

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

1. Call to Order and Pledge of Allegiance
2. Accept School Board Meeting Minutes (Board Vote Required)
 - a. August 22, 2017 (pg. 1-4)
3. Points of Pride
4. Public Comment
5. Consent Agenda
 - a. Personnel
 - 1) Resignations (pg. 5)
 - 2) Notice of Stipend Positions 2017-2018 (pg. 6-7)
 - 3) Job Description –Technology Specialist (2nd Read and Approval) (pg. 8-11)
 - b. September 1, 2017 Enrollment Update
 - c. Board Requests
6. Superintendent's Report and Presentation of Business
 - a. Monthly Events Calendar (pg. 12-13)
 - b. Executive Summary
 - c. Before/After School Programming
7. Reports
 - a. Teacher Representative – Patrick Cogan
 - b. Strategic Plan Committee – Pierce Rigrod
 - c. Education Committee – Crista Salamy
 - d. ATC Committee – Stephan Morrissey
8. Old Business
 - a. 2nd Read Policy/Adoption (Board Vote Required)
 - GBEF – Acceptable Use Policy: Staff (pg. 14-16)
 - JRA – Student Records, Privacy, Family and Adult Student Rights (pg. 17-18)
 - KD – Official School District Social Media Accounts, Websites, and Platforms Used for Public Information (pg. 19-20)
9. New Business
 - a. School Board Work Session – Myron Steere
10. Public Comment
11. Approval of Manifests (Board Vote Required)
12. Non-Public Session: RSA 91-A:3,II (If Required)
 - a. Negotiations
 - b. Personnel

Upcoming Meetings:

Strategic Plan Committee Meeting – Thurs., Sept. 14th @ 6:30 p.m. @ SAU
Education Committee Meeting – Mon., Sept. 18th @ 5:30 p.m. @ SAU
Policy Committee Meeting – Tues., Sept. 19th @ 6:00 p.m. @ SAU
School Board Meeting – Tues., Sept. 19th @ 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 Meeting

Tuesday, August 22, 2017

SAU Office

7:00 p.m.

MINUTES

BOARD

Rich Cahoon, Richard Dunning,
Bernd Foecking, Jim Fredrickson,
Janine Lesser, Niki McGettigan,
Linda Quintanilha, Kristen Reilly,
Pierce Rigrod, Myron Steere

Lily Denehy, Student Rep.
John Jordan, SAC

ADMINISTRATION

Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Mindy Ryan, B.A.
Cari Christian-Coates, Student Serv.
Brian Grattan, Tech.
Stephanie Syre-Hager, AES/Pierce
Colleen Roy, GES
Nicole Pease, DCS
Kat Foecking, FES
Amy Janoch, HES
Mark Swasey, A.D.

1. Call to Order and Pledge of Allegiance

Myron Steere called the meeting to order at 7:00 p.m.

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

a. July 18, 2017

Bernd Foecking moved to accept the minutes of July 18, 2017. Pierce Rigrod second. Dick Dunning and Niki McGettigan abstained. All else in favor. Motion carried.

3. Points of Pride

Kimberly Saunders reported that everyone is getting ready to open schools. There is some fantastic professional development approaching for teachers. Staff return on Friday. Students return on August 31st.

Lily Denehy, Senior Student from Hancock, introduced herself and reported out on upcoming activities. Niki McGettigan, introduced herself. Ms. McGettigan has been appointed by the Town of Temple to fulfill the vacancy through March 2018.

4. Public Comment

None.

5. Consent Agenda

a. Personnel

Tim Markley referenced 17 nominations.

Linda Quintanilha moved to accept the nominations. Dick Dunning second. Unanimous.

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.

Tim Markley referenced resignations, three of which are new hires that have since resigned before beginning work. **Linda Quintanilha moved to accept the resignations. Dick Dunning second.**

Mr. Markley reported that seven people have been hired and then quit; some within a day of being hired. This is not a problem unique to ConVal. Every district is seeing this problem this summer. **Unanimous.**

Tim Markley referenced notification of stipends as informational.

b. Board Requests

Kimberly Saunders reported having no outstanding board requests.

6. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

Strategic Plan Committee will meet on Thurs., Sept. 14th at 6:30 p.m. at the SAU.

Education Committee will meet on Mon., Sept. 18th at 5:30 p.m. at the SAU.

Budget & Property Committee will meet on Tues., Sept. 26th at 6:00 p.m. at the SAU.

ATC Committee will meet on Tues., Sept. 26th at 7:00 p.m. at the SAU.

Selectmen's Advisory Committee will meet on Thurs., Sept. 28th at 7:00 p.m. at the SAU.

b. August 1st Enrollment Update

Tim Markley noted 153 Kindergarten students entering this year.

Kimberly Saunders referenced a handout titled "FES Para Justification" as a result of the K/1 enrollment totaling 18 students at Francestown Elementary School. A paraprofessional is being requested to assist in this classroom.

Linda Quintanilha moved to approve the request for hiring a paraprofessional at FES. Kristen Reilly second. Bernd Foecking abstained. All else in favor. Motion carried.

c. Athletic Fees Presentation

Kimberly Saunders distributed a table which reflected the impact on participation for years where a athletic fee was charged and more recent years where fees were not charged.

Not charging fees has sun downed. We are looking at charging for athletic fees again.

Mark Swasey, Athletic Director, reported that when participation fees were done away with, an increase in fall sports was realized. Mark Swasey recommended not charging participation fees.

Rich Cahoon reported that in the fall of 2014, there was an administration of fees broadly in the district. A group of students became involved. Money was then budgeted to cover fees, roughly \$45,000. We then referred the discussion to the Education Committee. The Education Committee suggested that the fees be sunset for two years to see if increased participation would result. Fees would have come back, but a vote was made to sunset again for the remainder of that year. That vote was clear that it was sunset for one additional year unless questions were answered. Are we advantaging athletic fees at the cost of charging fees for socio-economic students in other areas? Could we afford to go feeless? If not, how would we prioritize which fees would be eliminated? We don't know where all of the fees are and what would be needed to budget. Sports have begun; Rich Cahoon said that he assumed a fee was not collected. Mark Swasey confirmed that fees have not been charged for fall sports. Rich further said that fall sports have begun; it is not favorable to charge fees for students already on the fields.

Rich Cahoon motioned to waive athletic fees for fall sports but return charging fees for winter unless information comes forward about all of the fees.

Bernd Foecking asked where the lack of follow through was. Can we be sure they will be collected in the winter? Rich Cahoon asked to look at all of the fees to see what they total. Appropriateness of waiving of specific fees will be considered.

Rich said that we are waiving the fees for students of doctors and lawyers but disadvantaging other students at a disadvantage.

How do we waive fees? Is there clarification? Administration did participate in looking at fees for curricular, extra-curricular, and field trips. We can look at it by level; elementary, middle, and high school.

Rich Cahoon moved that we waive athletic fees for the fall 2017 season. Dick Dunning second. Unanimous.

When is registration for winter sports? Wrestling begins in November. All others begin after Thanksgiving.

Dick Dunning was interested in getting data on all of the fees we are charging, including field trips to Boston, American Heritage Tour etc. He sees athletics and field trips as two different categories. Advanced

Placement Testing was another example cited of a fee that is charged. This information will go to the Education Committee and then a recommendation to the full board.

Dick Dunning shared his concern for the timeline. He suggested October. Rich noted that this data would be needed for budget purposes anyway.

Bernd Foecking suggested that proper time should be given to the topic to allow looking at the detail.

Rich said that it was placed on the Education Committee four different times. If we put this off, other priorities will arise.

Linda Quintanilha recommended looking at it in Education Committee as a matter of equity.

Linda Quintanilha moved to waive winter athletic fees. Jim Fredrickson second. Kristen Reilly abstained. All others in favor. Motion carried.

Education Committee will have to have data provided by administration by the first meeting in October. This will be to the full board on October 3rd.

Education will meet on October 2nd for this purpose.

Rich said that the first step is to get the overall figure. The figure will come to the Education Committee on Monday, September 28th.

7. Reports

a. Student Representative – Lily Denehy

Lily Denehy reported that fall sports have begun. School begins next week. Just for Freshmen/New Student Day is Wednesday, August 30th. The Student Leadership Team will assist incoming new students with becoming familiar with the school layout.

b. Teacher Representative – Patrick Cogan/Linda Compton

None.

c. Strategic Plan Committee – Pierce Rigrod

Pierce Rigrod reported that the Superintendent's report on the Strategic Plan progress was discussed. The proposed models of configuration and/or consolidation will be shared at the School Board Retreat.

d. Budget & Property Committee – Dick Dunning

Dick Dunning reported that the contract for the Antrim Gym is in negotiations. Recommendations will be sent back to Antrim. Discussion about funding the high school labs was discussed.

Purchasing of oil was discussed; prices are favorable right now. In the past, authorization has been given to the Business Administrator to seek the best price and pursue locking in. Granting the B.A. to seek the best price for oil was asked.

Linda Quintanilha moved to allow the Business Administrator to purchase oil and propane at the best price or wait until more favorable. It will be left to the discretion of the B.A. Janine Lesser second. Unanimous.

8. Old Business

a. Emergency Notification System

Rich Cahoon said that this has been tabled. Mr. Cahoon referred this topic back to Budget & Property Committee. Budget & Property will consider to review.

9. New Business

a. Peterborough School Board Representative Resignation/Open Position

Myron Steere has tasked the Peterborough School Board reps to fill the open position. The position has been posted in the local paper. Two people have come forward so far. The deadline to file an intent is August 31st. Interviews will take place after the deadline.

b. Resolution of Improper Cap and Withholding of Adequate Education Funding

Bernd Foecking moved to support the Dover School District legal challenge legal expenses at the rate of \$94.47. Dublin will receive additional adequacy aid in the amount of \$17,327. Second.

This is a resolution of a suit in Dover. The District is being asked to pay the \$94.47 share of a legal fee.

This is a settlement. It is a matter of whether we will contribute to the legal expense.

Linda Quintanilha opposed. All else in favor. Motion carried.

Tim Markley referenced a draft of a job description for a "Technology Specialist, District". This job description is a first read. Questions should be directed to Mr. Markley.

10. Public Comment

None.

11. Approval of Manifests (Board Vote Required)

Mindy Ryan certified that manifests totaling \$751,576.68 and payroll totaling \$485,042.64 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.

Linda Quintanilha moved to approve the manifests as read. Dick Dunning second. Unanimous.

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

a. Negotiations

b. Personnel

c. Legal

Linda Quintanilha moved to enter into non-public session under RSA 91-A:3,II for the purposes of negotiations and legal. Unanimous on a roll call vote.

Pierce Rigrod moved to exit non-public at 8:34 p.m. Linda Quintanilha second.

Linda Quintanilha motioned to seal the minutes of non-public session as follows:

Non-Public session topic #1 for a period of 6 months.

Non-Public session topic #2 for a period of 5 years.

Non-Public session topic #3 for a period of 5 years.

Dick Dunning second all. Unanimous.

Linda Quintanilha motioned to adjourn at 8:35 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT
September 5, 2017

Personnel Agenda

Resignations August 2017:

CVHS

Abby Farnsworth

Math Teacher

Notice of Stipend Positions 2017-18:

Attached

Name	DAC	Position	Stipend Amt	FTE
ATHLETIC				
Lefko, Greg	SMS	Soccer - Boys B Team	\$1,660.00	1
NON-ATHLETIC				
Bastoni, Amanda	CVHS	Yearbook	\$4,233.00	1
Bowman, Eric	CVHS	History Club	\$788.50	0.5
Bowman, Eric	CVHS	Student Council	\$2,573.00	1
Cloutier, Ken	CVHS	Ocean Bowl	\$1,909.00	1
Coyne, Deb	CVHS	Future Business Leaders	\$996.00	1
Davis, Alisha	CVHS	GSA	\$996.00	1
Dodge, Bruce	CVHS	Drama - Musical Tech Director	\$1,238.36	1
Dodge, Bruce	CVHS	Drama - Play Tech Director	\$1,238.36	1
Dunn, Rebecca	CVHS	Class Advisor - Junior	\$954.50	0.5
Fletcher, Jo Ann	CVHS	Interact	\$1,577.00	1
Fontaine, Marcel	CVHS	Anime	\$996.00	1
Gagnon, Nancy	CVHS	National Honor Society	\$1,577.00	1
Gagnon, Nancy	CVHS	Youth and Government	\$954.50	0.5
Halper, Elizabeth	CVHS	Drama - Musical Choreographer	\$1,022.56	1
Halper, Elizabeth	CVHS	Drama - Play Director	\$1,145.40	0.6
Halper, Elizabeth	CVHS	Drama - Program Producer	\$788.50	0.5
Heider, Chris	CVHS	History Club	\$788.50	0.5
Heider, Chris	CVHS	Youth and Government	\$954.50	0.5
Hodgdon, Cynthia	CVHS	Club - German	\$996.00	1
Ingram, Kristin	CVHS	Class Advisor - Freshman	\$498.00	0.5
Kennedy, Robin	CVHS	Club - Spanish	\$796.80	0.8
Kostecki, Eric	CVHS	Class Advisor - Junior	\$954.50	0.5
Landau, Paul	CVHS	Class Advisor - Sophomore	\$498.00	0.5
Milne, Moira	CVHS	Chem Club	\$1,909.00	1
Moore, Brian	CVHS	Drama - Musical Music Director	\$1,801.10	0.7
Moore, Elizabeth	CVHS	Drama - Musical Director	\$2,905.00	1
Moore, Elizabeth	CVHS	Drama - Program Producer	\$788.50	0.5
Morin, Krystal	CVHS	Drama - Play Director	\$763.60	0.4
Morin, Krystal	CVHS	Music - All State Chorus	\$747.00	1
Morin, Krystal	CVHS	Music - Monadnock Valley Festival	\$747.00	1
Morin, Krystal	CVHS	Music - NE Festival Chorus	\$747.00	1
Morin, Krystal	CVHS	Music - Select Chorus	\$1,909.00	1
Morris, Gil	CVHS	Class Advisor - Senior	\$1,286.50	0.5
Morris, Greg	CVHS	Math Team	\$1,577.00	1
Pacheco-McMahon, Velka	CVHS	Club - Spanish	\$199.20	0.2
Putnam, Ben	CVHS	Club - Art	\$647.40	1
Shippee, Gretchen	CVHS	Class Advisor - Freshman	\$498.00	0.5
Stevens, Keith	CVHS	Drama - Festival Director	\$1,909.00	1
Wall, Kimberly	CVHS	Dance Team	\$996.00	1
Wickham, Jim	CVHS	Class Advisor - Sophomore	\$498.00	0.5

Wickham, Jim	CVHS	Music - All State Band	\$747.00	1
Wickham, Jim	CVHS	Music - Jazz Band	\$1,909.00	1
Wickham, Jim	CVHS	Music - Memorial Day Parade	\$484.72	1
Wickham, Jim	CVHS	Music - Monadnock Valley Festival	\$747.00	1
Wickham, Jim	CVHS	Music - NE Festival Band	\$747.00	1
Wickham, Jim	CVHS	Music - Pep Band	\$747.00	1
Winslow, Sam	CVHS	Class Advisor - Senior	\$1,286.50	0.5
Wood, Dana	CVHS	Envirothon	\$1,909.00	1
SUPPLEMENTAL				
Essex, Lois	CVHS	Detention	\$25/hr	1
Gagnon, Nancy	CVHS	Department Head - Social Studies	\$4,500.00	1
Grenier, Tammy	CVHS	Campus Monitor - Sem 1 & 2	\$4,000.00	1
Heddy, Judy	CVHS	Department Head - Health/P.E.	\$4,500.00	1
Krapohl, Sara	CVHS	Department Head - World Language	\$4,500.00	1
Moore, Elizabeth	CVHS	Department Head - English	\$4,500.00	1
Morris, Greg	CVHS	Department Head - Math	\$4,500.00	1
Putman, Ben	CVHS	Department Head - Art/Music	\$4,500.00	1
Young, Carol	CVHS	Department Head - Science	\$4,500.00	1
Ketchum, Peter	GBS	PBIS Assistant - Sem 1 & 2	\$3,000.00	1
Ketchum, Peter	GBS	Director - Athletic	\$4,860.00	1

**NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1
CONTOOCOOK VALLEY SCHOOL DISTRICT
DRAFT**

POSITION TITLE: Technology Specialist, District

REPORTS TO: Assistant Superintendent

QUALIFICATIONS:

- Bachelor's degree in computer science, mathematics, engineering, is required, prefer a Master's degree in Educational Technology or related field and at least four years' technology integration experience
- Demonstrated ability in the development and delivery of computer/technology in-service training
- Demonstrated knowledge of educational technologies that include computers, peripherals, multimedia, interactive hardware, networking and current software applications
- Demonstrated knowledge of curriculum and strategies for integrating technology within the classroom
- Demonstrated experience using Macintosh, PC, and Chrome platforms
- Familiarity with Rubicon Atlas curriculum mapping system
- Must be familiar with Web design and development tools and understand the requirements of standards bodies such as the World Wide Web Association
- Excellent oral and written communication skills
- Excellent organizational skills
- Ability to meet deadlines and willingness to participate in a professional community
- Ability to work positively with staff, students and the general public

SUMMARY: Through co-planning and co-teaching, the Technology Integration Specialist will provide teachers with the skills and strategies needed to increase their proficiency with technology-enhanced instruction to positively impact student learning related to core grade level standards as well as 21st century skills. Works with the senior Administrative team and schools to determine the strategy and functions of the website. He/she must ensure that there is a constant supply of high-quality, up-to-date content. Source material from internal and external providers and work with designers, photographers and writers to create content that is optimized for the Web. He/she will also establish policies and procedures for managing content to ensure that it

1st Read: 8/22/2017
Approved:

complies with business and technical requirements. He/she is ultimately responsible for ensuring that a Web site is easy to navigate and that it addresses the needs of the client and its customers.

DUTIES AND RESPONSIBILITIES:

- Coordinate the integration of technology in conjunction with state curriculum standards and ISTE educational technology standards.
- Provide hands-on training and assistance in technology integration within the classroom through demonstration and co-teaching.
- Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.
- In coordination with School Principal and the Assistant Superintendent, develop annual Professional Development Plans; develop in-service workshops/courses to increase knowledge of and familiarity with available technologies and methods of integration.
- Consult with all other service providers to coordinate efforts to integrate technology into all facets of learning.
- Remain current regarding emerging technologies and their potential impact on curriculum.
- Develop a working knowledge of the district curriculum.
- Serve as an active member of the District Curriculum Committee.
- Assist the District Network Administrator and School Principal in the development of the annual technology budget.
- Be familiar with, support and execute elements of the District Technology Plan.
- As a member of the LITS team, regularly consult with the School Principal to monitor the instructional effectiveness of the technology integration effort.
- Serve as an active member of the Technology Committee.
- As a member of the LITS team, ensure the ethical use of software, copyright compliance, and understanding of the district's Appropriate Use Policies for Staff and Students.
- Consult with instructional staff on purchases of new software.
- Design systems and procedures for optimum use of software packages.
- Preview/evaluate educational software.
- As a member of the LITS team, serve as the building level expert on staff and student use of the Internet.
- Maintain websites for the District (SAU, School Board) and ConVal Regional High School.
- Be available for support and advise schools regarding enhancements to web pages.

1st Read: 8/22/2017

Approved:

- Generate and revise web pages.
- Examine and analyze site traffic and structure content accordingly
- Keep files small so sites load faster.
- Perform regular checks to repair broken links or fix problems with content, such as videos or photographs, that do not load correctly.
- Regulate and manage access rights of different users on website.
- Test different browsers and ensure that end users with different computers and handheld devices (tablets, smartphones) can access a website.
- Ensure that web pages are Section 508 ADA-compliant.
- In coordination with Assistant Superintendent and Professional Development Committee, develop in-service workshops/courses to increase knowledge of and familiarity with web publishing options district-wide.
- Support presentations to the School Board by administrators.
- Other job related duties as directed by supervisor

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally stooping, bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Occasionally kneeling, bending legs at knee to come to a rest on knee or knees.
- Occasionally crouching, bending the body downward and forward by bending leg and spin
- Frequently reaching, extending hand(s) and arm(s) in any direction.
- Frequently standing, particularly for sustained periods of time.
- Frequently walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Occasionally lifting, raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Frequently fingering, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Frequently grasping, applying pressure to an object with the fingers and palm.
- Frequently talking, expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Frequently hearing, perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use

1st Read: 8/22/2017

Approved:

of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

1st Read: 8/22/2017

Approved:

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 Strategic Plan @ 6:30 pm @ SAU	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	22	23
24	25	26 Budget & Property @ 6:00 pm @ SAU ATC 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	6	7
8	9	10	11	12	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	25	26	27	28
29	30	31	30			

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).

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

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:

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.

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

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.

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.

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.

CONVAL SCHOOL BOARD

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:

Adopted: