

Hollis Brookline Cooperative School Board
Wednesday, July 17, 2019
Hollis Brookline Middle School Library
All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer
Agenda adjustments
Approve meeting minutes
Nomination/ resignations/retirements/correspondence
- 6:10 Public Input
- 6:25 Principal Reports/Athletic Report
 - End of year goals presentation
 - Overview of HBHS tech plan
- 7:15 Discussion
 - Budget Committee Update
 - MS Master schedule update
 - Facilities Committee update – Field update – Superintendent Corey
 - MS technical education program/facilities discussion
 - School Board Meeting Calendar For Review- 2019-2020
- 8:00 **Deliberations**
 - To see what action the Board will take regarding the Administration’s proposal for the utilization of the Tech Ed space and accompanying equipment upgrades/replacement
 - To see what action the Board will take regarding policy EHAB - Data Governance and security - second reading
- 8:15 Motion to enter non-public
- 8:20 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Tim Girzone, Principal HBMS
Re: Principal's Report
Date: July 17, 2019

Information Only

New Principal Transition - I had the opportunity to visit HBMS several times before the close of school, including the last two staff days. Over the course of the last several weeks I have met with most staff members across all disciplines to discuss a variety of important topics for the upcoming year. I've worked alongside Carol Tyler, Jen Campbell, Gina Bergskaug and Patti Flynn to develop individual student schedules that meet the needs of all learners within our newly adopted Master Schedule. It has also been beneficial to be part of several hiring committees, including Tech Ed, Spanish and Director of Maintenance.

Registration Day- HBMS will be running Registration Days on Wednesday, August 21st and Thursday, August 22 from 8:00am to 12:00pm. Parents will receive notification via email to complete all of the school forms in advance of registration day. On registration day students will get a copy of their schedule, locker number with combination, and are encouraged to walk through their schedule to gain a familiarity with the building.

Personnel -

- Jerry Duclos has taken over as our new Director of Maintenance.
- We currently have a job posting for a part time custodial position and are considering the possibility of hiring a seasonal employee for the remaining weeks of the summer to fill the temporary need.
- The name of our Math finalist is to be reviewed before the Board this evening.
- While we have a candidate of choice for the Spanish opening, she has not yet attained her statement of eligibility from the DOE, therefore we have continued to interview for the position.
- Our new Tech Ed teacher, Michael Scaramellino has already been in to visit the school and begin work on developing the curriculum for our program, as well as to identify equipment needs and start the ordering process for the upcoming school year.
- With the recent resignation of two Special Education paraprofessionals, we now have three vacant paraprofessional positions in the building needing to be filled.

Facilities Work- The custodial staff has been hard at work this summer preparing the building for the 2019-2020 school year. To date, the gym floor along with most of the classrooms in the South wing of the building have been stripped and waxed. Mr. Duclos is coordinating a start date for the replacement of the existing Fire Panel. The storage container for the equipment in the Robotics room (Rm. 103) has been delivered for the

temporary storage of the equipment, while that room and the adjacent Science room (Rm. 101) are being re-tiled.

New Students - We are continuing to register new to the district students throughout the summer. As of July 14th, we have had *nine* new students register for the upcoming school year.

ESY-Extended School Year began this past week and is in full swing. The middle school and high school have merged their Life Skills Program again this year, including the NECC program. Field trips this summer include; Kimball Farm, Patriot Place, Hampton Beach, Leda Lanes, and the Merrimack Outlets. The students are also working in the Greenhouse planting, harvesting and learning about agriculture though this hands on experience. In addition to the ESY life skills program, we have students attend reading, math and counseling sessions over the course of five weeks.

Summer Art Enrichment Program - During the last week of June, Lynne Ouellette and ten students designed and painted several beautiful murals (some containing inspiring quotes) throughout the building to add to the positive aesthetics and welcoming climate here at HBMS.



Important Dates:

HBMS Registration Day- August 21st and 22nd

7th Grade Orientation Day- August 28th

First Day of School for 7th and 8th grade- August 29th

To: Andrew Corey, Superintendent
From: Rick Barnes
RE: July Board Report

Turf Field Update: After ten years of discussions, proposals, and too many meetings to count we are excited to report that we are expecting work will soon begin on field construction.

Student Parking: Due to current enrollment projections, we recently notified families that there would not be enough parking for every junior wishing to purchase one.

Goals Review: The 2018-19 School year was fantastic in many ways. We look forward to sharing the presentation attached.

Five Year Tech Proposal for the HBHS: The executive summary attached to this report is for review at this point. We look forward to sharing more information at the meeting. We plan on incorporating any feedback into a more detailed proposal at our August board meeting as we head into the budget season.

Instructional Practices Committee Update: The committee has been officially formed and consists of staff, a student, a parent, school board members, and HBHS, HBMS, SAU administration. Meetings will continue to take place over the summer as we establish the mission and vision that will guide our important work. We are excited by the prospect of work ahead.

Athletics: Once again, HBHS had an amazing 2018-19 athletics resulting in two state champions and multiple runners-up. While the game did not end the way we wanted, the Boys Baseball performance in the State Championship ended in dramatic fashion. Their grit and determination were representative of all of our programs in what was another excellent year.

Respectfully Submitted,

Rick Barnes

Principal

To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: July 2019 Board Report

The summer season has been a busy one so far. Equipment and uniform orders are underway, HBHS and HBMS registration for Fall sports will open up on Wednesday, July 17th, and summer camps will be off and running starting the week of July 22nd with Girls Basketball, followed by Boys Basketball and 2 weeks of Volleyball camp. Additionally, HB Athletic Trainer, Mike Thompson, is currently offering 5 weeks of Strength and Conditioning at HBHS for athletes at both the High School and Middle School level.

Interscholastic Athletic Agreement: In order to provide continuity between the High School and Middle School, and with the combined input of administrators and athletic directors from both schools, we have combined Interscholastic Athletic Agreements into a singular document that applies across all athletic programs. The Athletic Department feels that this is an important step in establishing and maintaining expectations for athletes of all levels throughout their athletic careers in the district.

Coaches Handbook: Revisions to the Coaches Handbook, based on feedback from the 2018-2019 school year, are in progress and will be completed prior to the start of the Fall athletic season. As we continue to make strides towards establishing policies and practices that apply to both the High School and Middle School, the focus is to build a handbook that applies to coaches across the district as well.

Recent Coaching Hires:

Cross Country Head Coach (HBHS) – Yolanda Flamino

Golf Asst. Coach (HBHS) – Milton Robinson

Boys Lacrosse Asst. Coach (HBHS) – Milton Robinson

District Coaching Openings: The HB Athletic Department is currently looking for qualified candidates to fill the following coaching vacancies.

Field Hockey JV Coach (HBHS)

Skiing Head Coach (HBHS)

Cross Country Asst. Coach (HBHS)

Skiing Asst. Coach (HBHS)

Boys Reserve Soccer Head Coach (HBHS)

Girls Tennis Head Coach (HBHS)

Respectfully Submitted,



Brian Bumpus
District Athletic Coordinator



HBHS/HBMS Review

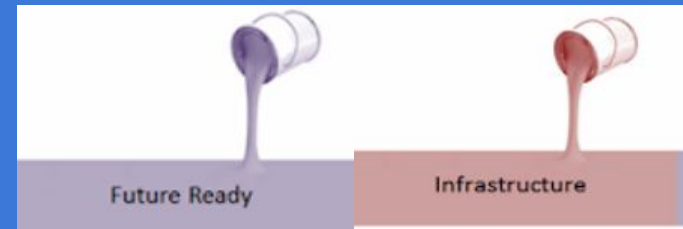
July 17, 2019





HBHS Goal #1: Evaluate and enhance current STEM offerings

- Offerings evaluated
- Alternative Proposed: STEM facility, Cross-disciplinary collaboration, and new courses.
- What we can do:
 - Replace & upgrade all technology and
 - Revise curriculum within current constraints.
 - Eliminate and replace Robotics in 2020-21 Program of Studies with an integrated engineering elective





HBHS Goal #2: Review and implement recommendations as appropriate that were developed by building level committee led by consultants utilizing the West Ed Tool.

- MTSS Committee and Presentation
- Restructuring of SIT Team
- Participation on SEL Committee
- Extended Learning Opportunities
- CHOICE program
- Adaptive Scheduler





HBHS Goal #3: Continue to develop vertically aligned (7-12) Professional Learning Communities.

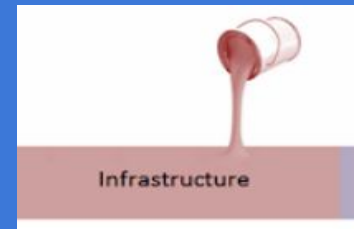
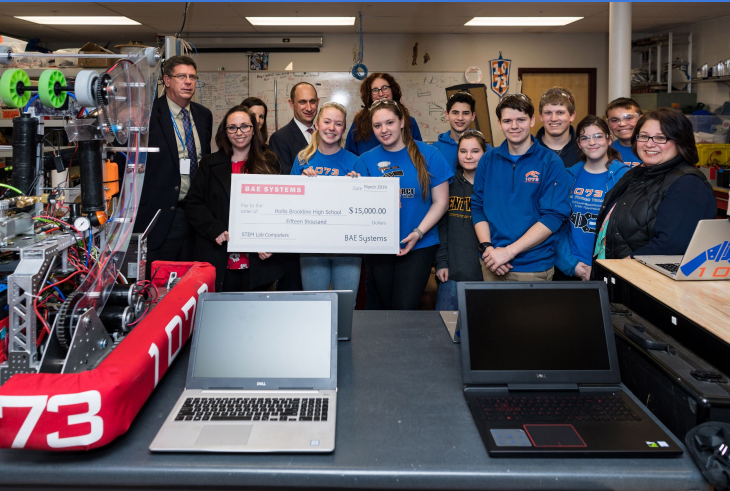
- Regular Middle/High School Department Meetings
- Opportunities for Acceleration and Support
- Transition Experience from Middle to High School





HBHS Goal #4: Perform a technology needs assessment for the high school that takes into account recent purchases and practices as they relate to the impact on technology and instruction in the building.

- Executive Summary Proposal for 5 Year Technology Plan (Board Packet)
- Needs Assessment: Infrastructure is in place. Now it is time to upgrade, replace, and support.





HBHS Areas of Focus for 2019-2020

- Instructional Practices Committee
- 5 Year Technology Plan
- Continue Vertical Alignment
- Adaptive Scheduler Implementation

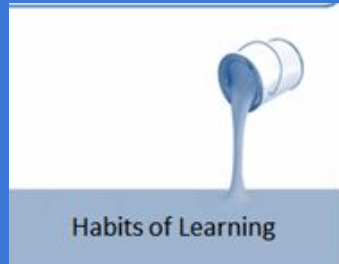




HBMS Goal #1: To enhance our collective vision for teaching and learning amongst HBMS Community Members.

Actions to support this goal:

- Revision of ROCK curriculum and the expansion of the community meeting model
- Implemented the recommendations made during our special education program review. To include a new master schedule.
- Participation in the SAU41 Social Emotional Learning Committee (SEL)
- Trained students and parents on Mental Health First Aid.





HBMS Goal #2: Ensure that all students are provided growth opportunities in the general education curriculum.

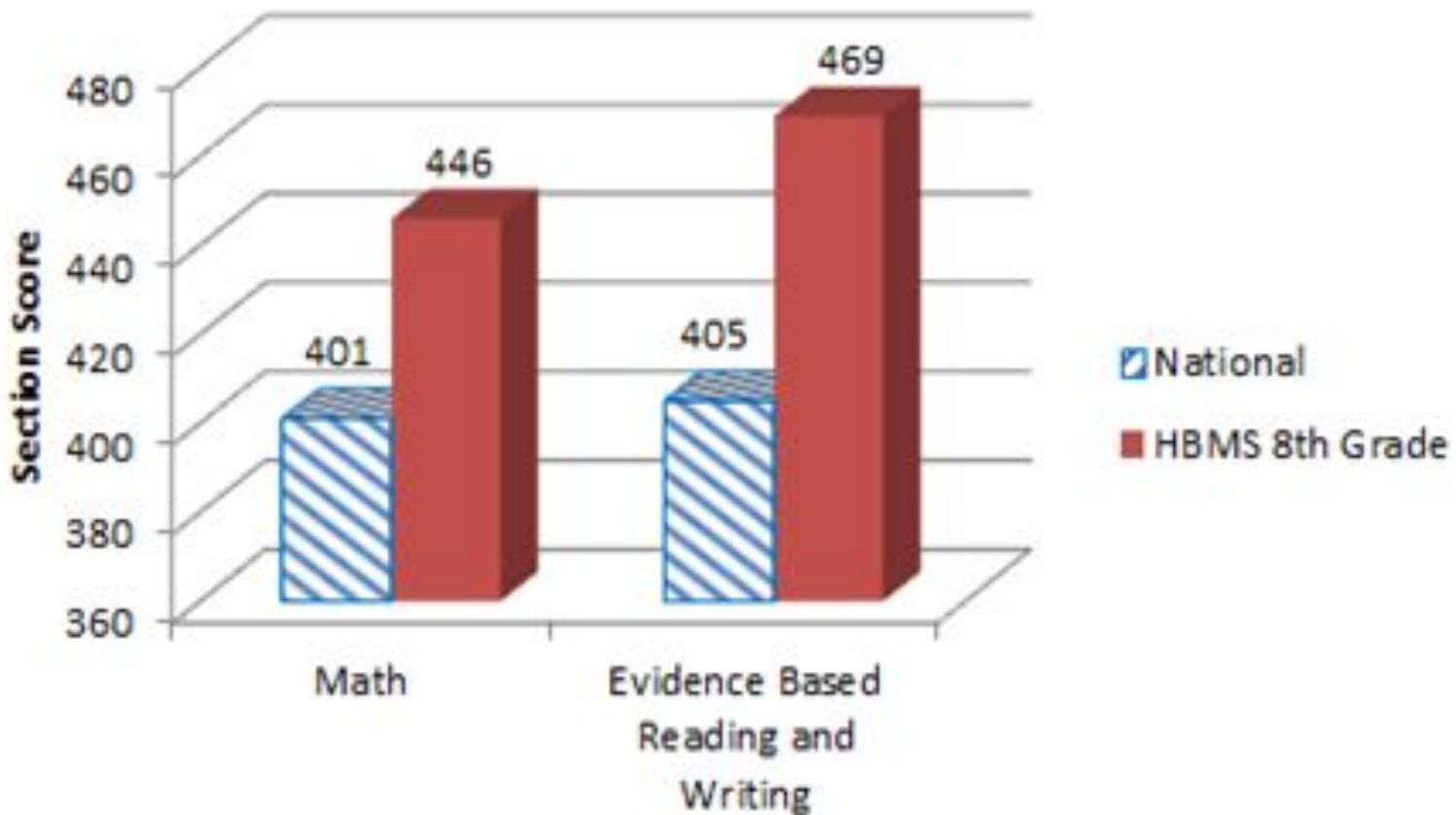
Actions to support this goal:

- Hollis Brookline hosted a Tech Girls/Women event
- Implementation of Naviance and Turnitin software
- Implementation of the PSAT 8/9 at grade 8.
- Implemented Grade 7 Algebra





Fall 2018 PSAT 8/9 Scores





Growth Report

CLASS: READ 180 2018 2019

School: Hollis Brookline Middle School
 Teacher: Karen Coutu, Leonid Gershgorin
 Grade: 7, 8
 Time Period: 08/30/18 – 06/30/19



