



Thursday, June 16, 2022

AGENDA

Regular Business Meeting – **7:00 PM**
SAU 106 Boardroom

Christopher K. Kellan, Superintendent
Steven Finnegan, Chair
Kristin Savage, Vice Chair

1. **7:00 PM Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
5. **Delegates and Individuals**
6. **Student Representative**
7. **Current Business**
 - a. **7:05 PM Employee Bonus Fund - ACTION**
 - b. **7:10 PM High School Excellence in Academics - INFORMATIONAL**
 - c. **7:15 PM Staff Retirement - INFORMATIONAL**
 - d. **7:20 PM Primex Workers’ Compensation Cap - ACTION**
 - e. **7:25 PM Data Governance Plan- ACTION**
 - f. **7:30 PM Career Technical Education - INFORMATIONAL/ACTION**
 - g. **7:35 PM Performing Arts Center Proposed Music and Arts Schedule - ACTION**
 - h. **7:40 PM April 2023 Disney Music Trip - ACTION**
 - i. **7:45 PM Strategic Plan - INFORMATIONAL/ACTION**
 - j. **7:50 PM Encumbrances - ACTION**
 - k. **7:55 PM Waive Policy DJE - ACTION**
 - l. **8:00 PM Anticipated Enrollment - INFORMATIONAL/ACTION**
 - m. **8:05 PM Bullying - INFORMATIONAL**
8. **8:10 PM Administrator’s Report**
9. **8:15 PM Personnel Report**
10. **8:20 PM Committee Reports/Reports of the School Board**
11. **Correspondence Folder**
12. **Vendor and Payroll Registers**
13. **8:30 PM Other Business**
14. **Nonpublic Session**
15. **Future Dates**

<i>Date</i>	<i>Time</i>	<i>Meeting Type</i>	<i>Location</i>
<i>July 14</i>	7:00 PM	Regular Business	SAU 106 Boardroom
<i>August 18</i>	7:00 PM	Regular Business	SAU 106 Boardroom
<i>September 1</i>	7:00 PM	Regular Business	SAU 106 Boardroom



BUSINESS MEETING AGENDA

1-3. OPEN MEETING

4. **APPROVAL OF MINUTES** (one set of regular business minutes 6/2/22 & one set of nonpublic minutes)
5. **DELEGATES AND INDIVIDUALS**
6. **STUDENT REPRESENTATIVE** (Acknowledgment of Kaylie Sheffield's Contribution and Dedication to TRSD School Board Meetings)
7. **CURRENT BUSINESS**
 - a. **Employee Bonus Fund - ACTION**
Motion to act on the \$832,500 HealthTrust refund to give as a token of appreciation to TRSD employees.
 - b. **High School Excellence in Academics - INFORMATIONAL**
Recognition of the High School students who have been awarded Excellence in Academics.
 - c. **Staff Retirement - INFORMATIONAL**
Christopher Kellan to discuss celebrating and recognizing recent and past retirees.
 - d. **Primex Workers' Compensation Cap - ACTION**
Motion to act on the cap for Primex Workers' Compensation increases to not exceed 6% over the prior year's contribution.
 - e. **Data Governance - ACTION**
Motion to act on the second read of the Data Governance Plan.
 - f. **Career Technical Education - INFORMATIONAL/ACTION**
Mark Pedersen to present an update on CTE.
 - g. **Performing Arts Center Proposed Music and Drama Schedule - ACTION**
Motion to act on the Proposed Music and Drama Schedule of Events.
 - h. **April 2023 Disney Music Trip - ACTION**
Per Policy IJOA: Student Trips, motion to act on the April 2023 Disney Music Trip.
 - i. **Strategic Plan - INFORMATIONAL/ACTION**
Discuss the option of hiring a Strategic Plan Consultant.
 - j. **Encumbrances - ACTION**
Motion to encumber the funds necessary for fulfillment of the open Purchase Orders.
 - k. **Waive Policy DJE - ACTION**
Motion to act on waiving Policy DJE Bidding Requirements to allow Window Within to install flame retardant shades.
 - l. **Anticipated Enrollment - INFORMATIONAL/ACTION**
Review the enrollment data per Policy IIB: Class Size and motion to act on enrollment for kindergarten at Atkinson Academy.
 - m. **Bullying - INFORMATIONAL**
Update on bullying incidents, policies and procedures.
8. **ADMINISTRATOR'S REPORT**
Christopher K. Kellan to present.
9. **PERSONNEL REPORT**
10. **COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD** – Board members to submit requests to serve on district committees for Chair consideration at the next board meeting.
11. **CORRESPONDENCE** – All correspondence now forwarded to board members as it comes in.
12. **VENDOR AND PAYROLL REGISTERS** – please be sure to review and sign electronically vendor and payroll registers.
13. **OTHER BUSINESS** – Board members to provide agenda items for future meeting consideration.
14. **NONPUBLIC SESSION** – If needed.
15. **FUTURE DATES** – As indicated.

DRAFT - NOT YET APPROVED

NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at:

<https://livestream.com/trsd/trsb/videos/231481355?fbclid=IwAR0IPXg3RQc546WLTy5Mf8FJDVVBbz7OJSiBYoqibCN87luZDIdl7q-EdYw>

Materials presented at the board meeting may be viewed at:

<https://trsdpublic.timberlane.net/trsb/layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Ftrsb%2FShared%20Documents%2FSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2F2021%2D22%2F06%2002%2022%20School%20Board%20Meeting&FolderCTID=0x0120004312551B46136E4BA51A2C05822A071C&View=%7BD71C77CA%2D529B%2D49D7%2D8C91%2DE62575BBB707%7D>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Business Meeting
June 2, 2022
7:00 PM

SAU 106 Boardroom
30 Greenough Rd.
Plaistow, NH 03865

Call to Order:

Chair Steven Finnegan called the June 2, 2022 meeting of the Timberlane Regional School Board to order at 7:00PM, took roll call and led the assembly in the Pledge of Allegiance.

Board Members Present

Michael Boucher, Kimberly Farah (arrived 7:03pm), Steven Finnegan, Amy Gentile, Barbara Kiszka, Mark Sherwood, Katie Knutsen, Kim McCormick, Kristin Savage (arrived 8:25pm)

Seated at the Board Table

Mr. Christopher Kellan, Superintendent of Schools

00:01:00 APPROVAL OF MINUTES

Motion: Barbara Kiszka motions to approve the April 21, 2022 meeting minutes; seconded by Michael Boucher. Motion passed 7-0-0.

Motion: Barbara Kiszka motions to approve the May 5, 2022 meeting minutes; seconded by Katie Knutsen. Motion passed 7-0-0.

Motion: Barbara Kiszka motions to approve the May 19, 2022 meeting minutes; seconded by Michael Boucher. Motion passed 5-0-2. (absent members abstained)

DRAFT - NOT YET APPROVED

After a brief discussion about a minor change and the arrival of Kim Farah, the Board voted on the May 5, 2022 sealed non-public minutes.

Motion: Barbara Kiszka motions to approve the May 5, 2022 sealed non-public minutes as amended; seconded by Kim McCormick. Motion passed 8-0-0.

Motion: Mark Sherwood motions to approve the May 19, 2022 sealed non-public minutes; seconded by Kim Farah. Motion passed 6-0-2. (absent members abstained)

00:06:00 DELEGATES & INDIVIDUALS

No speakers tonight. Steven Finnegan made an announcement about a \$500 bonus every staff member in the district would receive in recognition of their hard work over the past few difficult years.

STUDENT REPRESENTATIVE

No Student Representative report on the student activities at this meeting.

CURRENT BUSINESS

00:07:00

a. Middle School Passion Projects - Middle School students presented their passion projects to improve their school.

Middle School students attended to present their passion projects to improve the school. In attendance was: Sam Mooney to discuss fixing the TRMS basketball court, Hunter Newman to discuss fixing the TRMS recess and basketball court areas; Sydney Peters to discuss fixing the TRMS football field; Luken DiMarco to discuss fixing the track and Hailey MacDonald to discuss fixing and beautifying the courtyard for the upcoming 6th Graders.

00:20:00

b. First Day of School - Announcement of the first day of school is August 29, 2022.

00:21:00

c. Budget Transfer Request – Motion to transfer funds to move the elementary teaching position from Danville Elementary to Sandown North.

Motion: Kim Farah motions to approve the special budget transfer Maria Watkins requested to transfer funds to move the elementary teaching position from Danville Elementary to Sandown North; seconded by Barbara Kiszka. Motion passed 8-0-0.

00:22:00

DRAFT - NOT YET APPROVED

d. TRSD Tuition Rates - Motion to approve the 2022-2023 TRSD Tuition rates

After a brief discussion about how these rates were calculated and if pre-K was included in this, the Board voted.

Motion: Kim Farah motions to approve the 2022-2023 TRSD Tuition rates; seconded by Mark Sherwood. Motion passed 8-0-0.

00:25:00

e. Food Service Pricing - Review and vote on the increase in school breakfast and lunch pricing.

Barbara Kiszka read off the new pricing for the record and Superintendent Kellan advised that they have been informed that there will not be the federal subsidized (free) meals any longer that had been in effect during the pandemic for the new school year. It was discussed how to proactively notify families of the free/reduced lunch program and was decided to add a banner notification to all mySchoolBucks accounts for parents to apply online, along with the standard means of promotion.

00:31:00

Motion: Barbara Kiszka motions to approve the increase in school breakfast and lunch pricing; seconded by Katie Knutsen. Motion passed 8-0-0.

00:32:00

f. Data Governance Plan - Review the Data Governance Plan. Action will be required at the 6/16/22 School Board meeting.

Ken Henderson, Director of Technology presented the Data Governance Plan to the Board with changes that have been made red-lined and a change log at the end of the document.

Kim Farah requested this be added as an action item at the next Board meeting to vote on.

00:35:00

g. Career Technical Education - Discuss TRSD's CTE program's criteria, assessment, and enrollment count.

Mark Pederson, Director of Secondary Curriculum (6-12) and Barry Chooljian, Director of Secondary Guidance (6-12) presented the Career Technical Education program criteria, assessment and enrollment count to the Board. TRSD CTE students are attending programs at Salem and Pinkerton and it was discussed their desire to offer complimentary CTE programs at Timberlane to offer CTE programs to a wider range of students across the districts, such as possibly offering programs like EMT/Fire, HVAC and Technical Theater amongst others. Kim Farah asked for them to research and compile data and present it to the Board at the next meeting. Barbara Kiszka asked them to research the interest in the programs we would offer, how much it would cost, how much space would be needed and how much additional staffing would be

DRAFT - NOT YET APPROVED

needed. It was discussed how Sophomores would be eligible to participate in the 2-year program.

They will return with a plan for the Board to discuss at the June 16, 2022 regular meeting.

00:52:00

h. Plaistow Waterline and Paving Projects - Karl Ingoldsby presented an update on the Plaistow Waterline Tie-In and paving projects.

Karl Ingoldsby and Maria Watkins presented to the Board updates regarding the Plaistow Waterline Tie-in. Maria Watkins advised all answers she has received regarding the rate hike did not clarify if there would be a rate hike after the initial term expired. Kim Farah advised she would do some research as she knows the state has the data the Board is looking for to see if switching to the Plaistow Waterline or staying with the current, working wells would be best in the long run for the district.

Steven Finnegan has requested this be put on the next agenda with the new data for the Board to discuss.

District-wide Paving Update - Karl Ingoldsby presented the district-wide paving update to the Board.

Karl advised the numbers on the update sheet are from April so there may be an increase of up to 20%. The sheet reflects all paving projects and which projects are safety-related. He also advised he has estimates for seal coating and repainting all parking lots and is implementing a revolving 5-year plan for seal coating and repainting of all buildings' parking lots which is already accounted for in his yearly budget plan. It was requested to bring this back to the Board at the next meeting with encumbered funds included.

01:10:00

i. Hiring Employees and Contracts - Review the data reported of the current employees who have declined their contracts and amount of TRSD employment vacancies.

Dana O'Gara, current Human Resource Director and new, incoming Human Resource Director Fran Descinto presented to the Board the current TRSD employment vacancies and employees that declined their contracts.

01:15:00

j. Policies – Motion to act on Policies ADC and IHCA

- ADC Tobacco Products Ban First Read-Adopt NHSBA's ADC Policy - second read and adopt
- IHCA Summer Learning First Read- second read and adopt revised TRSD IHCA policy

DRAFT - NOT YET APPROVED

Motion: Kim Farah motions to accept Policy ADB and Policy IHCA as listed for second read and to adopt; seconded by Barbara Kiszka. Motion passed 8-0-0.

01:16:00

k. School Board Goals - Review the preliminary School Board Goals for suggestions and revisions.

Under Facilities, Kim Farah and Karl Ingoldsby confirmed that #1 should be removed from the School Board Goals.

Motion: Kim Farah motions to accept the 2022-2023 School Board Goals as amended; seconded by Barbara Kiszka. Motion passed 8-0-0.

01:18:00 ADMINISTRATOR'S REPORT

Superintendent Christopher Kellan updated the Board with what is happening in the district.

- Owl Lacrosse won their game against Hollis-Brookline.
- Grace Paradise is the new Ms. New Hampshire. She will be attending Revere University in the Fall for Nursing to become a midwife.
- Jann Mamet graduated early to start basic training for the Air Force on May 31, 2022. She is stationed at San Antonio Lackland Air Force Base.
- Milkman Comedy Central is playing Friday June 3, 2022 and is free to anyone that would like to attend.
- TRSD graduation is scheduled for Saturday June 11, 2022 starting at 10am.
- Last day of school is Thursday June 16, 2022 with an early release for all schools. High School releasing at 10:55am, the Middle School releasing at 11am and the Elementary Schools releasing at 12pm.

01:22:00 PERSONNEL REPORT

Administrative Nominations

1. Ginger Drechsler, Director of Student Services, Timberlane Regional School District

Motion: Kim Farah motions to accept the nominations of Ginger Drechsler as amended to Director of Student Services; seconded by Barbara Kiszka. Motion passed 68-0-0.

Professional Nominations

1. Megan Adams, School Nurse, TLC at Sandown Central
2. Alexis Silva, Elementary Teacher, Pollard Elementary
3. Ashleigh Stone, Special Ed Teacher, Danville Elementary

DRAFT - NOT YET APPROVED

**Motion: Kim Farah motions to approve the 3 nominations as stated; seconded by Barbara Kiszka.
Motion passed 8-0-0.**

Professional Resignations

1. Darlene Nulk, Special Ed Teacher, Pollard Elementary
2. Rachel Riley, Special Ed Teacher, Danville Elementary

**Motion: Kim Farah motions to accept the 2 resignations as stated; seconded by Barbara Kiszka.
Motion passed 8-0-0.**

01:24:00 COMMITTEE REPORTS

Kim McCormick - Strategic Planning has not met yet and is working on finalizing the date for a meeting in early July. The Wellness Committee will be starting up. Tim Brown sent out an email to see who is interested in joining.

Mark Sherwood - Capital Improvement meeting is on June 15th and the Policy Committee has a meeting on June 16th.

Amy Gentile - no updates

Steven Finnegan - no updates

Kim Farah - TTA negotiations will be starting up in the next few weeks.

Barbara Kiszka - This will be her second to last meeting. She will be stepping down for personal reasons and has really appreciated the two years she has had on the Board and believes they were able to accomplish a good amount over the years.

Katie Knutsen - Safety Committee had a meeting on May 17th and their next one is on June 20th or 21st. They discussed Safety Training and evaluating schools' safety procedures. They have had Homeland Security come in and review the schools and buildings and the last one was November or December of 2021. They are always looking to improve safety constantly. They have received numerous correspondence regarding safety and they will be discussing them at the next meeting.

Michael Boucher - no updates

01:51:00 CORRESPONDENCE

Steven Finnegan passed around correspondence to the Board to review as it had not been previously sent electronically.

DRAFT - NOT YET APPROVED

01:29:00 VENDOR AND PAYROLL REGISTERS

No updates

01:30:00

Motion: Kim Farah motions to enter non-public under 91-A:3, Paragraph II (g) consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees ; seconded by Kristin Savage. Motion passed 9-0-0.

The Board was polled:

Boucher -Yes Farah - Yes Finnegan - Yes Gentile - Yes Kiszka - Yes
Knutsen - Yes McCormick - Yes Sherwood - Yes Savage - Yes

The motion carried a 9-0-0 to enter non-public at 8:30 PM and Steven Finnegan advised this will conclude the public portion of the meeting and they will only come back into public session to seal the minutes.

Motion: Kim Farah motioned to exit the non-public session meeting; seconded by Katie Knutsen. Motion passed 9-0-0.

The Board was polled:

Boucher -Yes Farah - Yes Finnegan - Yes Gentile - Yes Kiszka - Yes
Knutsen - Yes McCormick - Yes Sherwood - Yes Savage - Yes

The motion carried 9-0-0 and the Board entered public session at 9:08 PM.

