

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – APRIL 23, 2013
AGENDA

The order of business at all regular meetings shall be as follows:

1. Call to order by presiding officer
2. Pledge of Allegiance to The Flag

[7:00 P.M. - Meeting Convenes Followed by Student
Presentation(s) and/or Executive Session]

[8:00 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s): Regular Meeting: April 9, 2013
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [****Consent Agenda Items**]

A. BOARD OF EDUCATION

- ** (R) Approval of Westbury School District to provide Health Services to West Babylon School District Resident Students during the 2012-2013 School Year (Res. #BE-1)
- ** (R) Approval of Annual Provision for Western Suffolk BOCES Alternate Learning Center Program (Res. #BE-2)

B. PERSONNEL

- ** (R) 12-P-17 Professional Personnel
- ** (R) 12-C-17 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Adoption of 2013-2014 School District Budget (Res. #FI-1)
- ** (R) Approval of the 2013-2014 State Education Department Property Tax Report Card (Res. #FI-2)
- ** (R) Acknowledgement of Receipt of Claims Auditor's Reports and Recommendations (Res. #FI-3)

D. CURRICULUM

- ** (R) Declaration of Obsolete Books (Res. #CU-1 through Res. #CU-2)

E. BOCES

- ** (R) Election of Western Suffolk BOCES Trustees (Res. #BC-1)
- ** (R) Approval of Western Suffolk BOCES 2013-2014 Administrative and Capital Budget (Res. #BC-2)

13. Policy Review:

- A. Board Review-Accountability (Second Time Discussion) (File:0300)
- B. Board Review-Visitors to the Schools (Second Time Discussion) (File:5300.65)
- C. Board Review-School Safety Plans and Teams (Second Time Discussion) (File:8130)
- D. Board Review-Use of Surveillance Cameras on School Property (Second Time Discussion) (File:8210.10)
- E. Board Review-Computer Resources and Data Management (Second Time Discussion) (File:8630)

14. Board of Education Committee Reports:

- A. **Review and Discussion of 2013-2014 Final Budget Draft**
Mr. Anthony Cacciola, Superintendent
Mrs. Jennifer Buscemi, Executive Director for Finance & Operations

15. Old Business

16. New Business

17. Follow-Up to Residents' Statements

18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*

19. Adjournment [This should take place by 11:00 P.M.]

Please Note:

- ◆ **2013-2014 BOCES Budget Vote and BOCES Board Trustees Election:**
April 23, 2013 -- 8:00 P.M. -- Administration Building

- ◆ **2013-2014 West Babylon School District Budget:**

Budget Hearing -- May 7, 2013 -- 7:30 P.M. -- Administration Building

**District Budget Vote and Trustees Election -- May 21, 2013 -- 7:00 A.M. to 9:00 P.M.
(Administration Building and Santapogue School)**

*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
April 9, 2013	-----	-----
March 12, 2013	-----	-----
February 26, 2013	What is the status of the Varsity football coach?	The resident referred to our district not being represented at the Section XI meetings regarding football. There were two meetings. Mr. Spinelli was in attendance at one of the meetings at the time of our February 26 th Board meeting. There was a meeting prior at which he was not in attendance. Mr. Spinelli did, however, submit all of the required student athlete information the very next day. According to Mr. Spinelli, the weight room is open for student athletes conditioning for football. The athletes are supervised and have a prepared workout regime to follow. Mr. Cacciola reported that the varsity football coach will be appointed on March 12 th .
February 12, 2013	-----	-----
January 22, 2013	-----	-----
January 8, 2013	-----	-----
December 11, 2012	-----	-----
November 27, 2012	-----	-----
November 13, 2012	-----	-----
October 30, 2012	Meeting cancelled due to SuperStorm Sandy	Meeting cancelled due to SuperStorm Sandy
October 11, 2012	-----	-----
September 24, 2012	Why are certain athletic teams having to wait to be taken home instead of the district providing a second bus to return the students to school?	Mr. Cacciola reviewed the request, to bring the first team home, with the Superintendent's Management Team. The district can make the accommodation for districts within close proximity to West Babylon as determined by Mr. Bianco.

Continued

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
<p>September 11, 2012</p>	<p>Re: Boys Varsity Soccer Team</p> <p>1. The Varsity team did not have game balls.</p> <p>2. The Varsity team does not have use of a field for Friday's game (9/14/12).</p> <p>3. The team does not have uniforms.</p>	<p>Per Mr. Anthony Spinelli, Director of Health, Physical Education & Athletics:</p> <p>1. An order is being placed on 9/12/12 for four game balls. These are scheduled to arrive ASAP. Game balls will be available for Friday's game (9/14/12).</p> <p>2a. As part of our long range field renovation program to improve the quality of the fields, our children play on, fields need to be closed for reconditioning purposes and to allow the turf to develop. We have worked out a tentative multi-year approach which impacts different teams at different times and will eventually allow all teams the fortitude to play on a good field.</p> <p>2b. In response to the closing of one field at the high school, we have set up a practice field at Tooker Avenue School and carefully arranged all games for the high school boys and girls program to avoid conflicts. In the event of inclement weather forcing us to play on the next available day, we are prepared to utilize the field inside the track, located at the Junior High School, as a back up.</p> <p>2c. Games will be played at either the High School or the turf field at Our Lady of Grace.</p> <p>2d. Specifically, this Friday's game (9/14/12) will be played at the High School.</p> <p>3a. It was recently brought to my attention that there are not a sufficient number of Varsity uniforms. I am in the process of investigating.</p> <p>3b. Until the uniform issue is resolved, the team will be wearing West Babylon blue uniforms for Friday's game (9/14/12).</p>
<p>August 28, 2012</p>	<p align="center">-----</p>	<p align="center">-----</p>
<p>August 14, 2012</p>	<p align="center">-----</p>	<p align="center">-----</p>
<p>July 26, 2012</p>	<p align="center">-----</p>	<p align="center">-----</p>
<p>July 10, 2012</p>	<p align="center">-----</p>	<p align="center">-----</p>

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REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – APRIL 23, 2013

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide health services to West Babylon School District resident students for the 2012-2013 school year:

Westbury Union Free School District

****#BE-2**

RESOLVED: that the district will, once again, provide one (1) classroom and supportive services for use by the Western Suffolk BOCES Alternate Learning Center Program, for the period September 1, 2013 through June 30, 2014. The rental fee will be \$3,000 and the supportive services fee will be \$13,000.

PERSONNEL

****#PE-1**

RESOLVED: that the following schedules, as attached, are approved:

<u>12-P-17</u>	Professional Personnel
<u>12-C-17</u>	Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the school district budget for the 2013-2014 school year in the amount of **\$98,685,625** proposed by the West Babylon Board of Education, in accordance with Section 1716 of the Education Law, be hereby adopted, and that said budget be voted upon by the residents on May 21, 2013.

****#FI-2**

RESOLVED: that the West Babylon Board of Education approves the 2013-2014 State Education Department Property Tax Report Card as required by the State Education Department.

****#FI-3**

RESOLVED: that the West Babylon Board of Education acknowledges receipt of the December, 2012 and January, February and March, 2013 claims auditor's reports and recommendations.

CURRICULUM

****#CU-1**

RESOLVED: that the West Babylon Board of Education declares the following 150 books, from the Senior High School English Department, obsolete:

<u>Title</u>	<u>ISB Number</u>	<u>Copyright</u>	<u>Number of Copies</u>
Prentice Hall Literature-The American Experience	0-13-691718-6	1991	50
Prentice Hall Literature-Gold	0-13-698556-4	1989	50
Prentice Hall Literature-Platinum	0-13-698580-7	1989	50

These materials are outdated and have been replaced.

****#CU-2**

RESOLVED: that the West Babylon Board of Education declares 35 books, located in the Santapogue School Library, obsolete. The books were weeded out by the school librarian as being damaged beyond repair and/or containing outdated information.

BOCES

****#BC-1**

RESOLVED: that the West Babylon Board of Education will cast one vote for each of the three vacancies on the Western Suffolk BOCES Board of Education:

One vote for: Mrs. Mildred Browne

One vote for: Mrs. Ilene Herz

One vote for: Mrs. Maryann Zumpano

****#BC-2**

RESOLVED: that the West Babylon Board of Education approves the Western Suffolk BOCES 2013-2014 Administrative and Capital Budget in the amount of **\$312,344**.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - APRIL 23, 2013

PERSONNEL

(R) Schedules: 12-P-17 Professional Personnel
 12-C-17 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 12-P-17

- A. Family Medical Leaves
- B. Tenure Recommendations
- C. 2013 Elementary Summer School Principal
- D. Additional Section/HS
- E. Integrated Algebra & Earth Science Tutorials/JH
- F. Spring 2013 Adult Education - Name Corrections
- G. Spring, 2013 Student Teacher/Observer

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 12-C-17

- A. LOA Returnee
- B. Leave of Absence Request
- C. Resignation/Retirement
- D. Probationary Appointment
- E. 2012-2013 Per Diem Substitutes

SCHEDULE 12-P-17 Professional Personnel Schedule

Date of Meeting: April 23, 2013

Page 1 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Shay, Jennine	Elementary Tchr.	JK		4/4/13 -	Family Medical Leave
Schad, Melanie	Mathematics Tchr.	HS		4/16/13 -	Family Medical Leave

