

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Meeting

Tuesday, September 19, 2017

SAU Office

7:00 p.m.

1. Call to Order and Pledge of Allegiance
2. Accept School Board Meeting Minutes (Board Vote Required)
 - a. September 5, 2017 (Retreat) (pg. 1-3)
 - b. September 5, 2017 (Business Meeting) (pg. 4-6)
3. Fill the Void - Presentation
4. Points of Pride
5. Public Comment
6. Consent Agenda
 - a. Personnel (pg. 7-9)
 - Retirements June 2019
 - Notice of Stipend Positions 2017-18
7. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 10-11)
 - b. Accept Gift/Donation (Board Vote Required) (pg. 12)
 - 1) Antrim Elementary School requests authorization to accept a gift/donation of \$500.00 from the TD Bank Employee Volunteer Donation Program for the purpose of supporting student activities.
8. Reports
 - a. Student Representative – Lily Denehy
 - b. Teacher Representative – Patrick Cogan
 - c. Education Committee – Crista Salamy
9. Old Business
 - a. 2nd Read Policy/Adoption (Board Vote Required)
 - GBEF: Acceptable Use Policy: Staff (pg. 13-15)
 - JRA: Student Records, Privacy, Family and Adult Student Rights (pg. 16-21)
 - KD: Official School District Social Media Accounts, Websites, and Platforms Used for Public Information (pg. 22-23)
 - b. School Board Goals
 - c. Presentation on ConVal School District Fees
10. New Business
 - a. ESSA (Every Student Succeeds Act) Update
 - b. Press Release
 - c. Fresh Fruits & Vegetables Program Update
11. Public Comment
12. Approval of Manifests (2) (Board Vote Required)
13. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
 - b. Personnel
 - c. Legal

Upcoming Meetings:

Strategic Plan Committee – Thurs., Sept. 21st @ 6:30 p.m. @ SAU
Budget & Property Committee – Tues., Sept. 26th @ 6:00 p.m. @ SAU
Communications Committee – Tues., Sept. 26th @ 7:00 p.m. @ SAU
Selectmen's Advisory Committee – Thurs., Sept. 28th @ 7:00 p.m. @ SAU

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.

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

School Board Retreat/Work Session

NO PUBLIC PARTICIPATION

SAU Office

Tuesday, September 5, 2017

6:00 p.m.

MINUTES

BOARD

Rich Cahoon, Jim Fredrickson,
Bernd Foecking, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Pierce Rigrod, Crista Salamy,
Myron Steere, Jerome Wilson

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Mindy Ryan, B.A.
Cari Christian-Coates, Student Serv.
Tim Grossi, Facilities
Brian Grattan, Tech.
Principals & Administrators

Patrick Cogan, Linda Compton, CVEA

Kimberly Saunders opened the meeting at 6:01 p.m.

Superintendent Saunders said that goals for the 2017/2018 will be shared tonight. The Board will need to set their goals. In addition, models for reconfiguration and consolidation will be shared.

6:00 – School/District Goals Presentation

A PowerPoint titled "Toward Excellence" was shared. Four stages are considered to make a school district excellent. The first two are foundational and the second two are growth stages.

Individual School Goals were shared. They align toward the Strategic Plan or Toward Excellence.

Responsive Classroom (classroom based) and PBIS are used to track and address behavior issues.

What supports are in place to address behavior issues? Cari Christian-Coates said that every school is moving toward using a universal screening for consistency. A BCBA and a para are going into classrooms to train the teacher. Success has been evident with this process. The system is intended to be in place across the schools. Training and support is important. Implementing the plan with fidelity is a goal to make sure that the behavior sticks. We are training all of our staff with how to deal with behavior in the classroom rather than pull a student out.

The board was asked to provide feedback about a specific goal for a specific school within a four-square template.

The SAU Goals center around the Equity Audit and to support the successful implementation and timely execution of the 17/18 1-1 action plan, and to support the enhancement and development of the ATC.

Evaluating the goals shared tonight for feedback was said to be an impossible task for the board. More data is needed to provide input. Strategies involved are needed.

The board could make a list of questions for answers. The board could meet again to address the questions.

An update on the equity audit and the baseline data for the behavioral piece could take place at a separate meeting.

Concern for equity in terms of the pro-social goals was stated. Is there consistency among the schools as to how they look at behavioral issues?

Goal development began in April by looking at data. Teachers worked in conjunction with administrators to develop preliminary goals.

ConVal has conducted significant training in Youth Mental Health First Aid.