Motion: Kim Farah motioned to seal the non-public session minutes; seconded by Katie Knutsen. The motion passed 9-0-0.

The Board was polled:

DRAFT - NOT YET APPROVED

Boucher -Yes Farah - Yes Finnegan - Yes Gentile - Yes Kiszka - Yes
Knutsen - Yes McCormick - Yes Sherwood - Yes Savage - Yes

As there was no further business, this concluded the public portion of the meeting.

Respectfully submitted,

Cori Zeuli
Recording Secretary

Approved by the Board on _____.



EXECUTIVE SUMMARY

June 16, 2022

After deciding to return the \$832,500 refund received from HealthTrust to the taxpayers, the TRSD School Board requested as part of the year end projection a consideration to identify funds that would allow to give a small bonus as a token of appreciation to all the hard-working employees in our district.

Due to attrition savings and positions that were not filled throughout the year, and in light of the \$800K refund mentioned above, we were able to identify funding for this thoughtful gesture from the School Board. We have also contacted our legal counsel and the union representatives regarding this initiative to ensure compliance.

We are very thankful for the consideration that the School Board has given to our employees especially those that will not have a cost-of-living adjustment in July. As we all are aware, the cost of living has been a great challenge for most of the families in our district and this bonus will certainly help to alleviate some of the burden that our current economy has imposed.

The taxpayer's impact of giving our employees this bonus is illustrated below. For a taxpayer that owns a \$500K home, the annual tax impact is \$46.

	Employee Bonus	No Employee Bonus	Variance
Home Value	500,000	500,000	-
Town Tax Effort	11,000,000	10,630,000	370,000
Town Tax Rate	2.75	2.66	0.09
Taxpayer's Tax Bill	1,375	1,329	46

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator



2022 Excellence in Academics

Lindsey Cornelius

Major/Field: Nursing & Air Force ROTC

Auburn University

Emily Hatt

Major/Field: Biology

University of South Florida

Lauren Hayes

Major/Field: Statistics/Biostatistics

University of New Hampshire

Laura Hills

Major/Field: Biochemistry, Molecular & Cellular Biology

University of New Hampshire

Ellie Kennedy

Major/Field: Molecular Genetics

University of Vermont

Samantha Marino

Major/Field: Criminal Justice

Rochester Institute of Technology

Landis Nadeau

Major/Field: Business Entrepreneurship

University of New Hampshire

Sarah Richman

Major/Field: Physics

Brown University

Anthony Rousseau

Major/Field: Biological Sciences

University of South Carolina

Joseph Shivell

Major/Field: Aerospace Engineering

Pennsylvania State University

Lauren Violette

Major/Field: Photojournalism and Political/Data Science

Northeastern University



EXECUTIVE SUMMARY

June 16, 2022

Primex Workers' Compensation Coverage CAP

Timberlane Regional School District belongs to Primex, a NH Public Risk Management Exchange, which provides various risk management policies for the District including Workers' Compensation coverage.

Primex has offered a Contribution Assurance Program (CAP) to the District, whereby the District provides a commitment to Primex for three (3) years, and Primex will commit to a cap on Workers' Compensation increases not to exceed six percent (6%) over the prior year's contribution.

A benefit to the program includes certainty regarding what increases may be, regardless of what impact risk or market factors have on the policy.

Attached is the formal communication from Primex with details on the program.

To accept the CAP program, Primex will require an affirmative vote of the Board, and will also require specific language, in the form of a resolution, to be adopted by the Board.

Respectfully submitted by:

Maria Watkins, CFO/Business Administrator

Timberlane Regional School District



Data Governance Manual

Timberlane Regional School District 2022

Adopted by
Timberlane Regional School Board
TBD

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Introduction

The Timberlane Regional School District is committed to protecting our students' and staffs' privacy through maintaining strong privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff.

The Timberlane Regional School District's Data Governance Manual includes information regarding the data governance team, data and information governance, applicable School Board policies, District procedures, as well as applicable appendices and referenced supplemental resources.

This manual outlines how operational and instructional activity shall be carried out to ensure the District's data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it. Definitions of terminology can be found in Appendix A: Definitions.

The Timberlane Regional School District's Data Governance Manual shall be a living document. To make the document flexible, details are outlined in the appendices and referenced supplemental resources. This document and any future modifications to this document will be posted on the District's website.

Data Governance Team

The Timberlane Regional School District's Data Governance team consists of the following positions: Superintendent, Assistant Superintendent, Business Administrator, Facilities Director, Human Resources Manager, Director of ~~Student Services and~~ Special Education, Student Services Coordinator, Director of Curriculum and Professional Learning, ~~Director of Assessment and Accountability~~, and the Director of Technology. Members of the Data Governance Team will act as data stewards for all data under their direction. The Director of Technology will act as the Information Security Officer (ISO), with assistance from members of the full Technology team. The Business Administrator is the district's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available. All members of the district administrative team will serve in an advisory capacity as needed.

Purpose

The School Board recognizes the value and importance of a wide range of technologies for a well-rounded education, enhancing the educational opportunities and achievement of students. The Timberlane Regional School District provides its faculty, staff, and administrative staff access to technology devices, software systems, network and Internet services to support research and education. All components of technology must be used in ways that are legal, respectful of the rights of others, and protective of juveniles and promote the educational objectives of Timberlane Regional School District.

To that end, the district must collect, create and store confidential information. Accurately maintaining and protecting this data is important for efficient district operations, compliance with laws mandating confidentiality, and maintaining the trust of all district 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.

It is the policy of the Timberlane Regional School District that data or information in all its forms--written, electronic, or printed--is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information. All staff and authorized district contractors or agents using confidential information will strictly observe protections put

into place by the district.

Scope

The data security policy, standards, processes, and procedures apply to all students and staff of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data. This policy applies to all forms of Timberlane Regional School District data and information, including but not limited to:

- Speech, spoken face to face, or communicated by phone or any current and future technologies.
- Hard copy data printed or written.
- Communications sent by post/courier, fax, electronic mail, text, chat and/or any form of social media.
- Data stored and/or processed by any electronic device, including servers, computers, tablets, mobile devices.
- Data stored on any type of internal, external, or removable media or cloud based services.
- The terms data and information are used separately, together, and interchangeably throughout the policy, the intent is the same.
- Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems, assets or resources.
- All involved systems and information are considered assets of the Timberlane Regional School District and shall be protected from misuse, unauthorized manipulation, and destruction.

Regulatory Compliance

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems (see Appendix B: Laws, Statutory, and Regulatory Security Requirements). The Timberlane Regional School District complies with the [NH Minimum Standards for Privacy and Security of Student and Employee Data](#) established in April, 2019. The Timberlane Regional School District complies with all other applicable regulatory acts including but not limited to the following:

- Children’s Internet Protection Act ([CIPA](#))
- Children’s Online Privacy Protection Act ([COPPA](#))
- Family Educational Rights and Privacy Act ([FERPA](#))
- Health Insurance Portability and Accountability Act ([HIPAA](#))
- Payment Card Industry Data Security Standard ([PCI DSS](#))
- Protection of Pupil Rights Amendment ([PPRA](#))
- Individuals with Disabilities in Education Act ([IDEA](#))
- New Hampshire State RSA - Student and Teacher Information Protection and Privacy

[NH RSA 189:65](#) Definitions

[NH RSA 189:66](#) Data Inventory and Policies

Publication [NH RSA 189:67](#) Limits on Disclosure of

Information [NH 189:68](#) Student Privacy

[NH RSA 189:68-a](#) - Student Online Personal Information

- [New Hampshire Minimum Standards for Privacy and Security of Student and Employee Data](#)
- New Hampshire State RSA - Right to Privacy:
 - [NH RSA 359-C:19](#) - Notice of Security Breach - Definitions
 - [NH RSA 359-C:20](#) - Notice of Security Breach Required
 - [NH RSA 359-C:21](#) - Notice of Security Breach Violation

Data User Compliance

The Data Governance Manual applies to all users of Timberlane Regional School District's information including: staff, students, volunteers, and authorized district contractors or agents. All data users are to maintain compliance with School Board Policies and District administrative procedures, [GBEF](#) (Employee Use of District-Issued Computers, Devices and the Internet, formally GCSA), [GBEF-R](#) (Employee Computer/Device and Internet Responsible Use Rules, formally GCSA-R), [EHAB](#) (Data Governance and Security), [JICL](#) (Student Use of Computers, Devices and the Internet, formally EGA), [JICL-R](#) (Student Technology Responsible Use, formally EGA-R) and all policies, procedures, and resources as outlined within this Data Governance Manual and School Board Policy.

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Unless permission has been granted by the ISO or designee, no staff, vendor or other person may remove confidential or critical data from the district's premises or the district's network, remove a device containing confidential or critical data from the district's premises, or modify or copy confidential or critical data for use outside the district. If permission is given, the data may be accessed only on a district-provided device with appropriate security controls or through a secure virtual private network (VPN). When users access confidential or critical data from a remote location, the user must take precautions to ensure that the confidential or critical data is not downloaded, copied or otherwise used in a manner that would compromise the security and confidentiality of the information.

Staff who fail to follow the law or district policies or procedures regarding data governance and security may be disciplined or terminated. 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 a staff member'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.

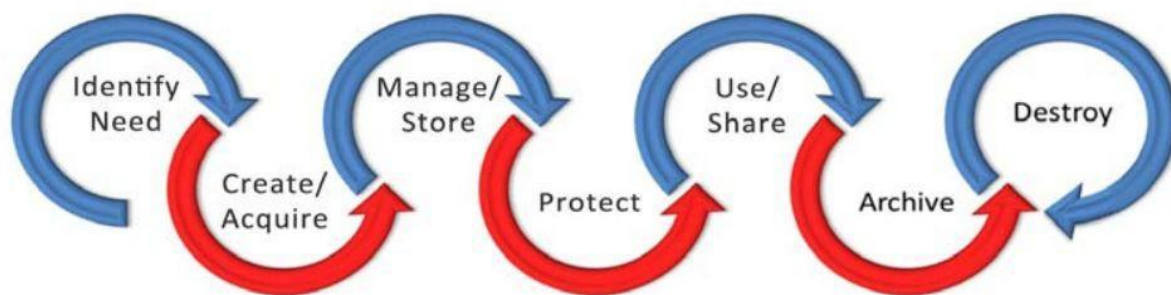
Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

- Unauthorized disclosure of PII or Confidential Information.
- Sharing your user IDs or passwords with others (exception for authorized technology staff for the purpose of support)

- Applying for a user ID under false pretenses or using another person's ID or password.
- Unauthorized use of an authorized password to invade student or staff privacy by examining records or information for which there has been no request for review. **Staff may assist in troubleshooting student access to district resources when required.**
- The unauthorized copying of system files.
- Attempting to secure a higher level of privilege without authorization.
- Installation or use of unlicensed software or software not approved for district technological systems.
- The intentional unauthorized altering, destruction, or disposal of district information, data and/or systems. This includes the unauthorized removal of technological systems such as but not limited to: laptops, internal or external storage, computers, servers, backups or other media, that may contain PII or confidential information.
- The introduction of computer viruses, hacking tools or other disruptive or destructive programs.

Data Lifecycle

Data Governance is necessary at each phase in the data lifecycle. This lifecycle starts at evaluating the need for data collection and ends when the data is destroyed. It is important that appropriate safeguards, policies, procedures and practices are in place for each phase of the data lifecycle.



Identifying Need & Assessing Systems for District Requirements

To accomplish the district's mission and to comply with the law, the district may need to maintain confidential information, including information regarding students, parents/guardians, staff, applicants for employment and others. The district will collect, create or store confidential information only when the Superintendent or designee determines it is necessary.

New Systems

District staff members are encouraged to research and utilize online services or applications to engage students and further the district's educational mission. However, before any online service or application is purchased or used to collect or store confidential or critical information, including confidential information regarding students or staff, the ISO or designee must approve the use of the service or application and verify that it meets the requirements of the law and School Board policy and appropriately protects confidential and critical information. This prior approval is also required when the services are obtained without charge.

Memorandums of understanding (MOU), contracts, terms of use and privacy policy for any system that creates, collects or uses personally identifiable information (PII), student records or confidential data must be reviewed by the ISO prior to initiation.

All new resources shall be properly evaluated against the following criteria, when applicable:

- Impact on technology environment including storage and bandwidth
- Hardware requirements, including any additional hardware
- License requirements/structure, number of licenses needed, and renewal cost
- Maintenance agreements including cost
- Resource update and maintenance schedule
- Funding for the initial purchase and continued licenses and maintenance
- Evaluate terms of service, privacy policy, and MOU/contract that meet the following criteria:
 - o The district continues to own the data shared, and all data must be available to the district upon request.
 - o The vendor's access to and use of district data is limited; the data cannot be used for marketing, targeted advertising or data mining; and the data cannot be shared with third parties unless allowed by law and authorized by the district. If metadata is collected, it will be protected to the same extent as the district's confidential or critical information.
 - o District data will be maintained in a secure manner by applying appropriate technical, physical and administrative safeguards to protect the data.
 - o The provider will comply with district guidelines for data transfer or destruction when contractual agreement is terminated.
 - o No API will be implemented without full consent of the district.
 - o All data will be treated in accordance to federal, state and local regulations
 - o The provider assumes liability and provides appropriate notification in the event of a data breach.

Note: Exceptions can be made by the ISO when all the criteria cannot be met for a legitimate reason while still meeting all regulatory requirements for use. Parent permission is requested from parents during the yearly online registration process for district vetted and approved applications and tools.

Review of Existing Systems

The District will ensure that data collection is aligned with School Board Policy EHAB. Data systems shall be ~~regularly reviewed~~ annually to ensure that only necessary data is being transmitted and collected.

Individual student level data is submitted to different approved service providers in order to ensure business operations and instructional services. At times, these imports include PII for staff and students. The District must ensure that each piece of PII is necessary for operations or instruction and that the providers are abiding by their terms of service.

The District will audit data imports annually. These audits should include:

- Review of provider's terms of service to ensure they meet the District's data security requirements.
- Verification that software imports are accurate and pulling correct information.
- Verification that, when applicable, the staff, students and classes included in the imports are still necessary for instructional purposes (only those that need data collected are included in import).
- Determine if the fields included in the imports are still necessary for intended purpose.

Acquisition and Creation

It is the responsibility of the staff requesting to use new digital content to properly vet the resource to ensure that it meets district business objectives, is in line with curriculum or behavioral standards, is age appropriate, is instructionally sound, and is appropriate for the intended use. Digital resources that accompany adopted instructional and/or curriculum materials will be vetted by the Assistant Superintendent, Curriculum Directors/Deans and the ISO, or designee, prior to purchase.

The Timberlane Regional School District, starting in July 2019, will be a member of the New Hampshire Student Data Privacy Alliance (NHSDPA). The NHSDPA is a collaboration of New Hampshire school districts and law counselors that share common concerns around student privacy. This Consortium will help vet new digital resources using collective resources. The goals of this Consortium are:

- Establish a community of stakeholders who have various needs addressed through policy, technology and/or effective practice sharing around effective privacy management,
- Identify projects that have on-the-ground and real-world impact on student data privacy enabling schools, districts, state and vendors find resources, adapt them to their unique context and implement needed protections,
- Development of tools and resources to address operational issues not currently being addressed,
- Leverage partnership organizations working in the privacy space to have their good work utilized and no reinvention of existing work,
- Development of a clearinghouse of student data privacy operational issues and resources to support schools, districts, states and vendors in managing those issues – no matter where the resources originate.

Once the Consortium is operating, staff will check a database of approved digital resources to see if it has been approved for meeting or exceeding minimum standards outlined by the state. In the event it does not there will be an approval process where the staff member will submit information about the resource they would like to use on the NH Consortium website. A first level approval would need to be granted by the district in order to make sure that there are no obvious or known issues with the resource and that it passes curriculum related goals. Passing that, the Consortium will contact the vendor in order to process agreements that they will follow all minimum federal and state laws regarding security and privacy. If the provider completes all agreements the resource will be added to the database of vetted resources that are good to use.

Management and Storage

Systems Security

The district will provide access to confidential information to appropriately trained district staff 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 (School Board Policy EHAB).

Therefore, systems access will only be given on an as-needed basis as determined by the data manager and ISO. Further information regarding Electronic Access Security Controls is contained in the

Security/Protection section of this manual.

Data Management

The effective education of students and management of district personnel often require the district to collect information, some of which is considered confidential by law and district policy. In addition, the district maintains information that is critical to district operations and that must be accurately and securely maintained to avoid disruption to district operations.

Data Managers are responsible for the development and execution of practices and procedures that ensure the accuracy and security of data in an effective manner. 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. Data managers will:

- ensure that system account creation procedures and data access guidelines appropriately match staff member job function with the data on instructional and operational systems.
- review all staff with custom data access beyond their typical group's access.
- review district processes to ensure that data will be tracked accurately.
- review contracts with instructional and operational software providers to ensure that they are current and meet the district data security guidelines.
- ensure that staff are trained in the district's proper procedure and practices in order to ensure accuracy and security of data.
- assist the ISO in enforcing district policies and procedures regarding data management.

