

MEMORANDUM

TO: Inter-Lakes School Faculty K-12

FROM: Mary A. Moriarty
Superintendent of Schools

SUBJECT: Policy Impact Input

DATE: October 5, 2021

Attached are policies which were approved for a first reading by the Inter-Lakes School Board as tentative policies, subject to public review and reaction. After reviewing the policies, please complete the Policy Impact Form and return it to the Superintendent's Office no later than Wednesday, October 20, 2021.

Your comments and reactions will be reviewed by the Inter-Lakes School Board at its meeting on Tuesday, October 26, 2021. If no major objections are voiced, the policies will be approved as final at that meeting.

MAM/mgm

Attachments:

- Policy #1330 – Community Use of School Buildings and Facilities
- Policy #1411 – Relations with Law Enforcement Agencies
- Policy #3327.1 – Electronic/Digital Signatures
- Policy #4118 – Evaluation of Professional Personnel
- Policy #9240 – Board Officers

Inter-Lakes School District

Policy Impact Form

Policy #1330 – Community Use of School Buildings and Facilities

October 5, 2021

Respondent (please check):

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Citizen |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Other School Employee |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Other |
-

This policy impact survey is in compliance with Board Policy #8130.1 Your assistance through completion and returning of this form to the Office of the Superintendent of Schools will assist in evaluating the effect of this tentative policy, both short and long term.

➤ Please read the tentative policy attached to this form.

➤ Please answer the following questions:

1. Will this policy assist the District and have a positive short-term effect? Yes No
If you checked "No", please comment in this space:

2. Will this policy assist the District and have a positive long-term effect? Yes No
If you checked "No", please comment in this space:

3. Do you feel that there is a need for this policy? Yes No

4. Do you have any suggestions regarding changes in the tentative policy? If so, please comment.

COMMUNITY RELATIONS

1330

(KF)

Category: Recommended

Community Use of School Buildings and Facilities

Community groups shall be encouraged and outside organizations shall be permitted to use school facilities for worthwhile purposes when such uses will not interfere with the school program, constitute an extreme public nuisance, or represent excessive use by a single organization.

All arrangements for the use of school facilities shall be subject to administrative rules and regulations that are on file with the ~~Facilities Director Superintendent of Schools and the building principals~~. The guidelines for the Inter-Lakes Community Auditorium are titled, "Community Use of Inter-Lakes School District Facilities" and for other school facilities are entitled "Inter-Lakes School District Facility Use Agreement". These rules and regulations will be subject to periodic review and modification by the School Board.

Reviewed: 11/89
Approved: 12/89
Approved: 02/10/92
Reviewed: 10/98
Revised: 11/13/01
Reviewed: 01/08/02
Approved: 03/12/02
PRC Review: 09/14/21
1st Rdg: 09/28/21

Inter-Lakes School District

Policy Impact Form

Policy #1411 – Relations with Law Enforcement Agencies

October 5, 2021

Respondent (please check):

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Citizen |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Other School Employee |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Other |

This policy impact survey is in compliance with Board Policy #8130.1 Your assistance through completion and returning of this form to the Office of the Superintendent of Schools will assist in evaluating the effect of this tentative policy, both short and long term.

➤ Please read the tentative policy attached to this form.

➤ Please answer the following questions:

1. Will this policy assist the District and have a positive short-term effect? Yes No
If you checked "No", please comment in this space:

2. Will this policy assist the District and have a positive long-term effect? Yes No
If you checked "No", please comment in this space:

3. Do you feel that there is a need for this policy? Yes No

4. Do you have any suggestions regarding changes in the tentative policy? If so, please comment.

COMMUNITY RELATIONS

1411
(KLG)

Category: *Recommended*

Cooperation Relations with Law Enforcement Agencies

A cooperative effort shall be maintained between the officials of the school district and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

The district may utilize a School Resource Officers and may collaborate with local law enforcement agencies to engage the use of School Resource Officer. In such situations, the Superintendent is authorized to develop and implement a Memorandum of Understanding with local law enforcement relative to the use of School Resource Officer.

Legal References:

RSA 186:11, XXXVII, School Resource Officers

RSA 193-D:4, Written Report Required, Memorandum of Understanding

Adopted: 06/01/71

Reviewed: 07/79

Revised: 08/80

Reviewed: 07/89

Reviewed: 09/25/89

Reviewed: 10/98

Reviewed: 08/12/14

PRC: 09/14/21

1st Rdg: 09/28/21

Inter-Lakes School District

Policy Impact Form

Policy #3327.1 – Electronic/Digital Signatures

October 5, 2021

Respondent (please check):

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Citizen |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Other School Employee |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Other |

This policy impact survey is in compliance with Board Policy #8130.1 Your assistance through completion and returning of this form to the Office of the Superintendent of Schools will assist in evaluating the effect of this tentative policy, both short and long term.

➤ Please read the tentative policy attached to this form.

➤ Please answer the following questions:

1. Will this policy assist the District and have a positive short-term effect? Yes No
If you checked "No", please comment in this space:

2. Will this policy assist the District and have a positive long-term effect? Yes No
If you checked "No", please comment in this space:

3. Do you feel that there is a need for this policy? Yes No

4. Do you have any suggestions regarding changes in the tentative policy? If so, please comment.

NEW POLICY

SUPPORT SERVICES

3327.1
(EHAC)

Category: Recommended

Electronic/Digital Records & Signatures

A. Statement of Policy.

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in the District.

B. Definitions.

“Attribution” or “Attributable to” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable. The effect of an electronic record or electronic signature attributed to a person under paragraph I is determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement, if any, and otherwise as provided by law.

“Digital” – As used in the title or otherwise in this policy is intended to have the same meaning as or as a sub-category of “Electronic”.

“Electronic record” – Means a record created, generated, sent, communicated, received, or stored by electronic means.

“Electronic signature” – Means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Record” – Means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

C. Applicability.

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled or formerly enrolled in the District, eligible students as used in the Family Educational Rights and Privacy Act; and also to individuals affiliated with the District, whether employees or not, paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

D. Acceptance, Use and Issuance of Electronic Records and Signatures.

1. The District may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic and is not otherwise precluded by law.
2. The District, through the Superintendent, shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the District can:
 - a) assure signature intent,
 - b) verify the attribution of a signature to a specific individual,

- c) allow for reliable access and use to those who would have access to the record if in hard copy form for the period required under the District's Data/Records Retention Policy #3546 (EHB).
 - d) detect changes or errors in the information contained in a record submitted electronically,
 - e) protect and prevent access, alteration, manipulation or use by an unauthorized person, and
 - f) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
3. The Superintendent shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference, and are retained until such time as all legally mandated retention requirements are satisfied.
 4. Any electronic records or electronic signatures technology shall comply with the District's Data Governance and Security Plan.

E. Electronic Records.

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the District, through the School Board Chair, or the Superintendent or his/her delegate, agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signature, and any other standards required by applicable law or regulation.

F. Electronic Signatures.

An electronic signature may be used whenever a signature is required, unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the District may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The electronic signature is unique to the signer;
3. The District and the other party have agreed to the use of electronic signatures (need not be a formal agreement);
4. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
6. The electronic signature conforms to all other provisions of this policy and applicable law;

G. Procedures and Practices.

The Superintendent may adopt procedures and/or practices to implement this policy, including for such things as format requirements, regulations with respect to use of email signatures, saving and retention of electronic records, or records transmitted via email.

Legal Reference:

RSA 197:23-a, District Officers: Treasurer's Duties

PRC: 09/14/21
1st Rdg.: 09/28/21

Inter-Lakes School District

Policy Impact Form

Policy #4118 – Evaluation of Professional Personnel

October 5, 2021

Respondent (please check):

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Citizen |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Other School Employee |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Other |

This policy impact survey is in compliance with Board Policy #8130.1 Your assistance through completion and returning of this form to the Office of the Superintendent of Schools will assist in evaluating the effect of this tentative policy, both short and long term.

➤ Please read the tentative policy attached to this form.

➤ Please answer the following questions:

1. Will this policy assist the District and have a positive short-term effect? Yes No
If you checked "No", please comment in this space:

2. Will this policy assist the District and have a positive long-term effect? Yes No
If you checked "No", please comment in this space:

3. Do you feel that there is a need for this policy? Yes No

4. Do you have any suggestions regarding changes in the tentative policy? If so, please comment.

PERSONNEL

4118

(GCO)

Category: Priority/Required by Law

Evaluation of Professional Personnel

The School Board charges the Superintendent of Schools with the responsibility of establishing and administering a program of evaluation for all professional personnel employed by the Board.

The evaluation of professional staff **and support staff** shall be conducted in accordance with the current collective bargaining agreements between the Inter-Lakes School Board and the Inter-Lakes Education Association **and the Inter-Lakes School Board and the Inter-Lakes Support Staff Association.**

The Superintendent will review with the School Board the procedure for the evaluation of professional personnel **and support staff** and the actual evaluations of all professional personnel **and support staff** annually or as requested by the School Board.

Approved: 10/11/83

Reviewed: 07/89

Adopted: 09/25/89

Reviewed: 09/13/99

Reviewed: 08/08/00

Revised: 04/22/08

To PRC: 04/14/15 (no action)

PRC: 09/14/21

1st Rdg.: 09/28/21

Inter-Lakes School District

Policy Impact Form

Policy #9240 – Board Officers

October 5, 2021

Respondent (please check):

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Citizen |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Other School Employee |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Other |

This policy impact survey is in compliance with Board Policy #8130.1 Your assistance through completion and returning of this form to the Office of the Superintendent of Schools will assist in evaluating the effect of this tentative policy, both short and long term.

➤ Please read the tentative policy attached to this form.

➤ Please answer the following questions:

1. Will this policy assist the District and have a positive short-term effect? Yes No
If you checked "No", please comment in this space:

2. Will this policy assist the District and have a positive long-term effect? Yes No
If you checked "No", please comment in this space:

3. Do you feel that there is a need for this policy? Yes No

4. Do you have any suggestions regarding changes in the tentative policy? If so, please comment.

NEW POLICY

BY-LAWS OF THE BOARD

9240
(BDB)

Category: Recommended

Board Officers

Board officers will include a Chair, Vice-Chair and Secretary. Officers will be elected at the Board's Re-organizational Meeting following the School District Annual Meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the Chair resigns from the School Board or resigns from the office of chair, the Vice-Chair will become Chair of the Board. If the Chair loses his/her election or does not run for re-election, the Vice-Chair shall serve as Chair during the organizational meeting. If the Vice-Chair or Secretary resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is ex-officio, non-voting member of the Board.

Chair:

The Chair shall preside at all meetings. The Chair will have the right to vote on all matters before the Board. The Chair will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the Chair are found in Board Policy #9210 (BBAB).

Vice-Chair:

The Vice-Chair will have the powers and duties of the Chair in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

Secretary:

The Secretary shall be responsible for Board correspondence when directed by the Chair.

PRC: 08/10/21; 9/14/21 (combine policy #9220 & #9230) new
1st Rdg.: 09/28/21