More conversation will follow when the SWIFT update is shared.

School Board Goal Setting - Recommendations

Goal areas included the ATC, increasing the district's relationship with local business, and high school renovation. The board needs to talk with each other about the board goals. The Equity Audit is a driver that will take some time to complete.

Rich Cahoon moved to have a goal around a communication plan.

Pierce Rigrod said that a solid plan to have a discussion at the community level is important.

Making a decision about reorganization is important.

The board was asked to send all goals for consideration to Brenda before the next board meeting.

Kimberly Saunders told the board that additional support would be needed if the desire is to complete the Equity Audit sooner. Kimberly will pursue cost information on additional help.

Crista Salamy said that if the board wants to communicate, it is the job of the board.

Linda Quintanilha spoke about holding neighboring districts accountable to education on a higher level.

We are becoming a silver state and we will not be able to maintain this momentum of excellence.

Niki McGettigan thanked the administration for their work on the goals.

School Models Reconfiguration and Consolidation Presentations

Kimberly Saunders said that our goal tonight is about advancing Goal #3 of the Strategic Plan: Organizational Structure (see attached).

The first model was the Reconfiguration Model aimed at redesigning the ConVal District for the 21st Century. The task was to present an educationally sound model for consideration that reconfigures the district. The purpose is driven by the desire to create learning environments that guarantee success for every student.

Potential barriers for models were considered and were shared.

Reconfiguration of the design of curriculum and the delivery of instruction was considered. Also considered, was the reconfiguration of the school week, which included an early release by 2 hours on Fridays. Reconfiguring the school year is part of this plan. Every 45 days would mark the end of a quarter. District Professional Development and Professional Learning Communities could take place and meet. By having five (5) days in between the quarters would allow for this. This recommendation is guided by a "Theory of Action" which is stated in the presentation. This design is non-graded; students of different ages would be in a classroom. Universal Preschool is part of this recommendation. It would expand the number of schools that offer preschool.

Additional high school considerations were shared. Cost information on transitioning to this progressive model is still needed in many areas. Change for education is often glacial.

The model shifts our focus from looking at each student and asking: "How smart are you?" to looking at each student and asking: "How are you smart?" (John Merrow, author of Addicted to Reform)

This model leverages the students in the district. Has this been tried anywhere else? Many schools across the country currently operate this way. How does testing take place? Students would be put in a place to be successful based on competencies. The success of this model is dependent on teachers really knowing where students are at.

Model 2 – Consolidation

The purpose was to meet the needs of projected enrollment through 2022. Initially, five models were arrived at. Challenges included geographic considerations, capacity issues, and inequalities. The final two models included a south elementary campus at PES and a north elementary campus at AES & GBS. Middle School would be consolidated at SMS and the high school remained. Model two resulted in a primary elementary north campus at GBS, another primary elementary at SMS, an upper elementary at SMS (Grades 4-6) and a middle/senior high school grades 7-12. Recommended class sizes were considered when developing this model.

Benefits for students include universal preschool. Access to full-time building based staff, minimizing itinerant staff and travel time, allowing more time to be spent with students, additional co-curricular opportunities, increased intervention opportunities, allows for 7th and 8th grade ATC participation.

Benefits for staff include collaboration and planning and co-teaching opportunities. Vertical alignment of curriculum would be improved. Ability for collaboration and planning is a big benefit.

Benefits for the wider community includes the access to before and after school care, access to universal pre-school, access to multiple classes at each grade, and resources would be centrally located.

For all stakeholders, the impact on taxes would be favorable through a reduction in the operating budget. Starting with a clean slate, the potential overall savings is estimated at \$3,601,935 per year. A budget reduction with increased instructional opportunities is the result.

Inconsistencies include where GES students would go?

Three numbers for savings are very different.

An average teacher salary and average benefit package was used to calculate. It is not last in first out.

The savings is net the additional opportunities.

The number needs to be really sound before going out further.

Is this realistic to pass? If not, let's stop here before tasking the administration with additional work.

Should the voters not vote in favor of whatever comes forward, the board should rest this discussion for future years?

It is one thing to consolidate a district and pull resources; it is another to redesign the delivery of education. The latter would require serious resources.

Administrators have been asked to cut and cut to lower the budget and taxes. We have to get to a place where students are getting equity of services.

Does consolidation first make doing the reconfiguration easier later? Difficult to answer at this time.

Discussion took place about the benefits and challenges of both models.

