

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

December 5, 2019

SAU Finch Room

6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Crista Salamy, Jerry Wilson, Stephan Morrissey, Katherine Heck, Tim Theberge

Attendees: Janine Lesser, Crista Salamy, Jerry Wilson, Stephan Morrissey, Katherine Heck, Tim Theberge, Rich Cahoon, Kimberly Saunders, Ann Forrest, Mark Schaub

1. Call to Order & Approval of November 5, 2019 Minutes

The meeting was called to order at 6:03 pm.

Motion to accept the minutes as written made by Tim Theberge and seconded by Katherine Heck.

Minutes accepted as written. Jerry Wilson and Janine Lesser abstained.

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

a. Review of Sealed Minutes

None.

3. The following policies will be submitted for a second read at the December 3rd School Board meeting:

a) EHB: Data Retention

b) GBEA: Staff Ethics

c) GBEB: Staff Conduct

d) JFABD: Education of Homeless Children and Unaccompanied

e) JFABE: Education of Children in Foster Care

4. Discussion:

a) EHAB: Data Governance and Security (highlighted cross-referenced policies are policies we do not have).

Mark Schaub indicated that this is the policy side of the data governance plan that was passed in June. It is important to have a good feel for the level of plans within the organization, as it provides backing to the plan. This identifies the key parts that have to occur in the plan, as well as the consequences thereof.

This is all what we should all be doing, but has been best practice in the past. Now it is mandatory.

Tim Theberge asked how close we are to a true inventory. Mark Schaub indicated we have stuff we did not know of. We have a big list but we need to sort that list and develop a vetting process to better understand what data we are sharing.

Rich Cahoon indicated that the second paragraph on page one is not done elsewhere, so we will delete it. The plan we have seen does include what it should.

Policies and Procedures:

Rich Cahoon asked how well versed will the employees be to adhere to the laws that generated this plan and policy?

Mark Schaub indicated a lot was covered in training, but realize there is also a large amount of data that we need to be aware of.

Rich Cahoon asked if we host any credit card processing. No, we outsource that to a vendor.

Katherine Heck voiced concern about all the apps that teachers are requiring kids to have in order to participate in activities. It is a balance but Mark and his group are looking closely at these.

There are a number of vendors who have very good privacy policies, but may not be on the State's list. Learn Platform identifies those programs/links that are safe. It also monitors what teachers and students are accessing. Is there a "recommended" category for these programs? All of this upcoming required training will leave us with no additional Professional Days for staff – see paragraph G.

Is there a sign-off for new employees on this new policy? What about Acceptable Use for Staff?

The policy was reviewed paragraph by paragraph for edits.

ACTION: Incorporate edits and bring for a first read on Dec. 17th.

GBEBD: Employee Use of Social Networking Websites

As a District, we do encourage certain social media pages, more so to assist the parents.

Kids may follow teachers, but teachers should not be following back.

Katherine Heck indicated that Snapchat, Facebook, etc., are being used by teachers to share information with students. Snapchat should not be used. As an employee, what are we allowed to post?

There should not be any social media relationship with a student. What does the Code of Conduct instruct? There's a difference between familial and preexisting relationships.

Dr. Saunders indicated we need to work on these; at the center is student safety and modeling good behavior for our students. A relationship should be as a mentor capacity, within education. Employees also need to protect themselves.

Rich Cahoon asked if teachers get a list of those students whose parents do not want to their child to participate in public postings/pictures.

ACTION: Keep this on the agenda.

- b) **GBCA: Staff Conflict of Interest** – what about teachers who teach VLACS after hours; that is OK, but it cannot interfere with their classroom work during school hours.

To what extent would we want to regulate that, if this should occur?

Dr. Saunders indicated she does not believe this happens with any frequency. We will leave to the discretion of the building Administration.

Janine Lesser asked about the process for registering for a VLACS class and are we going to add some information to the Handbook.

Katherine Heck asked about Intellectual Property. (Number 2 in list). What about number 5, (Tim asked) shouldn't it be the same language?

#6 paragraph: Should we define private standardized individually administered evaluation. What does 'private' mean?

#4: Reference policy (Data Privacy) EHB in this policy.

Rich Cahoon wants to reexamine this because of VLACS changes. He wants us to review EHB.

ACTION: Bring back for further discussion, including policy EHB.

Did not discuss:

- c) GBEAB: Mandatory Code of Conduct Reporting – All Employees (this is a referenced policy in JLF: Reporting Child Abuse

Meeting adjourned: Tim Theberge motioned to adjourn; seconded by Katherine Heck.

Meeting adjourned at 6:58 pm.

Respectfully submitted,

Carol Hills