STUDENTS	GRADE	FIRST TEST		LAST TEST		GROWTH IN LEXILE®
		DATE	PERFORMANCE LEVEL/LEXILE®	DATE	PERFORMANCE LEVEL/LEXILE®	
Student A	8	▶ 03/21/19	■ 778	06/05/19	■ 1070	292
Student B	7	09/12/18	■ 414	06/04/19	■ 695	281
Student C	8	09/12/18	■ 858	06/07/19	■ 1107	249
Student D	7	09/14/18	■ 727	06/05/19	■ 915	188
Student E	8	▶ 01/16/19	■ 632	06/05/19	■ 817	185
Student F	7	09/13/18	■ 788	06/05/19	■ 965	177
Student G	7	09/13/18	■ 746	06/05/19	■ 906	160
Student H	7	09/13/18	■ 933	06/05/19	■ 1085	152
Student I	7	09/13/18	■ 934	01/10/19	■ 1083	149
Student J	7	09/12/18	■ 951	06/06/19	■ 1086	135
Student K	8	09/21/18	■ 968	06/07/19	■ 1027	59
Student L	7	09/13/18	■ 948	06/05/19	■ 1006	58
Student M	7	10/01/18	■ 609	06/05/19	■ 664	55
Student N	7	09/13/18	■ 980	06/05/19	■ 1022	42



Staff and Student Accomplishments...



-8th Grader Chris Pyle was selected as the New Hampshire Governor for the Day

-In their first season of play, the HBMS Girls' Lacrosse Team were Tri-County Champions

-Erin White, Health Teacher, was named the Hillsborough County Conservation Commission Educator of the Year.

-Staff members from HBMS presented at the 2019 Emergency Preparedness Conference

-HBMS National History Day Club qualified for Nationals in Washington, D.C.



HBMS Areas of Focus 2019-2020



Implementation of the *Master Schedule*

- Form a committee consisting of members of faculty, staff and administration to evaluate the effectiveness that the new schedule has on meeting the needs of all learners.

Continue to develop and improve upon the *curriculum* delivered in **ROCK**

- Improve upon existing curriculum to include SEL component
(In-line with SAU #41 District Initiative) Implement revisions throughout the year

Improve mechanisms of *communication* within building as well as across Co-op

- Form a committee (Faculty, Staff, Admin) that will meet monthly to provide a forum to communicate strategies to improve upon ongoing challenges within the school
- Continue to vertically align Co-op curricula through quarterly Gr. 7-12 Dept. meetings

Executive Summary Proposal: HBHS 5 Year Technology Plan

Overview: Over the last six years, our focus has been on repairing and upgrading an aging building and grounds infrastructure that includes but is not limited to the parking lot, learning commons, roof replacement, maintenance, classrooms, wireless network and related switches, new server, athletic fields, and storage. Additionally, time has been spent completing significant reorganizations in the following departments: school counseling, special education, custodial, and administration.

With the backbone of our technology infrastructure firmly in place, the leadership team at the high school has been contemplating a variety of methods to upgrade technology, as it is critical to delivering an innovative curriculum to our students going forward.

Goal: Provide every classroom access to technology that meets their specific needs of the curriculum on demand. Identified classrooms would have a full class set of computers that would be securely stored, charged and available when the room is in use.

Rationale: To best meet the needs of students and staff, each classroom will have a set of devices applicable to the curriculum taught in that classroom.

Benefits:

1. This proposal meets the diverse needs of the content areas. The Technology needs of Engineering, Computer Science, and Science are very different from the needs in the Humanities; therefore, the devices will be selected to support the curricular demands.
2. This concept allows for less wear and tear on computers as they will not travel between home and school with students.
3. Because the devices will not be going home, a decrease in the district's liability around misuse for non-academic purposes such as cyber-bullying or viewing inappropriate material online. The Coop-owned devices would always be protected by the SAU filter and firewall.
4. In order to accommodate the increase of machines, the school's wireless will have to be closed to individual student phones during the day. This decrease in individual student phone use has the potential to reduce student screen time in general. As we know, studies show there a variety of negative side effects when it comes to adolescent phone use.
5. The proposal allows for the recapturing of some classroom space as there will no longer be a need for designated computer labs.

The following devices are under consideration:

- a. Science- Physics will use Lenovo laptops (or similar) and the rest of the department will use Chromebooks.
- b. English, World Languages, Social Studies, Math, and Health will rely on Chromebooks.
- c. Computer Science and Engineering will use one of the Lenovo ThinkPad P72 models

d. Music would like to develop a music lab, consisting of the standard Lenovo ThinkPad P72 models (or similar). This will fully support our present curriculum while providing opportunity for expansion in the future.

Due to the anticipated costs of the total proposal, it is recommended that this plan be rolled out in phases over a five-year period. Phase I will be the most expensive and consist of providing computers for the Engineering, Computer Science, and Math Departments. The machines currently used in these departments can be repurposed for internet research and word processing in other departments. Leadership at the SAU level will continue to collaborate with building leadership on refining this proposal. We anticipate providing the Board with another update at our August meeting in preparation for inclusion in the FY 21 Coop budget.

Respectfully Submitted,

The Administrative Team

July 11, 2019

To: Cooperative School Board

From: SAU Administration

RE: Status Update Middle School Technical Education- Facilities/Equipment

Dear Coop Board Members,

Since our June meeting the following has been addressed with regards to the MS Tech Education facilities and equipment. The storage container has arrived and the robotics program will be moving their items, in the near future, so we may install the new floor in room 103. The date for installation is still being determined but the work will coincide with other tiling projects taking place at HBMS.

Assistant Superintendent Bergskaug has met with our new technical education teacher, Mike Scaramellino and accomplished the following:

1. Mr. Scaramellino has been provided summer curriculum time to review our existing curriculum and make recommendation to Assistant Superintendent Bergskaug.
2. Existing machinery was cataloged by serial number and each piece of equipment is being evaluated for future use or disposal.
3. Mike met with Assistant Superintendent Bergskaug to discuss phase 1 of equipment purchases to enhance our middle school technical education program. The facilities committee met with robotics leadership and the following list was prioritized based on the technical education needs and the items that could be shared by both the day program and robotics. Phase 1 equipment requests:

A. 1 Table saw	Estimated Cost \$1500.00
B. 2 Scoll Saws	Estimated Cost 2x\$300 = \$600.00
C. 1 Laser cutter	Estimated Cost \$8,000.00
D. 1 CNC Router	Estimated Cost \$10,784.00
E. 1 Band saw (metal)	Estimated Cost \$2,100.00
F. 1 Carbon Fiber infused 3D printer	Estimated Cost \$8,000.00
Total cost of all purchases \$30,984.00	

3. We have arranged with Mike to test the exhaust system and will report back to the Board at our next meeting.

Superintendent Corey has met with our architect and will be conducting a second walk through regarding room 103 and the proposed connecting door between room 107 and the Tech Ed lab \$4,000.00 and the second connecting door between the Tech Ed lab and the storage closet in room 105 is also \$4,000.00 (total for roll down doors \$8,000.00).

Renovations to room 103: Sinks 3 @ \$350 = \$1050.00, room painting \$3,300.00, and we will utilize the existing furniture in room 107 for the foreseeable future. The cabinetry from room 107 will be removed and reinstalled in room 103 with an approximate cost of \$1,900.00 (total for room 103 renovations \$6,250.00).

Grand total \$45,234.00 (equipment \$30,984.00, roll down doors \$8,000.00, renovations of room 103 \$6,250.00)

Voter's approved \$98,000

June the Board authorized \$15,000 (\$10,000 from warrant article and \$5,000 private donation)

Tonight's request \$45,234.00

Balance \$42,766.00

Superintendent Corey is also working with Leadership from Robotics regarding a potential donation/cost reduction of the final pieces of equipment we are considering for phase 2.

JULY

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

AUGUST (2 days)

M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	All staff return on Aug. 26
19	20	21	22	23	Aug 28 - Grade 7 and 9 Orientation
26	27	28	29	30	Aug 29 - School Begins 7-12

SEPTEMBER (20 days)

M	T	W	TH	F	
XX	3	4	5	6	Sept 2 - Labor Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER (22 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
XX	15	16	17	18	Oct 14 - No School Columbus Day
21	22	23	24	25	
28	29	30	31		

NOVEMBER (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	X	Nov 8 - Professional Day
XX	12	13	14	15	Nov 11 - No School Veterans Day
18	19	20	21	22	
25	26	XX	XX	XX	Nov 27- 29 Thanksgiving Recess

DECEMBER (15 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
XX	XX	XX	XX	XX	Dec 23 - Jan 1 Holiday Vacation
XX	XX				

JANUARY (21 days)

M	T	W	TH	F	
		XX	2	3	
6	7	8	9	10	
13	14	15	16	17	
XX	21	22	23	24	Jan 20 - Martin Luther King Jr. Day
27	28	29	30	31	

**School Board Meeting Calendar
2019-2020**

Legend:

X - No School for Students
XX - No School for Students & Staff

- Brookline Board Meeting
- HB COOP Board Meeting
- Hollis Board Meeting
- Governing Board
- Hollis Budget Committee
- COOP Budget Committee

FEBRUARY (14 days)

M	T	W	TH	F	
3	4	5	6	7	
10	X**	12	13	14	Feb 11 - Professional Day
17	18	19	20	21	
XX	XX	XX	XX		Feb 24 - Feb 28 Winter Vacation

MARCH (22 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

APRIL (18 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
XX	XX	XX	XX		Apr 27 - May 1 Spring Vacation

MAY (19 days)

M	T	W	TH	F	
				XX	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	26	27	28	29	May 25 - Memorial Day

JUNE (*9 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	June 13-Proposed HS Graduation
15	16	17	18	19	*June 18 - Last Day of School
22	23	24	25	26	June 23 - Last Day for Teachers
29	30				

	CSDA				HBMS				HBMS				CSDA				
			10/10					12/12		2/4			5/14				
	8/7	9/4	10/2	11/6				12/4	1/8	2/5			4/1	5/6	6/3	HSB @ HPS	
7/17	8/21	9/18	10/16	11/13				12/11	1/22	2/12			3/18	4/15	5/20	6/17	CSB @ HBMS
	8/28	9/25	10/23	11/20				12/18	1/29	2/19			3/25	4/22	5/27	6/24	BSB @ CSDA

Category: Priority/Required by Law

Related Policies [EHAA](#), [EHB](#), [GBEBD](#), [GBEF](#), [IHBH](#), [JICJ](#), [JICL](#), [JICM](#), [KD](#), & [KDC](#)

DATA GOVERNANCE AND SECURITY

To accomplish the 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 may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Network Administrator and the Database Manager are hereby designated as the District's Information Security Officer (ISOs) and report directly to the Superintendent or designee. The ISOs are responsible for implementing and enforcing the District's 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 ISOs 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.

Any member of the full technology team (the ISOs, the Assistant Superintendent, and the Business Administrator) are the District's alternate ISO and will assume the responsibilities of the ISO when the ISOs are not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers 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 ISOs 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, contractors and agents will notify the ISOs 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 ISOs 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, ISOs, or designee are authorized to secure resources to assist the District in promptly and appropriately addressing a security breach as stipulated in the Data Governance Plan.

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.

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 until the DGT (Data Governance Team) approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISOs 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 ISOs 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 ISOs 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 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 contractor 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 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*

*RSA 189:68-a * Student Online Personal Information*

*RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

District Policy History:

First reading: June 12, 2019

Second Reading: July 17, 2019