Kimberly Saunders asked for direction from the board. If the board wants administration to come back, you need to identify what you need. But, if the board does not have the political will to pursue these options, you need to say so.

If we are going to put something on the ballot, it needs to be finalized by January 8th.

There has never been a closure or consolidation put on the warrant by the board.

Stephan Morrissey recommended with proceeding with option one and tabling option two.

To table Model 2 and study Model 1 for cost and educational opportunities.

Rich Cahoon second.

The motion is to study Model 1.

Linda Quintanilha confirmed that we are asking the district to use their time and resources to investigate a model that will not consolidate and will cost an additional \$1.5M.

Rich said that it would not be wasted energy since pieces might not carry forward.

Consensus for Model 1 further: Majority.

Kimberly Saunders confirmed that the administration has no direction to further investigate model 2 at this time.

Stephan Morrissey motioned to adjourn at 8:46 p.m. Second. Motion carried.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 5, 2017
SAU Office

School Board Retreat
6:00 p.m.

School Board Meeting
Immediately Following Retreat

BOARD

Rich Cahoon, Jim Fredrickson,
Bernd Foecking, Janine Lesser,
Niki McGettigan, Stephan Morrissey,
Linda Quintanilha, Kristen Reilly,
Pierce Rigrod, Crista Salamy,
Myron Steere, Jerome Wilson

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Mindy Ryan, B.A.
Cari Christian-Coates, Student Serv.
Tim Grossi, Facilities
Brian Grattan, Tech.
Principals & Administrators

Patrick Cogan, Linda Compton, CVEA

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 8:53 p.m. The Pledge of Allegiance was recited.

2. Accept School Board Meeting Minutes (Board Vote Required)

a. August 22, 2017

Stephan Morrissey moved to accept the minutes of the August 22, 2017 meeting. Kristen Reilly second. Stephan Morrissey and Jerome Wilson abstained. All else in favor. Motion carried.

3. Points of Pride

Superintendent, Kimberly Saunders, shared various Points of Pride as reported to her by administrators.

4. Public Comment

Bob Edwards, Antrim, said that it was difficult to hear the presentations tonight. In addition, he recommended that those that speak should introduce themselves.

Jerome Wilson was introduced as the newly appointed School Board representative.

5. Consent Agenda

a. Personnel

1) Resignations

Linda Quintanilha moved to accept the resignation of Abby Farnsworth. Stephan Morrissey second. Unanimous.

2) Notice of Stipend Positions

Tim Markley referenced a notice of stipend positions for 2017-2018 for informational purposes.

MISSION STATEMENT

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3) Job Description –Technology Specialist (2nd Read and Approval)

Linda Quintanilha moved to approve the job description as presented. Stephan Morrissey second. This is a change in an individual's overall job description and not a new position. Unanimous.

b. September 1, 2017 Enrollment Update

A copy of the September 1st enrollment was distributed. Enrollment is a reflection of what those students currently enrolled in PowerSchool. Enrollment, as a result, is expected to increase.

c. Board Requests

None.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Strategic Plan Committee was moved from September 14th to September 21st at 6:30 p.m. at the SAU.

ATC Committee was moved from September 26th to October 5th at 6:30 p.m. at the SAU.

Communications Committee will now meet on September 26th at 7:00 p.m. at the SAU.

Strategic Plan will also meet on October 12th at 6:30 p.m. at the SAU.

Budget & Property Committee will meet on October 24th at 6:30 p.m. at the SAU.

Selectmen's Advisory will meet on October 26th at 7:00 p.m. at the SAU.

b. Executive Summary

None.

c. Before/After School Programming

Before and after school care in Greenfield at Crotched Mtn. has closed causing a problem for Greenfield and Frankestown families. Superintendent Saunders asked if, as a district, we want to start looking at possibilities for before and after school programming.

Stephan Morrissey moved to look at costs to provide before and after school care across the district. Cost, insurance and liability components need to be looked at. Janine Lesser second. Unanimous.

7. Reports

a. Teacher Representative – Patrick Cogan

Patrick Cogan reported that teachers are back into the swing of school. He encouraged board members to visit the schools. CVEA held a retreat several weeks ago to talk about what is happening in education. Roles of co-presidents and building reps were discussed. Work on a communication plan is underway, revamping an old outdated website. A public portal and a member login site will be available. Staff have twitter pages and the board were encouraged to follow. Blended learning and restructuring the classrooms are included in posts. It is exciting to follow what is going on across the district.

b. Strategic Plan Committee – Pierce Rigrod

The process that took place at tonight's work session was discussed.

c. Education Committee – Crista Salamy

Crista Salamy reported that Eureka Math was discussed; looking at curriculum and revision of professional practices. Professional Development training was well attended and will continue. Science K-4 review has happened; looking at content. Standards alignment took place to avoid repetition. Fees were discussed as well; the group was tasked to give further thought on the topic.

d. ATC Committee – Stephan Morrissey

Stephan Morrissey reported Michelle Voto attended the last meeting. Discussion on goal setting took place.