Data Classification and Inventory

Classification is used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification, the integrity and accuracy of all classifications of data are protected. The classification assigned and the related controls applied are dependent on the sensitivity of the data. Data is classified according to the most sensitive detail they include. Data recorded in several formats (e.g., source document, electronic record, report) have the same classification regardless of format (see Appendix E: Data Classification Levels).

The ISO or designee will identify all systems containing district data, such as student information systems, financial systems, payroll systems, transportation systems, food-service systems, email systems, instructional software applications and others. The ISO or designee will identify the data files and data elements maintained in those systems and identify confidential and critical information the district possesses or collects. Once the data files and data elements are identified, the ISO or designee will classify the data as confidential or critical so that those files and the information they contain can be more closely monitored.

The district will create and maintain a data inventory for all information systems containing PII or confidential information. When possible, a data dictionary will be maintained for critical information systems. The data inventory will contain the following elements:

- Data Source
- What data is stored
- Where the data is stored
- Persons assigned to manage the data
- Staff or staff categories that have access to the files
- When the data is collected and received
- How the data is accessed

- Who has access
- Criticality/Sensitivity Rating

Security/Protection

Risk Management

A thorough risk analysis of all Timberlane Regional School District's data networks, systems, policies, and procedures shall be conducted on an bi-annual basis by an external third party or as requested by the Superintendent, ISO or designee. An internal audit of District network security will be conducted annually by District Technology staff. This analysis shall be completed using the risk management steps outlined in the Data Security Checklist (Appendix D). The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be used to develop a plan to mitigate identified threats and risk to an acceptable level by reducing the extent of vulnerabilities.

Security Logs

The District will maintain a comprehensive list of critical system events that will be logged and monitored to ensure data security. These events will include, but are not limited to, access to critical systems and modification of critical data. When applicable, notifications will be established for critical event triggers.

Physical Security Controls

Technology telecommunication closets are housed in secure locations. Access authorization is assigned through the Director of Technology, Network Administrator and or Director of Facilities. In addition, access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals (see appendix G: Physical Security Controls).

No technological systems shall be disposed of or moved without adhering to the appropriate procedures (see Appendix H: Asset Management).

Inventory Management

The district shall maintain a process for inventory control in accordance to federal and state requirements and School Board policy. All district technology assets will be maintained in inventory and verified through the regular inventory verification process (see Appendix H: Asset Management).

Virus, Malware, Spyware, Phishing and SPAM Protection

The District uses a multi-layered approach to ensure that all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. These include, but are not limited to, enterprise virus/malware/ spyware software, group policy, gateways, firewalls, and content filter. Users shall not turn off or disable district protection systems or install other systems (see Appendix I: Virus, Malware, Spyware, Phishing and SPAM Protection).

Electronic Access Security Controls

District staff will only access personally identifiable and/or confidential information if necessary to perform their duties. The district will only disclose this information 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. All staff are required to read and acknowledge applicable district

policies via the Faculty Handbook sign-off form annually.

Mechanisms to control access to PII, confidential information, internal information and computing resources include, but are not limited to, the following methods:

- **Identification/Authentication:** Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, confidential information, and/or internal information. Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall not be shared.
- **Authorization:** Access controls are maintained through a partnership between the technology department, human resources (HR) and data managers.

Additionally, only members of the District Technology staff will be granted access to domain level administrator and local machine administrator accounts in order to complete their job functions.

Access security is audited annually or whenever access permission requirements are changed for a particular application/software or when an application/software is no longer necessary.

Staff Users

All new staff accounts are authorized through an HR hiring process (see Appendix J: Account Management). Role-based permissions and security groups are used to establish access to all systems (see Appendix K: Data Access Roles and Permissions). If a staff member requires additional access, a request must be made directly to the ISO with a clear justification for access.

Contractors/Vendors

Access to contractors/vendors is governed through the same process using School Board Policy EHAB. All contractor/vendor access must be approved by HR and the ISO. All contractors doing business on district premise must also pass a background check unless other security measures are addressed in a vendor contract. All contractors/vendors accessing district data will be considered on premise users. Once the approval has been obtained, the technology department will create the account, only granting access to the server/application that the contractor/vendor supports.

Password Security

The District will enforce secure passwords for all systems within their control (see Appendix L: Password Security). When possible, the district will utilize Single Sign On (SSO) or LDAP/Active Directory Integration to maintain optimal account security controls.

Concurrent Sessions

When possible, the district will limit the number of concurrent sessions for a user account in a system. **The reason for doing this is to ensure that any sessions left open on another computer are terminated when a user logs in from another location.**

Remote Access

Access into the District's network from outside is strictly prohibited without explicit authorization from the ISO. Remote access will be granted through virtual private network (VPN) connection through the district's network VPN appliance; no other method of remote access shall be granted without explicit authorization from the ISO. PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protection as information stored and accessed within District's network. All VPN accounts will employ the use of 2 factor authentication.

In the event that VPN access is needed by a contractor/vendor, access must be approved by the ISO. The ISO or designee will establish the contractor account, only granting access to the server/application that the contractor/vendor supports. All VPN accounts will be reviewed at least annually.

Securing Data at Rest and Transit

District data security applies to all forms of data, including data stored on devices, data in transit and data stored on additional resources. All district external hard drives will be maintained in inventory and verified through the regular inventory verification process. Regular transmission of student data to internal and external services is managed by the technology department using a secure data transfer protocol.

Users must ensure that they are securely storing their data. Guidelines have been established for Cloud Storage and File Sharing, External Storage Devices, and File Transmission Practices. (see Appendix F: Securing Data at Rest and Transit). These guidelines are outlined in the following section.

Usage and Dissemination

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. All district staff, volunteers, contractors and agents who are granted access to critical and confidential information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of confidential information. All individuals using confidential and critical information will strictly observe 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 in a confidential and secure manner.

All users are responsible for the security and integrity of the data they create, store or access. Users are expected to act as good stewards of data and treat data security and integrity with a high degree of responsibility and priority. Users must follow all guidelines outlined with Board policies, specifically Employee and Student Technology Usage (GBEF, GBEF-R, JICL, JICL-R), Data Governance and Security (EHAB), and Student Records (JRA, JRA-R).

District staff, 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.

Data Storage and Transmission

All staff and students that log into a district owned device will be provided with several options for data storage and transmission. Staff and students will need to ensure that they are securely storing their data. Staff and students will be able to store data on the local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students may also have a mapped personal folder **and/or Google Drive**. This folder acts as a redirection of document and desktop folders to district file servers. Access to these files is restricted to the folder's owner (staff or student who is assigned) and district enterprise administrator accounts. Staff and students using Chromebook devices have limited local storage capabilities. Chromebook users are to store data online within their GSuite for Education Drive account.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with accounts for Google GSuite for Education and Microsoft One Drive that provide unlimited storage. Users are responsible for all digital content on their district provided Google GSuite for Education Drive or Microsoft One Drive (see Appendix F: Securing Data at Rest and Transit).

File Transmission Practices

Staff are responsible for securing sensitive data for transmission through email or other channels. Staff should not transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval. When possible, staff should de-identify or redact any PII or confidential information prior to transmission. Regular transmission of student data to services such as a single sign on provider is managed by the technology department using a secure data transfer protocol (see Appendix F: Securing Data at Rest and Transit).

Credit Card and Electronic Payment

Users of systems that process electronic payments, including but not limited to processing credit card information, must adhere to strict guidelines regarding the protection of payment information and cardholder data. These users are responsible for adhering to the appropriate level of PCI compliance when handling such data (see Appendix F: Securing Data at Rest and Transit).

Mass Data Transfers

Downloading, uploading or transferring PII, confidential information, and internal information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be reviewed and approved by the Superintendent or designee. All other mass downloads of information shall be approved by the ISO and include only the minimum amount of information necessary to fulfill the request.

Printing

When possible, staff should de-identify or redact any PII or confidential information prior to printing. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. **For enhanced security, staff can print to the district's cloud print queue which only releases print jobs at district copiers by swiping their security fob.**

Oral Communications

Staff shall be aware of their surroundings when discussing PII and confidential information. This includes, but is not limited to, the use of cellular telephones in public areas. Staff shall not discuss PII or Confidential Information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or public areas.

Training

The district shall create and maintain a data security training program. This program will consist of the following:

- Training for all staff on technology policies and procedures, including confidentiality and data privacy.
- Additional training for new instructional staff on federal regulations and the use of digital resources and student electronic records.
- Training for all instructional staff on federal regulations and the use of digital resources and student electronic records.
- Training for district administration on federal regulations, data privacy and security.
- All training or professional learning that includes the use of data systems shall include data security.

Archival and Destruction

Once data is no longer needed, the ISO or designee will work with the data managers to ensure that it is appropriately destroyed. Special care will be taken to ensure that confidential information is destroyed appropriately and in accordance with law. Confidential paper records will be destroyed using methods that render them unreadable, such as shredding. Confidential digital records will be destroyed using methods that render the record unretrievable.

District Data Destruction Processes

The district will ~~regularly review annually~~ all existing data stored on district provided storage for the purposes of ensuring data identification and appropriate destruction. Data destruction processes will align with School Board Policy EHB and EHB-R. District data managers will ~~regularly review annually~~ systems and data to ensure that data that is no longer needed is destroyed. The following exceptions will be made:

- Data in an active litigation hold will be maintained until the conclusion of the hold.
- Student GSuite for Education account will be maintained 90 days after the student's final date of attendance.
- Staff GSuite for Education accounts will be suspended after the final work day, unless HR or the ISO approves a district administrator to maintain access.

Asset Disposal

The district will maintain a process for physical asset disposal in accordance to School Board Policy DN. The district will ensure that all assets containing PII, confidential, or internal information are disposed of in a manner that ensures that this information is destroyed (see Appendix H: Asset Management).

Critical Incident Response

Controls shall ensure that the District can recover from any damage to or breach of critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the ISO or designee for response to a system emergency or other occurrence (for example, fire, vandalism, system failure, data breach and natural disaster) that damages/breaches data or systems.

Business Continuity

The District's administrative procedure EHB-R, delineates the timeline for data retention for all district data. The District will maintain systems that provide near-line and off-site data backup. These systems shall allow for the full recovery of critical systems in the event of a disaster. The district will test near-line and off-site backups of critical systems quarterly.

Disaster Recovery

The District's Technology Disaster Recovery Plan outlines critical staff, responsibilities, and processes in the event of a disaster or critical data loss. The District shall maintain a list of all critical systems and data, including contact information. The Technology Disaster Recovery Plan shall include processes that enable the District to continue operations and efficiently restore any loss of data in the event of fire, vandalism, natural

disaster, or critical system failure (see Appendix M: Disaster Recovery Plan).

Data Breach Response

New Hampshire's data breach law (RSA 359-c:19, 20, 21) is triggered when a School District computer system is breached and personal information is acquired without authorization in a way that compromises the security or confidentiality of the information. The law requires a school district experiencing a breach to conduct a good faith and reasonably prompt investigation to determine the likelihood that personal information was, or will be, misused. The Data Breach Response Plan enables the District to respond effectively and efficiently to a data breach involving personally identifiable information (PII) as defined by NH Law, confidential or protected information (ie-FERPA), district identifiable information and other significant cybersecurity incident. The Data Breach Response Plan shall include processes to validate and contain the security breach, analyze the breach to determine scope and composition, minimize impact to the users, and provide notification (see Appendix N: Data Breach Response Plan).

Appendix A - Definitions

Confidentiality: Data or information is not made available or disclosed to unauthorized persons.

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 (PII) regarding students and staff.

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.

Data: Facts or information. Data can be in any form; oral, written, or electronic.

Data Breach, Breach of Security or Breach: A security incident in which there was unauthorized access to and unauthorized acquisition of personal information maintained in computerized form that compromises the security, confidentiality or integrity of the information.

Data Integrity: Data is current, accurate and has not been altered or destroyed in an unauthorized manner.

Data Management: The development and execution of policies, practices, and procedures in order to manage the accuracy and security of district instructional and operational data in an effective manner.

Data Owner: User responsible for the creation of data. The owner may be the primary user of that information or the person responsible for the accurate collection/recording of data. Ownership does not signify proprietary interest, and ownership may be shared. The owner of information has the responsibility for:

- knowing the information for which she/he is responsible.
- determining a data retention period for the information according to Board policy and state statute.
- ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the data used or created.
- reporting promptly to the ISO the loss or misuse of data.
- initiating and/or implementing corrective actions when problems are identified.

- following existing approval processes for the selection, budgeting, purchase, and implementation of any digital resource.

Information Security Officer: The Information Security Officer (ISO) is responsible for working with the Superintendent, Data Governance Team, data managers, data owners, and users to develop and implement prudent security policies, procedures, and controls. The ISO will oversee all security audits and will act as an advisor to:

- data owners for the purpose of identification and classification of technology and data related resources.
- systems development and application owners in the implementation of security controls for information on systems, from the point of system design through testing and production implementation.

Systems: Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device, whether hosted by the district or provider.

Security Incident: An event that 1) actually or potentially jeopardizes the confidentiality, integrity or availability of an information system or the information the system processes, stores or transmits, or 2) constitutes a violation or imminent threat of violation of security policies, security procedures or acceptable-use policies.

Personally Identifiable Information (PII): Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, State Assigned Student Identification, date and place of birth, mother's maiden name, or biometric records and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Risk: The probability of a loss of confidentiality, integrity, or availability of information resources.

User: The user is any person who has been authorized to read, enter, print, modify, or delete information. A user of data is expected to:

- access information only in support of their authorized job responsibilities.
- comply with all data security procedures and guidelines.
- keep personal authentication confidential (user IDs, passwords, secure cards, PINs, access codes).
- report promptly to the ISO the loss or misuse of data.
- follow corrective actions when problems are identified.

Appendix B - Laws, Statutory, and Regulatory Security Requirements

CIPA: The Children’s Internet Protection Act was enacted by Congress to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies shall include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they shall provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

COPPA: The Children’s Online Privacy Protection Act regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information.

<https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>

FERPA: The Family Educational Rights and Privacy Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords students specific rights with respect to their data.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HIPAA: The Health Insurance Portability and Accountability Act applies to organizations that transmit or store Protected Health Information (PII). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well.

<https://www.hhs.gov/hipaa/index.html>

IDEA: The Individuals with Disabilities in Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

<https://sites.ed.gov/idea/>

PCI DSS: The Payment Card Industry Data Security Standard was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments.

www.pcisecuritystandards.org

PPRA: The Protection of Pupil Rights Amendment affords parents and minor students’ rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

<https://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

New Hampshire State RSA 189:65-189:68: Student and Teacher Information Protection and Privacy as defined by the following sections:

- [NH RSA 189:65](#) Definitions
- [NH RSA 189:66](#) Data Inventory and Policies Publication
- [NH RSA 189:67](#) Limits on Disclosure of Information
- [NH 189:68](#) Student Privacy
- [NH RSA 189:68-a](#) Student Online Personal Information

[New Hampshire Minimum Standards for Privacy and Security of Student and Employee Data](#)

[New Hampshire Minimum Standards - FAQ’s](#)

New Hampshire State RSA Chapter 359-C Right to Privacy:

- [NH RSA 359-C:19](#) Notice of Security Breach - Definitions
- [NH RSA 359-C:20](#) Notice of Security Breach Required
- [NH RSA 359-C:21](#) Notice of Security Breach Violation

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Appendix C - Digital Resource Acquisition and Use

The purpose of the Digital Resource Acquisition and Use process is to:

- ensure proper management, legality and security of information systems,
- increase data integration capability and efficiency,
- and minimize malicious code that can be inadvertently downloaded.

New Resource Acquisition

Staff will be required to complete steps outlined under the staff section of the District's website. An online request is required for any new digital resources that either has an associated cost or collects staff or student data. All staff must adhere to the following guidelines regarding digital resource acquisition:

- Contracts for any system that creates, collects or uses personally identifiable information (PII), student records or confidential data must be reviewed by the ISO prior to initiation. Staff should speak with their building Technology Integrator before using ANY new app/online tool with students and seek their assistance with the evaluation/vetting process. This includes any online tool that a student interacts with where they may be creating content and/or any site that requires any student login.
- It is the responsibility of the staff requesting to use new digital content to properly vet the resource to ensure that it meets district business objectives, is in line with curriculum or behavioral standards, is age appropriate, is instructionally sound, and is appropriate for the intended use.
- Digital resources that accompany adopted instructional and/or curriculum materials will be vetted by the appropriate Assistant Superintendent, Curriculum Directors/Deans and the Director of Technology, or designee, prior to purchase.

All new resources shall be properly evaluated against the following criteria, when applicable:

- Impact on technology environment including storage and bandwidth
- Hardware requirements, including any additional hardware
- License requirements/structure, number of licenses needed, and renewal cost
- Maintenance agreements including cost
- Resource update and maintenance schedule
- Funding for the initial purchase and continued licenses and maintenance
- Evaluate terms of service, privacy policy, and MOU/contract that meet the following criteria:
 - o The district continues to own the data shared, and all data must be available to the district upon request.
 - o The vendor's access to and use of district data is limited; the data cannot be used for marketing, targeted advertising or data mining; and the data cannot be shared with third parties unless allowed by law and authorized by the district. If metadata is collected, it will be protected to the same extent as the district's confidential or critical information.
 - o District data will be maintained in a secure manner by applying appropriate technical, physical and administrative safeguards to protect the data.
 - o The provider will comply with district guidelines for data transfer or destruction when contractual agreement is terminated.
 - o No API will be implemented without full consent of the district.
 - o All data will be treated in accordance to federal, state and local regulations
 - o The provider assumes liability and provides appropriate notification in the event of a data

breach.

Note: Exceptions can be made by the ISO when all the criteria cannot be met for a legitimate reason while still meeting all regulatory requirements for use. Parent permission is requested from parents during the yearly online registration process for district vetted and approved applications and tools.

Approved Digital Resources

In order to ensure that all digital resources used meet security guidelines and to prevent software containing malware, viruses, or other security risk, digital resources that have been vetted are categorized as Approved or Denied.

- A list of vetted software will be maintained on the District Technology Use and Student Data Privacy website.
- It is the responsibility of staff to submit a request to use a new digital resource if a resource is not listed.
- Digital resources that are denied or have not yet been vetted will not be allowed on district owned devices or used as part of district business or instructional practices.

Digital Resource Licensing/Use

All computer software licensed or purchased for district use is the property of the District and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.

All staff must adhere to the following guidelines regarding digital resource licensing/use:

- Only approved district resources are to be used.
- District software licenses will be:
 - o kept on file in the technology office.
 - o accurate, up to date, and adequate.
 - o in compliance with all copyright laws and regulations.
 - o in compliance with district, state and federal guidelines for data security.
- Software installed on Timberlane Regional School District systems and other electronic devices will have a current license on file or will be removed from the system or device.
- Resources with or without physical media (e.g. downloaded from the Internet, apps, or online) shall still be properly vetted and licensed, if necessary, and is applicable to this procedure.
- Under no circumstances can staff act as a parental agent when creating student accounts for online resources; resources requiring this permission must be approved at the district level.

Appendix D - Data Security Checklist

A thorough risk analysis of all Timberlane Regional School District data networks, systems, policies, and procedures shall be conducted on an bi-annual basis or as requested by the Superintendent, ISO or designee by an independent third party. The risk analysis will include internal and external vulnerability cybersecurity risk assessments and external penetration testing of the District network. An internal audit of District network security will be conducted annually by District Technology staff.

The Data Security Checklists examine the types of threat that may affect the ability to manage and protect the information resource. The analysis also documents any existing vulnerabilities found within each entity, which could potentially expose the information resource to threats. Finally, the analysis includes an evaluation of the information assets and the technology associated with its collection, storage, dissemination and protection.

From the combination of threats, vulnerabilities, and asset values, an estimate of the risks to the confidentiality, integrity and availability of the information is determined. The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be used to develop a plan to mitigate identified threats and risk to an acceptable level by reducing the extent of vulnerabilities.

Data Security Checklist for District Hosted Systems

- Inventory and classification of data on system
- Types of potential threats (internal, external, natural, manmade, electronic and non-electronic)
- Physical security of system
- Location within network including network systems protection (firewall, content filter) and if system is externally facing or only allows for district network access
- Access controls including password security (can district password requirements be enforced)
- Authentication methods (LDAP/Active Directory, Single Sign On, District managed account, user managed account)
- Server/system security patch frequency
- Ability to access from mobile devices
- Ability to maintain critical system event logs
- Ability to receive notification for critical system events

Data Security Checklist for Provider Hosted Systems

- Inventory and classification of data on system
- Types of potential threats (internal, external, natural, manmade, electronic and non-electronic)
- Contract, terms of service and privacy policy are current and meet district data security requirements
- Provider has adequate data security measures including data management and incident response
- Ability to ensure proper access controls including password security (can district password requirements be enforced)
- Authentication methods (LDAP/Active Directory, Single Sign On, District managed account, user managed account)
- Server/system security patch frequency
- Ability to access from mobile devices
- Notification practices in the event of a system compromise or security breach

Appendix E - Data Classification Levels

Personally Identifiable Information (PII)

PII is information about an individual maintained by an agency, including:

- Any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
- Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications.

Confidential Information

Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access. Examples of confidential information may include: student records, personnel information, key financial information, proprietary information, system access passwords and encryption keys.

Unauthorized disclosure of this information to individuals without a business need for access may violate laws and regulations, or may cause significant consequences for district, its staff, parents, students or other stakeholders. Decisions about the provision of access to this information shall always be cleared through the data manager and/or ISO.

Internal Information

Internal Information is intended for unrestricted use within the district and in some cases within affiliated stakeholders. This type of information is already widely-distributed within the district, or it could be distributed within the organization without advance permission from the information owner. Examples of Internal Information include internal policies and procedures and handbooks.

Unauthorized disclosure of this information to outsiders may not be appropriate due to copyright, legal or contractual provisions.

Directory Information

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The school district designates the following items as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

This information may only be disclosed as permitted in School Board Policy JRA and JRA-R

Public Information

Public Information must specifically be approved for public release by the Superintendent or appropriate district administrator. Examples of public information may include patron mailings and materials posted to the district's website.

Appendix F - Securing Data at Rest and Transit

All staff and students that log into a district owned device will be provided with several options for data storage and transmission. Staff and students will need to ensure that they are securely storing their data. Staff and students may be able to store data on the local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff may also have a mapped server based personal folder. This folder acts as a redirection to district file servers. Access to these files is restricted to the folder's owner (staff who is assigned) and district enterprise administrator accounts. Staff and students using Chromebook devices have limited local storage capabilities. Chromebook users are to store their data within their GSuite for Education Drive account.

Confidential and critical information will be saved and maintained in a secure manner using encryption or other password-protected security measures. Likewise, when data is transmitted, the district will use encryption or password-protected security measures.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a GSuite Or Office 365 for Education account that provides adequate storage. Users are responsible for all digital content on their district provided GSuite or Office 365 for Education Drive. When using cloud storage, staff must adhere to the following guidelines:

- Staff and students may not access cloud storage through third party applications outside of approved internet browsers and Google Drive App on Android & iOS on One Drive for Microsoft Office. This will ensure that native operating systems do not replace cloud sharing security.
- Users need to be aware of default sharing settings on folders when they upload files. Users are required to limit sharing files to an as needed basis.
 - Staff and students must ensure that any cloud storage providers used are approved by the district.
- When exiting the district, students should responsibly copy their content to their own personal storage solution.
- When exiting the district, staff should ensure that they are only copying personal content that they created. Staff are prohibited from copying content that contains confidential information, student records or data.
- Data with personally identifiable information of staff or students may be posted to users' district provided Google Drive or One Drive with appropriate security settings. Users may not post this data to other cloud sharing platforms without consent of district administration.
- Staff should never post any documents labeled classified, confidential, or restricted to any cloud storage including district provided Google Drive or One Drive accounts without district approval.
- All users shall immediately report any cloud storage security problems of the district's technology resources to a teacher or administrator.
- Attempting to gain or gaining unauthorized access to cloud storage or the files of another is prohibited.
- As with other forms of district technology, district staff, students, and other GSuite for Education or One Drive users should have no expectation that the data they store on district systems is private from other authorized users in the system.

The term "File Sharing" is used to define all activities that share access to digital information whether in the cloud or on district administered mapped drives. When file sharing, staff must adhere to the following guidelines:

- Users must abide by all policies and procedures regarding professional conduct and

communication when sharing, reviewing, updating, commenting and re-sharing.

- When sharing content, users must ensure that other users accessing the information in the files have appropriate access to the information based on job function.
- All users shall immediately report any inappropriate sharing of the district's technology resources to an administrator.

External Storage Devices

The term "External Storage Devices" is used to define all portable storage devices (including USB drives, rewritable CD/DVD, memory cards, and external hard drives) used by staff and students. While the district recognizes the advantages for staff and students to maintain information on these devices, users are strongly encouraged to rely on their district provided GSuite for Education Drive account for all storage needs. When using external storage devices, staff must adhere to the following guidelines:

- Users are responsible for all content on external storage devices that have been connected to district technology resources.
- Users must ensure that they will not introduce harmful software including computer viruses, malware, non-district approved software, or hacking tools to district technology resources.
- Users must ensure that the data will remain secure through appropriate encryption or password protection when transferring files containing PII or protected information to an external storage device. Users should only keep the information stored on the external device for the duration of the project, and then promptly remove.
- Staff should never transfer any documents labeled classified, confidential, or restricted to any external storage device.
- Staff should never transfer or create confidential data or student records on personal storage devices.

File Transmission Practices

- Staff are responsible for securing sensitive data for transmission through email or other channels. When possible, staff should de-identify or redact any PII or confidential information prior to transmission.
- Staff should never include a password in any electronic communication unless directed to do so by Technology Staff.
- Staff should not transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval.
- Regular transmission of student data to services such the District Library Management system, Food Service Management system and Single Sign On Provider system is managed by the technology department using a secure data transfer protocol. All such services are approved by a district/building administrator and the Director of Technology.

Credit Card and Electronic Payment

Users of systems that process electronic payments, including but not limited to processing credit card information, must adhere to strict guidelines regarding the protection of payment information and cardholder data. These users are responsible for adhering to the following requirements and appropriate level of PCI compliance when handling such data:

- Never store cardholder data on district systems or in written form. All cardholder data may only be entered in secured payment systems approved by the district. Any cardholder data collected in written form must be shredded immediately after entry into the approved system.
- The district will never maintain a data system for payment information. All payment information will be stored and processed by a 3rd party accessible through a secure portal.

- Never request cardholder information to be transmitted via email or any other electronic communication system. The district will employ measures to help flag emails that contain this information.
- Payment information shall be entered directly into the approved payment system by individual making payment. If the individual is not able to directly input the payment, designated staff may gain verbal approval for the payment process either in person or via phone (after identification is verified). If verbal payment information is received, that information must be entered directly into the payment system and not written down during the process.
- If payment information is collected via a physical form, that form must be shredded or payment information redacted immediately upon receipt and entry into the payment system.

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Appendix G - Physical Security Controls

The following physical security controls shall be adhered to:

- Network systems shall be installed in an access-controlled area. The area in and around the computer facility shall afford protection against fire, water damage, and other environmental hazards such as power outages and extreme temperature situations.
- Monitor and maintain data centers' temperature and humidity levels.
- File servers and/or storage containing PII, Confidential and/or Internal Information shall be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
- Ensure network systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss.
- Computers and other systems shall be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
- Monitor and control the delivery and removal of all data-storing technological equipment or systems. Maintain a record of all such items entering or exiting their assigned location using the district approved technology inventory program. No technology equipment regardless of how purchased or funded shall be moved without the explicit approval of the technology department.
- Ensure that technological equipment or systems being removed for transfer to another organization or being designated as surplus property is appropriately sanitized in accordance with applicable policies and procedures (see Appendix I: Asset Management).

Appendix H - Asset Management

Data security must be maintained through the life of an asset, including the destruction of data and disposal of assets. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as a system, asset or device.

All involved systems and information are assets of the district and are expected to be protected from misuse, unauthorized manipulation, and destruction.

Inventory

All technology devices or systems considered an asset are inventoried by the technology department. This includes, but is not limited to, network appliances, servers, computers, laptops, mobile devices, and external hard drives. The technology department will conduct annual inventory verification of all district devices. It is the responsibility of the technology department to update the inventory system to reflect any in-school transfers, in-district transfers, or other location changes for district technology assets.

Disposal Guidelines

Assets shall be considered for disposal in accordance with state/federal regulations and School Board Policy DN. The following considerations are used when assessing an asset for disposal:

- End of useful life
- Lack of continued need
- Obsolescence
- Wear, damage, or deterioration
- Excessive cost of maintenance or repair
- Salable value

The Director of Technology shall approve disposals of any district technology asset.

Methods of Disposal

Once equipment has been designated and approved for disposal, it shall be handled according to policy [DL \(School Properties Disposal Procedure\)](#).

Appendix I - Virus, Malware, Spyware, Phishing and SPAM Protection

Virus, Malware, and Spyware Protection

Timberlane Regional School District PC desktops, laptops, and file servers are protected using enterprise virus/malware/spyware software. Definitions are updated daily and an on-access scan is performed on all “read” files continuously. A full scheduled scan runs weekly. A full scheduled scan is performed on all servers weekly during non-peak hours. All files and systems are scanned.

Internet Filtering

Student learning using online content and social collaboration continues to increase. The Timberlane Regional School District views Internet filtering as a way to balance safety with learning—letting good content, resources, and connections in while blocking the bad. To balance educational Internet resource and application use with student safety and network security, the Internet traffic from all devices on the district network is routed through the district firewall and content filter. Filtering levels are based on the role of the user, staff or student and student grade level. All sites that are known for malicious software, phishing, spyware, etc. are blocked.

Phishing and SPAM Protection

Email is filtered for viruses, phishing, spam, and spoofing using Google and Office 365 services.

Security Patches

Server patch management is performed regularly. Security patches are applied on an as needed basis. The district utilizes a Microsoft WSUS server (Windows Server Updates Services) to distribute approved updates.

Appendix J - Account Management

Access controls are essential for data security and integrity. The Timberlane Regional School District maintains a strict process for the creation and termination of district accounts. All new staff accounts are authorized through an HR hiring process prior to creation. Role-based permissions are used to establish access to all systems. Access security is audited at least annually or whenever access permission requirements are changed for a particular application/software or when an application/software is no longer necessary.

Staff Accounts

When a staff member is hired by the Timberlane Regional School District, the following process ensures that each staff member has the correct access and permissions to the resources that are required for their position.

- Notification of new staff members is sent from Human Resources to the Technology Department. This notification includes position, building assignment(s), and start date.
- Only after notification has been received from Human Resources, the Technology Department creates user accounts. The user is given access and permissions to the necessary resources based on their position and building assignment(s) (see Appendix K: Data Access Roles and Permissions).
- Any exception to permissions must be approved by the district administrator responsible for the system (data manager) and the Director of Technology.

When a staff member's employment is ended, either by termination or resignation, account permissions are revoked in one of two ways.

- In the event of termination, HR will notify the Technology Department via email or phone call requiring the account to be disabled at once, preventing any further access to district resources.
- In the event of resignation, HR will notify the Technology Department via email indicating the termination date. The account is disabled at the end of business on the termination date, preventing further access to district resources.
- In the event that a user having elevated permissions to any system separates from the district, additional measures are taken to ensure that all elevated accounts to those systems are secure.

Local/Domain Administrator Access

Only members of the District Technology staff will be granted access to domain level administrator and local machine administrator accounts in order to complete their job functions. **Middle school and High School administrators and counselors have the abilities to reset student accounts only at their respective schools.**

Remote Access

Access into the District's network from outside is strictly prohibited without explicit authorization from the ISO. Remote access will be granted through virtual private network (VPN) connection through the district's network VPN appliance; no other method of remote access shall be granted without explicit authorization from the ISO. PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protection as information stored and accessed within District's network.

In the event that VPN access is needed by a contractor/vendor, access must be approved by the ISO. The Network Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports. All VPN accounts will employ the use of 2 factor authentication.

All VPN accounts will be reviewed at least annually.

Contractors/Vendors

Access to contractors/vendors is governed through the same process using School Board Policy EHAB. All contractor/vendor access must be approved by HR and ISO. All contractors doing business on district premises must also pass a background check unless other security measures are addressed in a vendor contract. All contractors/vendors accessing district data will be considered on premise users. Once the approval has been obtained, the technology department will create the account.

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Appendix K - Data Access Roles and Permissions

Student Information System (SIS)

Staff are entered into the Timberlane Regional School District's student information system. Only staff whose roles require access are provided accounts for the system. The following minimum information is entered for each staff member:

- Building/Site location
- Status - Active
- Staff Type
- District Email Address
- Primary Alert Phone Number and Cell phone number

Access accounts for the District's SIS are setup based on staff role/position, building and required access to student data and are assigned by the Director of Technology or designee. Teacher accounts are created for all staff responsible for taking student attendance and entering and maintaining grades. Teacher accounts login to the SIS Teacher Portal. Staff assigned a Teacher account only have access to students they teach or provide services to. Administrative accounts are created based on the staff member's role/position and function and further restrictions to data are controlled through security groups. Security groups control access permissions to certain data sets such as attendance, demographic data, grades, discipline etc. and whether the staff member can view or maintain data. Additional page level permissions are assigned to the security groups. PowerSchool administrative accounts log into the SIS Admin Portal.

