

SAU 41 GOVERNING BOARD

AGENDA

Tuesday, February 4, 2020

6:00PM

Hollis Brookline Middle School

Times are estimates only and subject to change without notice

6:00 Call to Order

Appointment of Process Observer

Agenda Adjustments

Correspondence

6:10 Public Input

6:20 Discussion

- SAU Revenue and Expense report

6:30 Deliberation

- To see what action the Board will take regarding Policy GBEF - School District Internet Access For Staff-First Reading
- To see what action the Board will take regarding Policy EHAA - Computer security, E-Mail, Internet communications-First Reading
- To see what action the Board will take regarding Policy ECAF - Audio and Video Surveillance on School Buses-First Reading
- To see what action the Board will take regarding Policy BBBH - Organization and Operation of SAU Joint Board-First Reading
- To see what action the Board will take regarding Policy BBBH-S - Organization and Operation of Joint SAU Board
- To see what action the Board will take regarding Policy JICL- School District Internet Access for Students-Rescind

6:50 Approval of Minutes

6:55 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
Superintendent's Evaluation

8:30 Motion to Adjourn

SAU 41
Revenue and Expense Report
FY20
as of 1/24/20

Expense				
Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 236,669	\$ 144,747	\$ 100,154	\$ (8,232)
Assistant Superintendent	\$ 130,656	\$ 75,671	\$ 53,473	\$ 1,512
School Board	\$ 1,400	\$ 615	\$ 785	\$ -
Student Services	\$ 303,442	\$ 159,231	\$ 116,923	\$ 27,288
Business Office	\$ 458,299	\$ 255,042	\$ 232,309	\$ (29,052)
Maintenance	\$ 64,340	\$ 40,526	\$ 21,691	\$ 2,123
Technology	\$ 88,619	\$ 50,633	\$ 35,573	\$ 2,412
Benefits	\$ 448,186	\$ 239,593	\$ 200,032	\$ 8,561
Total Expense	\$ 1,731,611	\$ 966,059	\$ 760,941	\$ 4,611
Plus FY19 Expense Carryover	\$4,000	\$0	\$0	\$4,000
Total Expenses	\$ 1,735,611	\$ 966,059	\$ 760,941	\$ 8,611

Revenue				
Revenue Source	Budget	YTD Revenue	Encumbered	Balance
Assessments:				
Brookline	\$302,679	\$176,563	\$126,116	\$0
Hollis	\$534,271	\$311,658	\$222,613	\$0
Coop	\$878,364	\$585,576	\$292,788	\$0
Federal Grants	\$4,000	\$0	\$4,000	\$0
Miscellaneous	\$0	\$0	\$0	\$0
Use of Fund Balance as Revenue	\$12,297	\$0	\$12,297	\$0
Total Revenue	\$ 1,731,611	\$ 1,073,797	\$657,814	\$0

FY20 Budget Balance	\$ 8,611
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Fund Balance	
Beginning Fund Balance as of 7/1/2019	\$ 173,118
Board approved use of fund balance for FY20	\$ (12,297)
Add FY20 Budget Balance	\$ 8,611
Additional Fund Balance to cover FY19 expenses rolled over	\$ (4,000)
Ending Fund Balance as of 6/30/20	\$ 165,432

Explanation of Budget Balances

as of 1/24/20

Expense Category	Balance	Under Budget (Savings)
Assistant Superintendent	\$1,512	
Student Services	\$27,288	Unfilled Assistant Student Services Director/unexpected PD
Maintenance	\$2,123	
Technology	\$2,412	
Benefits	\$8,561	Health insurance and retirement savings with new hires/changes

Over Budget

Superintendent/General	(\$8,232)	Telephone change over expense/other small overages
Business Office	(\$29,052)	Position Replacement Costs

FY20 Expense Budget Balance **\$4,611**

**SAU41 Governing Board
Policy GBEF- SCHOOL DISTRICT INTERNET ACCESS FOR STAFF**

Category: Priority/Required by

Law See also EHAA;

HCL

The Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for purposes related to their professional and educational duties. Staffs are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of SAU #41 technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

~~Any Association postings via email have to be authorized or originated by the Association president or other authorized person. All materials placed in email by the Association shall bear the name of the Association. A copy of the posting shall be provided to the building principal.~~

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Legal References:

RSA 194:3-d, School District Computer Networks
47 U.S.C. §254, Requirements for Certain Schools - Internet Safety
20 U.S.C. §6777, Enhancing Education through Technology- Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix III

First Reading: November 5, 2012
Second Reading: December 11, 2012
Third Reading: April 1, 2013
Adopted: April 1, 2013
First Reading: February 4, 2020

SAU 41 Governing Board

Policy EHAA COMPUTER SECURITY, E-MAIL, INTERNET COMMUNICATIONS

Category:

The ~~Board~~ SAU has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the SAU #41 computer systems. This policy is designed to protect the safety and security of the SAU #41 computer systems including E-mail and internet use.

The following shall apply:

The SAU intends to enforce the rules set forth below and reserves the right to change these rules at any time:

1. The computer hardware system, software and E-mail system are owned by SAU #41, and all messages or data composed, stored, sent, or received using the system are and remain the private property of SAU #41. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. ~~for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.~~
4. The ~~Board~~ SAU prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comments that offensively address someone's age, sexual orientation, ~~gender~~, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The ~~Board or the~~ Superintendent or his/her designee reserves, and intends to exercise without prior notice, have the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the Board or Superintendent will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.

9. Notwithstanding the SAU #41's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The SAU has the authority to terminate or limit access to any program at any time.
~~Time sensitive information should not be communicated solely by electronic mail since there is no guarantee that an addressee will receive, read and/or respond to a message in a timely manner.~~
12. Personal data storage devices cannot be used on the system unless pre-authorized by the computer coordinator.
13. The SAU will take all necessary measures to maintain student and employee privacy relative to SAU#41's website, online information and storage of student personally identifiable information as, required by state and federal law.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

First Reading: November 5, 2012

Second Reading: December 11, 2012

Third Reading: April 1, 2013

Adopted: April 1, 2013

First Reading: February 4, 2020

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**SAU41 Governing Board
Policy ECAF - AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES**

I. PURPOSE

The Board authorizes the use of video recording equipment (i.e. cameras) by the districts on school buses to assist in providing a safe and secure environment for all passengers. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2(k)(1).

II. PROCEDURE

1. Communication/Notice - Notice of this policy shall be given annually in student/parent handbooks accompanied by the Family Education and Privacy Act (FERPA) statement. The presence of recording equipment on a bus/vehicle shall be clearly labeled by signage displayed prominently on that bus/vehicle; stating that students are subject to being recorded on the school bus at any time in accordance with the provisions of RSA 570-A:2(k)(1).

2. Confidentiality - All recordings are to be considered confidential. The Governing Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings. The Business Administrator will conduct periodic audits to ensure that the recordings are being handled in accordance with this policy.

3. Retention - The digital recordings will be stored for a period not to exceed ten (10) school days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding. After 10 school days the digital recording will be overwritten by newer recordings and/or erased.

4. Viewing - All requests by parents/legal guardians to view recordings must be made in writing to the Superintendent, SAU Transportation Coordinator. Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Governing Board or its agents
- ~~-Business Administrator~~
- Transportation Contractor
- Law Enforcement Officers

~~All parents/legal guardians, whose children ride the route in question, may request a viewing with the intent to observe a specific problem or incident in an effort to work toward a resolution of that problem or incident.~~

5. Custody - Recordings shall be stored in a secure location by the appropriate official designated by the Superintendent. All recordings are to be locked in cameras while in operation on the school bus and the custody of these recordings shall not be delegated to any bus/vehicle driver.

Legal References: RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

First Reading: November 15, 2011

Second Reading: November 5, 2012

Third Reading: December 11, 2012

Amended and Adopted: December 11, 2012

[First Reading: February 4, 2020](#)

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BBBH - ORGANIZATION AND OPERATION OF SAU JOINT BOARD

Category: Optional

Related Policy: SAU Policy BBBH-S

Policies and procedures relating to the Joint Board of the School Administrative Unit (SAU) are independent of those of the District. SAU policies generally will have the same code, as District policies covering the same subject matter, but may differ in substance according to the determination of the SAU Joint Board.

First reading: February 4, 2020

References:

RSA 194-C, School Administrative Units

BBBH-S RECOGNITION OF ORGANIZATION AND OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD

A. SAU SCHOOL DISTRICTS: The School District(s) of Brookline, Hollis and Hollis Brookline Cooperative shall constitute SAU #41.

B. SAU BOARD: The combined school boards of the school districts.

C. VOTING RIGHTS:

"RSA 194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on said joint board who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among said district's board members present and cast as each member present decides on any issue.