8. Old Business

a. 2nd Read Policy/Adoption (Board Vote Required)

- GBEP – Acceptable Use Policy: Staff

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey second. Unanimous.

- JRA – Student Records, Privacy, Family and Adult Student Rights

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey second. Unanimous.

Linda Quintanilha moved to adopt the policy as presented. Rich Cahoon second. Unanimous. .

9. New Business

a. School Board Work Session – Myron Steere

Myron Steere reported out on the work session that took place prior to this school board meeting. Rich Cahoon said that this is a starting point and was not meant to be voted on tonight.

Communication is important. The press release should not include the projected savings figure.

Kristen Reilly moved to design a press release. Second. Kristen agreed to reword and send to the Superintendent.

Option 2 has not been ruled out; option 1 will be investigated first. Unanimous.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

None.

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

a. Negotiations

b. Personnel

Motion to enter into non-public session in accordance with RSA 91-A:3,II at 9:29 p.m. for matters of negotiations and personnel. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 9:41 p.m. Janine Lesser second. Unanimous.

Stephan Morrissey moved to accept the resignation as proposed. Linda Quintanilha second. Unanimous.

Linda Quintanilha moved to seal the minutes of non-public session item #1 for a period of 5 years; non-public session item #2 for a period of 5 years; and non-public session #3 for a period of 5 years. Unanimous.

Linda Quintanilha motioned to adjourn at 9:42 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT
September 19, 2017

Personnel Agenda

Retirements June 2019:

AES

Cynthia Zawacki

Grade 1 Teacher

Notice of Stipend Positions 2017-18:

Attached

First	Last	DAC	Position	Stipend Amt	FTE
NON-ATHLETIC					
Carole	Storro	AES	Teacher in Charge	2,000.00	1
Amanda	Bastoni	CVHS	The Link	\$1,452.50	0.5
Ben	Conant	CVHS	The Link	\$1,452.50	0.5
Cassie	Anderson	GBS	Student Council	\$333.99	0.2
Joan	Bando,	GBS	Art Club	\$647.40	1
Patrick	Cogan	GBS	Music - All State Chorus	\$484.72	1
Patrick	Cogan	GBS	Music - Select Chorus	\$1,909.00	1
Maryanne	Cullinan	GBS	Drama	\$511.28	0.5
Maryanne	Cullinan	GBS	Student Council	\$333.99	0.2
Katie	Doherty	GBS	Drama	\$511.28	0.5
Katie	Doherty	GBS	Graduation Coordinator	\$484.72	0.5
Katie	Doherty	GBS	Yearbook	\$619.18	0.5
Barb	Ellis,	GBS	Recycling Club	\$647.40	1
Cari	Gillespie	GBS	Gymnastics	\$796.00	1
Sarah	Hale	GBS	New Hampshire Dance Institute	\$996.00	1
Pete	Ketchum	GBS	Flag Football	\$996.00	1
Pete	Ketchum	GBS	Floor Hockey	\$647.40	1
Ellen	Kidd	GBS	Student Council	\$333.99	0.2
Siobhan	Leclerc	GBS	Graduation Coordinator	\$484.72	0.5
Siobhan	Leclerc	GBS	Student Council	\$333.99	0.2
Siobhan	Leclerc	GBS	Yearbook	\$619.18	0.5
Jahna	Moncrief	GBS	Music - All State Band	\$484.72	1
Jahna	Moncrief	GBS	Music - Memorial Day Parade	\$484.72	1
Jahna	Moncrief,	GBS	Music - All State Orchestra	\$484.72	1
Brenda	Schaefer	GBS	Garden Club	\$647.40	1
Catrina	Young	GBS	Student Council	\$333.99	0.2
Michelle	Brezovec	SMS	Newspaper	\$1,238.36	1
Michelle	Brezovec	SMS	Peer Mediation	\$1,577.00	1
Michelle	Brezovec	SMS	Robotics	\$2,709.63	1
Colleen	Brophy	SMS	Club - Environmental	\$1,220.64	1
Dorene	Decibus	SMS	Science Club	\$1,331.05	1
Dorene	Decibus	SMS	Student Council 7/8	\$834.98	0.5
Griffen	Fletcher	SMS	Running Club	\$831.90	1
Elizabeth	Fortin	SMS	Music - All State Chorus	\$484.72	1
Elizabeth	Fortin	SMS	Music - Select Chorus	\$1,909.00	1
Katherine	Fox	SMS	Art Club	\$647.40	1
Mary	Hopgood	SMS	Student Council 5/6	\$834.98	0.5
Taylor	Koban	SMS	Drama	\$1,022.56	1
Kevin	LeBlanc	SMS	Weight Training - Winter/Spring	\$996.00	1

Ed	Lowy	SMS	Music - All State Band	\$484.72	1
Ed	Lowy	SMS	Music - Jazz Band	\$1,238.36	1
Ed	Lowy	SMS	Music - Memorial Day Parade	\$484.72	1
Sandra	Murray	SMS	Yearbook	\$1,238.36	1
Bec	Stapleton	SMS	New Hampshire Dance Institute	\$996.00	1
Kim	Wall	SMS	Dance Team	\$996.00	1

September 2017

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

October 2017

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

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

Dr. Ann Forrest
Assistant Superintendent of Schools
aforrest@conval.edu

TO: Contoocook Valley School Board

FROM: Stephanie Syre - Hager

DATE: 9-15-17

RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Antrim Elementary School requests authorization to accept from:

Name/Address: TD Bank Employee Volunteer Donation Program

the following gift/donation of: \$ 500 valued at \$ 500

for the purpose of: Supporting student activities

Stephanie Syre - Hager
Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

GBEF – Acceptable Use Policy: Staff

1. For purposes of this policy, the term “staff” refers to Contoocook Valley School District employees, including administrative staff, teachers, paraprofessionals, maintenance personnel, food services employees, student teachers, methods students, interns, contracted service personnel, and any volunteers working within the school district.
2. It is the responsibility of the individual staff member to familiarize him/herself with and abide by the rules of this Acceptable Use Policy, any applicable Staff Handbook, and all other relevant school policies.

Introduction

1. Pursuant to New Hampshire Revised Statutes Annotated 194:3-d and the guidelines issued by the New Hampshire Department of Education, this Acceptable Use Policy shall serve as a statement on the appropriate use of the technology resources available to all staff of the school district.
2. These technology resources include, but are not limited to, the District network, including cabling, routers, wireless access points, and switches; the District’s electronic e-mail and voice mail systems; computer hardware in the form of desktops, laptops, and other mobile devices, including District owned cellular phones; digital peripheral devices, such as printers, scanners, digital still and digital video cameras; projection devices, such as interactive whiteboards, projectors, televisions/displays; as well as all software applications and web access tools.
3. The primary purposes of these technology resources are:
 - o to support the educational mission of the Contoocook Valley School District;
 - o to provide improved avenues of communication between staff, parents, guardians, and other stakeholders;
 - o to establish a web presence for the Contoocook Valley School District.
4. As such, the technology resources have a designated educational purpose and are not intended for recreational and entertainment use.

Privileges and Responsibilities

1. The use of the technology resources of the Contoocook Valley School District is a revocable privilege and not a right. All use of technology resources must be consistent with the District’s contractual obligations, including limitations defined in software and other licensing agreements, including End User License Agreements (EULAs).
2. Every member of the staff is responsible for appropriate and professional behavior when using technology resources, just as they are in the classroom, in offices, or at any District function.
3. Every member of the staff that will have District-owned equipment loaned to them must sign and date an Agreement for Authorized Use of District-Owned Equipment (GBEF-F).

GBEF – Acceptable Use Policy: Staff

Expectations of Privacy

1. While the school district recognizes the importance of maintaining confidentiality and privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), staff members do not have any expectation of privacy of any information stored or transmitted through district-owned communication systems or other technology resources. Student identifying information should not be included in electronic communications, except as permitted by FERPA.
2. District technology resources owned by the District are intended to be used for educational purposes and District business only. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store (at any time and with and/or without prior notice) all usage of District technology resources, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information generated through district technology resources shall remain the property of the District.

Use of Technology Resources

The Contoocook Valley School District's technology resources are intended for staff to conduct research, gather information, and communicate with others for educational purposes. The specific uses of these technology resources are broadly categorized as follows:

1. Approved – Approved uses of District technology resources are those uses that are related to a staff member's employment duties or are expressly approved by the Superintendent or designee.
2. Allowed – Allowed uses of District technology resources are those uses that are infrequent and de minimis and which do not interfere with the staff member's job duties and are not otherwise prohibited by this Policy or applicable law.
3. Prohibited – Prohibited uses of District technology resources are those uses that violate this Policy or applicable law, **including but not limited to** use in connection with employment outside of the District or other business activity, personal use that would exceed that which is reasonably considered de minimis, any use intended to harass, intimidate, or threaten another person, any use that interferes with another employee's ability to perform his/her job or that creates a hostile work environment for another employee, and any use that involves accessing, downloading, storing or sending sexually explicit material or any material or communication that is derogatory or offensive based on an individual's gender, race, religion, national origin, age, or sexual orientation. Use of District technology resources by staff members to communicate with students for any purpose other than legitimate educational purposes is considered a prohibited use.

Disciplinary Action

GBEF – Acceptable Use Policy: Staff

1. Engaging in prohibited use shall constitute a violation of this Acceptable Use Policy and result in appropriate disciplinary action, up to and including termination.
2. Such discipline will be administered consistent with Board policies and/or all applicable provisions of the Master Agreement/Collective Bargaining Agreement.

Disclaimer

1. The Contoocook Valley School District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the District will make every effort to preserve data, the responsibility for it lies with the staff, except in those cases where web-based services are employed (e.g. EasyIEP, PowerSchool, etc.) and/or data are stored externally.
2. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
3. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

Legal References:

RSA 194:3-d, School District Computer Networks
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Category: R

1st Read: September 5, 2017

2nd Read: September 19, 2017

Adopted

JRA – Student Records, Privacy, Family and Adult Student Rights

I. Student Records and Access by School Officials

The District shall maintain a student record system designed to benefit the education of every student and to assist school staff in educating students.

School personnel shall maintain all student records required by federal statute, federal regulations, state statute, and State of New Hampshire Department of Education regulations, as well as such other student record information as is deemed by the District's administration to be beneficial to the education of each student. Student record information shall be created and kept in a format which assists the District in meeting the educational needs of students. Staff shall exercise care to ensure accuracy in creating student record information.

The intent of the District is to comply fully with the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232(g) et. seq. ["FERPA"] as well as any other state and federal laws pertaining to student records, personally identifiable student information, and confidentiality. Therefore, all student records and personally identifiable student record information shall be deemed confidential and shall only be disclosed to third parties with prior written parental consent, or pursuant to a recognized exception to that requirement under state and federal law. Student records may only be transferred outside the district in accord with state and federal laws.

Upon request, the ConVal School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for the purpose of the student's enrollment or transfer.

The School Board directs its administration to develop, maintain, and disseminate to staff a comprehensive student records management procedure which shall include detailed procedures to protect student records and personally identifiable student information at the collection, storage, disclosure, and destruction stage in a manner consistent with state and federal law.

Access by school officials to personally identifiable student educational records without prior written parental consent shall be limited to those school officials who have a legitimate educational interest in accessing the records. A "legitimate educational interest" shall exist if the school official needs to review an educational record in order to perform his or her professional responsibility. Examples include:

- A. Matters relating to provision, supervision, selection, evaluation, funding or budgeting of services to one or more students;
- B. Discipline of a student;
- C. Assessment or monitoring of one or more students;
- D. Planning for future service provision for one or more students;
- E. Administration of educational programs for one or more students;
- F. Legal matters involving the District or any students in the district; or
- G. Investigation of matters pertaining to the safety, health or well-being of one or more students.

The District shall use reasonable methods to ensure that school officials obtain access to only those student records in which they have a legitimate educational interest.

JRA – Student Records, Privacy, Family and Adult Student Rights

The District designates the following as “school officials” who may potentially have a legitimate educational interest in accessing student record information:

- A. Employees of the School District who administer or provide education in our schools, including individuals such as:
 - 1. Principals, assistant principals, and other school administrators;
 - 2. Classroom educators;
 - 3. Special educators and special education staff members;
 - 4. Related service providers;
 - 5. Paraprofessionals;
 - 6. Other instructors;
 - 7. School counselors;
 - 8. Nursing staff;
 - 9. School psychologists and evaluators;
 - 10. Special education IEP Team members; and
 - 11. Employees assigned to maintain, or assist in maintaining student records;
- B. Administrators of the District, including the:
 - 1. Superintendent of Schools;
 - 2. Assistant Superintendent;
 - 3. Director of Special Education;
 - 4. Assistant Director of Special Education;
 - 5. The Business Administrator; and
 - 6. Staff assigned to assist any of the above.
- C. School Board members when serving on a disciplinary subcommittee, or hearing any other matter pertaining to a student.
- D. Individuals or organizations under contract with the District who are providing services or advice related to the education of one or more students, including all related service providers, evaluators, consultants, auditors, attorneys, experts, and therapists.
- E. Individuals or firms assisting the School District in legal matters, including Insuring Trust representatives, insurance adjusters, insurance brokers, insurance companies, claims representatives, legal counsel for the District, expert witnesses and consultants.
- F. Classroom volunteers, consultants and contractors who agree that they are subject to the direct control of the District and who affirm that they are subject to the use and redisclosure requirements pertaining to personal identifiable student information under FERPA.

A written log shall be kept with each student's cumulative file which shall be used to record access by school officials by name, date and reason for access, as well as all other individuals and entities to whom an authorized records release has been made, consistent with the recording requirements contained in FERPA.

JRA – Student Records, Privacy, Family and Adult Student Rights

The Superintendent or her/his designee may decide questions as to whether or not an individual is a designated school official and whether or not they have a legitimate educational interest in accessing a student record or personally identifiable student information without prior written parental consent.

II. Parent, Guardian or Adult Student Access to Student Records

All parents with legal custody, foster parents, lawful guardians, and adult students have the right to inspect and review the student's educational records as well as to request and receive personally identifiable student data. Requests for access shall be submitted to the school which the student attends, shall be made in writing, and shall designate the records which the parent/guardian/adult student wishes to inspect and review. In accord with New Hampshire law access shall be granted within 14 days after the school receives the request. The Superintendent shall establish a reasonable fee for providing copies of records, and may require that the same be paid prior to release of the copies.

Where the parents of a students are separated or divorced, or for some other reason the student is not in joint custody of both of his parents, information disclosed to one parent concerning the student shall be disclosed to the other natural parent or person having legal custody of the student.

Information may also be disclosed to a person having written authority from the legal custodian of the student, provided that written authority includes written consent to access student record information. All releases of record information shall be recorded in the log attached to the student's cumulative file.

III. Release of Student Records to Others

All parents, guardians, and adult students have the right to consent or to deny consent to disclosure of student records and personally identifiable information contained in the student's educational records, except to the extent that FERPA and the related federal regulations authorize disclosure without written consent. No student record, or personally identifiable student information, other than designated Directory Information shall be released to any third party unless the parent/guardian/adult student has given prior written consent, or the District has acted under an exception to the written consent requirement. The District shall maintain Authorization Forms for use by parents, guardians, and adult students who seek disclosure of records to a third party.

When the District releases records to a third party on the basis of a FERPA exception to the written consent requirement, to the extent required by FERPA, an entry shall be made in the appropriate student log identifying the date of the release, the individual releasing the record, and the exception under which the District is proceeding.

Student records are exempt from disclosure under the Right to Know law, RSA 91-A:5.

IV. Right to seek Amendment of a Student's Educational Records

Parents, Guardians or adult students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading or in violation of the student's privacy. A written request should be sent to the principal of the school in which the student is enrolled. The request should clearly identify the part of the record that the requestor wants amended and should specify why it is inaccurate, misleading or violates of the student's privacy.

JRA – Student Records, Privacy, Family and Adult Student Rights

If the School District decides not to amend the record as requested by the parent, guardian or eligible student, the School District shall notify the parent or adult student of its decision and advise them of a right to a hearing on their request for an amendment. If the requesting party seeks a hearing, the matter shall be heard by the Superintendent or her designee. Additional information regarding due process and the hearing shall be provided to the requesting party upon receipt of their request for a hearing. The Superintendent's decision may be appealed to the School Board.

V. Designation of Directory Information

Directory information is information regarding a student that generally is not considered harmful or an invasion of privacy if released or disclosed to outside organizations, including the media, without prior written consent. Outside organizations include companies such as yearbook printers and class ring manufacturers. Directory Information may be published by the District in graduation programs, Honor Roll lists, athletic rosters, playbills, and the like. The School Board hereby designates the following information to be "directory information" which may be disclosed without prior written consent from the parent, guardian, or adult student:

Name, address and telephone number of the family or adult student;

Electronic mail address;

Course participation;

Weight and height of athletes;

Date and place of birth;

Participation in officially recognized activities or sports;

Grade level;

Date of attendance and graduation;

Diploma, Honors, Honor Roll, scholarships and awards received;

Photograph; and

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Federal law requires that the District provide military recruiters upon request with the following information: names; addresses; and telephone numbers. The District shall do such unless a parent, guardian or adult student has advised the District that they do not want the information disclosed without their prior written consent.

