OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, May 15, 2018

SAU Office
7:00 p.m.

1. **Call to Order and Pledge of Allegiance**
2. **Non-Public Session: RSA 91-A:3,II**
3. **Acceptance of School Board Meeting Minutes (Board Vote Required)**
   a. **May 1, 2018** (pg. 1-5)
4. **Points of Pride**
5. **Public Comment**
6. **Consent Agenda**
   a. **Personnel**
7. **Superintendent's Report and Presentation of Business**
   a. **Audit Report and Findings Presentation** – Scott Eagan/Mindy Ryan
   b. **Monthly Events Calendar** (pg. 6-7)
   c. **Hiring Status Update**
8. **Reports**
   a. **Student Representative** – Lily Denehy
   b. **Teacher Representative** – Patrick Cogan/Linda Compton
   c. **Strategic Plan Committee** – Pierce Rigrod
   d. **ATC Committee** – Stephan Morrissey
   e. **Building Committee** – Bob Edwards
9. **Old Business**
   a. **2nd Read Policy (Board Vote Required)**
      - IKFA: Early Graduation (pg. 8)
      - EHAA: Internet Safety and Responsible Use – For Students (pg. 9-11)
      - JICL: Internet Safety and Responsible Use – For Students (pg. 12-14)
10. **New Business**
    a. **1st Read Policy**
       - GBCD: Background Investigation and Criminal Records Check (pg. 15-17)
    b. **Initial Budget Discussion** – Rich Cahoon
    c. Survey Monkey – Strategic Plan Committee feedback (pg. 18-28)
11. **Public Comment**
12. **Approval of Manifests (Board Vote Required)**
13. **Non-Public Session: RSA 91-A:3,II (If Required)**
    a. **Personnel**
14. **Non-Public Session: RSA 91-A:3,II (If Required)**
    b. **Negotiations**

MISSION STATEMENT
The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, May 1, 2018

School Board Meeting
7:00 P.M.
SAU Office

MINUTES

BOARD	ADMINISTRATION
Rich Cahoon, Richard Dunning,	Kimberly Saunders, Supt.
Jim Fredrickson, Janine Lesser,	Dr. Ann Forrest, Asst. Supt.
Niki McGettigan, Stephan Morrissey,	Tim Markley, H.R.
Linda Quintanilha, Pierce Rigrod,	Cari Christian-Coates, Student Serv.
Crista Salamy, Myron Steere,	Mindy Ryan, B.A.
Jerome Wilson	Tim Grossi, Facilities
	Brian Grattan, Tech.

Patrick Cogan, CVEA

1. Call to Order and Pledge of Allegiance
Myron Steere called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Acceptance of School Board Meeting Minutes (Board Vote Required)
   a. April 12, 2018
Stephan Morrissey moved to accept the minutes of April 12, 2018. Dick Dunning second. Unanimous.

   b. April 17, 2018
Stephan Morrissey moved to accept the minutes of April 12, 2018. Dick Dunning second. Linda Quintanilha abstained. All else in favor. Motion carried.

   2. Points of Pride
Kimberly Saunders shared various Points of Pride as reported to her from administrators.

   3. Public Comment
None.

5. Consent Agenda
   a. Personnel
         1) Resignations 2017-2018
               Kimberly Wall, SMS Grade 7 ELA Teacher
Tim Markley referenced one resignation as listed.
Stephan Morrissey moved to accept the resignation of Kimberly Wall. Dick Dunning second. Unanimous.

6. Superintendent's Report and Presentation of Business
   a. Monthly Events Calendar
July 17th – regular board meeting.
August 7th and 21st – regular board meetings.
Kimberly Saunders will poll administrators for an August, Saturday Board Retreat date.
John Jordan reported that Selectmen's Advisory Committee will not meet on May 24th.

MISSION STATEMENT
The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

Kimberly Saunders said that this is the time of year when the board typically approves the ability for her to make decisions on hiring.

Stephan Morrissey moved to allow administration to make hires during summer hiatus. Janine Lesser second. Rich Cahoon opposed. Motion carried.

b. Strategic Plan Update – Goals 4

Tim Grossi and Brian Grattan shared information on Goal 4.

