

Agenda

GAINESVILLE R-V SCHOOL DISTRICT REGULAR BOARD OF EDUCATION MEETING

June 25, 2012

6:00 p.m.

High School Library

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| 1. CALL TO ORDER | J. Nash |
| 2. ROLL CALL | Secretary |
| 3. APPROVAL OF AGENDA | J. Nash |
| 4. APPROVAL OF MINUTES | J. Nash |
| 5. APPROVAL OF EXPENDITURES | J. Nash |
| 6. ADMINISTRATIVE REPORTS | Principals |
| 7. FINAL REVIEW OF 2011-12 BUDGET Amendments/Fund Transfer | B. Looney |
| 8. 2012-2013 PROPOSED SALARIES & BENEFITS | B. Looney |
| 9. 2012-2013 PROPOSED BUDGET | B. Looney |
| 10. POLICY REVISION EHB | B. Looney |

EXECUTIVE SESSION

- The Gainesville R-V Board of Education will hold closed meeting (Executive Session) under the provisions of Section 610.210 by law, Legal action, causes of action or litigation §610.021(1), Lease, purchase or sale of real estate §610.021(2), Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded. §610.021(3), Scholastic probation, expulsion or graduation of identifiable individuals §610.021(6), Testing and examination materials §610.021(7)*

11. REAL ESTATE ISSUE:
12. PERSONNEL ISSUES:
13. LEGAL ISSUE:

EXIT EXECUTIVE SESSION

14. ACTIONS ON ITEM #11, 12, 13
15. ADJOURN

BUDGET 2012-2013—Mr. Looney reviewed the proposed budget with the board.

Mr. Britt moved to approve the 2012-2013 budget. Mr. King seconded the motion, and it was approved. (Unanimous—4 members)

2012-2013 SALARY & BENEFITS—Mr. Looney reviewed salary & insurance proposals with the board.

Mr. King moved to approve the certified and classified salary schedule with staff taking a natural step down and across if they have education hours and also adding another step to the bottom of classified and certified salary schedules. Certified employees not on the salary schedule received a 1.951% increase, and the classified employees not on the salary schedule received a 3% increase. Insurance paid by the board has increased to \$421 full-time/\$376 on bus drivers for employees on the base plan only on major medical health insurance through SMEG. Coverage with SAFECO \$102.14/\$182.10/\$183.50 will be board paid for those taking this coverage, instead of SMEG. Mr. Uchtman seconded the motion, and it was approved. (Unanimous—4 members)

BOARD POLICY EHB REVISION—Per MSBA's revision to include CIPA filter language.

Mr. Britt moved to revise policy EHB. Mr. King seconded the motion, and it was approved. (Unanimous—4 members)

Mr. King moved to go into Executive Session. Mr. Britt seconded the motion, and it was approved by roll call vote. (Britt-yes, Nash-yes, King-yes, Uchtman-yes)

• **CONVENED TO EXECUTIVE SESSION AT 6:20 p.m.**

The Gainesville R-V Board of Education will hold closed meeting (Executive Session) under the provisions of Section 610.210 by law, Legal action, causes of action or litigation §610.021(1), Lease, purchase or sale of real estate §610.021(2), Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded. §610.021(3), Scholastic probation, expulsion or graduation of identifiable individuals §610.021(6), Testing and examination materials §610.021(7), Preparation for negotiations with employee groups §610.021(9), Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment §610.021(13), Records protected from disclosure by law §610.021(14)

- REAL ESTATE ISSUE:
- PERSONNEL ISSUES:
- LEGAL ISSUE:

**Mr. Pippin joined the meeting during executive session during "legal" item.*

Mr. Britt moved to go out of Executive Session. Mr. Uchtman seconded the motion, and it was approved by roll call vote. (Uchtman-yes, Nash-yes, King-yes, Britt-yes, and Pippin-yes)

• **RECONVENED TO REGULAR SESSION AT 7:00 P.M.**

*Revised Policy***Policy
TECHNOLOGY USAGE****Descriptor Code: EHB**

The Gainesville R-V School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and

procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information

about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