Security Groups

- Administrator
- Guidance Staff
- School Administrator
- Administrative Assistant
- School Nurses
- Unassigned - no access

* A complete list of permissions is kept on file in the technology department.

Financial System

All staff members are entered into the District's financial system for the purpose of staff payroll and HR tracking. Staff access to their individual payroll information is granted through the employee portal. Only staff requiring access are provided accounts for the financial/personnel system.

After basic information and user ID are created, a security role is assigned to the account granting them access to designated areas of the financial system to complete their job responsibilities.

Financial System Security Roles

- AP/GL (Accounts Payable), General Ledger)
- AP/GL/PR (Accounts Payable, General Ledger, Payroll)
- Full Access
- HR Admin Asst
- HR Director
- HR Review

- IT Processing
- Payroll
- PR/HR (Payroll, Human Resources)
- Principals/Directors
- Remote (Admin Assistants at schools)
- Remote SPED Only

* A complete list of permissions is kept on file in the technology department.

Special Education System

The State of New Hampshire provides the District access to the NH Special Education Information System (NHSEIS) that houses all student IEP information. Access accounts to NHSEIS is maintained by the District's Director of Special Services office through the MyNHDOE single sign on portal. A user role determines the user's authority and applicable permissions within the NHSEIS system. The established roles are as follows:

- School Administrator
- Provider
- Case Manager
- District IT Administrator
- IEP Team Member
- District Administrator
- SAU System Administrator
- SAU System Staff
- General Ed Teacher
- SAU District Administrator

The following user roles access NHSEIS through the MyNHDOE portal: Case Manager, District Administrator, District IT Administrator, SAU District Administrator, SAU System Administrator, SAU System Staff, and School Administrator. The remaining user roles, Provider, General Ed Teacher and IEP Team Member access NHSEIS through a SAU specific web address.

Health Software System

School District Nurses, Nurse Substitutes and Technology Staff are the only staff members granted access to the District's Health Software system. Technology Staff access is for the purpose of upgrades, and technical support for the use of the system. The medical data that is collected and maintained by the school nurses on the system includes immunizations, conditions, medications, and clinic logs (Time in/out of clinic and action taken). School nurses are the only accounts that can view and maintain medical information.

Food Services System

The District uses a Food Services software management system to track data and perform functions necessary for the efficient operation of the Food Service Program. Food service staff are granted accounts with access to only the parts of the system that are necessary to complete their job functions. Technology Staff access is for the purpose of upgrades, and technical support for the use of the system and cash registers. SAU Staff has access to data to comply with state and federal reporting.

* A complete list of permissions is kept on file in the technology department.

Appendix L - Password Security

The District requires the use of strictly controlled passwords for network access and for access to secure sites and information. All passwords to district systems shall meet or exceed the below requirements.

- Passwords shall never be shared with another person.
- When possible, user created passwords should adhere to the same criteria as required for district network access as outlined below.
- Passwords shall never be saved when prompted by any application with the exception of single sign-on (SSO) systems as approved by the Technology Department.
- Passwords shall not be programmed into a computer or recorded anywhere that someone may find and use them.
- When creating a password for secure information or sites, it is important **not** to use passwords that are easily guessed due to their association with the user (i.e. children's names, pets' names, or birthdays).
- Users and staff who have reason to believe a password is lost or compromised must notify the Director of Technology or designee as soon as possible. The technology department will verify the identity of the person requesting the change before resetting the password.
- Staff Passwords will be expired and forced to be changed to a strong one at least once per calendar year
- **All district administrators, SAU based employees, and school front office staff shall be required to use 2 Factor authentication for TRSD email and Google logins.**
- Student Passwords will be expired upon entering 6th and 9th grades and students will be required to choose a new strong one.

District network access to resources managed through Active Directory/Google Accounts:

- Passwords must be “strong,” and must be a minimum of 8 characters long, must include at least one uppercase character, one number and one special character (! @ # \$ % & ?)
- Passwords will only be changed in the event the user shares their password with another staff member or they believe their account has been hacked.
- Your password must not be too similar to your username.
- Do not use your district password for any non-district systems.
- Password history will be enforced so that users cannot change a password to a recently use one. Where possible, system software should enforce the following password standards:
- Passwords routed over a network shall be encrypted.
- Passwords shall be entered in a non-display field.
- System software shall enforce the changing of passwords and the minimum length.
- System software shall disable the user password when more than five consecutive invalid passwords are given.

Appendix M - Technology Disaster - Recovery Plan

OBJECTIVES

The primary purpose of the Technology Disaster Recovery Plan (TDRP) is to enable the Timberlane Regional School District (Timberlane Regional) to respond effectively and efficiently to a natural disaster or critical failure of the district's data center and/or core systems. The objectives during a natural disaster or critical failure are the following:

- Minimize the loss or downtime of core systems and access to business critical data.
- Recover and restore the district's critical systems and data.
- Maintain essential technology resources critical to the day to day operations of the district.
- Minimize the impact to the staff and students during or after a critical failure.

Planning Assumptions

The following planning assumptions were used in the development of Timberlane Regional's TDRP:

- There may be natural disasters that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a disaster.
- There is the possibility of complete loss of the current data center.
- We will have adequate storage to recover systems.
- Data housed at the district data center is backed up in the cloud.
- District data is hosted by 3rd party providers.
- In the event of a critical failure to network infrastructure in the datacenter, District networking may be significantly impacted.

Disaster Recovery/Critical Failure Team

The Timberlane Regional School District has appointed the following people to the disaster recovery/critical failure team:: Director Technology, Business Administrator, Business Operations Coordinator and all Senior Technology Specialists.

In the event the TDRP is activated, overall management of the response is delegated to this team.

Their primary responsibilities include:

- Determining the impact of the natural disaster/critical failure.
- Communication of impact and or loss, and updates of progress to the Superintendent.
- Communication of outages and updates to district staff.
- Oversight of the TDRP implementation and restoration of critical systems and data.
- Allocation and management of technology staff during the event.
- Working with manufacturers and/or vendors during the recovery and restoration of critical systems and data.
- Oversight of TDRP implementation debrief.

Activation

The TDRP will be activated in the event of the following:

- A natural disaster has occurred and affects the operation of the District's data center(s). A natural disaster includes but is not limited to the following: tornado, earthquake, lightning, and flood.
- A fire has impacted the data center.
- Water or flooding has impacted the data center.
- Critical system failure.

The Information Security Officer (ISO) will act as the incident response manager (IRM). If the ISO is not able to act as the IRM, a member of the Superintendent's Leadership Team will assume the role of IRM, with assistance from the IRT.

Notification

The following groups, if affected, will be notified in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team
- Technology Staff
- District Staff
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication is available at the time. This could include any one or combination of the following:

- Phone
- Email
- Social Media/Website
- Radio or Television

The TDRP team will work with the Superintendent on which information will be conveyed to each above group and what means will be used.

Implementation

The TDRP team has the following in place to bring the District back online in the least of amount of time possible:

- Maintained spreadsheet listing all server names , physical and virtual, and their function. A hard copy of this document will be secured at the technology office. An electronic version will be housed on Google Drive.
- Maintained secure application to store all system administrator accounts, passwords and vendor contact information. This will be accessible only to applicable Technology Staff who need access to perform their job functions.
- The District's locally data backup solution includes the use of a daily local backup and off-site file storage. The local backup copy will be sent offsite for storage on a daily basis.
- The District's cloud based applications will be backed up daily and stored securely off site.

- In the event of a critical system failure, the District can restore that server back to our current environment from the backup solution.

Deactivation

The TDRP team will deactivate the plan once services are fully restored.

Evaluation

An internal evaluation of the Timberlane Regional TDRP response will be conducted. This will entail gathering documentation from the response and feedback from all stakeholders and incorporate into an after action report and corrective action plan. The result will be an update to the TDRP and other emergency response plans as appropriate

Appendix N - Data Breach Response Plan

OBJECTIVES

The purpose of the Technology Data Breach Plan (TDBP) is to enable the Timberlane Regional School District to respond effectively and efficiently to an actual or suspected data breach involving personally identifiable information (PII), confidential or protected information, district identifiable information and other significant cybersecurity incident. The objectives of the TDBP are:

- Convene the Incident Response Team (IRT) as necessary.
- Validate and contain the data security breach.
- Analyze the breach to determine scope and composition.
- Minimize impact to the staff and students after a data breach has occurred.
- Notification of data owners, legal counsel, state/federal agencies and law enforcement as deemed necessary.

Planning Assumptions

The following planning assumptions were used in the development of Timberlane Regional TDBP:

- There may be data breaches that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a data breach.
- District data is backed up.
- Some District data is hosted by 3rd party providers.

Data Breach/Incident Response Team

Timberlane Regional has appointed the following people to the data breach/incident response team: Director of Technology, Business Administrator, Business Operations Coordinator, Director of Human Resources, Director of Student Services and all Senior Technology Specialists.

In the event the TDBP is activated, overall management of the response is delegated to this team. Their primary responsibilities include:

- Determine the nature of the data compromised and its impact to staff, students and the district itself.
- Communicate impact, the number of affected individuals, the likelihood information will be or has been used by unauthorized individuals and updates of progress to the Superintendent and Business Administrator.
- Coordinate with Superintendent to ensure communication with district staff and or parents as deemed appropriate.

- Oversight of the TDBP implementation and data breach resolution.
- Allocate and manage technology staff resources during the event.
- Work with vendors, 3rd party providers, manufacturers, legal counsel, district data breach insurance provider, state/federal agencies and law enforcement while correcting the data breach and its repercussions.
- Oversight of TDBP implementation debrief.

Activation

The TDBP will be activated in the event of the following:

- A data breach has occurred and affects the district itself. A data breach includes but is not limited to an incident in which sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so
- Personal Health Information (PHI) has been compromised.
- Personally Identifiable Information (PII) has been compromised.
- Confidential or sensitive data has been compromised.
- Network hack/intrusion has occurred.

The Information Security Officer (ISO) will act as the incident response manager (IRM). If the ISO is not able to act as the IRM, a member of the Superintendent's Leadership Team will assume the role of IRM, with assistance from the IRT. The breach response and reporting process will be documented according to state and federal requirements. The Director of Technology will work with the Superintendent to dispense and coordinate the notification and public message of the breach.

Notification

The following groups will, if affected, be notified in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team
- Technology Staff
- District Staff
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication deemed appropriate. This could include any one or combination of the following:

- Email
- Social Media/Website

- Radio or Television
- Written Notice
- Phone

The TDBP team will work with district leadership on which information will be conveyed to each above group, timing of that communication and what means will be used.

Implementation

The TDBP team has the following processes in place to contain the data breach in the least of amount of time possible:

- Data inventory of all systems containing sensitive data. A hard copy of this document will be secured at the technology office. An electronic version will be housed on the Technology Departments Team Drive
- Data dictionary of all district hosted information systems. A hard copy of this document will be secured at the technology office. Due to non- disclosure agreements, this data may not be available in other locations/formats. The appropriate vendor(s) can be contacted for this information.
- Maintained spreadsheet listing all server names, physical and virtual, and their function. A hard copy of this document will be secured at the technology office. An electronic version will be housed on the Technology Departments Team Drive.
- Maintained secure application to store all system administrator accounts, passwords and vendor contact information. This will be accessible only to applicable Technology Staff who need access to perform their job functions.
- The District's data backup solution includes the use of a backup manager and off-site file storage, which backs up data locally in the datacenter and offsite.

The following will take place during the incident response:

- The members of the IRT will be assembled once a breach has been validated. The IRT will be comprised of the Director of Technology, Business Administrator, Business Operations Coordinator, Director of Human Resources, Director of Student Services and all Senior Technology Specialist. Additional members of the Timberlane Regional School District's administrative team and technology department may be designated to assist on the IRT.
- The IRT will determine the status of the breach, on-going, active, or post-breach. For an active and ongoing breach, the IRT will initiate appropriate measures to prevent further data loss. These measures include, but are not limited to, securing and blocking unauthorized access to systems/data and preserving any and all evidence for investigation.
- The IRT will work with the data managers and data owners to determine the scope and composition of the breach, secure sensitive data, mitigate the damage that may arise from the breach and determine the root cause(s) of the breach to devise mitigating strategies and prevent future occurrences.

- The IRM will work with legal counsel and the Superintendent's Leadership Team to determine appropriate course of action pursuant to state statute. This includes notification of the authorities, and local law enforcement.
- Collaboration between the authorities and the IRT will take place with the IRM. The IRT will work with the proper authorities to make sure any and all evidence is properly handled and preserved.
- On advice from legal counsel, an outside party may be hired to conduct the forensic investigation of the breach. When the investigation has concluded, all evidence will be safely stored, recorded or destroyed (where appropriate).
- All affected data, machines and devices will be identified and removed from the network as deemed appropriate for the investigation. Interviews will be conducted with key personnel and facts of the incident will be documented and the evidence preserved for later examination.
- The IRT will work with the Superintendent's office to outline the notification of the data owners and those affected. Communication will be sent out as directed by legal counsel and advised by the district communications team. The types of communication will include, but not limited to, email, text message, postal mail, substitute notice and/or phone call.
- The IRM, in conjunction with the IRT, legal counsel and the Superintendent's Leadership Team will determine if notification of affected individuals is necessary. Once the determination is made to notify affected individuals, a letter will be written in accordance with all federal and state statutes, and local procedures. If it is determined that identity theft or other fraud is not reasonably likely to occur as a result of the breach, such a determination shall be documented in writing and filed at the Superintendent's office.
-

Deactivation

The TDBP team will deactivate the plan once the data breach has been fully contained.

Evaluation

Once the breach has been mitigated an internal evaluation of the Timberlane Regional School District's TDBP response will be conducted. The IRT, in conjunction with the IRM and others that were involved, will review the breach and all mitigation steps to determine the probable cause(s) and minimize the risk of a future occurrence. Feedback from the responders and affected entities may result in an update to the TDBP and other emergency response plans as appropriate. Information security training programs will be modified to include countermeasures to mitigate and remediate previous breaches so that past breaches do not recur. The reports and incident review will be filed with all evidence of the breach.

TRSD 2022 Data Governance Manual Change Log

- 1.) Page 3 - remove titles of positions no longer employed by the district.
- 2.) Page 6 - Added note about staff being able to assist students with troubleshooting district access issues.
- 3.) Page 7 - Clarified that existing systems get reviewed annually.
- 4.) Page 11 - Provided clarification on why concurrent access to systems is limited when possible.
- 5.) Page 12 - Added Google drive as a destination for staff and student data.
- 6.) Page 13 - Added note about being able to send print jobs to the district cloud print queue and releasing jobs with security fob.
- 7.) Page 14 - Clarified that the district's data destruction process gets reviewed annually.
- 8.) Page 30 - Added note about middle and high school administrators and counselors being able to change student passwords at their schools.
- 9.) Page 34 - Added note that all district administrators, SAU based employees, and school front office staff will be required to use 2FA (2 Factor Authentication) for TRSD email and Google access.



EXECUTIVE SUMMARY

June 16, 2022

School districts are faced with ever changing priorities and public demands, but the one thing that has always remained true, is that schools like Timberlane prepare student for college and career. At one time, students were led to believe that college was the ultimate or only post-secondary option. Now, with the cost of college pushing some students away, an increase in the number of students interested in the trades, and with the continued shortage of skilled labor in the trades, schools are once again looking to adapt to changing conditions. Although the district has long had a positive partnership with our regional Career Technical Education (CTE) Centers at Pinkerton HS and Salem HS, now is the time that TRSD must consider even more resources to support the interests of students and the needs of the community. This consideration to support CTE aligns perfectly with the TRSB goal to “advance the work of the district focused on providing students with career pathways, extended learning opportunities, vocational experiences, dual enrollment, and non-traditional courses.”

Developing more trades focused programs will not occur instantly and will require a wide range of next steps. The expansion of offerings has already begun approximately 15 years ago, when TRHS introduced Project Lead the Way (PLTW) Pre-Engineering program. Since that time, THRS has added ‘Introduction to Trades’ classes, TRMS has introduced a STEM Unified Arts class at each grade level and we have seen an increased interest CTE classes and programs. Starting next year, TRHS will employ an administrator specifically tasked with further developing and overseeing Extended Learning Opportunities (ELO) and alternative pathways for students thus expanding possible vocational opportunities for students, but this is just one supportive step. Future goals would be to bring back and or expand the metal, auto and wood shop spaces at both the middle school and high school and, or develop a regional CTE center to augment and compliment the offerings of the other regional centers.

To develop a robust vocational/ trades program for TRSD students, the district must commit resources to ensure adequate facilities and qualified, certified teachers. There are a number of options to create trades focused facilities/ classroom spaces.

1. Build a new high school/ middle school campus around the existing PAC with designated trades focused classrooms/ spaces in a dedicated regional CTE center in order to offer both ‘internal’ and regional trades focused classes/ programs.
2. Build a new high school/ middle school campus around the existing PAC with designated trades focused classrooms/ spaces, only offering ‘internal’ trades focused elective classes, but allowing further expansion.
3. Build a new regional CTE center connected to the current high school/ middle school/ PAC complex to offer both ‘internal’ and regional trades focused classes.
4. Renovate current classrooms or spaces in district to house spaces for ‘internal’ trades classes and/or regional programs.

Likewise, finding qualified, certified trade teachers have presented a challenge throughout the state. As stated previously, there is a nationwide shortage of trade workers, and often experienced trade workers can make higher salaries working ‘privately’ than in a school system, therefore, securing these teachers will present a unique challenge.

Respectfully submitted,

Mark Pedersen

PROPOSAL FOR A TRSD REGIONAL CAREER TECHNICAL EDUCATION CENTER

The following proposal is for TRSD to apply for and develop a state level Career and Technical Education (CTE) program, ultimately becoming an approved regional CTE center. This plan aligns with both the strategic plan and school board goals. Specifically, the goal to “Advance the work of the district focused on providing students with career pathways, extended learning opportunities, vocational experiences, dual enrollment, and non-traditional courses.” CTE by its very nature aligns with this goal of providing students with career and technical education.

Background:

The state of NH has regional CTE centers that offer a range of specialized career and technical programs for high school students. TRSD is part of two regional centers, Pinkerton and Salem, for a variety of different programs.

TRSD can not become our own regional CTE center unless we can offer programs that other local centers do not offer. Although there are numerous programs offered at both Pinkerton and Salem, there are a number of CTE programs that are not offered at either location, or any of the other centers in the immediate area.

Regional CTE centers in NH are eligible for both state and federal aid for both construction projects, and yearly operations, but because TRSD is not allowed to be a regional CTE center, we are losing out on this money.

TRSD’s regional CTE center could potentially draw students from the following schools, TRHS, Sanborn Regional HS, Raymond HS, Epping HS, Pinkerton HS, and Salem HS.

PROGRAM OVERVIEW

As stated above, there are a number of programs that are not offered in the local CTE centers, but would fit well with local demographics and existing resources if TRSD were to become their own Regional CTE center. Described below are some potential CTE programs that would be associated with TRSD’s center and draw students from surrounding sending schools.

The first of these CTE areas would be Theater Arts, made up of ‘General Drama and Dramatic / Theater arts’ and Technical Theatre/ Theatre Design and Technology’ programs. These programs would utilize the existing PAC, staff and music department connections to teach students about theatrical arts and associated technology. Of the 25 NH CTE centers, none offers General Drama and Dramatic Theater Arts, and only three (Concord, Somersworth, and

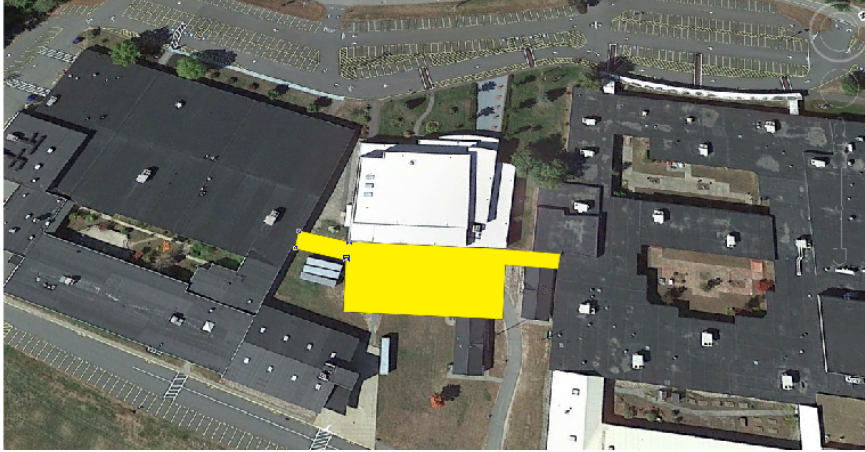
Wolfboro) offer a Technical Theatre program. A theater program would be unique in the state creating a draw for both the school and community.

The second CTE area that would be ideal for TRSD's regional center would be public service made up of 'criminal justice', 'Emergency Care Attendant (EMT Ambulance)', and 'Fire Science/ Fire fighting' programs. With a regional and national firefighter shortage, students in this program could easily be employed in well paying, sustainable careers right out of high school. With a draw of students from 15 different towns, there is the potential for ample support and resources from those town's fire/ rescue and police departments. Of the 25 NH CTE centers, none offer Criminal Justice, only two (Concord and Conway) offer an EMS program, and although 6 (Concord, Dover, Keene, Littleton, Manchester, and Peterborough) offer a Fire Science program, none are local to this region. Like the theater programs, these public service programs will have both community support and would be unique programs in the area to draw students and families to the district. This CTE area would work well with the state's goals and vision. In March 2022, NH Department of Safety released information that they are creating a Recruitment and retention workgroup to analyze shortage of FF and EMS candidates across the state. I therefore reached out to that workgroup (see attached letter) suggesting that the statewide network of regional CTE centers could help solve the shortage state wide, or even locally by asking for their support for the creation of regional CTE centers.

Finally, TRSD's CTE center could offer programs in HVAC/ refrigeration, and plumbing. These two career areas are in demand and offer students alternatives, yet compliments to the construction career programs of building trades, electrician and welding that are currently offered at Pinkerton and Salem. Like EMS/ Fire Science, students can graduate from TRSD's CTE center with certifications and be career ready upon graduation. These two programs have limited offerings around the state and certainly not in our geographical region. HVAC is only offered in Manchester, Nashua and Rochester, while plumbing is only offered in Claremont, Laconia, and Manchester.

Facility and Financial Impact

Like all CTE programs around the state, a dedicated space is ideal for the needs of CTE programs. The TRHS, TRMS, PAC campus has room to logically expand or build facilities to house the new CTE center. Since one of the programs being considered in this proposal is theater arts, the logical location would be associated with the Performing Arts Center. With an addition off the back of the current PAC (where the parking lot and Modular classrooms are located), the CTE center's construction project can also serve the security needs of enclosing the walkways between the high school, PAC and middle school. The new CTE building (location seen below in yellow) can be separated from the existing PAC building by an enclosed walkway to keep as much of the facade and architecture of the current PAC as intact as possible.



The building would house numerous classrooms and shop areas. Shops could include a fully outfitted woodworking shop for technical theater set design and construction as well as could house TRHS already existing woodworking and industrial trades classes. This shop would be adjacent to the HVAC and plumbing shop featuring metal working tools and welding capability. These tools would also be available to the technical theater shop as set designs frequently call for complex metal structures and features. Finally, the building could house one or two garage bays for an ambulance or fire truck, or even an auto tech elective classes.

Legislatively, there is a great deal of support for career and technical education in NH and at the federal level. Similarly, there is financial support for both the facility and teaching positions from state and federal funding sources as seen in the statements below:

“For each budget cycle, the DOE provides funding for capital projects for CTE centers (generally \$6-12M per center). This is for large renovation and construction projects.”¹

“The department of education is responsible for maintaining a statewide system of regional career and technical education centers to provide and allow for a variety of career and technical education programs funded within state budget appropriations. . . .”¹

NH state law 188-E:1 **Designation of Regional Centers and Courses.** – The commissioner, department of education, is hereby authorized and directed to designate high schools, and public academies as defined in RSA 194:23, II, offering vocational education programs as vocational education centers. In instances where it is educationally and economically feasible to do so, the commissioner may designate individual vocational courses in other than the vocational education centers as regional courses. An out-of-state school or course may be designated, when it is in the best interest of the state, as a part of the New Hampshire regional vocational education plan.”²

The federal Perkins V act “...Congress’ commitment in providing nearly \$1.3 billion annually for career and technical education (CTE) programs for our nation’s youth and adults.”³

NH Government by way of the legislative body and Governor Sununu as well as the federal government by way of Perkins grants, has committed resources to expanding CTE programs through the state. We need to garner the support of local and state government to support this endeavor.

1. https://carsey.unh.edu/sites/default/files/media/2020/10/cte_brief_102720.pdf
2. <https://law.justia.com/codes/new-hampshire/2010/titlexv/chapter188-e/section188-e-1/>
3. <https://cte.ed.gov/legislation/perkins-v>



NH School Administrative Unit 106 | Timberlane Regional School District

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 Timberlane.net

 @TimberlaneRegional

 @TimberlaneRSD

 @TimberlaneRSD

March 14, 2022

Dear Senator Prentiss, Representative Deshais and Chair Sharby,

I write this letter asking the 'Recruitment and Retention' workgroup to consider Career and Technical Education (CTE) centers associated with NH public high schools as a solution to the EMT and Fire Fighter shortages across the state. I bring an interesting perspective to this consideration as I have more than 20 years experience in secondary education, having spent the last 11 years in administration, and almost 20 years as an on-call firefighter/EMT/ Captain for Nottingham Fire Rescue. I see firsthand this issue from both sides in that NH students are looking for post-secondary college optional career options and Fire/ Rescue departments are struggling to attract and retain career or even on-call/ volunteer EMTs and Firefighters.

Education Commissioner Frank Edelblut has often publically touted the benefits of CTE programs as career options for NH Students, but the number, locations, and offerings of these CTE centers are strictly controlled by the state. Individual school districts are not 'allowed' to build a CTE center or even run CTE programs without explicit state approval to ensure there is integration with the current regional CTE centers. For example, my district, Timberlane Regional School District, is part of two regional centers, Pinkerton and Salem, and we cannot have our own competing programs. This is similar across the state where some schools do not have a CTE center and are thus sending schools, and others are receiving schools. Unfortunately, those sending schools not only have to pay tuition to the receiving schools, but because they do not have a regional center themselves, they are ineligible for state and federal funds/grants. I propose that this committee and representatives such as yourself, encourage and support local school districts to create CTE programs and centers to further develop much needed career options for students and our communities.

Although, I ask for your support to build a CTE center that is specific to Timberlane, the general idea could be used to help in the statewide issue of recruitment and retention of EMTs and Firefighters. I would like to see the Department of Education and politicians support TRSD's idea of creating a regional CTE center to run a Fire/EMS program as well as some other programs (Technical Theater, HVAC, and Plumbing) that are not currently being offered in other local regional centers. A benefit of the TRSD CTE center is that it would be the only CTE center in Rockingham County to offer EMS and Fire Science, thus filling a void in the state's second most populous county. Being a regional district comprising of Atkinson, Danville, Plaistow, and Sandown, a new regional center, could also bring kids from many other surrounding towns, therefore, this center could have a large impact across the south central part of the state. There would also be numerous local fire/ rescue departments, for these students to get their start, but they could give back to their communities as volunteers or on-call as soon as they become certified. Hopefully state and federal grants could reduce the local tax impact of building and operating this CTE center to ensure it success and sustainability.

I thank you for the opportunity to share this idea with you and look forward to the work that you and the committee will do to help alleviate the recruit and retention issues facing the fire rescue services in the state of NH.

Sincerely,



Mark Pedersen
Director of Secondary Education
Timberlane Regional School District
Plaistow, NH 03865
(603) 382-6541 ex 3906 mark.pedersen@timberlane.net

Captain
Nottingham Fire Rescue Department
235 Stage Road
Nottingham, NH 03290

Timberlane Regional Performing Arts Center - 2022-2023 **PROPOSED** Music & Drama Schedule of Events

Month	Date	Day	Event	Time	Place
August	1-5	Mon-Fri	HS Summer Musical Rehearsals	8:00am-4:00pm	Auditorium
	8-12	Mon-Fri	HS Summer Musical Rehearsals	8:00am-4:00pm	Auditorium
	13	Sat	HS Summer Musical Performances	1:00pm & 7:00pm	Auditorium
	11	Thu	HS Freshman Band Night	5:00-7:00pm	Band Hall
	15-19	Mon-Fri	HS Marching Band Camp	8:00am-4:00pm	PAC
September	9	Fri	Football Game - Bishop Guertin HS	6:30pm	TRHS
	15	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	16	Fri	Football Game - Winnacunnet HS	7:00pm	Winnacunnet HS
	23	Fri	Football Game - Keene HS	6:30pm	TRHS
	23	Fri	Poetry Slam	7:00pm	Recital Hall
	24	Sat	Art Night & All Day Workshop	TBA	Recital Hall
	29	Thu	Timberlane Players - Entourage	7:00pm	Recital Hall
	30	Fri	Football Game - Exeter HS	6:30pm	TRHS
October	3	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	4	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	6	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	14	Fri	Football Game - Spaulding HS	6:30pm	Spaulding HS
	7,8	Fri,Sat	Timberlane Players - 24 Hr Play Project	Play-Sat 7:00pm	Recital Hall & PAC Rooms
	15	Sat	Jazz All-State Auditions	TBD	Souhegan HS
	15	Sat	Dover Band Show	6:00pm	Dover HS
	15	Sat	NHASTA Fall Orchestra Festival	TBD	TBD
	17	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	18	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	21	Fri	Football Game - Dover Middle/High School	6:30pm	TRHS
	TBD	Fri	High School Chorus Festival	TBD	Keene State
	28	Fri	Football Game - Portsmouth High Athletics	7:00pm	Portsmouth High Athletics
	31	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
November	1	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	3,4,5	Thu,Fri,Sat	Timberlane Players - Fall Play	7:00pm - Sat Mat 2:00pm	Recital Hall
	10	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	14	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	15	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	19	Sat	All State Auditions	TBA	Manch. Memorial
	28	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	29	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
December	5	Mon	HS Jazz & Rock Ensemble Concert	7:00pm	Auditorium

7	Wed	MS Band Concert (7th & 8th)	7:00pm	Auditorium
11	Sun	HS Concerts (band, orch, chor, gui orch)	1:00-5:00pm	Auditorium
9	Fri	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
12	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
13	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
14	Wed	MS Chorus Concert (7th & 8th)	7:00pm	Auditorium
16	Fri	Drama & Music Dept Holiday Show	7:00pm	Auditorium
19	Mon	MS Orchestra (7th & 8th)	7:00pm	Auditorium
20	Tue	Elementary Honors Band, Orchestra, Chorus Concer	7pm	Auditorium
21	Wed	Grade 6 Concerts (band,orch,chor)	7:00pm	Auditorium
12/23-1/2		Holiday Break		

January	7	Sat	NHBDA Chamber All State Festival	All Day	UNH
	10	Tue	Pollard Winter Concert	7:00pm	Auditorium
	11	Wed	Danville Winter Concert	7:00pm	Auditorium
	12,13,14	Thu,Fri,Sat	Timberlane Players-Winter Play	7:00pm Sat Mat 1:00pm	Recital Hall
	17	Tue	Atkinson Winter Concert	7:00pm	Auditorium
	18	Wed	Sandown Winter Concert	7:00pm	Auditorium
	20	Fri	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	21	Sat	Middle School Musical All Day Rehearsal	11:00-6:00pm	Auditorium
	23	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	24	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	25	Wed	MS Beginning Band & Orchestra Concert	7:00pm	Auditorium
	27	Fri	Timberlane Players - Entourage	7:00pm	Recital Hall
	28	Sat	Middle School Musical	1:00 & 7:00pm	Auditorium
	TBA	Sat	NHBDA Jazz Festival	TBA	Hollis-Brookline HS

February	2,3,4	Thu,Fri,Sat	NHMEA All State Jazz Festival **	TBA	Pinkerton Academy
	6	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	7	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	8	Wed	High School Tri-M Induction Ceremony	7:00pm	Recital Hall
	10,11	Fri,Sat	Timberlane Players - 24 Hr Play Project	7:00pm	Recital Hall
	14	Tue	Grades 8-12 Guitar Concert	7pm	Auditorium
	15	Wed	HS Great American Songbook Concert	7:00pm	Recital Hall
	16	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	20	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	21	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	22	Wed	Music Faculty Recital	7:00pm	Recital Hall
2/27-3/3	Mon-Fri	Winter Vacation			

March	6	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	7	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH

	7	Tue	NHBDA Middle Level Honors Festival	TBD	TBD
	8	Wed	Timberlane Players - Entourage Comedy Show	7:00pm	Recital Hall
	9	Thu	HS/MS Jazz Night	7:00pm	Auditorium
	10	Fri	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	11	Sat	UNH/Clark Terry Festival	TBA	UNH
	13	Mon	Grades 6-12 Orchestra Concert	7:00pm	Auditorium
	14	Tue	Grades 8-12 Chorus Concert	7:00pm	Auditorium
	15	Wed	Grades 8-12 Band Concert	7:00pm	Auditorium
	16,17,18	Thu,Fri,Sat	Timberlane Players - One Acts	7:00pm	Auditorium
	18	Sat	Large Group Middle School Festival	TBA	Goffstown HS
	20	Mon	Elementary Grade 5 Band Rehearsal	6:30pm	Auditorium
	21	Tue	Grades 5-7 Band Concert	7:00pm	Auditorium
	22	Wed	Grades 6-7 Chorus Concert	7:00pm	Auditorium
	23	Thu	Poetry Slam	7pm	Recital Hall
	25	Sat	Large Group High School Festival	TBA	Bow NH
	25	Sat	Art Night & All Day Workshop	TBA	Recital Hall
	29	Wed	Sandown, Danville & Grades 4,5 & Advisories Chorus Concert	6:30pm	Auditorium
	29	Wed	Atkinson, Pollard & Grades 4,5 & Advisories Chorus Concert	7:30pm	Auditorium
		Fri	NHBDA Middle Level Honors Festival	TBA	Keene Middle School
		Sat	NHASTA Stringfest	9:00am-4:00pm	Mountain View MS, Goffstown
	3/30-4/1	Thu,Fri,Sat	NHMEA All State Music Festival **	TBA	Concord, NH
April	3	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	4	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	10	Mon	Elementary Honors Chorus Rehearsal	6:30-8:00pm	CH
	11	Tue	Elementary Honors Band & Orchestra Rehearsals	6:30-8:00pm	BH, CH
	12	Wed	MS Solo & Ensemble Night	7:00pm	Auditorium
	18	Tue	Elementary Honors Band, Orchestra, Chorus Concert	7:00pm	Auditorium
	19	Wed	HS Solo & Ensemble Night	7:00pm	Auditorium
	21	Fri	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
		Mon-Fri	Spring Break		
May	4*,5,6	Thu,Fri,Sat	HS Musical	7pm & 1pm(Sat)	Auditorium
	6	Sat	NHMEA Middle School Festivals - Band/Chorus	All Day	TBA
	9	Tue	All District Elementary Beginner Strings Rehearsal		
	10	Wed	All District Elementary Beginner Instrumental Concert	7:00pm	Auditorium
	11	Thu	MS Beginner Band & Orchestra Concert	7:00pm	Auditorium
	13	Sat	NHMEA Middle School Festival - Strings	All Day	TBA
	15	Mon	Elementary Grades 4 & 5 Orchestra Rehearsal	7:00	Auditorium
	16	Tue	Grades 6-12 Guitar & Rock Ensemble Concert	6:00pm	Auditorium
	16	Tue	HS Chorus Concert	7:30pm	Auditorium
	17	Wed	HS Band Concert	6:00pm	Auditorium

17	Wed	HS Orchestra Concert	7:30pm	Auditorium
22	Mon	Grades 4-8 Orchestra Concert	7:00pm	Auditorium
23	Tue	MS Chorus Concert - Grades 6, 7, 8	7:00pm	Auditorium
24	Wed	HS Jazz Concert	7:00pm	Auditorium
25	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
26	Fri	HS Drama Awards - Timbies	7:00pm	Recital Hall
27	Sat	Memorial Day Parades - MS Band	TBA	Danville
29	Mon	Memorial Day Parades - HS Band/Chamber Singers	TBA	TBA
31	Wed	Elementary Trials	5-7:00pm	PAC All Rooms/Mods

June	2	Fri	HS Music Awards	6:00pm	Auditorium
	3	Sat	Elementary Trials	8-10:00am	PAC All Rooms/Mods
	5	Mon	Elementary Trials	5-7:00pm	PAC All Rooms/Mods
	7	Wed	MS Band Concert	7:00pm	Auditorium
	12	Mon	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
	13	Tue	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
	14	Wed	Elementary Beginner Lessons	4-7:30pm	PAC All Rooms
	15	Thu	Last Day of School - Early Release		
	15	Thu	Timberlane Players - Milkmen Show	7:00pm	Recital Hall
	16	Fri	Timberlane Players - Entourage	7:00 PM	Recital Hall

6/14/2022

School District Music/Drama events
Rehearsals
Off site events
Football Game-HS Marching Band

Please note: We do everything we can to adhere to the calender as posted, BUT changes may occur that are beyond our control. Please check the website and stay in contact with teachers to be made aware of any changes.



EXECUTIVE SUMMARY June 16, 2022

Per school board policy IJOA, Student Trips, the Music Department is requesting School Board approval to plan and implement a trip to Walt Disney World in Orlando, Florida. This trip would be an optional experience for students and would take place across five days in April of 2023 during the planned Spring Break: no student or staff member would miss any amount of a scheduled school day. Student families would fundraise or pay directly to attend this trip and all financials will be handled by the Timberlane Music Association. This trip would not impact the district budget. Travel Insurance will be available for individual families to purchase.

Chaperones will include Music Department staff and parents who have been vetted and processed. Students will take bus transportation from the Performing Arts Center to Logan International and fly to Orlando International on Monday, April 24th. Students will be staying in a hotel close to the parks and performance venues. Bus transportation to parks, venues, and back to Orlando International will be provided while in Florida. Students will fly back to Logan International on Friday, April 28th and will take bus transportation back to the Performing Arts Center. While in Florida, students in each performing ensemble will have an opportunity to perform at a Disney venue.

This trip last took place in April of 2017 and was scheduled to take place again in April of 2021. We are excited to be able to again provide this performance opportunity to our music department students.

Respectfully submitted,



Kurt Schweiss, Director of Music

Timberlane Regional School District	Policy Code: IJOA
Adopted: 10-15-86 Revised: 05-02-91 Reaffirmed: 02-24-05	Page 1 of 2

STUDENT TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, the building Principal may authorize field trips.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

- (a) value of the activity to the particular class group or class groups;
- (b) relationship of the field trip activity to a particular aspect of classroom instruction;
- (c) suitability of the activity and distance traveled to the age level;
- (d) mode and availability of transportation; and
- (e) cost.

Chaperons for field trips will be assigned at the discretion of the Principal according to the type of trip involved.

Sanctioning Student Trips

- A. School-sponsored trips are defined as student trips that have been organized, scheduled or otherwise promoted by the School Board, Superintendent of Schools, or building Principal. Examples would be athletic trips, band trips, class trips, etc. Only those trips that are deemed to have significant educational value and that are directly related to existing educational programs shall be sponsored. Any trip involving travel of over 300 miles, overnight travel, or a overnight trip requiring a student's absence from the school building during normal school hours shall require the prior approval of the School Board. Overnight trips and/or trips over 300 miles that are held annually shall require the approval of the Superintendent rather than the school board.
- B. School related trips are defined as student trips organized; scheduled, or sponsored by a school club or other organization connected with the school whose advisor is salaried by the District or whose advisor has been appointed by the school administration. Only those trips directly related to existing educational programs shall be sponsored. Any trip involving fund-raising and/or a student's absence from

Timberlane Regional School District	Policy Code: IJOA
Adopted: 10-15-86 Revised: 05-02-91 Reaffirmed: 02-24-05	Page 2 of 2

the school building during normal school hours shall require the prior approval of the School Board. The building Principal or Superintendent of Schools, who may consult the Board or request general Board approval for a series of field trips or general type of field trip, may approve other school-sponsored trips.

- C. Any other trips, including those that may involve participation of students from the Timberlane Regional School District or employees of the Timberlane Regional School District that are not explicitly approved by the School Board, the Superintendent of Schools, or the building Principal in accordance with the above procedures, are not school-sponsored or school-related trips and shall not be represented as such. Planning for, recruitment of participants for, or any other activity related to such trips shall not take place within the schools of the District or utilize District facilities unless approved by the Principal. It is the obligation of the planners of such trips to ensure that any literature about such trips, announcements of such trips, or recruiting materials for participants in such trips shall make it clear to parents and guardians, and students that the trip is being organized and sponsored by a private individual or group and not by the Timberlane Regional School District. Parents, guardians, and students must be told explicitly that the District accepts no responsibility, financial or otherwise, for the trip.

Financing Student Trips

- A. The cost of school-sponsored trips shall be the responsibility of the School District and will be provided for in the regular annual budgetary process. In cases where funds are limited, the school administration may assess a fee to participating students in order to recover costs or may permit fund-raising by the student organization involved.
- B. The cost of school-related trips shall be the responsibility of the sponsoring club and/or organization. The process by which funds are raised and expended must be approved in advance by the building Principal and/or Superintendent of Schools.
- C. Solicitation is prohibited within the Timberlane Regional School District facilities or during regular school hours by Timberlane employees or students for funds for any but school-sponsored or school-related trips for which fund-raising is explicitly approved in accordance with this policy.



EXECUTIVE SUMMARY

June 16, 2022

FY2022 Encumbrances

At the close of each fiscal year, there are typically still Purchase Orders that remain open from the prior fiscal year. In accordance with municipal laws, appropriated funds shall lapse at the conclusion of the fiscal year, unless they meet certain exceptions specifically outlined in the statutes.

One of these exceptions allows funds to carry forward for amounts that have become encumbered by a legally enforceable obligation, prior to the close of the fiscal year. Purchase Orders are one such legally enforceable obligation. Therefore, we present the attached listing of open Purchase Orders as of June 30, 2022 and ask that the School Board vote to encumber the funds necessary for fulfillment of these Purchase Orders.

Should these encumbered funds not be fully expended for the purposes of these remaining obligations, any residual funding will be returned as part of our unrestricted fund balance in the subsequent year.

Respectfully submitted for your consideration,
Maria Watkins, CFO/Business Administrator



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Timberlane Regional School District FY2022 Encumbrances

Replace locks on classroom doors with safety locks	\$	190,000
Install flame retardant shades on all classroom doors	\$	40,000
Replacement of 2009 Maintenance Van	\$	65,000
Middle School Replace Boilers with Condensing	\$	430,544
Middle School Replace Single Pane Windows	\$	236,300
Pollard Elementary Filtration System	\$	32,000
Paving:		
Atkinson Academy	\$	50,880
Danville Elementary	\$	200,671
High School	\$	84,500
Middle School	\$	58,440
Pollard Elementary	\$	117,833
Sandown Central	\$	62,900
Sandown North	\$	64,395
Total	\$	1,633,463

<p>Timberlane Regional School District</p>	<p>Policy Code: DJE</p>
<p>Adopted: 01-03-91 Revised: 06-19-08 Revised: 05-08-14 Revised: 10-04-18</p>	<p>Page 1 of 1</p>

BIDDING REQUIREMENTS

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. Purchases of \$5,000 or more will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, including on the district website. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The School Board with input from the Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The School Board with input from the Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The School Board with input from the Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review by the board and may not need to go out to bid.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards



EXECUTIVE SUMMARY

Request to Waive Bid Policy

Pursuant to Policy DJE “Bidding Requirement”, expenditures exceeding \$10,000 “...will require written competitive bids”. A copy of Policy DJE is attached.

Per the security assessments conducted by the NH Department of Homeland Security and Emergency Management we need to install flame retardant shades on all classroom doors that have windows. Our District utilizes Window Within for all of our window treatments as they are a local supplier and provide great rates and service.

In light of the safety concern regarding the lack of shades in classrooms, and the safety that it adds to the District, Administration is requesting a waiver of School Board Policy DJE to allow Window Within to provide and install the required flame retardant shades that exceed the \$10,000 threshold. The funds available for this project are part of our capital budget.

If the School Board is so inclined to do so, the cleanest way to handle this would be by a motion to waive School Board Policy DJE to allow for Window Within to exceed \$10,000 for the installation of the flame retardant shades.

Respectfully Submitted,

Maria Watkins
CFO / Business Administrator



June 16th, 2022

EXECUTIVE SUMMARY

INFORMATIONAL UPDATE on enrollment

22-23 TRSD Anticipated Enrollment Numbers

Policy IIB, Class Size, requires the administration to “present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points” at the second school board meeting in June. Policy IIB also establishes the following maximum class sizes per grade level:

Grade Span	Maximum Class Size Per Policy IIB
Kindergarten and Grade 1	Not to exceed 20
Grades 2 and 3	Not to exceed 23
Grades 4 and 5	Not to exceed 26
Grades 6 through 12	Not to exceed 30

In accordance with this policy, the tables below include our current TRSD preliminary student enrollment numbers by building and grade level for the 2022-2023 school year.

These enrollment numbers are broken down by the number of staff/sections in each building for grades K-5 and by the number of teams for grades 6-8 at the middle school. This information has been used to generate average class / team sizes in conjunction with the requirements set forth in Policy IIB. These enrollment numbers will continue to fluctuate this summer, due to our ongoing student registration process. In accordance with Policy IIB, we have highlighted:

- Grade levels that are at a total of 4 or fewer students from maximum enrollment capacity, given current staffing levels, have been identified as enrollment pressure points in yellow.



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Atkinson Academy

	projected student #s based on registrations	# of staff	class size	number from max.
Pre-K	27	1 AM / 1 PM	17/10	7 PM
Half day K	8	1 AM	8	12
Full day K	33*	2	17/16	7
*6 additional students of grade 1 age are requesting Kindergarten placements				
Grade 1	56	3	19/19/18	4
Grade 2	63	3	21/21/21	6
Grade 3	65	3	22/22/21	4
Grade 4	59	3	20/20/19	19
Grade 5	48	2	24/24	4

Danville School

	projected student #s based on registrations	# of staff	class size	number from max.
Pre-K	17	1 AM	17	-
Half day K	10	1 AM	10	10
Full day K	28	2	14/14	12
Grade 1	40	3	13/13/14	20
Grade 2	42	2	21/21	4
Grade 3	52	3	18/17/17	17
Grade 4	42	2	21/21	10
Grade 5	43	2	22/21	9



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Pollard School

	projected student #s based on registrations	# of staff	class size	number from max.
Pre-K	25	1 AM / 1 PM	14/11	3 AM, 6 PM
Half day K	12	1 AM	12	8
Full day K	55	3	19/18/18	5
Grade 1	92	5	19/19/18/18/18	8
Grade 2	68	3	23/23/22	1
Grade 3	70	4	18/18/17/17	12
Grade 4	73	3	25/24/24	5
Grade 5	78	4	20/20/19/19	26

Sandown North

	projected student #s based on registrations	# of staff	class size	number from max.
Grade 1	73	4	19/18/18/18	7
Grade 2	72	4	18/18/18/18	20
Grade 3	63	3	21/21/21	6
Grade 4	59	3	20/20/19	19
Grade 5	66	3	22/22/22	12

The Learning Center at Sandown Central

	projected student #s based on registrations	# of staff	Tues/Thurs. class size	Wed/Fri. class size
Preschool	53 total 12 maximum class size	2 AM / 2 PM	10/10 AM	10/8 AM 7/8 PM

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



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The Learning Center at Sandown Central

	projected student #s based on registrations.	# of staff	class size	number from max.
Pre-K	29	2 AM / 2 PM	11/10AM, 8 PM	6/7AM, 9PM
Half day K	18	1 AM	18 AM	2
Full day K	45	3	15/15/15	15

Timberlane Regional Middle School and Timberlane Regional High School

Grade Level	School	Preliminary Enrollment	Number of Sections / Teams (TRMS)	Average Team Size (TRMS)	Max Class Size per Policy IIB
6	TRMS	265	3	88	30
7	TRMS	225	3	75	30
8	TRMS	240	3	80	30
9	TRHS	259			30
10	TRHS	251			30
11	TRHS	239			30
12	TRHS	256			30

Respectfully submitted,

Sandra Allaire, Executive Director of Curriculum, Assessment, and Learning

Lucy Canotas, Director of Elementary Education



June 16th, 2022

EXECUTIVE SUMMARY

Action on enrollment

Atkinson Academy Kindergarten 2022-2023

As of Monday, June 13th, Atkinson Academy has 33 students registered for full day kindergarten. This leaves 7 spots available before the maximum class size is met with two teachers. In addition, 6 families have requested to enroll their child, who is age-eligible for grade 1, in full day kindergarten. Below are options to be considered, discussed and voted on.

1. Allow registration in Atkinson full day programming now, leaving one spot for new registrations before meeting class size.
 - a. ACCOMPLISHMENT: These students will begin their schooling in their home school.
 - b. IMPLICATION: TRSD will need to increase staffing should any students be registered over the summer. TRSD will reallocate an open and vacant position to accomplish this.
 - *The half day Kindergarten teacher cannot be moved to full day as she is teaching AM Kindergarten and a PM Pre-Kindergarten class.
2. Allow registration in Atkinson full day programming and add a full day classroom/teacher now by reallocating an open and vacant position, redistributing students to 3 full day classes of 13 and having 21 spots available for new registrations.
 - a. ACCOMPLISHMENT: These students will begin their schooling in their home school.
 - b. IMPLICATION: 1 FTE added now, leaving more than a classroom of student spots available, and utilizing an open and vacant position which could be needed for pressure point grade levels if registration increases.
3. Create three full day classes at Atkinson Academy and disburse the 8 half day students across the full day classrooms. This would require the addition of a .5 Pre-K teacher.
 - a. ACCOMPLISHMENT: Students will begin in their home school. Budget is impacted by a part time position only.
 - b. IMPLICATION: The school and classroom teachers would have less flexibility in their daily schedule in order to accommodate instructional needs of the half day students.
4. Continue to request enrollment in one of the schools where class size is not a concern. Danville has room for 12 students in their full day classes, and TLC has room for an additional 15.
 - a. ACCOMPLISHMENT: Class sizes would be better balanced and the district would be utilizing current staff more efficiently.
 - b. IMPLICATION: Families are displaced to other schools for one year.

Respectfully submitted,
Lucy Canotas, Director of Elementary Education

<p>Timberlane Regional School District</p>	<p>Policy Code: IIB</p>
<p>Adopted: 12-21-89 Revised: 11-19-92, 01-21-93, 07-15-93, 07-21-99, 02-24-05, 06-16-11</p>	<p>Page 1 of 1</p>

CLASS SIZE

The Timberlane Regional School Board, in an effort to continue the pursuit of excellence in education already established and recognized, and to more effectively prepare our students, recommends the following class sizes for regular education classes.”

- Kindergarten and Grade 1 Not to exceed 20
- Grades 2 and 3 Not to exceed 23
- Grades 4 and 5 Not to exceed 26
- Grades 6 thru 12 Not to exceed 30

Class sizes as indicated above shall not be exceeded. No new staff will be added to accommodate classes of less than 9 students. Timeline:

Before January 31: The administration will make recommendations to the School Board and Budget Committee at budget time on the number of teachers needed for the next school year based on October 1 enrollment numbers.

Second School Board Meeting in June: The administration will present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points.

Third Week in August: The administration will establish a formal school registration period for new enrollees.

Second School Board Meeting in August: The administration will present specific recommendations to the School Board for approval on the number of teachers and classrooms needed for September based on the administrative policy outlined above.

After School Board Meeting in August: If additional students enroll after the second meeting in August and class size policy is exceeded, the administration will seek the approval of the School Board to add teacher assistant help equivalent to one hour per day for each child exceeding the guideline.

<p>Timberlane Regional School Board</p>	<p>Policy Code: JICK</p>
<p>Adopted: 01-18-01 Revised: 02-24-05 Revised: 04-16-08 Revised: 12-16-10 Revised: 10-06-16 Revised: 05-02-19</p>	<p>Page 1 of 3</p>

PUPIL SAFETY, VIOLENCE PREVENTION AND ANTI-BULLYING

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

Bullying is defined as actual or perceived verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomical status, age, physical, mental, or leaning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

- 2. Cyberbullying. Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
- 3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- 4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to “parent” shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

<p>Timberlane Regional School Board</p>	<p>Policy Code: JICK</p>
<p>Adopted: 01-18-01 Revised: 02-24-05 Revised: 04-16-08 Revised: 12-16-10 Revised: 10-06-16 Revised: 05-02-19</p>	<p>Page 2 of 3</p>

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting. A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

Reprisal or Retaliation. The district will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

Process to Protect Pupils from Retaliation. If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils on school district grounds and participating in school district functions, regardless of whether or not such pupil is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures or interventions, or both, against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

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VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

The district shall inform annually school employees, regular school volunteers, pupils, parents, legal guardians, or employees of a company under contract to the school district or its schools. All district employees shall receive annual training.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy. If the student is more comfortable reporting the alleged act to a person other than the Principal or designee, the student may tell any school district employee or volunteer about the alleged bullying.

The Superintendent is authorized to contact legal counsel for matters relative to bullying.

See Appendix JICK-R Procedure for Reporting Bullying

Legal References:

- RSA 193-F:3, Pupil Safety and Violence Prevention Act*
- RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*
- NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment*

Timberlane Regional School District	Procedure Code: JICK-R
Adopted: 03-20-19 Revised: 05-01-19	Page 1 of 5

PROCEDURE FOR REPORTING BULLYING

(Procedure is based on RSA 193-F)

I. Definitions (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Bullying is defined as actual or perceived verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomical status, age, physical, mental, or leaning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. **Electronic devices.** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. **School property.** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

1. At each school, the Principal or designee shall be responsible for receiving complaints of alleged violations of this policy. If the student is more comfortable reporting the alleged act to a person other than the Principal or designee, the

Timberlane Regional School District	Procedure Code: JICK-R
Adopted: 03-20-19 Revised: 05-01-19	Page 2 of 5

student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible, but no later than the end of that school day.
3. The Principal or designee may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action or intervention, or both, may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. Upon receipt of a report of bullying, the Principal or designee shall commence an investigation consistent with the provisions of Section XI of this procedure.

II. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting. A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

Reprisal or Retaliation. The district will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

Process to Protect Pupils from Retaliation. If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal or designee shall develop a process or plan to protect that student from possible retaliation.

III. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IV. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

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The Principal or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Initial notification may be made by telephone or personal conference with confirmation in writing to the parents/guardians. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the Timberlane Regional School Board Policy Code: JICK Adopted: 01-18-01 Revised: 02-24-05 Revised: 04-16-08 Revised: 12-16-10 Revised: 10-06-16 Page 4 of 6 JICK – PUPIL SAFETY/VIOLENCE PREVENTION applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

V. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent or designee may, within a 48 hour time period, grant the Principal or designee a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

VI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal or the Principal’s designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal or designee may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. An investigation shall be completed within 5 school days. If the Principal or designee needs more than 5 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal or designee shall notify in writing all parties involved of the granting of the extension.
5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and

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shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal or designee.

VII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, his/her IEP, 504, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying. Each school shall develop and maintain a program for bullying prevention.

VIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l))

The Principal or designee shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's or designee's investigation.

IX. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within 10 school days of completing an investigation, the Principal or designee will notify the parents/guardians in writing of the victims and perpetrators regarding the school's remedies and assistance, within the boundaries of applicable state and federal law.
2. At the parent's request, the Principal or designee shall schedule a meeting within 10 days with them to further explain his/her findings and reasons for his/her actions.
3. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.
4. If the parents/guardians are not satisfied with the building level response, they may seek assistance from the Director of Pupil Personnel Services.

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X. School Officials (RSA 193-F:4, II(n))

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

XI. Capture of Audio Recordings on School Buses Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities.

Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and EEACD.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student’s education record. If an audio or video recording does become part of a student’s education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact legal counsel for matters relative to bullying.

Legal References:

RSA 193-F:3, Pupil Safety and Violence Prevention Act

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

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

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SCHOOL BULLYING INVESTIGATION FORM

(Building Level Administrator Form)

AA
 DES
 PS
 SC-TLC
 SN
 TRMS
 TRHS

This school **Bullying Investigation Form** is to be used to document the investigation and comply with the reporting requirements for all alleged incidents of school bullying consistent with RSA 193:F and School Board Policy JICK.

REPORTING: Complete one School Bullying Investigation Form for each alleged victim.

School Administrator completing form: _____ Position: _____

Reported to Principal/Designee: Date: _____ Time: _____

Required investigation completion date (reported date + 10 days): _____

Name of Person reporting incident: _____ Role: _____

Waiver for time extension: _____

**If report was received in writing, please attach reports.*

Name(s) of Alleged Victim(s)	Age/DOB	School	Grade	Notes

Name(s) of Alleged Perpetrator(s)	Age/DOB	School	Grade	Notes

Date(s) of Incident: _____

Location of Incident: (Check all that apply)

on school property _____
 at school sponsored event or activity
 Video/Audio – Requested/Included

on school bus _____
 off campus _____

Description of alleged bullying: _____

INVESTIGATION

Police Reporting under Safe Schools:
 discretionary
 mandatory
 Date: _____

Incident reported to parent/guardian of alleged victim within 48 hours of receipt of bullying complaint
 Yes
 No

Initials _____ Via:
 telephone
 writing
 personal conference

Date investigation began: _____ Initials: _____

Superintendent/designee grants principal/designee a waiver of parental/guardian notification in writing?
 Yes
 No

Waiver attached:
 Yes
 No
 Initials: _____

Date received by SAU (48 hours) _____

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Initial Contact with Parent/Guardian(s):

Incident reported to parent/guardian of alleged perpetrator(s) within 48 hours of receipt of bullying complaint?

Yes No Initials: _____

Student Perpetrator(s)	Parent/Guardian	Date of Notification	Time of Notification	Method of Notification
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.

Notes:

Student (Victim(s))	Parent/Guardian	Date of Notification	Time of Notification	Method of Notification
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.

Notes:

Investigation began within 5 days of bullying being reported? Yes No Initials: _____

What actions were taken to investigate this incident? (Check all that apply)

- Interviewed alleged student victim
- Interviewed alleged student victim's parent/guardian
- Interviewed alleged perpetrator(s)
- Interviewed alleged perpetrator's parent/guardian
- Interviewed witnesses
- Examined physical evidence: _____
- Witness statements collected in writing
- Interviewed school nurse
- Interviewed guidance, school psychologist
- Reviewed academic records: _____
- Reviewed medical information
- Reviewed student records: _____
- Reviewed bus incident report
- Reviewed student attendance: _____
- Reviewed social history between parties
- Reviewed video surveillance: _____
- Interviewed teachers and/or school
- Reviewed electronic content/web content
- Staff: (list names) _____
- Considered history of prior student conflicts or problematic behavior

Reviewed changes in emotional functioning _____

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INVESTIGATION FINDINGS/EVIDENCE OF BULLYING:

Please check both the column on the left and right for all that apply: (RSA 193:F State definitions of bullying)

Definitions of Bullying	Look for:
<input type="checkbox"/> Physically harmed the students	<input type="checkbox"/> Physical injuries <input type="checkbox"/> Other: _____
<input type="checkbox"/> Damaged the victim's property	<input type="checkbox"/> Property damage <input type="checkbox"/> Other: _____
<input type="checkbox"/> Caused emotional distress to the victim	<input type="checkbox"/> Excessive emotional behavior <input type="checkbox"/> Evidence of anxiety (including physical symptoms) or being nervous and scared. <input type="checkbox"/> Evidence of internalizing behavior- increased isolation, socially removed. <input type="checkbox"/> Changes in school attendance: absences, tardiness, dismissals <input type="checkbox"/> Changes in grades – school performance <input type="checkbox"/> Changes in affect <input type="checkbox"/> Other: _____
<input type="checkbox"/> Interfered with the victim's educational opportunities	<input type="checkbox"/> Nurse visits <input type="checkbox"/> Changes in school attendance: absences, tardiness, dismissals <input type="checkbox"/> Missing classes/parts of school day <input type="checkbox"/> Changes in grades – school performance <input type="checkbox"/> Changes in participation of school activities, athletics, co-curricular, etc. <input type="checkbox"/> Avoidance of elements of school day including school bus <input type="checkbox"/> Other: _____
<input type="checkbox"/> Created a hostile education environment	<input type="checkbox"/> Created significant tension between students/others <input type="checkbox"/> Students are significantly uncomfortable <input type="checkbox"/> Student hostile in educational environment <input type="checkbox"/> Socially maladjusted behavior directed to student(s) <input type="checkbox"/> Other: _____

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INVESTIGATION FINDINGS/EVIDENCE OF BULLYING:

Please check both the column on the left and right for all that apply: (RSA 193:F State definitions of bullying)

<input type="checkbox"/> Substantially disrupted the orderly operation of the school	<input type="checkbox"/> Significant incident of disruption <input type="checkbox"/> Repeated evidence of school disruption <input type="checkbox"/> Discipline patterns <input type="checkbox"/> Violations of behavioral expectation that result in school disruption <input type="checkbox"/> Other: _____
<input type="checkbox"/> Created an "imbalance of power" between victim and perpetrator	<input type="checkbox"/> Bullying based on disability <input type="checkbox"/> Anonymity of on-line behavior <input type="checkbox"/> Perceived social status discrepancy <input type="checkbox"/> Social skills deficit/struggles exploited <input type="checkbox"/> Creation of social isolation <input type="checkbox"/> Taunting, tormenting, harassing behavior that is perceived as a power imbalance <input type="checkbox"/> Other: _____
<input type="checkbox"/> Included the use of electronic devices as defined in the School Board Policy JICK Identify at least one bullying component that used electronic medium.	<input type="checkbox"/> Cell phones <input type="checkbox"/> Audio or visual images <input type="checkbox"/> Instant messaging/email <input type="checkbox"/> Gaming <input type="checkbox"/> Social networking (i.e. Facebook, etc.) <input type="checkbox"/> Blogs <input type="checkbox"/> Web content <input type="checkbox"/> Other: _____

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INVESTIGATION DETERMINATION

Based on this investigation, school administration determines the following:

- In the "evidence of bullying" section above, there was at least one "investigation finding."
 - Yes – proceed to #2
 - No – stop bullying investigation and process as standard discipline investigation
(Parent/guardian must be notified in writing of investigation results regardless of the determination)
- Does this investigation conclude that this incident is a single significant incident?
 - Yes – this is a substantial incident of bullying - proceed to next section
 - NO – proceed to question #3. Does the investigation conclude that this incident is a pattern of incidents?
- Does the investigation conclude that this incident is a pattern of incidents?
 - Yes – this is a substantiated incident of bullying – proceed to next section
 - No – stop bullying investigation and proceed as a standard discipline investigation

INTERVENTIONS/CONSEQUENCES (Write student's name beside whichever applies)

(This list is a guide only and is not intended to be exhaustive)

Victim	Perpetrator	Intervention/Consequences	Notes
		None were warranted	
		Student conference w/ administration	
		Positive behavioral interventions	
		Teacher notification plan	
		Other school staff notification	
		Parent meeting(s)	
		Referral to 504, Special Ed. Team	
		Counseling/therapeutic interventions	
		Safe person plan	
		Check in – check out assigned	
		Bullying prevention plan to be developed	
		Follow up/monitoring	
		Unstructured areas safety plan	
		School bus planning/notification	
		Loss of privileges	
		Detention	
		In-school suspension	
		Out-of-School suspension	
		Other (specify):	

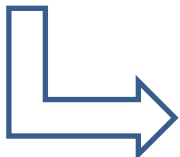
Additional Notes: _____

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NOTIFICATION REQUIREMENTS:

Yes No Investigation completed within 10 days of receiving initial report?
 Initials: _____ Date: _____

Yes No Superintendent/designee granted an extension of up to 7 school days to complete investigation

Investigation  Principal/designee must notify in writing all parties involved in this of the granting of the extension
 Notification date: _____ Initials: _____

• **Attach copies of notification**

Within 10 school days of completing an investigation, the principal/designee will notify the parents of the students involved of the findings and the result of the investigation.

Documentation of Notification: Further contact with Parent/Guardian(s)

Student	Perpetrator? Victim?	Parent/Guardian	Date of Notification	Method of Notification	Notes

Additional pertinent information gained during investigation: (attach a separate sheet if necessary)

Investigator notes: (attach a separate sheet if necessary)

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Attachments:

- Discipline referral
- Safe schools report
- Superintendent/designee waiver of notification
- Parent/staff bullying form
- Student bullying reporting form
- Principal/designee notification of time extension for investigation
- Investigation evidence
- Other: _____

FOR STATE REPORTING PURPOSES

This section is designed to collect bullying data consistent with the NH DOE reporting categories of the School Safety Survey. Please hypothesize the intent of this substantiated bullying incident based on the following state reporting categories. Please note, only check if your investigation provides evidence upon which to base this conclusion. If the reporting categories do not apply, please do not check.

- On the basis of gender
- On the basis of sexual orientation
- On the basis of race, color, or national origin
- On the basis of disability
- On the basis of physical characteristics (other than race)

Principal: _____ Date: ___/___/___
Signature

Designee: _____ Date: ___/___/___
Signature

Principal/designee must submit all substantiated reports of bullying to the superintendent/designee upon completion of the investigation.

Received at the SAU Office on: _____ Initials: _____

Print Name: _____



EXECUTIVE SUMMARY

BULLYING DATA

June 16, 2022

Below are the statistics related to reported and substantiated bullying cases.

Atkinson Academy:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	1	2	0
<i>Investigated Bullying</i>	1	2	0
<i>Substantiated</i>	0	2	0

Danville Elementary:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	5	2	1
<i>Investigated Bullying</i>	5	2	1
<i>Substantiated</i>	1	2	1



Pollard School:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	7	5	4
<i>Investigated Bullying</i>	7	5	4
<i>Substantiated</i>	6	4	3

Sandown North:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	3	3	6
<i>Investigated Bullying</i>	3	3	6
<i>Substantiated</i>	2	3	4

Timberlane Middle School:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	1	2	8
<i>Investigated Bullying</i>	1	2	3
<i>Substantiated</i>	0	2	2



Timberlane High School:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	5	23	17
<i>Investigated Bullying</i>	5	23	16
<i>Substantiated</i>	5	9	11

TLC/Sandown Central:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2021-2022</i>
<i>Reported Bullying</i>	0	0	0
<i>Investigated Bullying</i>	0	0	0
<i>Substantiated</i>	0	0	0

Respectfully submitted,

Christopher K. Kellan