special meeting of the Board of Education was called to order by Chair Hume at 6:30 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337. Call to Order

Directors Alt, Chester, Miller, Werb, and Chair Hume were present. Directors Conner and Mursal were absent. Superintendent Dr. Battle, administrators, staff and members of the public were also present. Attendance

Chair Hume welcomed the audience and asked Miller to lead the Pledge of Allegiance. Pledge of Allegiance

Moved by Miller, seconded by Werb to approve the agenda. The motion to approve the agenda carried unanimously (5, 0). Agenda

Received a report about Indian Education Programming & Resolution of Concurrence from Rebecca Mousseau, Indigenous Cultural Liaison, and Kelly Sundquist, advisory chair. Reports

Received a report about Vista View Elementary school, Edward Neill Elementary school, and One91 Virtual Academy from Dr. Chris Bellmont, assistant superintendent, Mr. Lyle Bomsta, principal, Sam Gaylord and Ashley Gravnik.

Received a report about the Achievement and Integration Plan 2023-2026 from Imina Oftedahl, director of curriculum, instruction and assessment.

Received reports on Board committees, appointments, and school assignments from Chester about ISD 917, Alt about Burnsville Fire Muster, and Hume about Gideon Pond.

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

-Approve the regular board meeting minutes for February 9, 2023, and the board retreat minutes for February 18, 2023. Consent Agenda Minutes

-Approve personnel recommendations for Brian Nacey, Donald Leake, Amanda Exley, Beth Proctor, Dawndra Broge, Hayley Shibley, Julio Neptuno Temozan, Mark Hubbard, Melanie Liyanage, Michael Blair, Nancy Anderson, Robert Thompson, Nick Sanborn, Hailey Busker, James Verstein, Melanie Liyanage, Ondine Cella, and Thomas Hewet. Personnel Recommendation

-Adopt a resolution to approve and accept donations as presented.

-Approve December payroll checks in the net amount of \$4,030,239.29. December claims to date, wire transfers and adjustments totaling \$9,133,533.32. Also, that the Board accepts December receipts of \$8,892,383.33 and investments for the General Fund and OPEB of \$66,855,507.48 as of December 31, 2022. Donations Checks, claims, receipts and investments

-Accept the Budget Analysis for the month ending December 31, 2022. Budget analysis

-Receive a report about the Listening Session on February 9, 2023.
 -Approve, on a second reading basis, non-substantive changes to Policies 802: Disposition of Obsolete Equipment and Material, 801: Equal Access to School Facilities, 404: Employment Background Checks, 702: Accounting, 703: Annual Audit, 706: Acceptance of Gifts, 707: Transportation of Public-School Students, 710: Extracurricular Transportation, 712: Video Surveillance Other Than on Buses, and 720: Vending Machines.
 -Approve, on a second reading basis, changes to Policies 613: Graduation Requirements, 705: Investments, 602: Organization of School Calendar, and 104: School District Mission Statement.
 The motion carried unanimously (5, 0).

Listening Session
 Policies

Moved by Chester, seconded by Werb, pursuant Minnesota Statute, section 124D.78 Subdivision 2, it is recommended that the ISD 191 School Board accept the American Indian Parent Advisory Group Vote of Concurrence attesting that the school district are compliant with Minnesota Statutes and meeting the needs of American Indian children.
 The motion carried unanimously with discussion (5, 0).

American Indian
 Vote of
 Concurrence

Moved by Chester, seconded by Miller, to approve the proposed 2023-2026 Achievement and Integration Plan with the FY24 Achievement and Integration Revenue Budget. The motion carried unanimously (6, 0).

A&I Plan and
 Budget

Moved by Miller, seconded by Alt to approve an application for preliminary approval of an extended field trip for Burnsville High School Band Travel Club students to travel to Costa Rica for a travel performance tour. The motion carried unanimously after discussion (5, 0).

Extended Field
 Trips

Moved by Miller, seconded by Alt, to approve an application for preliminary approval of an extended field trip for Burnsville High School Travel Club students to travel to London, England and Paris, France from July 11-20, 2024. The motion carried unanimously after discussion (5, 0).

The meeting adjourned at 8:15 p.m.

Adjourn

Lesley Chester, Clerk March 9, 2023
Date Approved

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

TO: Members, Board of Education
 Dr. Theresa Battle, Superintendent

FROM: Stacey Sovine, Executive Director of Administrative Services

DATE: March 9, 2023

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment		Amanda Ewers	Eagle Ridge Middle School	Teacher	04/03/2023	1.0 FTE
Certified	Appointment		Andrew Tofte	WM. Byrne Elementary School	Long Term Substitute Teacher	10/24/2022-01/20/2022	1.0 FTE
Certified	Appointment		Andrew Tofte	Harriet Bishop Elementary	Long Term Substitute Teacher	02/02/2023-03/20/2023	1.0 FTE
Certified	Appointment		Jameson Gillispie	Edward Neill Elementary	Teacher	03/06/2023	1.0 FTE
Certified	Resignation		Jill Miller	Virtual Academy	Teacher	2023-2024 School year	.2 FTE
Certified	Resignation		Sahro Abdullahi	* District-wide	Cultural Liaison	03/05/2023	8 hours/day
Classified	Appointment		Brian Pickett	* Eagle Ridge Middle School	Educational Assistant	02/27/2023	7.25 hours/day
Classified	Appointment		Daniel Hartman	Burnsville High School	Golf Coach- Head	Spring Season	Stipend
Classified	Appointment		Jill Pieper	Burnsville High School	Softball Coach-Assistant	Spring Season	Stipend
Classified	Appointment		John O'Laughlin	District-wide	Operations and Transportation Supervisor	03/13/2023	8 hours/day
Classified	Appointment		Patrick O'Neal	Burnsville High School	Educational Assistant	03/02/2023	7 hours/day
Classified	Appointment		Sahro Abdullahi	* Burnsville High School	Teacher	03/06/2023	1.0 FTE
Classified	Appointment		Samuel Schliemann	Burnsville High School	Baseball Coach- Assistant	Spring Season	Stipend
Classified	Appointment		Solomon Rosenthal	Burnsville High School	Tennis Coach Assistant	Spring Season	Stipend
Classified	Appointment		Thomashia Harper-Jackson	Sky Oaks Elementary School	Educational Assistant	03/06/2023	7.25 hours/day
Classified	Resignation		Amanda Seppala	Burnsville High School	Softball Coach	02/20/2023	Stipend
Classified	Resignation		Derek Schlager	Burnsville High School	Track and Field Coach	02/26/2023	Stipend
Classified	Resignation		Mohamad Ail	Burnsville High School	Soccer Coach	02/18/2023	Stipend
Classified	Resignation		Rich Leonard	Burnsville High School	Golf Coach	02/25/2023	Stipend
Classified	Resignation		Roxanne Leake	* Hidden Valley Elementary	Educational Assistant	03/10/2023	7.25 hours/day
Classified	Resignation		Thao Vo	Eagle Ridge Middle School	Food Service Associate	02/24/2023	5.75 hours/day
Classified	Retirement		Sarah Hansen	Harriet Bishop Elementary	Educational Assistant	03/23/2023	7.25 hours/day



**Agenda IV.A.3.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Tyler Dehne, director of finance

Date: March 9, 2023

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

RESOLUTION TO ACCEPT DONATIONS

WHEREAS,

- 1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
- 2. Minnesota Statute 123B.02, Subd. 6 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 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 March 9, 2023.

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
2/28/0023	Presbyterian Church of Apostles	Gideon Pond Elementary	School supplies	Notebooks, folders, pens markers, crayons, gloves, snow pants, hats
2/28/2023	6 Anonymous families	Food & Nutrition Services	For students in need	\$38.05
2/8/2023	Charlesetta Ivy	Food & Nutrition Services	For students in need	\$0.50
2/28/2023	Rahn PTO	Community Ed	Brainpower in a Backpack	\$750
2/28/2023	Curtis Nelson Jr and Alisha Kaul-Nelson	Community Ed	Brainpower in a Backpack	\$50

Total monetary donation received: \$838.55



**Agenda IV.A.4.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Scott Hume, board chair

Date: March 9, 2023

Re: Committee Re-assignment for 2023

Recommendation: That the Board of Education approves assigning Scott Hume to the Burnsville Chamber of Commerce Policy Committee for 2023.

Agenda IV.A.5.
March 9, 2023

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services, and Dr. Chris Bellmont, assistant superintendent

Date: March 9, 2023

Re: Policies 704: *Development and Maintenance of an Inventory of Fixed Assets and a Fixed Accounting System*, 711: *Video Recording on School Buses*, 713: *Student Activity Accounting*, 701.1: *Modification of School District Budget*, and 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*

Recommendation: Approve, on a first reading basis, non-substantive changes to Policies 704: *Development and Maintenance of an Inventory of Fixed Assets and a Fixed Accounting System*, 711: *Video Recording on School Buses*, 713: *Student Activity Accounting*, 701.1: *Modification of School District Budget*, and 505: *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*.

The policies were reviewed by the Policy Review Committee on February 28, 2023.

Below is a summary of changes:

- Policy 704 – MSBA updated references
- Policy 711 – MSBA updated references
- Policy 713 – MSBA updated references
- Policy 701.1 – MSBA updated references
- Policy 505 - Changes suggested by administration

Adopted: 3/10/2016
 Reviewed: ~~5/9/2019~~ 3/9/2023
 Revised: [MSBA 2022](#)
 Rescinds:

Burnsville-Eagan-Savage School District Policy 704

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or designee be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). Capital assets are defined as those with an initial, individual cost of \$5,000 or more, which benefit more than one fiscal year. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district as part of the annual audit.

Legal References: Minn. Stat. § 123B.02 ([General Powers of Independent School Districts Powers](#))
 Minn. Stat. § 123B.09 ([Boards of Independent School Board Powers Districts](#))
 Minn. Stat. § 123B.51 (Schoolhouse and Sites; [Uses for School and Nonschool Purposes; Closings](#))~~Access for Noncurricular Purposes~~)

Cross References: Burnsville-Eagan-Savage School District Policy 702 (Accounting)
[MSBA Service Manual, Chapter 7, Education Funding](#)

Adopted: 4/14/2016
 Reviewed: ~~5/9/2019~~3/9/2023
 Revised: ~~5/23/2019~~MSBA 2022
 Rescinds:

Burnsville-Eagan-Savage School District Policy 711

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn-esota Statutes, Chapter~~ 13 and the Family Educational Rights and Privacy Act, 20 ~~United -States-Code, §~~ section 1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. Once the school district retains a video recording, the school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
5. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

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 422 (Policies Incorporated by Reference)
Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
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 709 (Student Transportation Safety Policy)
Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)
[MSBA Service Manual, Chapter 2, Transportation](#)

Adopted: 4/14/2016
 Reviewed: ~~8/27/2020~~3/9/2023
 Revised: ~~9/10/2020~~MSBA 2022
 Rescinds:

Burnsville-Eagan-Savage School District Policy 713

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall take charge of, control over, and account for all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The appropriate school personnel shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities under board control may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The appropriate school personnel shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be

administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.145, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
Burnsville-Eagan-Savage School District Policy 510 (Student Activities)
Burnsville-Eagan-Savage School District Policy 511 (Student Fundraising)
Burnsville-Eagan-Savage School District Policy 701 (Establishment and Adoption of School District Budget)
Burnsville-Eagan-Savage School District Policy 701.1 (Modification of School District Budget)
Burnsville-Eagan-Savage School District Policy 702 (Accounting)

Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
Burnsville-Eagan-Savage School District Policy 704 (Development and
Maintenance of an Inventory of Fixed Assets and a Fixed Asset
Accounting System)
Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)
Burnsville-Eagan-Savage Student Activity Handbook

Adopted: 2/1991
 Reviewed: ~~5/9/2019~~3/9/2023
 Revised: 3/10/2016MSBA 2022
 Rescinds: DBH

Burnsville-Eagan-Savage School District Policy 701.1

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund. Unbudgeted expenditures, in clear alignment with the school district mission, may be made for which revenue is collected for a particular purpose and for which neither revenue nor expenditures were budgeted. Example of such includes; PTO donations, insurance proceeds, miscellaneous grants, etc.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent

shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: Burnsville-Eagan-Savage School District Policy 701 (Establishment and Adoption of School District Budget)
[MSBA Service Manual, Chapter 7, Education Funding](#)

Adopted: 12/3/2015

Burnsville-Eagan-Savage School District Policy 505

Reviewed: ~~11/15/2018~~ 9/2023

Revised: ~~12/13/2018~~ Admin 2/10/23

Rescinds:

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by electronic means and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of

minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. “Minor” means any person under the age of eighteen (18).

E. “Material and substantial disruption” of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration, ~~on a case-by-case basis~~. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES FOR APPEAL PROCESS

- A. Administration will establish guidelines and procedures for distribution of materials.
- B. If the person is dissatisfied with the decision of the administrator, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken,

in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and ~~posted~~ [available](#) in school buildings.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 512 (School-Sponsored Student Publications)
 Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



**Agenda IV.A.6.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Amy Piotrowski, director of student support services

Date: March 9, 2023

Re: Policy 530: *Immunization Requirements*

Recommendation: Approve no changes to Policy 530: *Immunization Requirements*.

The policy was reviewed by the Policy Review Committee on February 28, 2023. The policy was revised as part of the policy review rotation.

Adopted: 1/1999
 Reviewed: ~~12/13/2018~~ 9/2023
 Revised: 1/10/2019
 Rescinds: JHCB

Burnsville-Eagan-Savage School District Policy 530

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations or show appropriate exemption as mandated by the MN Immunization law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students enrolled in Independent School District 191 are required to provide proof of immunizations, or appropriate documentation exempting the student from such immunizations, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunizations or documentation of exemption. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), , affirming that the student received the immunizations required by law indicating the month, day and year each immunization was administered; or
 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered and is in the process of completing the series within eight months
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request,

the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. above, or statement of exemption from immunizations set forth in Section IV., below, to the superintendent or designee of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When evidence of the presence of a communicable disease exists or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 1. Notify parents/guardians and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 2. Notify parents/guardians and students of the consequence for failure to provide required documentation regarding immunizations;

3. Review student health records to determine whether the required information has been provided; and
4. Make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515, Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)

March 9, 2023 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

(Donations Report)

Board Member Question	Staff Response
<p>The report mentions monthly donations reports to the board. Is this reference intended in lieu of our annual donations report?</p>	<p>The opening section that I believe you are referring to states:</p> <p><i>Policy 511 Student Fundraising requires a report twice a year. We ran reports from the e-commerce system from September 1, 2022 to January 31, 2023. Monthly reports are also provided to the Board recognizing donations.</i></p> <p>Policy 511 requires reporting on fundraising twice a year. The second sentence merely informs that donations received by the district are reported on a monthly basis. I.e., Agenda IV.A.3. on February 27, 2023 to accept the donations to Community Education.</p>

(Technology Update)

Board Member Question	Staff Response
<p>2. Slide 17. Staff training: ballpark estimate of cost?</p>	<p>Training costs are unknown at this point but we will have a better idea of options and needs in the next month. It is definitely on our radar and will be part of the RFP process.</p> <p>We are bucketing in 3 different categories:</p>

	<p>Core Team - mostly tech folks who will be supporting the system</p> <p>Power Users - folks like administrative assistants and other roles who answer, route, and work more intensively with the phones</p> <p>General Users - this training will likely be a minimal need and done internally</p> <p>As we move through the RFP process, we will have a much better estimate of what will be needed.</p>
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**Agenda IV.B.1.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: March 9, 2023

Re: Policy 527: *Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches.*

Recommendation: Approve, on a first reading basis, changes to Policy 527: *Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches.*

Policy 527 was reviewed by the Policy Review Committee on January 24, 2023, and February 28, 2023.

Summary of changes:

- MSBA updated legal references.
- The parking lot fee language was requested by the Policy Review Committee.

Adopted: 1/1986
 Reviewed: ~~12/9/2021~~3/9/2023
 Revised: ~~1/13/2022~~MSBA 2022
 Rescinds: JHFD

Burnsville-Eagan-Savage School District Policy 527

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

~~Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].~~

IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in { other designated areas, eg., parking lots designated for use only by staff or by the general public}.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator.

V. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor

vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VI. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. [-Approved directives and guidelines shall be attached as an addendum to this policy.](#)

VII. PARKING FEE/PERMIT SYSTEM

If the school district institutes a permit system and intends to charge students a fee for parking permits or makes changes to parking fees, the procedures in Minn. Stat. 123B.38 must be followed before the fees are implemented. The parking fee permit must not exceed \$100 annually per student effective July 1, 2022. [Students who qualify for free and reduced-price lunch will not incur a fee upon successful registration.](#)

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
 Minn. Const., art. I, §10
 Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
[Minn. Stat. § 123B.38 \(Hearing\)](#)
~~*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)~~

Cross References: Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)
 Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)
 Burnsville-Eagan-Savage School District Policy 501 (School Weapons Policy)
 Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)



**Agenda IV.B.2.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Imina Oftedahl, director of curriculum, instruction and assessment

Date: March 9, 2023

Re: Policy 624: *Online Learning Options*

Recommendation: Approve, on a first reading basis, changes to Policy 624: *Online Learning Options*.

Policy 624 was reviewed by the Policy Review Committee on February 28, 2023.

MSBA updated legal references.

Adopted: 1/28/2016
 Reviewed: ~~1/13/2022~~ 9/2023
 Revised: ~~1/27/2022~~ MSBA 2022
 Rescinds:

Burnsville-Eagan-Savage School District Policy 624

624 ONLINE LEARNING OPTIONS

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in Independent School District 191 for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

~~A. On-line learning should be held to the same standards as traditional learning.~~

~~B. Supervision of students' on-line coursework is the responsibility of the on-line provider.~~

~~C.A.~~ The school district shall not prohibit an enrolled student from applying to enroll in online learning.

~~B.D.~~ The school district shall grant academic credit for completing the requirements of an online learning course or program.

~~C.E.~~ The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.

~~D.F.~~ The school district shall continue to provide non-academic services to online learning students.

~~E.G.~~ Online learning students may participate in the extracurricular activities of the school district in accordance with other district policies.

III. DEFINITIONS

A. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

B. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and

includes blended and online learning.

- C. “Enrolling district” means the school district or charter school in which a student is enrolled under ~~Minnesota Statutes, section~~§ 120A.22, ~~Subdivision~~ 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the ~~Minnesota Department of Education (MDE)~~ to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with ~~Minnesota Statutes, sections~~§§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

- A. Dissemination and Receipt of Information
 - 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
 - 2. The school district will receive and maintain information provided to it by online learning providers.

3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the

enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.

5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minnesota-

~~Statutes-~~ section § 124D.095, ~~Subd.~~subdivision 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1a (~~Curriculum; Electronic Components~~)
(Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: Burnsville-Eagan-Savage School District Policy 509 (Enrollment of Nonresident Students)
Burnsville-Eagan-Savage School District Policy 605 (Alternative Programs)
Burnsville-Eagan-Savage School District Policy 608 (Instructional Services – Special Education)
Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 620 (Credit for Learning)



**Agenda IV.B.3.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: March 9, 2023

Re: Policies 714: *Fund Balance*, and 701: *Establishment and Adoption of School District Budget*

Recommendation: Approve, on a first reading basis, changes to Policies 714: *Fund Balance*, and 701: *Establishment and Adoption of School District Budget*.

The policies were reviewed by the Policy Review Committee on February 28, 2023.

Summary of changes:

- Policy 714 - MSBA updated legal references.
- Policy 701 - MSBA updated legal references and Commissioner.

Adopted: 5/2001 *Burnsville-Eagan-Savage School District Policy 714*
 Reviewed: ~~1/11/2018~~3/9/2023
 Revised: ~~1/2005, 5/2011, 3/10/2016~~ MSBA 2022
 Rescinds: DAA

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

Unassigned balances in the District’s Operating Funds are necessary to:

- A. Maintain a positive cash position at all times.
- B. Provide for reasonable and expected budget variances.
- C. Anticipate appropriation deficiencies.
- D. Retain credit worthiness as determined by bond rating agencies.
- E. Provide for unexpected or emergency expenditures.

The school district will strive to maintain a minimum unassigned general fund balance of 8 percent of the general fund expenditures. Amounts in excess of that goal may be

committed to future years' expenditures upon determination that the accumulation of reserves are not needed for other reasons. If the school board determines that the fund balance goal cannot be met, the policy requirements may be waived upon majority vote when the budget is formally adopted or revised. When conditions permit, subsequent budgets shall reflect an effort to restore the unassigned general fund balance to the desired level.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: ~~Stacey Sovine, Executive Director of Administrative Services.~~ Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will review the sufficiency of the minimum unassigned general fund balance level at least annually, when the budget is formally adopted or revised.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: 2/1991, 8/1996
 Reviewed: 5/12/2022 3/9/2023
 Revised: 5/26/2022 MSBA 2022
 Rescinds: DBH

Burnsville-Eagan-Savage School District Policy 701

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral and collaborative part of program planning so that the annual budget will effectively express and implement school board goals and align with the school district mission and core values of the school district.

III. REQUIREMENT

- A. The superintendent or designee shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with [Minnesota Statutes §section 123B.76](#).
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form

prescribed by the [Minnesota Commissioner of Education](#) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by in accordance with ~~Minn.esota~~ [Stat.utes §section](#) 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including the link to the school district's report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. The school district shall make such reports to the [Minnesota Commissioner of Education](#) as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Cross References: Burnsville-Eagan-Savage School District Policy 701.1 (Modification of

School District Budget)
Burnsville-Eagan-Savage School District Policy 702 (Accounting)
[MSBA Service Manual, Chapter 7, Education Funding](#)

**Agenda IV.B.4.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, director

Date: March 9, 2023

Re: Policy 206: *Public Participation in School Board Deliberations*

Recommendation: Approve, on a first reading basis, changes to Policy 206: *Public Participation in School Board Deliberations*.

The policies were reviewed by the Policy Review Committee on December 20, 2022. January 24, 2023, and February 28, 2023.

Summary of changes:

- Policy 206 – The changes to the policy were requested by the Policy Review Committee. On February 28, the Policy Review Committee revised section VI.A.9. by striking the first sentence and adding additional language for clarification, and changed “his or her” to “their” in section VI.A.1.

Adopted: 11/2003 *Burnsville-Eagan-Savage School District Policy 206*
 Reviewed: 4/14/20223/9/2023
 Revised: 4/28/2022PRC 2022-12-20 and 2/28
 Rescinds: BDDH

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage input and feedback by the public of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.
- C. The Board may hold public meetings where the public will not be invited to address the school board including regular business meetings, work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not necessarily be allotted time during the meeting to address the board.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of

employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either

a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

- G. “Public Comment Participants” means individuals who meet one or more of the following categories will seek to address the school board during the public comment period:
1. District student
 2. Parent or guardian of a district student
 3. District resident
 4. District taxpayer
 5. District staff person

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC’S OPPORTUNITY TO BE HEARD

- A. The school board will strive to give all members of the public of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).
- B. The school board provides three opportunities for public input:

1. Board Listening Sessions

The school board may schedule a listening session prior to a regularly scheduled school board meeting during which time the public may make comments directly to the designated school board members or superintendent that deal with any topic related to the board’s conduct of the schools. The school board, however, will not act at that day’s/evening’s regular meeting on any issue presented during the school board listening sessions if that issue was not previously published as an agenda item. A report summarizing the listening session will be given and distributed to board members via the consent agenda at a future meeting.

2. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), truth in taxation (Minn. Stat. § 375.065) education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

3. Public Forums

The school board may schedule an open forum to create a venue in which the public can gather to become informed about a specific issue, ask questions, offer input, and/or engage in a public conversation.

VI. LISTENING SESSION PROTOCOL

- A. Agenda Items

1. Members of the public who wish to present on a subject discussed at a public school board listening session are encouraged to notify the

superintendent's office in advance of the listening session. Each speaker ~~should~~must provide ~~his or her~~their name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. At the start, or in advance (by notifying the district office at 952-707-2005), of the listening session, any person wishing to speak will complete and submit a card with their name, address, name of group representing, if any, and topic.
3. The facilitating board member will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers who have completed a card in section VI.A.2. of this policy shall be recognized to speak by the facilitating board member. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for presentation at a listening session which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The facilitating board member shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.
9. ~~Video and audio recordings of listening sessions are prohibited. The school board reserves the right to conclude the listening session in the event that such audio or video recordings are being made and when such recordings may present a barrier to participation.~~

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.43 (Personnel Data)
 Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
 Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
 Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
 Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
 Minn. Stat. § 122A.40, Subd. 14 ((Employment; Contracts; Termination; Hearing Procedures

Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
 Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
 Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: Burnsville-Eagan-Savage School District Policy 103 (Complaints-Students, Employees, Parents, Other Persons/
 Burnsville-Eagan-Savage School District Policy 205 (Open Meetings and Closed Meetings)
 Burnsville-Eagan-Savage School District Policy 207 (Public Hearings)
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
 Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
 MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
 MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)
 Board Listening Session Guidelines
 Registration Card



**Agenda V.A.
March 9, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Chair Scott Hume, and Stacey Sovine, executive director of administrative services

Date: March 9, 2023

Re: Discuss Open Facilities

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #191
(Burnsville)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District #191, State of Minnesota, was held on October 22, 2020 at 6:30 p. m., for the purpose, in part, of approving the next steps of Independent School District No. 191's Open Facilities action plan and authorizing the administration to proceed with next steps for possible sale/lease of facilities.

Member Humpf introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING THE OPEN FACILITIES ACTION PLAN
AND AUTHORIZING ADMINSTRATION TO PROCEED WITH NEXT
STEPS FOR POSSIBLE SALE/LEASE OF OPEN FACILITIES OF ISD
191.**

BE IT RESOLVED by the School Board of Independent School District #191, State of Minnesota, as follows:

1. The School Board of Independent School District 191, intends to seek special legislation by the Minnesota Legislature to provide that notwithstanding the provisions of Minnesota Statutes, Section 123B.51, subdivisions 4 and 6, proceeds of the sale or lease of current school facilities or land may be transferred into the general undesignated fund to the full extent permitted under federal tax law and associated U.S. Treasury regulations. It is understood that no land and/or building sales or lease agreement shall be executed by the District before legislation authorizing such a transfer has been approved.
2. Pursuant to Minnesota Statutes, Section 123B.51, Subdivisions 3 and 4, land and buildings will not be sold or leased to organizations that would compete with One91 for enrollment or funding, or that would operate in any way that would interfere with the educational programs taking place on such property.
3. The proposed open facilities action plan encompasses the following:
 - a) Marion W. Savage Elementary (MWS) and Sioux Trail Elementary (ST) will continue to be used as ISD 191 childcare facilities as long as COVID impacts our ability to group and transport ISD 191 students. Once COVID is no longer a consideration, we will actively work to find noncompetitive partners for a lease arrangement of these facilities.

- b) River Ridge Education Center will continue to house BEST until a purchaser for the facility is found and a sales agreement is negotiated and executed, at which time BEST will move to Diamondhead Center (DEC).
 - c) Subject to Minnesota Statutes, Section 123B.51, subdivisions 3 and 4 and federal tax regulations, District administration may lease some or all space at Metcalf Middle School (MMS) to noncompetitive partner organizations with an understanding that such leases will terminate at such time as the School Board of Independent School District 191 agrees to sell the land and building of MMS.
 - d) Up to 4 acres of land at DEC may be sold after special legislation has been adopted as discussed in paragraph 1 above.
4. The Board hereby approves the open facilities action plan as presented to the Board. District staff and consultants are hereby authorized and directed to proceed with the implementation of the open facilities action plan, including without limitation pursuing special legislation substantially as described in this resolution, subject to approval by the Board of any special laws approved by the State Legislature as provided in Minnesota Statutes, Section 645.021, and further subject to approval by the Board of any contract for the sale or lease of any District facility or land contemplated in this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member Miller and, upon vote being taken thereon, the following voted in favor thereof: *Miller, Schatz, Alt, Chester, Currier and Blume*

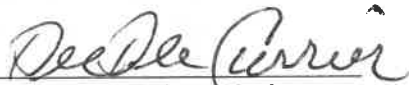
And the following voted against the same: *none*

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

WITNESS MY HAND officially as such Clerk this 22 day of October, 2020.


DeeDee Currier, Clerk
Independent School District #191



**Agenda V.B.
March 9, 2023**

To: Board of Education

From: Dr. Theresa Battle, superintendent , and Stacey Sovine, executive director of administrative services

Date: March 9, 2023

Re: FY24 Preliminary Budget Update

**Fiscal Year (FY) 24
Preliminary ⁹⁶
Budget Update and
Discussion**

**Dr. Theresa Battle, superintendent,
Stacey Sovine, executive director of administrative
services
Aaron Tinklenberg, director of communications**

March 9, 2022



Budget Timeline Updates

- Research Themes and Considerations
- MN Legislative Session Bills
- ESSR Allocation
- Online Feedback

Uses for ESSER funding Next Steps

FY24 Adopted Budget: Timeline

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- **March**
 - Board discussion of Governor and legislative funding updates in workshop
 - Superintendent presents budget recommendations to the Board
- **March-April:** Additional feedback gathering from stakeholders
- **June 8** - FY24 Adopted budget presented
- **June 22** - FY24 Adopted budget approved

FY24 Strategies for Structurally Sustainable Budget

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- Prioritize investment for instructional priorities, including PK-12 Pathways.
- Maintain current class size parameters (Enrollment Rightsizing).
- Use of restricted funds before general undesignated funds.
- Understand ebb and flow of revenue streams and expenses.
- Strategic use of federal resources to accelerate learning post pandemic and to position budget for sustainable programming once funds end.

Research Themes and Considerations

Research about class size impact: University of Minnesota Center for Applied Research and Educational Improvement

<https://carei.umn.edu/resources/research-summaries/class-size>

One91 Staffing allocations provided to building principals based on current Board approved class size averages.

- K-5 average : 24.5 students per class with fewer students in Kindergarten and more in 5th grade classes.
- 6-8 average : 21 students per FTE*
- 9-12 average : 26 students per FTE*

*secondary program class sizes vary based on course type, external class size restriction and graduation requirements.



Research Themes and Considerations

- Strategic Roadmap
 - Dashboard Metrics
 - Principals as instructional leaders
- Stabilization of enrollment and support for students
 - Virtual Academy
- School Culture and climate
- Operational needs

Legislative Update



Association of Metropolitan School Districts

2023 Legislative Bill Tracker

AMSD tracks, throughout the session, education-related bills of significant impact to the AMSD membership

House Bills			Senate Bills		
Bill # / Status	Author	Description	Bill # / Status	Author	Description
2	Richardson	Providing for paid family and medical leave	8	Kunesh	Providing supplemental aid for transportation, nutrition, English learners, and special education
5	Jordan	Providing for school lunch and breakfast for all students	20	Kunesh	Appropriating money for full-service community schools
8	Berg	Establishing student support personnel aid	21	Verbeten	Increasing funding for English learner Oumou programming; adding English learner cross subsidy aid
18	Wolgamott	Fully funding school district special education services	28	Westlin	Fully funding school district special education services
20	Greenman	Unemployment insurance; modifying wage credits and providing reimbursement	32	McKewen	Unemployment insurance; modifying wage credits and providing reimbursement
21	Vang	Appropriating money for full-service community schools.	50	Cwodzinski	Requiring school districts to provide access to menstrual products for students; increasing operating capital aid to fund school district purchases of menstrual products
22	Her	Increasing funding for English learner programming; adding English learner cross subsidy aid	56	Hoffman	Student support personnel aid establishment and appropriation
44	Feist	Requiring school districts to provide access to menstrual products for students; increasing operating capital aid to fund school district purchases of menstrual products	69	Mann	Dismissal prohibition of students in kindergarten through grade 3
58	Richardson	Dismissal of students in kindergarten through grade 3 prohibited	104	Kunesh	School observance requirement of Indigenous Peoples' Day and Christopher Columbus Day elimination as state holiday
112	Pryor	Physical education standards review delayed.	163	Morrison	Digital well-being education and training promotion for the health, mental well-being, and learning of all Minnesota students

211	Keeler	Indigenous Peoples' Day school observance required, and Indigenous Peoples' Day established as state holiday and Christopher Columbus Day eliminated as state holiday.	183	Maye Quade	Nonexclusionary discipline provision
242	Kresha	Fundamental right to quality public education for all children provided, and constitutional amendment proposed.	205	Pratt	Professional Educator Licensing and Standards Board's rulemaking authority removal
271	Edelson	Education; nonexclusionary discipline provided.	206	Port	Equal access provision to school athletic teams and facilities
320	Hassan	Teachers of Color Act strengthened, percentage of teachers of color and American Indian teacher in Minnesota increased, world's best workforce requirements amended	322	Hoffman	School health services modification to allow for the use of private clinical nursing services
340	Youakim	Supplemental aid provided for transportation, nutrition, English learners, and special education	368	Boldon	Malicious and sadistic conduct involving race, gender, religion, sexual harassment, sexual orientation and sexual exploitation prohibition
345	Hussein	Educational outcome and accountability improvement pilot program established	437	Maye Quade	School lunch and breakfast for all students establishment.
347	Howard	Lead testing and remediation requirements in schools modified	438	Maye Quade	Affirmative consent instruction in schools requirement
258	McDonald	Camp Courage recreation facility funding provided	448	Gustafson	General education basic formula allowance increase by five percent per year for fiscal years 2024 and 2025 authorization; future formula increases linkage to the rate of inflation establishment
362	Moller	Comprehensive school mental health services lead positions established.	449	Gustafson	Comprehensive school mental health services lead positions establishment and appropriation.
368	Hanson	Malicious and sadistic conduct involving race, gender, religion, sexual harassment, sexual orientation and sexual exploitation prohibited.	476	Mitchell	Climate justice instruction for school districts and charter schools requirement.
381	Kozlowski	Increase Teachers of Color Act in higher education strengthened, pilot scholarship program for aspiring teachers of color made permanent, special revenue fund account established, teacher shortage loan repayment program provisions modified.	502	Westlin	Paid orientation for paraprofessionals requirement and training appropriation.
439	Norris	General education basic formula allowance increased by five percent per year for fiscal years 2024 and 2025, future formula increases linked to the rate of inflation.	579	Maye Quade	Lead testing and remediation requirements in schools modification and appropriation.
456	Perez-Vega	Expansion of voluntary prekindergarten and school readiness plus program made permanent.	584	Kunesh	American Indian mascots and logos use prohibition.

Legislative Update

465	Noor	School health services modified to allow for use of private clinical nursing services, use of functional behavioral assessment modified, and students allowed to participate in alternative delivery of specialized instructional services programs.	585 Coleman	Short-call substitute teacher requirements modifications. School board renewal of an expired referendum authorization.
535	Frazier	School board authorized to renew expiring referendum.	613 Cwodzinski	
543	Harder	Special education formulas modified, special access cost levy at cooperative units authorized, special education tuition billing limited, and money appropriated.	615 Kunesh	Voluntary prekindergarten and school readiness plus program permanent expansion and appropriation.
549	Scott	Parental curriculum review and consent for sexual education curriculum requirements modified.	618 Cwodzinski	Civics course as a graduation requirement establishment Teachers of Color Act modification and appropriation.
550	Scott	Annual curriculum audit required.	619 Kunesh	
551	Scott	Female sports team participation restricted to female sex.	620 Kunesh	Pilot program to improve educational outcomes and accountability establishment and appropriation.
562	Edelson	Due process special education aid created for school districts, and money appropriated.	635 Kunesh	American Indian regalia or objects of cultural significance at graduation ceremonies permission.
613	Hanson	High school students allowed to earn elective credits through employment with health care providers.	662 Kunesh	Commissioner of education requirement to develop a model program for sexual health education.
620	Youakim	Paraprofessional paid orientation required. Schools required to use approved literacy curriculum, literacy specialists required, report required, and money appropriated.	665 Kunesh	Extended time revenue expansion to all students placed at residential treatment facilities providing mental health or juvenile justice services.
629	Edelson	Personal finance class required for high school graduation.	666 Latz	Funding increase for the community education revenue program.
651	Hassan	Teacher shortage reporting requirements modified.	680 Cwodzinski	Teacher preparation time provisions modification.
652	Hassan	Teacher shortage reporting requirements modified.	681 Hoffman	Reasonable accommodations requirement for parents of children with disabilities.
683	Edelson	Community education revenue program funding increased, and money appropriated.	722 Duckworth	Annual curriculum audit requirement.

741	Feist	Education: literacy data reporting required.	866 Westlin	Future increases in local optional revenue linkage to the growth in the general education basic formula allowance.
748	Keeler	American Indian regalia or objects of cultural significance allowed at graduation ceremonies	901 Cwodzinski	Personal finance class for graduation from high school required.
795	Youakim	Extended time revenue expanded to all students placed at residential treatment facilities providing mental health or juvenile justice services	920 Gustafson	Due process for school districts establishment and appropriation.
827	Keeler	Teacher preparation time provisions modified.	1080 Hauschild	Career and technical revenue increase
877	Hill	Transportation sparsity revenue percent updated.	1257 Coleman	Evidence-based literacy instruction requirement.
879	Youakim	Local optional revenue increased, future increases in local optional revenue linked to the growth in general education basic formula allowance, and money appropriated.	1273 Maye Quade	The Read Act FAFSA or state financial aid application high school students completion requirement; Office of Higher Education and Department of Education commissioners establishment of a FAFSA working group requirement.
1058	Clardy	Alternative teacher preparation program grant eligibility modified, and money appropriated.	1275 Duckworth	Teacher shortage reporting requirements modification.
1082	Sencer-Mura	Education finance: career and technical revenue increased, and money appropriated.	1285 Gustafson	
1271	Youakim	Operating referendum program equalization aid increased, property tax levies decreased, and money appropriated.	1311 Cwodzinski	Education provisions modifications.
1348	Tabke	Employee health insurance provided, minimum starting salary for nonlicensed school personnel increased, paid orientation and professional development for paraprofessionals provided, and money appropriated.	1318 Mann	School employee health insurance authorization; nonlicensed school personnel minimum starting salary increase; paid orientation and professional development for paraprofessionals authorization; appropriating money.
1360	Clardy	Sale schools revenue increased, state aid provided, revenue uses expanded to include cyber security measures, and money appropriated.	1330 Kupec	Long-term facilities maintenance revenue program cost remodel and appropriation.
1396	Hemmingsen-Jaeger	Equalization aid increased for debt service decreased, and money appropriated.	1414 Gustafson	Hours of instruction requirements and e-learning requirements modification.
1457	Hemmingsen-Jaeger	Equalization aid increased for debt service decreased, and money appropriated.	1468 Morrison	Mental health screening requirement for students.

Legislative Update

1502	Seencer-Mura	Ethnic studies requirement created, Ethnic Studies Working Group created, rulemaking authorized, report required, and money appropriated.	1473 Gustafson	Barriers removal to teacher licensure.
1547	Feist	Compensatory revenue modified, revenue uses changed, best practices encouraged, percentage of compensatory revenue that must stay at each school site increased, report on eliminating paper forms required, and money appropriated.	1476 Kunesh	Ethnic studies requirement establishment; Ethnic Studies Working Group establishment; appropriating money.
1582	Berg	Grants to recruit school nurses established, eligibility for loan forgiveness expanded to include school nurses, report required, and money appropriated.	1477 Kunesh	Tiered licensure provisions modifications.
1589	Bennett	Special education teacher pipeline program established, report required, and money appropriated.	1564 Domink	Special education teacher pipeline program establishment and appropriation.
1599	Pfarr	Online personal finance class required for high school graduation.	1601 Hoffman	Operating referendum program equalization aid increase; property tax levies decrease; appropriating money.
1628	Jordan	Pupil transportation services for homeless students fully funded, special education aid modified, and money appropriated.	1606 Boldon	School nurses recruitment grants establishment; school nurses loan forgiveness eligibility expansion; appropriating money.
1773	Clardy	Indexing of English learner programs revenue to basic education revenue required, microcredentials of teachers and administrators of English learners established, rulemaking authorized, and money appropriated.	1641 Cwodzinski	Changes to teacher licensure and teacher preparation programs.
1774	Clardy	Extended time revenue modified, graduation incentives program expanded to include all English learners with interrupted formal education, and postsecondary enrollment in summer courses allowed.	1717 Kunesh	Comprehensive services provision to a school identifies as in need of comprehensive support under the Every Student Succeeds Act.
1797	Kresha	State funding provided to fully fund state share of special education services, and money appropriated.	1742 Pappas	Administrative changes to the statutes governing the retirement plans administered by the Public Employees Retirement Association.
1806	Clardy	Assessment of school readiness required for children entering kindergarten.	1777 Verbeten	Pilot program establishment for a teacher residency grant.

- 136 different bills impacting schools.
- Combination of both additional revenue and expenses.
- Other areas may impact negotiations and student programming.

1807	Hassan	Comprehensive services provided to schools identified as in need of comprehensive support under Every Student Succeeds Act, and money appropriated.	1850 Fateh	Black students educational outcomes improvement.
1175	Youakim	Medical assistance coverage modified for special education school social work services.	1028 Frentz	Medical assistance coverage modified for special education school social work services.
476	Daniels	Charter school admission lotteries modified.	1881 Kunesh	General education basic formula allowance increase; class size reduction money direction; appropriating money.
827	Keeler	Teacher preparation time provisions modified.	1884 Verbeten	Safe schools revenue increase; state aid authorization; revenue use expansion to include cybersecurity measures authorization; appropriating money.
1348	Tabke	Employee health insurance provided, minimum starting salary for nonlicensed school personnel increased, paid orientation and professional development for paraprofessionals provided, and money appropriated.	1805 Kunesh	American Indian education for all students establishment and appropriation.
1881	Smith	Income tax provisions modified, and addition required for deemed capital gains on assets of a decedent.	1906 Kunesh	English learner programs revenue to basic education revenue indexing requirement; teachers and administrators of English learners microcredentials establishment; appropriating money.
1905	Hudson	Local enforcement of federal vaccine passports prohibited, and civil cause of action created.	1913 Kunesh	Education extended time revenue modification; graduation incentives program expansion to include all English learners with and interrupted formal education authorization; postsecondary enrollment in summer courses authorization.
			1925 Maye Quade	Literacy data reporting requirement.
			1938 Frentz	Teacher retirement provisions modifications.
			1863 Ratick	State funding provision to fully fund the state share of special education services.
			1981 Champion	"Erin's Law" personal safety instruction requirement.

Legislative Update

- Increase the per-pupil formula by 5% and tie to inflation.
- Increase cross subsidies for Special Education and English Language (still not fully funded).
- Teacher of Color Act: Grow Your Own and Come Teach in MN grants.
- Summer unemployment and \$25 per hour minimum wage for Hourly Employees.
- Professional Educator Licensing and Standards Board (PELSB) proposals.
- Universal Meals and impact to the compensatory revenue program.
- Modifying provisions for teacher preparatory time (5 minutes prep for every 17 minutes of instruction compared to 5 for 25 now).
- Safe Schools.
- Modifying extended time revenue.
- Increase to employer insurance contribution and out of pocket limits for employees.
- Automatic reauthorization for current local levies.

FY24 Strategies: Federal pandemic relief money

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- **Purpose:**
 - Needed for relief, recovery, and to rebound.
 - Health needs (physical, mental, social, emotional), connection to school (physical, digital, social-emotional) and effective learning opportunities.
 - Stakeholder feedback regarding priorities.



ESSER III allocations for FY 24

FY 24 Funding Source	Description	Full-time Equivalency (FTE)	Total	
FIN 160 - ESSER III 80%	Amount to Supplant Current Costs	–	\$ 3,400,000.00	
	Behavior Analyst for NMS	1 fte	\$ 125,000.00	
	High School Credit Recovery	2 fte	\$ 239,400.00	
	Middle School Math Interventionist	2 fte	\$ 239,400.00	
	Clerical Virtual Academy	1 fte	\$ 78,750.00	
	Tech level 1	1 fte	\$ 58,800.00	
	Cultural Liaison Translation Support	2 fte	\$ 175,000.00	
	Level III Education Assistants	8 fte	\$ 450,000.00	
	Class Size Reduction K,1,2 and Virtual Academy	4 fte	\$ 478,800.00	
	Secondary Virtual Academy Teacher	2 fte	\$ 239,400.00	
	Special Education and Federal Fund Grant management	1 fte	\$ 105,000.00	
	Support to address impact of classes under 25 at BHS	3 fte	\$ 359,100.00	
	FIN 161 - ESSER III 20%	Social Services Specialist	1 fte	\$ 140,000.00
		2 wk Aug summer GTI program for students who are registered for Summer school.	–	\$ 200,000.00
DEC Outdoor classroom ECSE and ECFE students		–	\$ 570,000.00	
EDGE free for all students		–	\$ 400,000.00	
Tutoring or afterschool programming to support core curriculum in students' first languages		–	\$ 75,000.00	
Extended Kindergarten Jumpstart		–	\$ 200,000.00	
Summer School Programming		–	\$ 620,000.00	
Multi Tier Support System / Positive Behavioral Interventions Support and Tutoring Services		–	\$ 22,661.00	
FIN 169 - ESSER III 5%				
Grand Total			\$ 8,176,311.00	

24 Responses (as of March 3)

Priorities

- Mental health & behavior support
- Targeted student supports (EL, social workers, early grades)
- Rebuild performing music programs (elementary & middle)

Efficiencies

- Reduce administration
- 4-day school week

FY24 Next Steps for Budget Feedback

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- March 24: Online feedback survey open
- April and May:
 - School- & program-level parent meetings
 - Presentation shared with families & staff, multiple opportunities to provide feedback
- Community presentation offered to all families and public

Thank You.