RSA 194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including organizing of such unit school board and selection of officers, each district shall be entitled to one additional vote for each 16 resident pupils attending school within the SAU. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June.

Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7.

D. POWERS AND DUTIES: The SAU Board is empowered to:

1. Elect, when necessary, a Superintendent.
2. Act upon the Superintendent's nominations for SAU professional staff.
3. Fix the salaries of all SAU personnel.
4. Adopt a budget for the expenses of the SAU.

5. Adopt policies affecting the SAU.
6. Evaluate the Superintendent.
7. Remove when necessary, a Superintendent.
8. Exercise all other powers vested to the SAU Board by statute or regulation.

E. VACANCY ON THE BOARD: Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

F. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Superintendent shall develop a process for recruiting and interviewing candidates, except if the Superintendent's position is being vacated.

G. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be nominated for employment by the Superintendent of Schools. Any new permanent position(s) either part-time or full-time shall require SAU Board approval.

H. MEETINGS: The SAU Board shall meet at least (4) times a year unless otherwise determined by the Board.

1. **Annual:** The SAU Board shall meet annually between April 1 and June 1 in each year, at a time and place fixed by the Chairperson. The Board shall organize by electing the following officers:

- a. Chairperson
- b. Vice-Chairperson
- c. Treasurer
- d. Secretary

The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel. In addition, the SAU Board shall formally evaluate the Superintendent's performance. The Board shall certify the vote on the budget. The Board shall perform its self-evaluation.

2. **Semi-Annual:** The SAU Board shall hold a meeting between October 15 and December 15 in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU. ~~This meeting will also include the formative mid-year evaluation of the Superintendent.~~

3. **Budget Hearing - Public:** There shall be held within the SAU at a time and place specified by the SAU Board Chairman, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year per RSA 194-C: 10.

4. Special Meetings: The SAU Board may hold special meetings at the call of the Chairperson or at the request of any one of the member school boards.

5. Notification of Meetings and Procedure:

a. Except in emergencies, written notice of each meeting shall be posted to the SAU41.org website in accordance with RSA 91-A: 2.

b. The public budget hearing shall be held in an appropriate facility centrally located.

c. An agenda and supporting information shall be prepared by the SAU Superintendent of Schools and the SAU #41 Chairpersons for each Board member prior to the meeting. Items will not be included for action of the SAU Board at a meeting unless submitted to the Superintendent of Schools ten days prior to the day of the meeting.

d. The SAU Board may go into non-public session by a majority vote of the members, in accordance with RSA 91-A:3.

e. A caucus of five minutes may be called by any one of the member school boards. The SAU Board will recess while individual boards are holding a caucus.

I. QUORUM: A simple majority of the SAU Board shall constitute a quorum.

J. ANNUAL AUDIT: The SAU Board shall authorize an audit of the SAU accounts annually.

K. NON-DISCRIMINATION POLICY: The SAU Board does not discriminate on the basis of race, religion, color, sex, gender identity, age, marital status, handicap, or national origin in the educational programs or activities which it operates and which are required by Titles VI and IX.

L. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the School Districts and, in his/her absence, an Assistant Superintendent a designee will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent to the extent permitted by law.

M. BUDGET APPROVAL: Per RSA-194-C:5(c), Other administrative positions may be established, but only after 50% or more of the school districts in the school administrative unit representing 60 percent of the total pupils in the school administrative unit has voted favorably upon the establishment of the position.

Statutory Reference: RSA 194-C, School Administrative Units

First Reading: September 23, 2013

Second Reading: October 29, 2013

Third Reading: November 21, 2013

Adopted: November 21, 2013

Recoded from BBBH-R to BBBH and Adopted: December 5, 2013

First Reading: February 4, 2020

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SAU41 Governing Board
Policy JICL - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

Category: Priority/Required by Law

See also EHAA, GBEF

The Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive training, lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for the purposes related to their educational duties. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of SAU #41 technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

This policy is referenced in all student handbooks. Students and his/her Parent/Guardian shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks
47 U.S.C. §254, Requirements for Certain Schools- Internet Safety
20 U.S.C. §6777, Enhancing Education through Technology- Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix I & II

First Reading: November 5, 2012

Second Reading: December 11, 2012

Third Reading: April 1, 2013

Adopted: April 1, 2013

Motion to Rescind: February 4, 2020