4.1 maintains safe physical school grounds. Most have been completed with the exception of 4.1.1. Software was purchased for maintenance; information should have been pulled into it. Information will need to be loaded into one module to avoid duplication and pulled into Software Direct. The information exists, it is a matter of putting it in one place. Tim Grossi proposed moving the date to 8/30/19. Confirmed.

Brian Grattan spoke about Focus Area 4.2.1 – create digital maps of networks, phones, evacuation routes, sprinkler and fire suppression. A date change was requested for completion of 12/1/18. Confirmed.

Focus Area 4.2.3 – E911 was never funded and Erate funds were used this year. Upgrading equipment is necessary to do what E911 requires. A completion date of 9/1/18 was requested. Confirmed.

4.2.5 Focuses on training personnel in ICS 100. New Administrators will be required to complete this training. A completion date of 5/30/18 was requested and confirmed.

4.3.2 refers to Populating data sites – it is not clear what this is about. Clarity was requested. Placing the digital maps in one place so they are accessible was the thought.

4.4.3 – Inventory all policies and practices to determine revision or creation. Tim Markley said that we do not have practices documented. We call these "administrative guidelines" and we are starting from scratch. Tim Markley suggested 8/15/19 as a completion date. Confirmed.

4.4.5 - should also have an 8/15/19 completion date. Confirmed.

4.7.4 – approved plans entered into MLP for staff access. A completion date of 9/15/19 was requested. Confirmed.

4.12.2 – Catalogue and distribute software/subscriptions – information gathering is needed; lack of management exists so not all staff know what exists. A completion date of 8/30/18 was requested and confirmed.

c. May 1, 2018 Enrollment Update

Tim Markley noted that at AES 12 kindergarten students were screened. Census reflects 18 registered births in that year. Discussion took place.

d. Accept Gift/Donation (Board Vote Required)

1) Temple Elementary School requests authorization to accept a gift/donation totaling $517.00 from the Ladies Aid Society of Temple, c/o Lynda Connolly, for the purpose of supporting the whole school field trip to Squam Lakes Science Center.

Stephan Morrissey moved to accept the gift with thanks. Dick Dunning second. Unanimous.

Kimberly Saunders reminded the Board that the SAU is receiving various School Board Requests; please route all requests through School Board Requests so that it can be directed through the right avenue.

Kimberly referenced an RFQ for Chromebooks.

Brian Grattan said that four (4) vendors have submitted. Gov Connection has been very helpful over the years. These are to replace machines at the high school. We will actually get back more than originally purchased.

Dick Dunning moved to accept the Connection bid. Stephan Morrissey second. Unanimous.

7. Reports

a. Student Representative – Lily Denehy

None.

b. Teacher Representative – Patrick Cogan/Linda Compton

Patrick Cogan reported that at AES had a canned good food drive; 1,800 cans were donated. As part of the contest, a staff member agreed to shave his head.

In two weeks, GBS will hold their spring concert on May 15th. On May 16th, SMS will hold their spring concert. Patrick polled the School Board for a date for a Meet & Greet; he asked for either May 7th or May 9th. May 9th was confirmed at 6:30 p.m. Patrick will send a confirmation email.

CVEA had annual elections; Shannon Dunning will be the Vice-President for the next two years. It will be effective on May 25th.

c. Budget & Property Committee – Jim Fredrickson

Jim Fredrickson reported out on the most recent B&P meeting. A register of the in's and outs of the trust funds has been asked and will be created. A list of major contracts and expiration dates was asked. Guidelines for the 2019/2020 budget was discussed. A tighter budget will be needed. A repository of backup detail information so the board can go in and look at it was requested. Work on the default budget was discussed in parallel with the regular budget. Bob Edwards gave an update of the science renovation project at this meeting. The Food Service Contract was distributed.

Building Committee – Science Lab Project

Kimberly reported that the committee has been discussing the need for hiring a Clerk of the Works or not. Bob Edwards reporting that this project is time sensitive. Finalizing the plans is needed; a little work is needed. No bathroom will be part of this project, it was not in the original plan. The committee will meet weekly if there is a reason to meet.
Discussion on a Clerk of the Works – is the project large enough to warrant this position? The gym project did not require a Clerk and was larger in size. If Tim Grossi's time is better spent on other things, then a Clerk would be the answer. There is a lot of work to oversee.

Linda Quintanilha moved to authorize up to $5,000 to hire a Clerk of the Works should the Building Committee deem necessary. Pierce Rigrod second.
Linda Quintanilha amended her motion to authorize up to $15,000 to hire a Clerk of the Works. Pierce amended his second. Unanimous.
Money would come out of the project dollars. Confirmed.
Bob Edwards asked how this would be selected. Tim Markley, Bob Edwards, and Kimberly will discuss.
Jim Fredrickson spoke about restrictions when using both Trust Funds and Bond Funds. Kimberly said that the DRA might provide some insight.

d. Communication Committee – Niki McGettigan

Niki McGettigan reported that Heather McKernan, Monadnock Ledger Transcript, attended to discuss promising opportunities for collaboration. In addition, working folders were set up in Google Drive for works in progress. Helfried Zrzavy will attend the next meeting to provide guidance on the topic of social media.

e. Food Service Committee

Pierce Rigrod reported that quality of service and quality of the food was discussed. USDA categories in three levels and moving toward one of the program levels was discussed. Discussion took place about surveys that should be sent under the contract to get a better sense of quality and other areas of focus. Local produce and local product purchases were discussed and what is considered "local". We have no measure of how much local product is purchased. The contract is up and needs resigning.

f. Selectmen's Advisory Committee – John Jordan

John Jordan reported that the main concern was the tax impact of the Factfinder's Report on top of the budget. Serious increases will be seen in the tax rates. Push back will be the result moving forward. SAC urged the School Board to conserve as much as possible and return as much as possible to the towns.
In addition, the Strategic Plan was discussed.
Discussion took place about the expenditure report. Encumbrances and balance on hand were noted.
Rich Cahoon said that the expenditure report that was in hand does not include all of the encumbrances.
Kimberly Saunders reminded SAC that every single year, the district works hard to give something back to the taxpayers. The tighter and tighter we make the budget, the less likely it is that there will be funds to return.
Dick Dunning wanted SAC to know that the School Board did not support the Factfinder's Report for this very reason.
Linda Quintanilha said that at District Meeting, information about the impact on taxes town by town was shared.
Kimberly Saunders said that the voter's passed the Factfinder's recommendation; this needs reminding.

g. Education Committee Meeting – Crista Salamy

Crista Salamy reported that a presentation was shared on Next Generation Science Standards. A model from the State was shared K-12. The high school modified their standard more toward engineering and science practices. It is more of a hands on approach. Moving this model into the middle schools is under discussion.
Naviance software, used in the school counseling office was discussed. It is used as a way of finding out what types of areas of interest might arise. It is also used to shepherd the college application process and store all of that information in one place.

Ann Forrest said that Naviance has other tools inside it; resume builder, surveys are available to students. These additional pieces are not required of students. It will be reviewed this summer to learn more about the modules for consideration of continuing or turning off.

Dick Dunning said that when an inventory of learning styles is conducted, it is not saying that this is the way that one must be delivered education. It provided insight of how one reacts within the learning environment. It includes strategies for one to be successful.

Getting parents more involved and aware of what Naviance has to offer will be discussed this summer.

8. Old Business
a. 2nd Read Policy (Board Vote Required)
- ADD: Safe Schools

Linda Quintanilha moved to approve this policy as read. Dick Dunning second. Unanimous.

- EBB: Safe Schools

Linda Quintanilha moved to approve this policy as read. Dick Dunning second. Unanimous.

9. New Business
a. 1st Read Policy
- EHAA: Internet Safety and Responsible Use – For Students
- JICL: Internet Safety and Responsible Use – For Students
- IKFA: Early Graduation

Rich Cahoon referenced these policies for a first read. Please let the Policy Committee know of any concerns.

b. Expenditure Report
Mindy Ryan reported a $2.9M budget balance currently. Encumbrances are still underway. Closing out purchase orders or reducing them to provide a better picture is underway as well. Revenues and unspent expenditures will be reviewed when formulating the next budget.