JRA – Student Records, Privacy, Family and Adult Student Rights

As set forth below in Section VII, the notice of designated Directory Information shall be published in the Student Handbook on an annual basis and shall be provided to all students on an annual basis at the beginning of the school year or upon their enrollment. Parents and adult student shall be provided a form with the Student Handbook that will permit them to opt out of the release of any or all of the designated Directory Information.

VI. The Right to File a Complaint

The School Board affirms that in addition to any remedy afforded under state law, parents, guardians or adult students have the right to file a complaint with the Family Policy Compliance Office of the United States Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

VII. Annual Notice of FERPA Rights

The District shall annually publish in the Student Handbook and on its web site a notice to parents and adult students of their rights under Federal law, state law, and this policy as they pertain to student records. The Administration shall use a notice similar to the one set forth in JORA-R, and may revise the notice in such a manner as it deems necessary to comply with changes to state and federal law. This notice shall include information as to the following:

- A. The right to inspect and view a student's educational record;
- B. The right to provide written consent before the District discloses personally identifiable information from a student's educational records, except to the extent that FERPA authorizes disclosures without consent;
- C. The designation of directory information, military disclosures and the right to opt out of disclosure of the same.
- D. The right of a student's parent, guardian or adult student to seek to correct parts of the educational record if he or she believes it to be inaccurate, misleading or a violation of student privacy.
- E. The right to file a complaint if there is a violation of FERPA or this policy.

Legal References:

*Family Education Rights and Privacy Act, 20 U.S.C. 1232(g); 34 C.F.R. 99.1 et seq
NH RSA 91-A:5, 189:1-e, 189:66, 189:67 and 189:68.*

JRA – Student Records, Privacy, Family and Adult Student Rights

Category: *P*

See also: *EHB*

1st Read: September 5, 2017

2nd Read: September 19, 2017

Adopted:

KD – Official School District Social Media Accounts, Websites, and Platforms Used for Public Information

The School Board recognizes the value of technology such as social media accounts, websites and platforms in promoting community involvement and collaboration. The purpose of any official digital district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members. As such, the Superintendent is authorized to establish digital social media accounts, networks, websites and other educational platforms in furtherance of the District's values, goals, and mission. The District shall not use its website or social media as its sole means of providing information to the public, and where appropriate shall continue to provide information in printed media.

The application of this policy is limited to the use of social media by the District for public information purposes. The use of social media for educational purposes is governed by policy.

Definitions

"Social media" means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Google, or blogs.

"Official district social media account, website or platform" is a site, account or digital platform authorized by the Superintendent or designee ("official district social media platforms"). The site shall, when possible, indicate that it is an "official" social media account, website or platform of the District. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

Establishment of Regulations

The Superintendent or designee will establish administrative regulation, guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Limitation of Public Comments

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for relevant public comment or inquiry, the Board does not intend to create a public forum, limited public forum, or otherwise guarantee an individual's right to free speech. The District's administration may choose, if it so desires, to create an official district social media platform or platforms that do not permit public commentary or posting by other than district officials. If the district's social media platform allows for public comment, notice shall be given that the District reserves the right to remove comments which are deemed to be irrelevant, or which fail to comply with the content standards set forth below.

Official district social media websites and platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

KD – Official School District Social Media Accounts, Websites, and Platforms Used for Public Information

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations. All other individuals violating these standards shall be blocked from posting on the official social media account, website, or platform.

No Expectation of Privacy

The District will not require, compel or request that any student provide his/her personal or private social media account information to the District in relation to their access or use of a District social media website used for public information purposes. Notice is given that the software platforms used by the District may be collecting social media information, and that the District is unable to preserve the privacy of information that is provided by parents and/or students to companies that operate social networking sites.

Students, parents, staff and members of the public are hereby given notice that the District reserves the right to and will from time-to-time monitor all District social media websites. As such, there is no expectation of privacy for information posted on, sent to or received by the District's official district social media platforms and accounts that are used for public informational purposes.

Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Copyright

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

Category: R

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

1st Read: September 5, 2017

2nd Read: September 19, 2017

Adopted: