

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Fracestown Elementary School

325 2nd NH Turnpike South

Tuesday, December 17, 2019

Community Forum

6:00 p.m. – 7:00 p.m.

School Board Meeting

7:00 p.m.

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. December 5, 2019 (pg. 1-6)
- 3. Approval of Manifests (Board Vote Required)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 7-9)
 - b. Communication Contracted Services
 - c. Accept Gift/Donation (Board Vote Required) (pg. 10-11)
 - 1) Great Brook School requests authorization to accept a gift/donation of \$500.00 from Dale Smith, Stump Grinding Services, for the purpose of purchasing basketball uniforms.
 - 2) Great Brook School requests authorization to accept a gift/donation of \$500.00 from Carl Doucet, Manchester Ballers Association for the purpose of purchasing basketball uniforms.
- 8. Reports**
 - a. Student Representative – Lorien Tyne/Abby Kamieniecki
 - b. Teacher Representative
 - c. Communication Committee – Niki McGettigan
 - d. Budget & Property Committee – Jim Fredrickson
 - e. Selectmen's Advisory Committee – Tim Theberge
- 9. Old Business**
 - a. Capital Improvement Plan
 - b. Budget 2020-2021
 - c. School Board Requests
- 10. New Business**
 - a. 1st Read Policy
 - EHAB: Data Governance and Security (pg. 12-15)
 - b. Trust Fund Discussion (Board Vote Required)
- 11. Public Comment**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal
- 14. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Thursday, December 5, 2019

(Rescheduled from Tues., December 3, 2019)

School Board Meeting

SAU Office

7:00 p.m.

Minutes

BOARD

Rich Cahoon, Alan Edelkind,
Jim Fredrickson, Katherine Heck,
Janine Lesser, Niki McGettigan,
Stephan Morrissey, Crista Salamy,
Tim Theberge, Jerome Wilson

Abby Kamieniecki, Student Rep.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
Tim Grossi, Facilities
Cari Christian-Coates, Student Serv.
Amy Janoch, HES

1. Call to Order and Pledge of Allegiance

Stephan Morrissey called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Acceptance of School Board Meeting Minutes (Board Vote Required)

a. November 19, 2019

Rich Cahoon moved to accept the minutes of November 19, 2019. Jerry Wilson second. Niki McGettigan and Crista Salamy abstained. All others in favor. Motion carried.

3. Approval of Manifests (Board Vote Required)

Kimberly Saunders certified that manifests listed totaling \$295,340.33 and Payroll totaling \$1,355,706.62 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.

Rich Cahoon moved to approve the manifests as read. Jerry Wilson second. Unanimous.

4. Expenditure and Encumbrance Report (Board Vote Required) – David Jack

Kimberly reported no significant changes having occurred.

Rich Cahoon moved to accept and to authorize the expenditure report and any encumbrances therein. Tim Theberge second. Unanimous.

5. Points of Pride

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

6. Public Comment

Brad Howell, Frankestown, said that when the potential closing of FES came to light, it created a sort of fire storm in the town. Town's people are asking if it is really necessary given that student enrollment has been higher in recent years. Many questions have arisen. Concerns are apparent. Low enrollment is not new; there are no easy answers. Mr. Howell said that the decision should not be hurried. It must be beneficial to the children and in balance with the towns. The community must be fully informed. The Articles of Agreement do not allow the School Board to close a school. Closures must be approved by a 2/3's vote of the electorate. A comprehensive analysis is required as a result of a proposed closure. He understands that a School Board meeting located in Frankestown is under consideration. Closure recommendations must be made in advance with underlying data. He suggested that a comprehensive analysis should be completed before submitting a closure proposal. There should be meaningful opportunity for all of the communities at large, and not just Frankestown. He hopes that the voters and the board do not see the need to close small schools. He hopes that the process is transparent and applies the law.

7. Consent Agenda

a. Personnel

None.

Dr. Kimberly Saunders said that the School Board is taking more than its share of knocks in social media with regard to the future status of Francestown Elementary School. Dr. Saunders said that the School Board did not put anything in motion for the reassignment of students in Francestown. That was done by the administration. It was not an action of the board. Dr. Saunders took responsibility for bringing the reassignment forward. On November 2nd, this was brought forward at the budget work session. No decision has been made. No article has been prepared. When this issue came up, the administrative team began the budget cycle. Principals look at projected student enrollment. In late September, the projected enrollment for FES was 38 students. This was the lowest anticipated enrollment of any of the schools. After lengthy discussion, Dr. Saunders presented information to the board on November 2nd that enrollment is anticipated at 38 with census data projecting little change in future years. The minimum number of staff in a building, regardless of the number of students, is stated to be seven. In addition to staff, students need access to a school counselor, those involved with special education, a school psychologist, and a nurse. At that time, the administration proposed the option of a warrant to temporarily reassign the FES students until a time at which that the FES student enrollment increased.

Why FES? At the beginning of the budget season, the enrollment is anticipated to be 38. It was important to bring this information forward. This is the time for the initial budget to be brought forward. During discussion, if further discussion was to take place, the Francestown community needed to be included. Stephan Morrissey, Francestown School Board Representative/School Board Chair suggested that a future School Board meeting be held in Francestown to allow community members to participate in the conversation. The School Board meeting scheduled on December 17th will take place at Francestown Elementary School at 7:00 p.m.

As enrollment continues to decline, when is small too small needs consideration? As enrollment continues to decline, there are growing educational, social-emotional, and resource concerns. When looking at a gross budget of \$50M, it is important to look at what is educationally sound to educate children. (see letter to FES families attached)

Stephan Morrissey said that his concern is that we start this conversation as a conversation. He would like to have an open forum and invite the public to come and speak and perhaps discuss what the next steps might be. Francestown is not the only town. We are struggling with enrollment in several of the schools. He asked the board to consider an early meeting on the 17th. He suggested a 6:00 start time with an open forum. What is the pleasure of the board?

Rich Cahoon said that expectations should be set for the meeting. This proposal is that this is the beginning of the conversation, there is nothing to provide yet, there is no binder. Conversation is the starting point. Enrollment data is available.

Dr. Kimberly Saunders said that if the board is going to entertain this that is the starting point. If we are going to put the community through an emotional conversation, the board first needs to decide if they can entertain a warrant on this topic. Is there a consensus to have this conversation? Dr. Saunders said that the board, in the past, has not been willing to entertain closing a school. If there is no intent on behalf of the board to reassign students, it is not fair to put the Francestown community through this.

Stephan Morrissey said that there was concern about the education of students in a school of less than 40. It is about the kids. It is never just about the finances. The conversation gives time to plan. He said that he was not expecting a warrant article this year. He said that was his impression.

Alan Edelkind said that it is December 5th, when is the last date to post a warrant. It doesn't seem that there is enough time.

Janine Lesser said that it is her understanding that they are entertaining a warrant in the future, not this year. Time is being asked, if there is an interest to have the discussion?

Crista Salamy said that she thought that this was being addressed for the upcoming year.

Rich Cahoon said that he does not recall that the administration's recommendation was for a warrant article this year. They said that this is something that should be thought about.

Niki McGettigan said that on November 2nd, it was clear that administration said that if we are going to keep our schools open, if there is a reassignment for a number of years that would address the situation until enrollment increased. Another possibility discussed was the potential to rent out parts of a school in vacant space to generate revenue. She did not think that this was something being brought forward for next year.

Stephan Morrissey said that he feels that the consensus is that the board is not looking for something for the upcoming warrant and year but wants to continue to have the discussion.

Niki cautioned not to confuse the upcoming budget and this topic.

Rich Cahoon said that staffing in the proposed budget is based on seven staff members in a building. That is directing the proposed budget. Rich further said that this year's budget now comes from staff requests at the middle school and high school.

Katherine Heck said that this discussion needs to begin. At this time, the board has a lot of details to work out. We owe it to the FES community to hold the next meeting there. This is not just about Frankestown, it is about any school that drops below a certain number.

Stephan Morrissey confirmed the business portion of the school board meeting at 7:00 and an earlier start time for an open forum for a lengthier conversation.

8. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar – December 17th meeting, conflicts, and relocation

1) Set Public Hearing Dates

Tuesday, January 7, 2020 at 7:00 p.m. at the SAU was the date, time, and location set for the Public Hearing on the proposed 2020/2021 budget.

In addition, Tuesday, February 4, 2020 was the date set for District Meeting Part I (Deliberative Session) at 6:00 p.m. at ConVal High School in the gym. The snow date was set for Thursday, February 6th.

2) February 18th School Board Meeting Date

The February 18th School Board meeting was moved to Thursday, February 20th to accommodate scheduling.

b. December 1, 2019 Enrollment Update

December 1st enrollment was reviewed.

Rich Cahoon said that the Superintendent was provided with a registered birth list broken down by which school year they would fall into. Can the two merge (straight-line enrollment projections anticipated by the census)?

AES K = for 20/21 is 22, BES K is 11, DCS is 20, FES is 5, GES is 22, HES is 8, PES is 49, TES is 6.

Rich said that is registered births broken down by cohort. Demographers say that 87% of registered births can be counted on because of moves in or out.

c. Accept Gift/Donation (Board Vote Required)

- 1) CVSD/FES requests authorization to accept a gift/donation of \$2,500.00 from Mark Aquilino-Outdoor Pride Landscape and Snow Management for the purpose of iReady pilot in elementary/middle schools.

Tim Theberge moved to accept the donation as read with gratitude. Jim Fredrickson second. Unanimous.

9. Reports

a. Student Representative – Lorien Tyne/Abby Kamieniecki

Abby Kamieniecki reported that due to snow days, Student Council did not meet this week. Basketball and skiing have started and winter track starts tomorrow.

b. Teacher Representative

None.

c. Education Committee – Jerome Wilson

Jerry Wilson reported that on Thursday, November 21, the education committee met to discuss the following agenda items. The first item was a review of the 9-12 science resource materials and resources which are included in this year's budget. To facilitate more hands on learning, the department is purchasing additional probes which are used with the hand held data collection devices which are used in lab work. In addition, chemistry textbooks have also been ordered to provide additional supplemental materials as not all students have internet access in their homes.

Last year, the board upgraded the math requirement for graduation, and the math department chair provided an overview of the department's efforts to review and refine the curriculum maps for both parts of algebra I. They are also working on developing and refining the interventions which are needed to be in place so all students can meet the algebra requirement. The student's performance on unit assessments are being analyzed and students are given the opportunity for targeted math interventions during the Tuesday and Thursday TASC Blocks or from 2:30-4:00 on Tuesdays or Thursdays.

An executive summary based on Catalyzing Change in High School mathematics was also distributed. This document related to a daylong workshop which the math department and special education teachers attended.

For the next agenda item, Ms Voto and Ms Jones presented a set of recommendations for the students' use of VLACS courses for our consideration. A number of recommendations would apply to students using time during the school day to take VLACS courses while others would apply to students taking them outside of the school day. Among these, starting with their sophomore year, students would be able to use one of their four blocks to take a VLACS course. This would require that students meet with their counselors and complete approval forms and have both student and parent/guardian sign off on them. A list of all recommendations is available for board members and this will be sent to the policy committee for review

In other business, Kristen Reilly requested additional information on the status of recess times at the elementary and middle school levels and inquired about snack time at both middle schools and wanted these as agenda items for the committee to discuss.

Our next meeting will be on Thursday, December 19.

d. Policy Committee – Rich Cahoon

No report.

10. Old Business

a. Trust Fund Summary

Jim Fredrickson referenced the updated version included in tonight's board packet. A recommendation for future warrants on trust funds will need to be decided.

b. Open Accountant Position

Dr. Saunders reported that we have an open salaried position posted at \$55K. We have been unable to fill that position. Mr. Markley did some homework around averages of base salaries for accountants. Because of the complexity of this, we are looking for a CPA. The average salary is \$71,900. We are looking to be able to increase the salary range up to \$75K.

Rich Cahoon moved to increase the salary for the accountant position up to \$75K. Katherine Heck second. Unanimous.

It is in the current budget for \$55K. Kimberly reminded the board that the reason we are looking to hire an accountant is because the auditors have pushed for us to hire one.

c. Budget 2020-2021

Nothing has changed in Version 3 until the recent increase confirmation for the accountant.

The Communications Committee is still talking about a communication person. Looking at a contracted service is being investigated with the use of funds within the budget. Input from the board as to what they see this individual doing should be forwarded to Kimberly Saunders.

Rich Cahoon asked if this version was built with anticipation of a bond one year from now. Is there anything that needs to be added as a result of work needed outside a bond? A bond in 2021 is anticipated. The first year of a bond is interest payment only.

d. Frankestown setting Public Forum schedule

Discussed earlier on the agenda.

e. Discussion potential Bond Article

Tim Grossi said that there is the possibility of a bond. Items would potentially qualify for .36 on the dollar for building aid. There is a process to follow. By January 1st, a letter of intent would be needed to send to the DOE. The next step would be to contract with an architect to fulfill the need for drawings and other information to the DOE. The State would determine if we qualify. The request for an architect comes as an unfunded request. Parking lots do not qualify for building aid.

Janine Lesser said that she believed that there was a backlog of building aid requests. Tim Grossi said that he was at the DOE and nothing was shared about that. We could apply for a specific amount and it could get voted down.