Upon the recommendation of the Superintendent of Schools, the following professional personnel who have successfully completed their annual reviews are appointed to tenure as listed below:

Germano, Charles	Principal			4/24/13	Tenure
Axelson, Gregory	Health			9/1/13	Tenure
Cuevas O'Boyle, Christina	Reading			9/1/13	Tenure
Dombo, Stephen	School Counselor			9/1/13	Tenure
Francisco, Andrea	School Media Specialist			9/1/13	Tenure
Goodwin, Deborah	Special Education			9/1/13	Tenure
Granieri, Krista	Special Education			9/1/13	Tenure
Iliou, Athena	Elementary			9/1/13	Tenure
LaRocco, Caitlin	Art			9/1/13	Tenure
Riggi, Christine	Speech			9/1/13	Tenure
Rogovitz, Eugene	Technology			9/1/13	Tenure
Snyder, John	Health/Physical Education			9/1/13	Tenure

Grades K-8 Special Education Summer School Program: July 8 - August 16, 2013 (Mon.-Fri.)*

*Contingent, pending NYSED approval, sufficient enrollment and budget

Cunningham, Gregg	Principal	TA	\$9,053.		
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SCHEDULE 12-P-17 Professional Personnel Schedule

Date of Meeting: April 23, 2013

Page 2 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Additional Section:

Mucaria, Donna	Mathematics (.2)	HS	\$18,590.40 (prorate)	4/15/13 - 5/10/13	
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Integrated Algebra & Earth Science Tutorials: JH

Craig, Karol			\$36.59/hr.	Spring, 2013	[5 add'l .hrs.]
O'Neill, Margaret					[5 add'l. hrs.]

Adult Education Instructors:

Dolson, Jeffrey	Latin Dance		\$25./hr.	Spring, 2013	Name Corrections
Dolson, Virginia	Latin Dance				

Student Teacher/Observer:

Zemsky, Lora	Elementary	JK		Spring, 2013	
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SCHEDULE 12-C-17 Civil Service Personnel Schedule

Date of Meeting: April 23, 2013

Page 3 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Wolk, Pamela	Paraprofessional (special ed. aide)	JH		4/9/13	Returned from LOA
Tirado, Mildred	Food Service Wrkr. 'B'	HS		4/17/13 - 6/21/13	Leave of Absence
Kolitsopoulos, Laura	Paraprofessional (special ed. aide)	TA		4/16/13	Resignation from LOA
Sullo, Julia	Food Service Wrkr. 'B'	HS		6/21/13	Resignation to Retire
<u>Prior Service Step Correction:</u>					
Agostinho, Lisa	Senior Clerk Typist	SB	Step 3/ \$37,788. (prorate)	5/23/11	Prior Service Credit [experience verified]
Battista, Sylvia	Paraprofessional (school monitor)	JK	Step 1/ \$13.37/hr.	4/24/13	Probationary Appt.
<u>Per Diem Substitutes:</u>					
Corbe, Susan		DW	\$9./hr.	2012-2013	Clerical/Paraprofessional
Gernavage, Eileen					"
Kolitsopoulos, Laura					Paraprofessional

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - APRIL 23, 2013

POLICY

- A. Board Review-Accountability (Second Time Discussion) (File:0300)
- B. Board Review-Visitors to the Schools (Second Time Discussion) (File:5300.65)
- C. Board Review-School Safety Plans and Teams (Second Time Discussion) (File:8130)
- D. Board Review-Use of Surveillance Cameras on School Property (Second Time Discussion)
(File:8210.10)
- E. Board Review-Computer Resources and Data Management (Second Time Discussion)
(File:8630)

ACCOUNTABILITY

The Board of Education acknowledges that it is directly accountable to the community it has been elected to serve, and is committed to engaging in a continuous assessment of all district conditions affecting education.

The Board recognizes that a comprehensive accountability system is necessary to improve the effectiveness of the district's schools by keeping the primary focus on student achievement and on what can and should be done to improve that achievement.

Consistent with its obligations and commitments, the Board will:

1. Request regular reports on student progress and needs, based on a variety of assessments to evaluate the quality and equity of education in the district, including instruction, services, and facilities.
2. Evaluate the Superintendent's performance in accordance with policy 0320, Evaluation of the Superintendent.
3. The Board will meet biannually for *discussion of Board and District Goals* [Self-Evaluation] (January and June).
4. Evaluate progress toward the achievement of district long- and short-term goals and ensure that board policies and resources effectively support the district vision.
5. Provide appropriate staff and board training opportunities.
6. Fulfill governance responsibilities as required by state and federal law.

The Board acknowledges that publicizing the district's progress and performance is important to maintaining the community's trust and support. The Board is committed to keeping the public aware of such progress and performance on a regular basis.

Cross-ref: 0000, Mission and Vision Statements
[0310, Board Self-Evaluation]
0320, Evaluation of the Superintendent
1000, Community Relations Goals

Adoption date:

Visitors to the Schools

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the student, teachers and other staff. [The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff]. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. *With the exception of large school events e.g., field days, plays, concerts, and moving up ceremonies, a[A]ll* visitors to the school must report to the *main office or designated area* [of the Principal] upon arrival at the school. There they will be required to sign the visitor's register, *present photo ID* and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the *main office or designated area* [Principal's office] before leaving the building. *Any district employee may ask to see a visitor's photo ID at any time.*
3. Visitors attending school functions that are open to the public *after regular school hours*, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom *or school activity* while school is in session are required to arrange such visits in advance with the classroom teacher(s) *and Building Principal*, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Adoption date:

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and [amend] *keep current* a comprehensive district wide school safety plan and building-level emergency response plan(s) [regarding] *which address violence prevention*, crisis intervention, emergency response and management.

Taken together, the *district-wide* and *building level* plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of *types of* emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with *violence prevention*, crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will *annually* appoint a district-wide school safety team that includes, but is not be limited to, a representative from the *following constituencies*: the Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and *annual* review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address *violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture)*, crisis intervention, emergency response and management *including communication protocols*, at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district offices for inspection by the public.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for *annually* appointing a school safety team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies.

The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address communication, emergency response (*including insuring that local responders have access to floor plans, blue prints, and other appropriate maps of school property and the immediate surrounding area*), and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by July 1st every year and updated as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-Ref: 5300, Code of Conduct
8121, Accident Prevention and Safety Procedures

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
New York State School Safety Guide, issued jointly by the New York State Education Department, New York State Police, New York State Office of Homeland Security and New York State Emergency Management Office, September 2007

Adoption date: December 13, 2011

USE OF SURVEILLANCE CAMERAS ON SCHOOL PROPERTY

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff and visitor privacy. After careful consideration, the Board supports the use of surveillance cameras on school grounds. Cameras are an important component of the district's overall approach to safety. Surveillance cameras are intended to monitor student behavior, promote student and staff safety, and to deter vandalism and other criminal activity. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings may be used as evidence of misconduct in disciplinary proceedings.

District surveillance cameras will only be used in public areas where there is no "reasonable expectation of privacy." Audio recordings shall not be utilized by school district employees without the express permission of the Superintendent or his/her designee; however, such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes in school buildings and/or on school property shall be the sole property of the district. The Superintendent or his/her designee shall be the custodian of such recordings. All video recordings will be stored in their original form and secured to avoid tampering and protect confidentiality. The district shall comply with all applicable state and federal laws related to student records in retaining these recordings.

Requests to view a video recording must be made in writing to the Superintendent or his/her designee. If the request is granted, viewing shall occur in the presence of the district's custodian of the recording. Under no circumstances will the video be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena.

The district will post appropriate signage at entrances to the school notifying students, staff and the general public of the district's use of surveillance cameras. Students and staff will receive additional notification. Such notification may include publication in the district calendar, employee handbook and student handbook.

The Superintendent is authorized to develop such regulations and procedures as may be necessary to implement this policy.

Ref: 20 U.S.C. §1232g (Family Educational Rights & Privacy Act)
Arts & Cultural Affairs Law Art. 57-A
Public Officers Law §87
Records Retention & Disposition Schedules for Use by School Districts, Schedule ED-1

Adoption date:

COMPUTER RESOURCES AND DATA MANAGEMENT

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and record-keeping for personnel, students, finances, supplies and materials. This policy outlines the Board's expectations in regard to these different aspects of the district's computer resources.

General Provisions

The Superintendent shall be responsible for designating a Coordinator of K-12 Student Data and Instructional Technology who will oversee the use of district computer resources. The Coordinator of K-12 Student Data and Instructional Technology will prepare in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, and the Coordinator of K-12 Student Data and Instructional Technology, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent, working with the Coordinator of K-12 Student Data and Instructional Technology, shall establish regulations governing the use and security of the district's computer resources. The security and integrity of the district computer network and data is a serious concern to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulation, as well as the district's computer use policy (4526). Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Management of Computer Records

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent, working with the Coordinator of K-12 Student Data and Instructional Technology and the district's Executive Director for Finance and Operations, shall establish procedures governing management of computer records *taking into account whether the records are stored onsite on district servers or on remote servers in the cloud*. The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's external auditor. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-ref: 1120, School District Records
4526, Computer Use for Instruction
4526.1, Internet Safety
6600, Fiscal Accounting and Reporting
6700, Purchasing
8635, Information Security Breach and Notification

Adoption date: December 13, 2011