Linda Quintanilha said that SAC discussed transferring from one line to another and that it was inappropriate.

Mindy Ryan said that anything over $10,000 will be brought to the board.

Linda Quintanilha moved to allow a transfer of $15K to reallocate funds. Second. Unanimous.

c. Authorization of Bonds and Loan Agreement Approval (Board Vote Required)
Stephan Morrissey moved to authorize the Chairman to sign official documents. Dick Dunning second. Unanimous.

The million dollar bond application was approved. An official certificate of vote is required to authorize to enter into a loan agreement. It is a formal document, gets an official seal, and Mindy would certify that there are a number of resolutions that the board is authorizing tonight. The interest rate is detailed. Specific legal language is incorporated. It authorizes all of the actions to take place under the bond.

Stephan Morrissey moved that the resolve stating: "that under and pursuant to the Municipal Finance Act, Chapter 33…..their execution thereof." be accepted. Jerome Wilson second. Unanimous.

Stephan Morrissey moved that the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium. Dick Dunning second. Unanimous.

Stephan Morrissey moved that in order to evidence the sale of the Bond, the Treasurer…….by the execution of the Loan Agreement by such officers" be accepted. Jerome Wilson second. Unanimous.

Stephan Morrissey moved that all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed be accepted. Dick Dunning second. Unanimous.

Stephan Morrissey moved that "the Clerk and the signers of the Bond …..the Bond against payment therefor." be accepted. Jerome Wilson second. Unanimous.

Stephan Morrissey moved that "The useful life of the project being……in accordance with Chapter 91-A, N.H.R.S.A., as amended" be accepted. Jerome Wilson second. Unanimous.

d. Food Service Contract
Pierce Rigrod reported wanting to continue with the current vendor and study the quality and expense as part of their budget.

Pierce Rigrod moved to approve the Food Service Contract. Dick Dunning second.

The subsidy went up to $98K for this contract. The structure of the district impacts costs. Sales and revenues impact the subsidy as well. It is an approximate $18,000 increase over last year. The board needs to consider if

they want to raise lunch prices. Mindy reported that we should charge an additional .10 per meal. The district needs to cover that as well. The price should be an additional .15 for the coming year or the district will have to cover this expense in addition to the subsidy. The Food Service Committee will discuss and bring forward a recommendation. An increase should be communicated to families at the end of this school year.
Unanimous.

Crista Salamy exited the meeting at 8:40 p.m.

10. Public Comment
None.

11. Approval of Manifests (Board Vote Required)
Mindy Ryan certified that manifests listed totaling $464,701.45 and Payroll totaling $1,706,353.41 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.
Stephan Morrissey moved to approve the manifests as read. Rich Cahoon second. Unanimous.

12. Non-Public Session: RSA 91-A:3,II (If Required)
   a. Personnel
   b. Negotiations

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II at 8:46 p.m. for matters of personnel, negotiations, and legal. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 9:27 p.m. Second. Unanimous.

Stephan Morrissey moved to seal the topic of non-public session item # 1 for five years.
Stephan Morrissey moved to seal the topic of non-public session item # 2 for ten years.
Stephan Morrissey moved to seal the topic of non-public session item # 3 for five years.
Stephan Morrissey moved to seal the topic of non-public session item # 4 for ten years.
Dick Dunning second. Unanimous.

Stephan Morrissey motioned to unseal the minutes of non-public session on April 3, 2018 for legal item #1. Rich Cahoon second. Unanimous.

Stephan Morrissey motioned to unseal the minutes of items #1 and #2 of non-public session on April 12, 2018. Rich Cahoon second. Unanimous.

Kimberly Saunders reported having received a number of exceptions to the kindergarten entrance age admission. Appeals may result.
Linda Quintanilha spoke about the lack of preschool and daycare opportunities in the district.
A 6:30 hearing at the next board meeting will take place. Policy Committee will meet from 5:30 to 6:30.

Stephan Morrissey motioned to adjourn at 9:33 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	**2**	**3**	**4**	**5**
6	**7**	**8**	**9**	**10** Strategic Plan Committee @ 6:00 p.m. @ SAU ATC Committee Mtg. @ 7:00 p.m. @ SAU	**11**	**12**
13	**14**	**15** Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	**16**	**17**	**18**	**19**
20	**21** Education Committee @ 5:30 p.m. @ SAU	**22** Budget & Property Committee Mtg. @ 6:00 p.m. @ SAU Communications Committee Mtg. @ 7:00 p.m. @ SAU	**23**	**24** Food Service Committee @ 6:00 p.m. @ SAU	**25**	**26**
27	**28** Memorial Day – District Closed	**29**	**30**	**31**		

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	6	7	8	9
10	11	12	13	14 Strategic Plan Committee @ 6:00 p.m. @ SAU ATC Committee Mtg. @ 7:00 p.m. @ SAU	15	16
17	18 Education Committee @ 5:30 p.m. @ SAU	19 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	20	21	22	23
24	25	26 Budget & Property Committee Mtg. @ 6:00 p.m. @ SAU Communications Committee Mtg. @ 7:00 p.m. @ SAU	27	28 Selectmen's Advisory Committee Mtg. @ 7:00 p.m. @ SAU	29	30

IKFA – Early Graduation

The Board supports early graduation as a means to earn a high school diploma. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

Legal References:
   NH Code of Administrative Rules, Section Ed 306.27(ad), Early Graduation

Category: _Priority/Required by Law_

First Read: May 1, 2018
Second Read: May 15, 2018
Adopted:

EHAA – Internet Safety and Responsible Use – For Students

Overview

The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools, including preventing unauthorized disclosure of, or access to, information protected by the Family Educational Rights and Privacy Act (FERPA). The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, social media, and other forms of direct electronic communications.

Digital Citizenship

The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects one's self. Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. Respects others. Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. Protects one's self and others. Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. Respects and protects intellectual property. Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. Respects the District's technology equipment, network, and resources. Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.
6. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices

EHAA – Internet Safety and Responsible Use – For Students

used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers, as well as non-school servers, regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
3. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
4. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
5. Users may be held personally and financially responsible for damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
6. Files stored on District-managed networks may be inspected at any time and should not be considered private.
7. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including suspension or dismissal from school and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Jurisdiction
This policy is in effect:

- When CVSD-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-CVSD devices access the District's network or District resources in school or out of school if the use creates a hostile environment at school for any student/employee and/or cause disruption or disorder within a school.

EHAA – Internet Safety and Responsible Use – For Students

Legal References:
U.S. Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)
U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501–6506)
NH RSA 194:3-d, School District Computer Networks.

Category: P

See also JICL

First Read: May 1, 2018
Second Read: May 15, 2018
Adopted:

JICL – Internet Safety and Responsible Use – For Students

Overview
The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools, including preventing unauthorized disclosure of, or access to, information protected by the Family Educational Rights and Privacy Act (FERPA). The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, social media, and other forms of direct electronic communications.

Digital Citizenship
The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects one's self. Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. Respects others. Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. Protects one's self and others. Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. Respects and protects intellectual property. Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. Respects the District's technology equipment, network, and resources. Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.
6. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

Expectations
Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices

JICL – Internet Safety and Responsible Use – For Students

used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers, as well as non-school servers, regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
3. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
4. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
5. Users may be held personally and financially responsible for damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
6. Files stored on District-managed networks may be inspected at any time and should not be considered private.
7. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Jurisdiction
This policy is in effect:

- When CVSD-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-CVSD devices access the District's network or District resources in school or out of school if the use creates a hostile environment at school for any student/employee and/or cause disruption or disorder within a school.

JICL – Internet Safety and Responsible Use – For Students

Legal References:
U.S. Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)
U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501–6506)
NH RSA 194:3-d, School District Computer Networks.

Category: P

See also EHAA

First Read: May 1, 2018
Second Read: May 15, 2018
Adopted:

GBCD – Background Investigation and Criminal Records Check

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check shall be directly paid for, or reimbursed for state and federal processing fees associated with the Criminal Records Check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board must submit to a State and FBI Criminal Records Check and any other background check deemed appropriate by the Superintendent.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check and any other background check deemed appropriate by the Superintendent.

Designated Volunteers

A designated volunteer is a volunteer who routinely participates in the classroom environment and is regularly assigned and meets with students in a group or on a one-on-one basis. This shall include but is not limited to:
    a. volunteer drivers and chaperones
    b. volunteer aides who may work alone with a student in a private setting

Designated volunteers are subject to a background investigation/criminal records check and the provisions of this policy. The Board recognizes that rare occasions occur when a building principal may, on short notice, need to replace a designated volunteer with a non-designated volunteer. In such cases, it is the School Board's expectation that the designated volunteer pool will be looked at first for a replacement and every effort will be made to find a designated volunteer as a replacement before using a non-designated volunteer.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State, FBI Criminal Records Check, and any other records checks as deemed necessary by the Superintendent.

GBCD – Background Investigation and Criminal Records Check

No selected applicant for employment shall start work until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

Final Offer of Employment
A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of ~~the following~~ a felony offenses, ~~includeding but not limited to those~~ referenced in RSA 189:13-a, V~~.: (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing any controlled substance(s), or (7) sexual misconduct.~~

In addition to the felonies in RSA 189:13-a ~~listed above~~, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Superintendent or a designee, on a case by case basis.

The Superintendent, or designee, will transmit the required, completed forms to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks
The District may require a Criminal Records Check of any employee or designated volunteer at any time.

GBCD – Background Investigation and Criminal Records Check

Legal Reference:
> RSA 189:13-a, School Employee and Volunteer Background Investigations
> Appendix GBCD-R: Sample Background Check, Criminal History Records Check Protocol

> ~~RSA 189:13-a, School Employee and Volunteer Background Investigations~~
> ~~Appendix GBCD-R: Technical Advisory, School Employee Background Investigation, Including A~~
> ~~Criminal History Records Check, N.H. Department of Education, November 27, 2000~~

Category: P

See also: See also ~~IICA, IICA-E, IICA-R,~~ IJOC

1st Reading: November 16, 2010
2nd Reading: February 3, 2011
~~Adopted: February 3, 2011~~

First Read: May 15, 2018
Second Read:
Adopted:

1. Variety and availability of curriculum

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

2. Quality of curriculum

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

3. Equity of curriculum offering

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

4. Staff quality for courses taught

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

5. Student grades for courses taken

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

6. Student-Teacher ratio

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

7. Behavioral balance

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

8. Special Education balance

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

9. Demographic balance

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

10. Socio-economic balance

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

11. Class size

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

12. Teacher load/Course balance

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

13. Minimize class grade range/structure

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

14. Availability of services

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

15. Quality of services

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

16. Equity of services

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

17. Service availability in each building - Nursing, library/media, school counseling, behavioral intervention, OT/PT

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

18. Staff qualification for services provided

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

19. Healthy food choices

	Most Important
	More important
	Important
	Less important
	Not important

20. Student/Support ratio

	Most Important
	More important
	Important
	Less important
	Not important

21. No one exceeds 50 minutes on the bus

	Most Important
	More important
	Important
	Less important
	Not important

22. K-4 not transported in the dark

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

23. No mixed groups on buses K-8

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

24. No mixed groups on buses K-12

- [ ] Most Important
- [ ] More important
- [ ] Important
- [ ] Less important
- [ ] Not important

25. Transportation available to all

	Most Important
	More important
	Important
	Less important
	Not important

26. Town elementary schools kept open

	Most Important
	More important
	Important
	Less important
	Not important

27. Closure impact on housing values

	Most Important
	More important
	Important
	Less important
	Not important

28. Minimize growth of total estimated budget

	Most Important
	More important
	Important
	Less important
	Not important

29. Staffing expenses decrease or stay the same

	Most Important
	More important
	Important
	Less important
	Not important

30. Facility expenses decrease or stay the same

	Most Important
	More important
	Important
	Less important
	Not important

31. Transportation expenses decrease or stay the same

	Most Important
	More important
	Important
	Less important
	Not important

32. Cost per student decrease or stay the same

	Most Important
	More important
	Important
	Less important
	Not important

33. Retaining all towns in the district

	Most Important
	More important
	Important
	Less important
	Not important