Kimberly Saunders said that the January 1st deadline is to get in line.

Tim Grossi said that at the high school, through the budget process, two projects proposed were the renovation to student services and to the counseling office. The work cannot be done in-house. An architect and a construction manager needs to come on board and price the work out.

Authorization to spend for architectural services is being asked.

Stephan Morrissey reminded the board that if the bid is over \$15K a bidding process is required.

Tim Theberge moved to allow the district to expend up to \$15K for architectural fees for the two projects.

Rich Cahoon said that it should be two separate motions.

Tim Theberge moved to allow the district to expend up to \$15K for the purpose of architectural services and fees for the purpose of scoping out projects that would qualify for building aid. Rich Cahoon second. Unanimous.

Tim Theberge moved to allow the district to spend up to 15K for the purposes of architect design services fees for the purpose of work in the student counseling area and student services area. Jerry Wilson second. Unanimous.

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

- EHB: Data/Records Retention

Rich Cahoon moved to adopt the policy as read. Tim Theberge second. Unanimous.

- GBEA: Staff Ethics

Rich Cahoon moved to adopt the policy as read. Tim Theberge second. Unanimous.

- GBEB: Staff Conduct

Rich Cahoon moved to adopt the policy as read. Tim Theberge second. Unanimous.

- JFABD: Education of Homeless Children and Unaccompanied Youth

Rich Cahoon moved to adopt the policy as read. Jerry Wilson second. Unanimous.

- JFABE: Education of Children in Foster Care

Rich Cahoon moved to adopt the policy as read. Jerry Wilson second. Unanimous.

11. New Business

a. Food Service Deficit

Kimberly Saunders said that in the past, we have relied on our unreserved fund balance to pay our food deficit debt. David Jack is wondering if this is a year if the Board wants to add \$100K to the proposed budget to cover a deficit. We are on track to have a \$108K deficit this year. It has been between \$90 and \$110K.

The conversation is to consider adding this in the proposed budget. There is less likelihood that there will be funding to cover this in the future as a result of ratcheting down the budget.

Jim Fredrickson moved to add \$100K to Version 4 of the 2021 budget for the purpose of covering the food service deficit. Jerry Wilson second.

Niki McGettigan asked if there is information on why this continues to happen. Kimberly said that we are running much less of a deficit than in the past.

Rich Cahoon opposed. All else in favor.

Rich Cahoon said that this would be funded by the unexpended balance before funding any trust funds or returning funding to the voters. The chance that we would not have money left is slim.

Motion carried.

12. Public Comment

Kevin Pobst, Frankestown, shared three thoughts about the FES meeting on December 17th.

- The idea of the impact of the appearance of urgency.
- Making sure that the input received from the community is high quality.
- Give the community an idea of what it might look like in the next year to continue the conversation.

The reason that the community got wound up was because there was nothing that led the community to believe that this is not an urgent matter. By having the meeting on December 17th, continues to feed the community the idea that there is urgency. Mr. Pobst suggested not having the meeting on the 17th because there will be a sense of urgency. An urgency does not facilitate good communication. An open forum is a vague concept. He would fill it with the opportunity for quality input. It would be useful to begin the meeting sharing the lack of urgency. Sharing the reasons for the deep concern should be relayed. What is behind the concern? People don't buy in quickly. They don't buy in to the concept that there is such a thing as "too small" of a school. He suggested a presentation that encouraged higher quality input from the group. Mr. Pobst said that a forward looking plan should be shared at the meeting. School Board meetings do not facilitate dialogue. The December 17th meeting won't be dialogue, it will be difficult to get into meaningful conversation.

Steve Chamberlin, Frankestown, shared his appreciation for thoughtful communication. The starting point for this conversation is that Frankestown has a target on its back. It did not start with a need to reconcile the quality of education with the budget. He asked the board to reject and move toward a more strategic process.

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

a. Personnel

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

a. Legal

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

a. Negotiations

Tim Theberge moved to enter into non-public at 8:30 p.m. for matters of personnel, legal, and negotiation. Jim Fredrickson second. Unanimous on a roll call vote.

Five minute recess at 8:30 p.m.

Janine Lesser moved to exit non-public session at 9:02 p.m. Katherine Heck second. Unanimous.

Tim Theberge moved to seal the minutes on negotiation for five years. Rich Cahoon second. Unanimous.

Tim Theberge moved to seal the minutes on personnel for five years. Rich Cahoon second. Unanimous.

Tim Theberge motioned to adjourn at 9:02 p.m. Katherine Heck second. Unanimous.

Respectfully submitted,

Brenda Marschok

December 2019

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

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 District Closed	2	3	4
5	6	7 Policy Committee @ 6:00 pm @ SAU Public Hearing on Proposed 20/21 Budget @ 7:00 pm @ SAU School Board immediately following Public Hearing @ SAU	8	9 SNOW DATE: Public Hearing on Proposed Budget @ 7:00 p.m. @ SAU	10	11
12	13	14 Communication Committee @ 5:15 pm @ SAU Budget & Property Committee @ 6:00 pm @ SAU	15	16 Education Committee @ 5:30 pm @ SAU	17	18
19	20 District Closed – MLK Day	21 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00pm @ SAU	22	23 Selectmen's Advisory Committee @ 7:00 pm @ SAU	24	25
26	27	28	29	30	31	

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 District Meeting Part I (Deliberative Session) @ 6:00 pm @ ConVal High School Gym	5	6 SNOW DATE: District Meeting Part I	7	8
9	10	11 Communication Committee @ 5:15 pm @ SAU Budget & Property Committee @ 6:00 pm @ SAU	12	13	14	15
16	17	18	19	20 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00pm @ SAU	21	22
23	24	25	26	27	28	29

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

Dr. Kimberly Saunders
Superintendent of Schools
ksaunders@conval.edu

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

TO: Contoocook Valley School Board

FROM: Dale Smith

DATE: 12/10/19

RE: REQUEST TO ACCEPT A GIFT OR DONATION

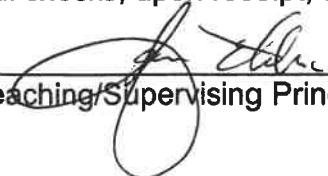
The Great Brook School requests authorization to accept from:

Name/Address: Stump Grinding Services of Dale Smith
207 Will Rd New Boston NH 03070-4102

the following gift/donation of: a check valued at * \$ 500.00

for the purpose of: Basketball uniforms

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.


Teaching/Supervising Principal's Signature

SAU OFFICE USE ONLY: Date Received _____

Date Approved by School Board _____

Date Not Approved by School Board/Reason: _____

Date Check Received by SAU: _____

Form Updated: April 2019

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

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

Telephone: 603-924-3336

Fax: 603-924-6707

Dr. Kimberly Saunders
Superintendent of Schools
k Saunders@conval.edu

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

TO: Contoocook Valley School Board
FROM: Carl Doucet
DATE: 12/10/19
RE: REQUEST TO ACCEPT A GIFT OR DONATION

The Great Brook School requests authorization to accept from:

Name/Address: Manchester Ballers Association
3 Sundial Ave, Manchester NH 03103

the following gift/donation of: a check valued at * \$ 500.00

for the purpose of: Basketball Uniforms

*All checks, upon receipt, should be sent to Accounts Receivable at the SAU Office.


Teaching/Supervising Principal's Signature

.....
SAU OFFICE USE ONLY: Date Received _____
Date Approved by School Board _____
Date Not Approved by School Board/Reason: _____
Date Check Received by SAU: _____

Form Updated: April 2019

EHAB – Data Governance and Security

To accomplish the ConVal School District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

~~The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.~~

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. **Data Governance Plan.** The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
- (d) A response plan for any breach of information; and
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. **Policies and Administrative Procedures.** The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

~~The Director of Technology]~~ Superintendent or her/his designee is hereby designated as the District's Information Security Officer (ISO). The ISO is responsible for implementing and enforcing the District's

EHAB – Data Governance and Security

security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The [~~_____assistant director of technology~~] is the District's Superintendent will also designate an alternate ISO, who will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers, contractors, and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used, and disseminated under their supervision, as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create, or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, volunteers, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed, or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors, and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

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G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated [by reference] into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy [EHB].

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any volunteer, contractor, or agent who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline suspension or revocation of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures, or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

*15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)*
*20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)*
*20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)*
*20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)*
*20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)*
*RSA 189:65 * Definitions*
*RSA 186:66 * Student Information Protection and Privacy*
*RSA 189:67 * Limits on Disclosure of Information*
*RSA 189:68 * Student Privacy*

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*RSA 189:68-a * Student Online Personal Information
RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

Category: *Priority/Required by Law*

Related Policies: *EHAA, EHB, GBEBD, GBEF, IHBH, JICJ, JICL, JICM, KD, & KDC*

First Read: December 17, 2019

Second Read:

Adopted: