

Agenda

Plainville School Committee Meeting

Tuesday May 23, 2017

6:00 PM

Wood School Learning Commons

72 Messenger Street, Plainville, MA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - a. May 9, 2017, Regular Session Minutes (Vote Required)
 - b. May 9 2017, Executive Session Minutes (Vote Required)
3. SHOWCASE
4. COMMENTS BY CITIZENS AND FACULTY
5. COMMUNICATIONS AND AUDIENCES
6. COMMENDATIONS
7. ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS
 - a. King Philip School Committee (Mrs. McEntee)
 - b. Negotiations Subcommittee (Mrs. Caprarella, Mrs. Clarke)
 - c. Budget Subcommittee (Mrs. McEntee, Mrs. Abrams)
 - d. Communications Subcommittee (Mrs. Abrams, Mr. Ikbal)
 - e. Town Building Committee (Mrs. Clarke)
 - f. Sick Leave Bank Committee (Mr. Ikbal)
 - g. Wellness Committee (Mr. Ikbal)
8. RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES
 - a. Resignation/Retirement
 - b. Appointment(s)
9. SUPERINTENDENT'S REPORT
 - a. NEAS&C Correspondence dated May 10, 2017, Special Progress Report
10. OLD BUSINESS
 - a. Policies (2nd Vote Required)
 - File BHE, Use of Electronic Messaging by School Committee Members
 - File BIA, New School Committee Member orientation
 - File BIBA, School Committee Conferences, Conventions, and Workshops
 - File GBEB, Gifts to and Solicitations by Staff
 - File KCD, Public Gifts to the Schools
 - File IJNDB, Internet, Network and Email Responsible Use Policy for Staff

11. NEW BUSINESS

- a. America's Best Defense, Karate, Use of Facility (Vote Required)
- b. School Choice (Vote Required)
- c. Appointment of District Representative to Bi-County Collaborative Board of Directors (Vote Required)
- d. Job Descriptions: (Vote Required)
 - Student Support Specialist
 - School Adjustment Counselor
- e. Discussion: Communication between Plainville Public Schools and King Philip Public Schools in matters pertaining to budget and special education
- f. Discussion: MASC presentation
- g. Legislative Update
- h. Any item(s) not anticipated at the time of posting

12. EXECUTIVE SESSION

- a. Negotiations: PEA & ESPs

13. INFORMATION

- a. School Council Minutes from April 5, 2017
- b. Network Administrator Job Description, Approved May 9, 2017
- c. Director of Maintenance and Custodial Services/Maintenance Specialist Job Description, Approved May 9, 2017
- d. School Nurse Job Description, Approved May 9, 2017

14. FUTURE AGENDA ITEMS

- a. Report Card Update (June 13, 2017)
- b. BoardDocs Presentation (Anticipated June 13, 2017)
- c. File: IJNDC, Web Publishing Policy (June 13, 2017)
- d. File: IJNDD, Social Media Policy (June 13, 2017)
- e. School Web Publishing/Social Media Release Form (June 13, 2017)
- f. Handbook Revisions (June 27, 2017)
- g. End-of-Year Technology Report-Ms. Whitaker (June 27, 2017)
- h. End-of-Year Professional Development Report-Mr. Clarke (June 27, 2017)
- i. Approval of PTO Fundraisers for the 2017/2018 school year (June 27, 2017)
- j. Superintendent's End-of-Year Report on Student Learning, Professional Practice and District Improvement Goals (June 27, 2017)
- k. Calendar Committee (TBD)
- l. What Districts Need To Do Re: ESSA (TBD)

15. ADJOURNMENT

Mission Statement:

The mission of the Plainville Schools is to promote lifelong learning throughout the community and to prepare students to become responsible, contributing members of a changing society by providing a challenging, rigorous educational program.

PLAINVILLE SCHOOL COMMITTEE MEETING
Minutes of May 9, 2017
Regular Session

CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 6:04 p.m. in the Wood School Library Commons. Also present were Linn Caprarella, Maggie Clarke, Javed Ikbal, and Superintendent Raiche. Absent: Charlene McEntee. The meeting was audio and video recorded.

Administrators Present: Edward Clarke, Administrator of Special Education and Support Services
Caron Ketchum, School Business Administrator
Robin Roberts-Pratt, Principal, Beatrice H. Wood School
Stephanie Whitaker, Technology Systems Administrator

APPROVAL OF MINUTES

MOTION by Linn Caprarella, seconded by Javed Ikbal to approve the April 25, 2017 regular session minutes. So voted.

MOTION by Linn Caprarella, seconded by Maggie Clarke to approve and hold the April 25, 2017 executive session minutes. So voted.

SHOWCASE

a. Video from Plainville Pride Night-Kate Campbell, Principal

A video presentation from the Plainville Pride Night was shown. Superintendent Raiche said the event had good attendance.

COMMENTS BY CITIZENS AND FACULTY

None.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

None.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

a. King Philip School Committee-Mrs. McEntee

No report, as Mrs. McEntee was not at the meeting tonight.

b. Negotiations Subcommittee-Mrs. Caprarella, Mrs. Clarke

Mrs. Caprarella said negotiation meetings were held on May 1, 2017 (with the teachers) and on May 8, 2017 (with the ESPs) and the Committee will meet in executive session at tonight's meeting.

b. Budget Subcommittee-Mrs. McEntee, Mrs. Abrams

Nothing to report, however, they will be scheduling a meeting soon.

c. Communications Subcommittee-Mrs. Abrams, Mr. Ikbal

Nothing to report, however, they will be meeting prior to the May 23, 2017 school committee meeting.

d. Town Building Committee-Mrs. Clarke

Mrs. Clarke said the bid process is open and there is a public information session scheduled at the Senior Center on Wednesday night, May 10th. In addition, the current town hall and fire/police stations will be open to the public on Saturday, May 13th from 10 to 1 so that townspeople can walk through the current buildings.

e. Sick Leave Bank Committee-Mr. Ikbal

Nothing.

f. Wellness Committee-Mr. Ikbal

Nothing.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

Transfer:

Alison Gordon, Instructional Paraprofessional in kindergarten **TO** Long-term substitute in grade two, effective May 8 – June 19, 2017

Appointment:

Neelima Marthineni, Long-term substitute instructional paraprofessional in grade five, effective May 3 – June 19, 2017

Superintendent Raiche also reported that he received a retirement letter on Friday, May 5, 2017, from special education teacher, Charlene Ehrlinger. Mrs. Ehrlinger will be retiring at the end of the school year.

SUPERINTENDENT'S REPORT

a. Revised District Committee Structure

Superintendent Raiche explained the current district committee structure and made some recommendations for improvement. He has reached out to staff to obtain feedback on his proposed plan. In addition, Superintendent Raiche has researched how other districts set up their Committees. The Professional Development Coordinating Council may restructure how they operate and move from becoming a planning council to one that provides recommended professional development from other committees.

b. Walk to School Event on May 3, 2017

Ed Clarke, Administrator of Special Education and Support Services, reported that a total of 247 students walked to school. In addition, approximately 60 staff and “others” walked. It was a picture-perfect day and three preschoolers walked, too!

c. Board Docs Webinar

Superintendent Raiche informed the Committee that he and Mrs. Rieger attended a webinar on BoardDocs today and are quite interested in obtaining this as a program for use in school committee meetings starting in September. He shared some information that was received from the facilitator of the webinar. He hopes to schedule a 15-20 minute presentation for the Committee at the first school committee meeting in June (June 13, 2017).

d. Form for Parents for Personally-owned electronic devices for staff

Superintendent Raiche shared a form that has been created to inform parents of the use of personally-owned electronic devices and also receive their permission.

e. Board of Selectman meeting on May 8, 2017

Superintendent Raiche attended the Board of Selectman meeting last evening. He wanted to clarify how the Special Education Stabilization Fund will function. Jennifer Thompson, town administrator, is seeking input from the Department of Revenue and Caron Ketchum, School Business Administrator, is seeking input from DESE on how this type of fund works. The recent passage of the Municipal Modernization Act is intended to streamline the usage of such funds, not complicate.

He also noted that there was lengthy discussion about the King Philip FY18 school budget and concerns about the impact of programs at King Philip if King Philip’s proposed budget is not approved by the Plainville Finance Committee.

f. DARE graduation

DARE graduation was held last evening. Mrs. Abrams said, “It was quick and right to the point.”

OLD BUSINESS

None

NEW BUSINESS

a. BayState Textiles, Inc. \$30.00 (Vote Required)

MOTION by Javed Ikbal seconded by Linn Caprarella, to approve \$30.00 from BayState Textiles, Inc. for the Plainville district to be used to reimburse expenses for district technology purchases. So voted.

b. Policies from Section B (1st Vote Required)

- Policy File BHE, Use of Electronic Messaging by School Committee Members
- Policy File BIA, New School Committee Member Orientation
- Policy File, BIBA, School Committee Conferences, Conventions, and Workshops

The Committee reviewed these three policies at their last school committee meeting and recommended revisions.

MOTION by Maggie Clarke, seconded by Javed Ikbal, to approve the three aforementioned policies from section B in the policy manual as presented. So voted.

c. Policies from Sections G and K (1st Vote Required)

- Policy File GBEC, Gifts to and Solicitations by Staff
- Policy File KCD, Public Gifts to the Schools

Superintendent Raiche presented the two aforementioned policies for review and discussion. Discussed section D, in Policy File KCD, Public Gifts to the Schools, which basically says the Superintendent needs to be informed prior to an acceptance of a donation in order to have some oversight of potential donations. There is one typographical change on File KCD, Public Gifts to the Schools, on #6, change the word “be” to “but”.

MOTION by Javed Ikbal, seconded by Maggie Clarke, to approve the two aforementioned policies from section G and section K with the one change of the word “be” to “but” in #6 of Policy File K, Public Gifts to the Schools. So voted.

d. Policy from Section I (Vote Required)

- Policy File IJNDB, Internet, Network and Email Responsible Use Policy for Staff

Wording from the section Social Networking and Digital Tools was updated to reflect COPPA. There is one typographical change on page 5, third line under Social Networking and Digital Tools—add the letter “d” to issue.

MOTION by Linn Caprarella, seconded by Javed Ikbal, to approve Policy File IJNDB with the one change (adding the letter “d” to the word issue on page 5). So voted.

e. Job Descriptions (Vote Required)

- Director of Maintenance and Custodial Services/Maintenance Specialist
- School Nurse
- Network Administrator
- Technology Systems Administrator

The Committee reviewed and discussed the proposed job description revisions. Superintendent Raiche informed the Committee that Mr. Clarke, and the school nurses, Caroline Pasquantonio and Maureen Larochelle, reviewed the school nurse description and made the recommended revisions. The Technology Systems Administrator job description does not need to be changed. Both he and Stephanie Whitaker, reviewed the Network Administrator job description.

MOTION by Linn Caprarella, seconded by Javed Ikbal, to approve the job description of Director of Maintenance and Custodial Services/Maintenance Specialist as presented. So voted.

MOTION by Linn Caprarella, seconded by Javed Ikbal, to approve the job description of School Nurse as presented. So voted.

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the job description of Network Administrator as presented. So voted.

f. Legislative update

None.

g. Any item(s) not anticipated at the time of posting

None.

EXECUTIVE SESSION

a. Negotiations – Plainville Education Association (PEA) and Education Support Professionals (ESP)

MOTION by Linn Caprarella seconded by Maggie Clarke, to go into Executive session at 6:41 p.m. for the purpose of discussing collection bargaining strategies which, if held in open session, might hurt the Committee's bargaining position.

Roll Call Vote:

Amy Abrams	Yes
Linn Caprarella	Yes
Maggie Clarke	Yes
Javed Ikbal	Yes

Returned from Executive session at 7:15 p.m.

INFORMATION

There was no discussion on items in information.

ADJOURNMENT

MOTION by Linn Caprarella, seconded by Javed Ikbal, to adjourn at 7:16 pm So voted.

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Minutes from April 25, 2017

- Resignations, Transfers, Appointment, and Leaves memo dated May 4, 2017
- Superintendent's Report:
 - Documents regarding the items listed in the superintendent's report
- New Business:
 - Memo on gift received from BayState Textiles, Inc. \$30.00
 - Memo and accompanying policies from Section B
 - Memo and accompanying policies from Section G and Section K
 - Memo and accompany policy from Section I
 - Memo and accompanying job descriptions
- Information::
 - Enrollment as of May 1, 2017
 - School Committee Meeting Dates for 2017/2018
 - Food Service information through April 2017
 - School Budget and Revolving Funds through March 2017



PLAINVILLE PUBLIC SCHOOLS
68 MESSENGER STREET
PLAINVILLE, MASSACHUSETTS
02762

David P. Raiche
Superintendent of Schools

Telephone: (508) 699-1300
Fax: (508) 699-1302
Email: draiche@plainville.k12.ma.us

Date: May 18, 2017

To: School Committee
From: David P. Raiche, Superintendent
Re: Resignations, Transfers, Appointments, and Leaves

The following retirement/resignation has been received:

Charlene Ehrlinger	Special Education Teacher in Jackson School (effective June 30, 2017)
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The following appointments have been made:

Diane DeFrank	Long-term substitute Instructional Paraprofessional in kindergarten (effective May 8 – June 19, 2017)
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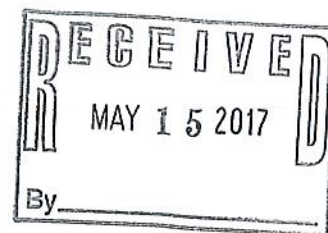
Kathleen Corrigan	Long-term substitute Instructional Paraprofessional in Grade One (effective May 8 – June 19, 2017)
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SUPERINTENDENT'S REPORT

a. NEAS&C Correspondence dated May 10, 2017, Special Progress Report

As you can see in the attached letter, NEAS&C voted to continue our accreditation and commend us in the areas of mission and technology.

Attachment



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

Director

GEORGE H. EDWARDS
781-425-7735
gedwards@neasc.org

Deputy Director

ALYSON M. GEARY
781-425-7736
ageary@neasc.org

Executive Assistant to the Director

DONNA M. SPENCER-WILSON
781-425-7719
dspencerwilson@neasc.org

Associate Director

EDWARD J. GALLAGHER, III
781-425-7722
egallagher@neasc.org

Associate Director

KATHLEEN A. MONTAGANO
781-425-7760
kmontagano@neasc.org

Associate Director

BRUCE R. SIEVERS
781-425-7716
bsievers@neasc.org

Associate Director

WILLIAM M. WEHRLI
781-425-7718
bwehrl@neasc.org

May 10, 2017

Kate Campbell
Principal

Anna Ware Jackson Elementary School
68 Messenger Street
Plainville, MA 02762

Dear Ms. Campbell:

The Committee on Public Elementary and Middle Schools, at its April 2-3, 2017 meeting, reviewed the Special Progress Report of Anna Ware Jackson and Beatrice H. Wood Elementary Schools and continued the schools' accreditation.

The Committee was pleased to commend the following:

- the transition from individual school mission statements to a district mission so that all stakeholders are included
- the continuous improvement and updating of technology at all grade levels to impact instruction in a positive manner
- the movement toward 1-1 technology for students and staff

School officials are reminded the Five-Year Progress Report is due February 15, 2019 as indicated in the Committee's notification letter dated May 10, 2016. The report should include, in Section I, detailed responses to the three highlighted recommendations identified in that letter.

The schools are reminded that information about the proper preparation of the Five-Year Progress Report which can be found at <http://cpems.neasc.org> under the "Resources for Member Schools" tab, *Follow-Up Reports*. In that report school officials are required to respond to two types of recommendations: Section I, highlighted recommendations from notification letter(s) and Section II, general report recommendations not classified as Completed from Section II in the school's Two-Year Progress Report, as well as the requested information in Sections III-IX. School officials are reminded that all valid recommendations in

Kate Campbell
May 10, 2017
Page Two

the evaluation report should have been completed or be in the final stages of implementation when the schools submit their Five-Year Progress Report.

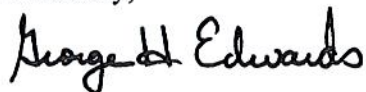
Additionally, one of the required components of the Five-Year Progress Report is the submission of the schools' current mission, core values, beliefs, and learning expectations to reflect the 2014 K-8 Standards for Accreditation. Information related to the development/revision of the school's document is available at <http://cpems.neasc.org> under the "Standards & Policies" tab, *Developing and Implementing Core Values and Expectations*.

The Committee will review the schools' accreditation when it considers the Five-Year Progress Report. Consistent with the Committee's follow-up procedures, the report should have an electronic signature of the principals and chair of the schools' follow-up committee and be sent electronically to cpemsreports@neasc.org. You will receive an electronic receipt.

The Committee requests that it be kept apprised of any substantive changes no later than 60 days following their occurrence. The Substantive Change Policy can be found on our website <http://cpems.neasc.org>. As well, please notify the Commission office of any changes in the names of the principals and/or superintendent along with their corresponding e-mail addresses in a timely manner.

Please contact us if we can be of any assistance.

Sincerely,



George H. Edwards

GHE/jaf

cc: David P. Raiche, Superintendent, Plainville Public Schools
Linn Caprarella, Chair, Plainville School Committee
Robert N. Baldwin, Chair, Committee on Public Elementary and Middle Schools

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Plainville School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), internet web forums, and internet chat rooms.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, meeting dates, or transmitting supporting documents. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L 4:7; 39:23A, 23B; 66:10

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The Plainville School Committee designee and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

1. A copy of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the district's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

Each new member shall also receive any other materials the designee and/or the Superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The designee and/or Superintendent shall also clarify policy regarding:

1. Arranging visits to schools or administrative offices
2. Requesting information regarding school district operations
3. Responding to community requests/complaints concerning staff or programs
4. Handling confidential information

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities) they may be invited to attend all meetings of the Committee with the exception of executive sessions.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provide by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established Committee policy.

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the Plainville School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The Committee will periodically decide which conferences, conventions, workshops and meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. 40:5

Revised: May 23, 2017

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the

conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

SOURCE: MASC December 2012

Legal Ref: M.G.L. [268A:3](#); [268A:23](#); 930 CMR [5.00](#)

CROSS REFS.: [KCD](#), Public Gifts to the School

Approved: May 23, 2017

PUBLIC GIFTS TO THE SCHOOLS

A. Introduction

The Plainville School Committee recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the Plainville School District. Many school support organizations provide valuable resources to the school system. The Committee believes that public education is a common good that should be adequately supported by federal, state, and local governments. School-age children in Plainville are entitled to a free and appropriate education under applicable law. In general, private donations should not be used to pay for core curriculum or other programs that fall within the obligations of the district.

The School Committee may accept donations to assist the District in furtherance of its educational goals and in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind.

B. Ownership of Donations

Any donations to the District, whether in cash or in kind, that are accepted in accordance with this Policy, automatically become the property of the District.

All proposals to the School Committee for donations from staff and the general public require administrative approval prior to being presented. District employees, applying for grants and/or seeking donations or outside funding for educational services, professional development, and/or materials, must receive prior approval from the Superintendent before submitting applications for funding. Donations may not be spent or used in the school unless and until they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated below. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the School Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the District to be used as the School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations will be placed in a separate account as needed and in compliance with applicable laws. Donations of capital in excess of the greater of \$35,000 or the applicable statutory threshold at the time of the proposal will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required. The District will comply with all such laws where applicable, including the conduct of any required processes to request proposals in advance of final approval.

Approved support organizations and recognized 501(d)3 registered charitable organizations may make donations of capital equipment to the District. All organizations agree that capital equipment will only be purchased with the prior notification to the Superintendent and approval of the School Committee upon the recommendation of relevant personnel. The preferred method for the acquisition of such capital equipment is for organizations to donate the funds to the district for purchase of such items. The District will then follow the appropriate purchasing laws, regulations and procedures in procuring the equipment. If approved and if equipment is acquired by the organization and donated directly, such

equipment shall become the property of the District. The District will not accept any donations to avoid applicable public bidding, purchasing and/or construction requirement laws.

C. School Committee Approval

Donations may not be spent or used in the District unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:

1. The Superintendent is authorized to accept grants on behalf of the Committee from the federal, state, county, or local governmental agencies, private foundations, corporations, or private organization when the District or a staff member has applied for the grant with the prior approval of the Superintendent.
2. In-kind contributions may be accepted by the District only upon the advance approval of the School Committee. In determining whether to grant such approval, the School Committee will consider such factors as it deems relevant, including any safety considerations and any costs of installing or maintaining the property and its usefulness to the educational program. The School Committee may condition its acceptance of a contribution in kind on the agreement of the donor to bear the costs of installing or maintaining the property to be offered in kind, or may condition its acceptance upon any other condition that the School Committee determines to impose.
3. Donations of time and personal services by parents and other Plainville residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

Donations of cash may be accepted for the purpose(s) specified by the donor, upon approval by the School Committee. Donations in-kind that are subject to conditions or restrictions imposed by the donor will not be accepted by the School Committee or the Superintendent or any other District official, as the case may be. However, the School Committee will consider donor requests for the use and assignment of donated property before accepting contributions in kind.

D. Conditions for Acceptance of Donations or Fundraising Proceeds

The School Committee reserves the right to reject any donation or proceeds from fundraising if it finds that the donation would not serve the interests of the District. The School Committee will normally accept only those gifts that benefit the District as a whole or all the same classes in a subject or grade level within the school (e.g., those that strengthen the scope and sequence of the curriculum or the many co-curricular and support programs), subject to the limited exceptions listed below. The School Committee will consider the overall interests of the District in reviewing each circumstance, but generally will not accept donations or proceeds from fundraising under the following circumstances:

1. The targeted purpose is incompatible with existing or planned curriculum, programs, or educational goals of the District.

2. The donation or fundraised proceeds would result in an unreasonable inequity among classes or groups of students within the District that are protected by applicable anti-discrimination laws (e.g., gender, race, religion, sexual orientation or disability).
3. The donation or purpose for fundraising would constitute an operating expense and result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials (e.g., unemployment). Funding for ongoing maintenance must accompany any donation of capital or capital purchased through fundraising.
4. The donation or purpose for fundraising may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation or funds raised.
5. The donation or purpose for fundraising would involve unreasonable advertising or promotion of a commercial interest.
6. The donation or purpose for fundraising would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded through the District's budget.

The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and situations. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant. Moreover, the committee may amend this Policy from time to time at its sole discretion.

Reference: Mass. Gen. Laws ch71.section 37A; Mass Gen. Laws ch.44. section 53A, as amended

Approved: May 23, 2017

INTERNET, NETWORK AND EMAIL RESPONSIBLE USE POLICY FOR STAFF

The Children's Internet Protection Act, known as CIPA, became effective on April 20, 2001. According to the FCC, schools and libraries must certify that they are enforcing a policy of Internet Safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. They must also have adopted and implemented an Internet Safety Policy that addresses specific issues. In addition, pursuant to the Protecting Children in the 21st Century Act, the Plainville School District will monitor the online activities of minors and educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The district will also educate minors about cyberbullying awareness and potential responses.

OVERVIEW

Plainville Technology Mission Statement

We are strongly committed to prepare students to be technologically literate in the skills needed to compete in an information based global community of the 21st century. To ensure this, we must enhance our curriculum to guarantee that technology becomes an integral and routine part of the learning and teaching experience for everyone in the Plainville education system.

In keeping with the mission statement, the Plainville School District is providing access to the Internet.

The Internet is an electronic communications network that provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the Plainville Public Schools by facilitating resource sharing, innovation and communications.

Access to Internet and e-mail will enable students, teachers and staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communications with other Internet users around the world. The Plainville School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from teachers and staff. Exploration, discovery and manipulation of resources are encouraged. However, with such great potential for education also comes some potential for abuse. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

TECHNOLOGY PROTECTION MEASURE

Teachers and Staff must understand that the information available on the Internet is not always age appropriate or accurate. The Plainville School District has installed a firewall to protect the network from hackers, and has enabled content filtering on all computers to protect against Internet access by adults and minors to visual depictions that are (a) obscene, (b) child pornography or (c) harmful to minors. While the necessary technology protection measures have been taken to protect students from accessing inappropriate material on the Internet, it is impossible to guarantee that students will not accidentally or purposely find material that is not consistent with the educational mission, goals and policies of the school.

Student access to and use of the Internet will be available only through a student account and as such, will be under teacher direction and monitored. Direct supervision is required. The district requires teachers and staff to monitor students when accessing the Internet and evaluate all Internet resources prior to student use. While students may be able to access Internet resources for research that have not been previewed by staff, the students shall be provided with guidelines and a list of resources that support the curriculum. When students are using the Internet, the content filtering software cannot be disabled even with parental or teacher permission and supervision. Upon written request a system administrator may disable content filtering software only for adults who are using the school computers for bona fide research or other lawful purposes.

The most important prerequisite is that the user takes full responsibility for his/her own actions. The Plainville School District will not be liable for the actions of anyone connecting to the Internet through our Network. All users assume full liability, legal, financial, or otherwise, for their actions. Access, as provided by the Plainville Schools is considered a privilege not a right. With this privilege, comes the responsibility of all users to abide by acceptable use practices.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully, understand(s) their significance, and will abide by the policies and procedures pertaining to the Staff Acceptable Use Policy.

INTERNET AND NETWORK - TERMS AND CONDITIONS OF USE

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each user will be trained in the proper use of the network and the Internet. The school district administrators may periodically conduct Internet searches to investigate if teachers have posted inappropriate materials online. The school district administrators will deem what is inappropriate use based upon the criteria outlined in this policy and their decision is final.

PRIVACY

The system administrators may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Any information stored, accessed, browsed and/or created on the Plainville School District's network and/or systems should not be considered private by the user. This includes, but is not limited to, any and all electronically stored information and electronic files, electronic mail communications, and Internet website history. All aspects of the Plainville School district's network and systems usage by a user is subject to monitoring, the Massachusetts Public Records Law, and legal discovery, as applicable.

Subject to certain exceptions in the law, electronic mail and other electronically stored information and electronic files are considered public records subject to potential disclosure under the Massachusetts Public Records Law and its record retention policies and may be subject to legal discovery. Employees should NOT expect that electronic mail messages (even those marked "Personal") are private or confidential.

ACCEPTABLE USES

The Plainville School District's network and systems are provided at the expense of the district and are to be used in furtherance of educational purposes. The purpose of the backbone networks making up the Internet is to support research and education in and among the academic institutions by providing access to unique resources and the opportunity for collaborative work. Access must be consistent with the educational objectives of the Plainville School District. Use of other organizations' network or computing resources must comply with the rules appropriate for those networks.

UNACCEPTABLE USES

Certain activities and behaviors are not permitted. These include, but are not limited to:

- Unauthorized access, including so called "hacking" and illegal activities are strictly forbidden.
- Unauthorized disclosure, use, and dissemination of personally identifiable information is prohibited
- Access to inappropriate material on the Internet is prohibited.
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets.
- Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.

SCHOOL APPROVED DEVICES

The Plainville School District may provide staff members with school approved devices to promote learning outside of the classroom. Staff members are expected to abide by the same responsible use policy when using school approved devices off the school network as on the school network. Use of school-issued devices off the school network may be monitored.

Staff members are expected to use them for educational purposes that are school-related in the performance of job duties unless otherwise explicitly authorized by Administration. They are to treat them with extreme care and caution, and are prohibited from loaning to another staff member, student or family member. The person to whom the device is issued will be responsible for any activity or action performed on the device. The device configuration shall not be altered in any way by staff members and must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and/or upon request for maintenance and updates. Staff members are expected to report any loss, damage, or malfunction to the IT Department immediately. Staff members may be financially accountable for any damage resulting from negligence or misuse. In such instances an administrative investigation will be conducted prior to a staff member being held financially responsible.

PERSONALLY OWNED ELECTRONIC DEVICES (POEDs)

Staff members may bring into the school district their POEDs such as cell/smart phones, laptops, notebooks and tablets for teaching and learning, professional development and job related activities. They must not use their POEDs to harass or victimize other students or staff, or to abuse a person's right to

privacy. Student related information must not be stored on POEDs unless they receive parental written notice and consent. At the end of each school year, any student related information will be deleted from the POEDs. POEDs are the sole responsibility of the device owner and must adhere to the following guidelines:

- The devices should be password protected for security purposes
- The devices should have the latest Virus Protection software including the latest virus definition files.
- The devices should have the latest Security Patches for its operating systems.
- The devices should be free of spyware, adware, worms, viruses, trojan horses, and peer to peer software that could disrupt the network.
- The devices should not be used for any illegal activity, peer-to-peer file sharing (including Kazaa, Limewire, Gnutella, Napster, Bit Torrent, etc.) or unauthorized access to any device.
- The devices should not have Internet Connection Sharing services turned on.
- Teachers who utilize third party software or websites that are not provided by the school shall have each such application/software vetted by the district's IT Department

The Plainville School District will not be held responsible for the loss, theft or destruction of any POEDs. The Plainville School District will not provide technical support or assume any responsibility for loss or damage of any software, hardware or data on any POEDs. Should inappropriate activities or a security breach be detected, system administrators may examine the POEDs. In using their POEDs, staff members are expected to comply with the Responsible Use Agreement for Staff.

ACCESS TO WIRELESS NETWORK

The Plainville School District will provide a filtered, wireless network to which staff members will be able to connect personally owned mobile devices (POEDs) for instructional and administrative functions. To connect to the school district wireless network, staff members must register their personally owned electronic devices (POEDs) with the School District IT Department. Plainville School District will not be held responsible for use of any information obtained via the wireless network including but not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, and/or omissions. Users are not to disrupt the use of the wireless network. Use of the wireless network is at the user's own risk.

VIDEO CONFERENCING

Videoconferencing such as Skype is a way that users can communicate with other users, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, users can see, hear, and speak with other users, speakers, museum personnel, etc. in real-time. Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within their building or school district. Users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to responsible use and behavior by users apply during all videoconferencing sessions.

DATA CONFIDENTIALITY

The efficient collection, analysis, and storage of student information is essential to improving the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. It is the responsibility of all staff to use appropriate judgment and extreme caution when accessing all confidential and sensitive electronic information. This information includes staff and student personally identifiable data that is stored through school approved online storage services such as Schoolbrains, One Drive and SharePoint.

Confidential information includes any information or data that can identify a particular student. This includes not only the student's full name, but also the student's ID number, social security number, any unique logins associated with a particular student, photos, videos, geolocation data, the IP address of the student's computer, or unique identifiers associated with a mobile device belonging to the student.

All staff is strictly prohibited from disseminating such confidential information outside of the Plainville Schools local network or online storage services unless authorized by Administration and/or required by their jobs. When sharing sensitive and/or confidential documents through One Drive and SharePoint, staff must place a check next to "Require Sign-in" option whenever available.

When evaluating online educational resources with students that require setup of class roster, all staff is advised to review terms of use and/or privacy policy of these resources to ensure compliance with COPPA (Children's Online Protection and Privacy Act). Staff may also provide minimal student information such as their first name followed by first initial of their last name as an alternative. All staff must safeguard electronic student data privacy in order to be in compliance with the Family Education Rights and Privacy Act (FERPA), Massachusetts student record regulations, 603 C.M.R. 23.00 ("State Regulations") and COPPA (Children's Online Privacy and Protection Act).

SOCIAL NETWORKING AND DIGITAL TOOLS

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012. The amended Rule which took effect on July 1, 2013 spelled out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. The new rule added four new categories of information to the definition of personal information. Operators are required to obtain parental consent for the following:

- Geolocation information sufficient to identify street name and name of a city or town, regardless of when such data is collected
- Photos or videos containing a child's image or audio files with a child's voice from a child
- Screen or user name is personal information where it functions in the same manner as online contact information
- Persistent identifiers such as information about a child's activities on its website or online service

The school district administrators will remind all staff concerning the importance of proper decorum in the digital world and in person, and must conduct themselves in ways that do not distract from or disrupt the educational process. The staff should follow the guidelines below and exercise good judgment when presenting themselves on social networking sites including but not limited to Facebook, Twitter, Instagram, and other digital tools.

- Staff members shall not list current Plainville School students as “friends” on networking sites.
- All e-contacts with current Plainville School students should be through the Plainville School District’s computer and telephone system, except for emergency situations.
- Staff members shall not give out their personal contact information to current Plainville School students without prior approval of the Plainville School District.
- Staff members shall not engage in prejudicial or discriminatory attacks, sexual harassment or other forms of cyberbullying.
- Staff members shall not post false, defamatory, threatening, racist or disrespectful language about a person or organization. This includes, but is not limited to, the posting of inappropriate and obscene content, photographs or other such information that might result in disruption of the Plainville School District.
- Staff members shall respect the privacy of the Plainville School District community and must not divulge or post online any identifying information of any member of the school district community, particularly on personal web pages or social networking sites, without permission (including, but not limited to, names, addresses, photos, videos, email addresses, and phone numbers).
- The professional conduct of the staff is expected to extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of the Plainville School District, or members of the School District community.

NETWORK ETIQUETTE

Staff members are expected to abide by the accepted rules of network etiquette. These include, but not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not disrupt the use of the network.

LIABILITIES

The Plainville School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Plainville School District will not be responsible for any damages the user suffers including: loss of data resulting from delays, miss-deliveries or service interruptions caused by network disruptions or user errors or omissions. Use of information via Internet is at the users own risk. The

Plainville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

ELECTRONIC MAIL (E-MAIL)

PURPOSE

The purpose of the e-mail policy is to ensure proper use of the Plainville School District's e-mail system and to support business and educational functions. The Plainville School provides the e-mail system as a means of communication to further education, research and the mission of the school district and must be regarded as public documents. All personnel who use the e-mail system are required to comply with the following guidelines.

NO RIGHT TO PRIVACY

Any computer files or electronic mail ("e-mail") messages maintained, stored, received or sent on or from the Plainville Public School ("the District") computer systems are and shall remain property of the District and are subject to being monitored and/or disclosed at any time by the District. All employees have no privacy interests in e-mail messages or passwords, and as a condition of the use of the District's system, consent to the District's monitoring and disclosure of e-mail messages.

Subject to certain exceptions in the law, email and other electronically stored information and electronic files are considered public records subject to potential disclosure under the Massachusetts Public Records Law and its record retention policies and may be subject to legal discovery. Employees should NOT expect that email messages (even those marked "Personal") are private or confidential.

MONITOR

The Plainville School District reserves the right to monitor, access, and review any e-mails or other materials transmitted by the senders and recipients, at any time, without prior notice, by authorized personnel. This is to ensure that there are no violations of the law, breaches of company policies and any communications that may be harmful to the school district, or for any other reason. Users of the Plainville School District email system consent that the monitoring identified in this policy shall not constitute an invasion of his or her privacy.

GENERAL RESTRICTIONS ON CONTENT OF E-MAIL MESSAGES

The e-mail system has been installed by the District for use in the conduct of District business. The District recognizes, however, that employees may desire to use the e-mail system occasionally for personal purposes. The District will permit such occasional, personal use of the e-mail system, provided that:

1. such use does not result in additional cost to the District;
2. such use is not over used or abused by employees; and
3. employees understand (and are hereby informed) that all messages transmitted or received on the e-mail system, of whatsoever nature, remain fully subject to all the provisions of this e-mail policy (thus, for example, even personal messages on the e-mail system constitute District property in which employees have no right of privacy and which may be stored, monitored, or disclosed at any time by the District).

The e-mail system shall not be used to transmit messages, either within the District or in communications transmitted outside of the District, that might reflect poorly on the District, including language that may be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, age, marital or familial status, physical or mental disability, or religious or political beliefs.

PERIODIC DELETION OF E-MAIL MESSAGES

E-mail, electronic files, and other electronically stored information concerning official Plainville School District business are generally considered “public records” that are subject to disclosure under the Massachusetts Public records Law, unless an exemption applies. (M.G.L. c. 66, § 10; M.G.L. c. 4, s. 7(26)).

Public Records include all “books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any officer of employee...” of the district, unless such matters are exempt from disclosure under the Massachusetts Public Records Law. (M.G.L. c. 4, s. 7(26)).

Like all other correspondence dealing with official district business, e-mail messages must be printed and filed in accordance with existing public record filing procedures and retention standards. In addition, e-mail and other electronically stored information should be retained in an electronic format as required by

the Massachusetts Public Records Law. Please consult the Public Records Division of the Office of the Secretary of the Commonwealth for details regarding how this law affects your particular file, document, e-mail message or record.

OFFENSIVE OR HARASSING PROHIBITED

The e-mail system must not be used to create any offensive or disruptive messages. Among those which are considered offensive, are messages or materials which contain sexual references or implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry or disability. In addition, the e-mail system must not be used to communicate other improper messages or images that are defamatory, derogatory, obscene or otherwise inappropriate. The e-mail system must not be used to commit any crime, including but not limited to sending obscene e-mails or images with the intent to annoy, abuse, threaten, or harass another person.

SOLICITATION PROHIBITED

The e-mail system may not be used to solicit outside, personal or commercial ventures, religious or political causes or other solicitations that are not work related.

PROHIBITED USES

The e-mail system must be used appropriately, responsibly, and in a lawful manner. This includes not sending or forwarding unsolicited e-mails such as "chain" e-mail letters, junk e-mail (spam) and daily jokes; forging or attempting to forge e-mails and sending an e-mail using another person's e-mail account.

PROTECTING THE CONFIDENTIALITY OF PROPRIETARY INFORMATION

Employees should be aware that communications on the e-mail system may potentially be accessed and reviewed by persons other than the intended recipient. When transmitting sensitive or privileged information, employees should always use the most secure form of transmission that is available to them and that ensures the safety and security of the information being transmitted. In the event that e-mail is used to transmit sensitive or privileged information, employees should take all reasonable steps to ensure that the information is as secure as possible, preferably, through the use of e-mail that is encrypted or password-protected, if such technology is available. When transmitting e-mails that contain student information, employees must use student's initials, not their first or last name. Employees shall promptly notify the superintendent's office in the event an e-mail transmission containing confidential or proprietary information of another party is received without the express permission of that party.

E-MAIL ETIQUETTE

- Check your e-mail regularly, at least once a day. E-mail is generally expected to be replied within 48 hours; if the e-mail is complicated, do send an e-mail acknowledging the receipt of the e-mail and that you will get back to the person soon.

- Be concise and to the point – e-mail can be discouraging to read if it is too long.
- Always use informative, short and carefully phrased subject title to reference the e-mail. Do not leave the subject title blank.
- Do not use the e-mail system to communicate any sensitive or confidential information. It is not secure. E-mails can be intercepted by others.
- Do not use the e-mail system if there is a chance your message can be misunderstood. If the situation is complex and can be misinterpreted, use the phone or arrange for a personal meeting instead.
- Be careful when using the Reply or Reply to All in response to e-mails.
- Do not use capital letters – if you write in CAPITAL LETTERS, the recipient may interpret it as shouting and treat the e-mail as annoying and may not reply.
- Read your e-mail before sending – check for spelling mistakes. This will avoid any misunderstandings or unnecessary comments.
- Do not open an e-mail or attachment if you do not know the sender. Please delete it immediately. We must take precautions to prevent any unknown viruses that may have come through the e-mail system.

PURCHASE AND INSTALLATION OF SOFTWARE

- Unauthorized download and installation of any software without prior written approval of the system administrators is prohibited.
- Do not purchase any personal software for the computers in your classrooms.
- Software that was not purchased by the school should not be installed on the computers in school.
- Software that was originally purchased for your home computer should not be installed on the computers in school.
- Software will be used in accordance with its license agreement. Software that has a single user license cannot be installed on multiple computers unless otherwise noted in the license agreement. Unless otherwise noted, all software and files (audio, pictures, photos, text) on the Internet should be considered copyrighted work. Do not download software and/or files without the permission of the copyright holders

VIOLATION OF POLICY

When inappropriate use of computers and websites is discovered, the school district administrators will promptly bring that inappropriate use to the attention of the staff member. The school district administrators may close an account or deny access any time as required, and may consider disciplinary action up to and including termination of employment.



PLAINVILLE PUBLIC SCHOOLS


68 MESSENGER STREET
PLAINVILLE, MASSACHUSETTS
02762

David P. Raiche
Superintendent of Schools

Telephone: (508) 699-1300
Fax: (508) 699-1302
Email: draiche@plainville.k12.ma.us

Date: May 17, 2017

To: School Committee

From:  David P. Raiche
Superintendent of Schools

Re: Use of Facility Request (Vote Required)

I recommend approval of the facility use request submitted by America's Best Defense to hold their karate school graduation ceremony in the Jackson School gymnasium the evening of Friday, June 16, 2017. They have provided us with the necessary insurance information and will be charged the rate specified in our policy.

Attachment

Schedule Detail Report

Plainville Public Schools

Schedule ID	159095	Creation Date	05/09/17 03:38:25 PM
Title	Karate Graduation	Schedule State	Inactive
Organization	Americas Best Defense	Facility Use Fees	\$0.00
Status	Submitted	# of Parking Spaces	
Approval Note		Other Needs	
Number Attending	300		
Declined Reason			
Contact Name	Rob Howard	Evening Phone	
Address	North Attleboro, MA	Day-Time Phone	
Email	abd@abdemail.com	Cellular Phone	
Insurance Company	Francis L. Dean	Policy No	USP218864
Coverage	1,000,000		
Coverage Dates	08/01/16 To 08/01/17		

Responsible For Billing

* No Invoices or Usage Fees have been generated for this Schedule.

Building Room	Room Contact Name	Zone
Jackson School Gym		
Event Date 06/16/17 7:30 PM - 9:00 PM	Setup Begin Time 3:30 PM	Breakdown End Time 9:00 PM
Location Anna Ware Jackson School <i>Gym</i>		

Note: * indicates Alternate Event *C* indicates canceled, declined, or unavailable event. ☒ indicates no insurance coverage

5/9/2017

Page 1 of 1



PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET
PLAINVILLE, MASSACHUSETTS
02762

David P. Raiche
Superintendent of Schools

Telephone: (508) 699-1300
Fax: (508) 699-1302
Email: draiche@plainville.k12.ma.us

Date: May 17, 2017

To: School Committee Members

From: David P. Raiche, Superintendent

Re: School Choice Vote for School Year 2017/2018 **PUBLIC HEARING**

Under the Massachusetts Educational Reform Act of 1993, each school district is considered to be participating in the "School Choice" Program unless, by formal vote of its School Committee, that district declines participation in this program. This action must be sent to the State Department of Education by June 1st before the commencement of the year for which the action is taken. The pertinent section of the Law states:

...This obligation to enroll non-resident students shall not apply to a district for a school year in which its school committee, prior to June 1st, after a public hearing, adopts a resolution withdrawing from said obligation, for the school year beginning the following September. Any such resolution of a school committee shall state the reasons thereof, and such resolution with said reasons shall be filed with the Department of Education; provided, however, that said Department shall have no power to review any such decision by a school committee...

I am recommending that the Plainville School Committee vote not to participate in the School Choice Program for the 2017/2018 school year due to financial reasons.




PLAINVILLE PUBLIC SCHOOLS
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PLAINVILLE, MASSACHUSETTS
02762

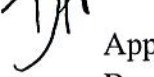
David P. Raiche
Superintendent of Schools

Telephone: (508) 699-1300
Fax: (508) 699-1302
Email: draiche@plainville.k12.ma.us

Date: May 17, 2017

To: School Committee Members

From:  David P. Raiche, Superintendent

Re:  Appointment of District Representative to the Bi-County Collaborative Board of Directors (Vote Required)

In order to comply with legislation, please appoint a district representative to the Bi-County Collaborative Board of Directors for the 2017/2018 school year.

I recommend that you appoint me as I find membership as a board member to be extremely beneficial.



PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET
PLAINVILLE, MASSACHUSETTS
02762

David P. Raiche
Superintendent of Schools

Telephone: (508) 699-1300
Fax: (508) 699-1302
Email: draiche@plainville.k12.ma.us

Date: May 18, 2017

To: School Committee

From: David P. Raiche
Superintendent of Schools

Re: Revised Job Description for Student Support Specialist and New Job
Description for School Adjustment Counselor (*Vote Required*)

I recommend approval for the revised student support specialist job description and for the new job description for a school adjustment counselor.

Attachments

PLAINVILLE PUBLIC SCHOOLS

Title: *Student Support Specialist (K-6)*

Qualifications:

- 1. Teacher with Professional Status*
- 2. Three or more years of successful teaching experience in Plainville preferred*
- 3. Knowledgeable and current with regard to state and district initiatives*
- 4. Supports state and district initiatives*
- 5. Knowledgeable and current in interdisciplinary curriculum, effective instruction and performance-based assessments*
- 6. Experience in the dynamics of students with serious behavioral/emotion issues*
- 7. Experience in designing and assisting teachers in implementing, monitoring and adjusting individual and/or classroom behavioral plans*
- 8. Leadership training and/or experience*
- 9. Effective communication skills*
- 10. Proven organizational skills*
- 11. Ability to work independently and be self-directed*
- 12. Certified in Early Childhood or Elementary Education*
- 13. Certified in Special Education – preferred*
- 14. BCBA (Board Certified Behavior Analyst) Certification – preferred*

Reports to: *Superintendent of Schools*

Job Goal: *Responsible for gathering and generating information and working with teaching staff and parents to ensure student success, including students who present significant social/emotional/behavioral challenges in the classroom setting*

Performance *General:*

Responsibilities:

- 1. Work with the principals, classroom teachers and other specialized personnel(i.e. psychologist, reading specialist, speech/language, ABA, coaches, etc.) to assure that students' academic and behavioral needs are being met*
- 2. Assist in developing activities for students identified for intervention or challenge*
- 3. Provide feedback and support to first, second and third year teachers and others upon request or at the direction of administrator(s)*
- 4. Provide feedback and support through the district Mentor Program*

***Performance
Responsibilities
Continued:***

Meetings:

- 1. Attend relevant planning meetings*
- 2. Attend meetings of the district's Professional Development Planning Team*
- 3. Disseminate relevant information*
- 4. Attend BEST team meetings, upon request*

Instruction:

- 1. Propose and when approved, carry out inservice programs for teachers, principals, and other instructional staff members*
- 2. Assist teachers in developing small group lessons that incorporate the need for differentiation for students with behavioral needs*
- 3. Assist teachers in soliciting/creating and scoring tasks that serve as valid indicators of work that meets district standards*
- 4. Model "best practice" strategies at the request of teachers and/or administrators*

Miscellaneous:

- 1. Conduct parent workshops demonstrating behavioral strategies*
- 2. Collect data related to problematic student behavior*
- 3. Design behavioral plans*
- 4. Articulate, facilitate and coordinate implementation of behavioral plans between teachers*
- 5. Promote and maintain good morale, close rapport, high interest and cooperation through relationships with staff*
- 6. Gather, interpret and prepare reports with regard to behavioral assessment data*
- 7. Disseminate information/research on current trends and best practices*
- 8. Assist in RTI planning efforts and oversight*

***Terms of
Employment:***

The school year equivalent to that of other teachers (PK-6)

Salary shall be set in accordance with the contract between the Plainville School Committee and Plainville Education Association

Evaluation:

Yearly by Superintendent (instrument to be determined through negotiations)

PLAINVILLE PUBLIC SCHOOLS

Title: *Student Support Specialist*

Qualifications:

- *Teacher with Professional Status*
- *Three or more years of successful teaching experience in Plainville preferred*
- *Knowledgeable and current with regard to state and district initiatives*
- *Supports state and district initiatives*
- *Knowledgeable and current in interdisciplinary curriculum, effective instruction and performance-based assessments*
- *Experience in the dynamics of students with serious behavioral/emotion issues*
- *Experience in designing and assisting teachers in implementing, monitoring and adjusting individual and/or classroom behavioral plans*
- *Leadership training and/or experience*
- *Effective communication skills*
- *Proven organizational skills*
- *Ability to work independently and be self-directed*
- *Certified in Early Childhood or Elementary Education*
- *Certified in Special Education – preferred*
- *BCBA (Board Certified Behavior Analyst) certification or Behavior Support Specialist certification, preferred*

Reports to: *Superintendent of Schools or designee*

Job Goal: *Responsible for collaborating and consulting with teaching staff and parents to ensure student success, including students who present significant social/emotional/behavioral challenges within the school environment*

Performance *General:*

Responsibilities:

1. *Work with principals, classroom teachers and other specialized personnel (i.e. psychologist, reading specialist, speech/language, ABA, coaches, etc.) to support student behavioral needs in order to ensure academic and social growth*
2. *Develop intervention activities/strategies for students that help support their success within the classroom*
3. *Provide feedback and support to teachers and staff upon request or at the direction of administrators*
4. *Provide feedback and support through the district Mentor Program*

**Performance
Responsibilities
(continued):**

Meetings:

1. Attend relevant planning meetings
2. Attend meetings of the district's Professional Development Coordinating Council
3. Disseminate relevant information during meetings (data, RTI, Universal Screener)
4. Attend BEST team meetings, upon request
5. Attend parent meetings that focus on student support strategies

Instruction:

1. Propose and when approved, carry out inservice programs for teachers, principals, and other instructional staff members
2. Assist teachers in **introducing and implementing** differentiation/ accommodation strategies for students with behavioral needs
3. Model "best practice" strategies at the request of teachers and/or administrators
4. **Teach targeted classroom lessons based on expectations/skills that support the PBIS model**

Miscellaneous:

1. Conduct parent workshops demonstrating behavioral strategies **and current SEL topics**
2. Collect data related to problematic student behavior
3. Design behavioral plans **and complete FBA's**
4. Articulate, facilitate and coordinate implementation of behavioral plans between teachers
5. Promote and maintain good morale, close rapport, high interest and cooperation through relationships with staff
6. Gather, interpret and prepare reports with regard to behavioral assessment data
7. Disseminate information/research on current trends and best practices
8. Assist in RTI planning efforts and oversight
9. Assist in the implementation of a PBIS school-wide framework
10. **Coordinate the collection, analysis and use of Universal Screener data**

**Terms of
Employment:**

The school year equivalent to that of other teachers (PK-6)

Salary shall be set in accordance with the contract between the Plainville School Committee and Plainville Education Association

Evaluation:

Yearly by Superintendent or designee

Approved:

JOB SPECIFICATIONS

Title: *School Adjustment Counselor*

Qualifications:

- *Master's Degree in Social Work or Counseling*
- *Massachusetts School Social Worker/School Adjustment Counselor certification*
- *Experience providing services under the MA Model for Comprehensive School Counseling Programs - preferred*
- *Previous school counseling experience at the elementary or middle school level - preferred*
- *Ability to deal with typical issues such as family conflict, eating disorders, sexual identify, alcohol and drug abuse, and physical, sexual, and/or psychological abuse*
- *Willingness to visit students' homes*
- *Demonstrated experience supporting students with special needs*
- *Experience in providing consultation services, including workshops, to staff*
- *Demonstrated ability to produce concise reports including relevant developmental, social and medical information*
- *Previous leadership training and/or experience*

Reports to: *Superintendent of Schools or designee*

Job Goal:: *To identify student needs and make use of internal and community resources that will result in positive changes and lead to all students functioning to their fullest potential in the school and community*

Performance Responsibilities:

1. *Responsible for individual and/or group short-term counseling and assisting referred students*
2. *Responsible for cooperating and consulting as a team member with teachers, principals and other school personnel for purposes of diagnosing, evaluating and recommending interventions for the adjustment of students*
3. *Responsible for providing crisis intervention and conflict resolution services when requested by school personnel*
4. *Responsible for making home visits to parents of referred students and counseling with parents at school and in the home to help them understand the social, emotional and academic needs of the student*
5. *Responsible for serving as a referral agent and case manager for the student and parent(s)/guardians(s) in developing a network of social services with community agencies*

Approved:

***Performance
Responsibilities
(continued):***

- 6. Responsible for serving as a resource team member and/or supervisor of attendance for the court when indicated in cases of children in need of service*
- 7. Responsible for providing outreach and follow-up for students referred because of attendance problems*
- 8. Responsible for compiling, summarizing, maintaining, and submitting data or other records of students referred for appraisal to appropriate school personnel*
- 9. Responsible for safeguarding the student's rights to privacy against disclosure of information in the student's case history, or disclosures of confidences during counseling within the framework of applicable laws and system wide policies*
- 10. Responsible for being knowledgeable and conforming to state and system wide regulations and guidelines on student records*
- 11. Responsible for assuming equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, national origin, sexual orientation or disability*
- 12. Participate in the IEP and/or Section 504 process when required*
- 13. Assist in the planning, organization and delivery of the school counseling curriculum*
- 14. Pursue professional growth and participate in professional development*
- 15. Performance of other job related duties as assigned*

***Terms of
Employment:***

The school year equivalent to that of the teachers (PK-6)

Salary shall be set in accordance with the contract between the Plainville School Committee and the Plainville Education Association

Evaluation:

Per Teacher Contract

Anna Ware Jackson School Council

Wednesday April 5, 2017

Present: Elizabeth McMorrow, Anne-Marie Morris, Kate Mackinnon, Selena Graham, Kim Janssen

The meeting was called to order at 4:15 pm.

Minutes from the March 2017 meeting were reviewed. A motion was made by Anne Marie Morris to approve the minutes for the Jackson School Council. The motion was seconded by Kate Mackinnon. The motion was approved by a unanimous vote.

Topics Discussed

- Literacy Month- Community read aloud day was successful. There were over 20 readers who came to visit the Jackson School. Mystery reader also went well. Students enjoyed the book mark contest. Students read over 2,500 books challenging the staff to eat grasshoppers and crickets. This was recorded on the news and can be found on the website.
- The Showcase Spectacular- This show was a huge success! Students performed along with several staff members at the Wood School, run by Selena Graham and Kim Teague. This new tradition will continue next year at the Jackson School!
- Plainville Pride Night- will be held on Thursday April 27th from 6:00-7:00 pm. Books can be donated for the raffle starting on April 10, 2017.

Activity	Staff	Location	Materials Still Needed
Book Swap	Katie Wright, Cathy Pegg, Carol Lawler	Gym	
Garden Center	Kate Mackinnon	Cafeteria	need Dixie cups and popsicle sticks
Recyclable Art	Anne-Marie Morris	Cafeteria	leftover materials from last year

Legos/Blocks	Feehan Volunteers	Cafeteria	platforms in upstairs closet
Slideshow	Laurie Durand	Front Lobby	
Gift Baskets	Trish Gallerani/Anne-Marie Morris	Gym	need paper for the raffle
Plainville Kahoot	Izzy McMorro	Music Room	need laptops
Art Display	June Miller	Gym	
Poetry Hallway	classroom teachers will be sending in work to post	Hallway	
Button Cars	Kim Janssen	Gym	need 5 ramps and 2 tables
Pencil Decorating	Selena Graham	Cafeteria	duct tape, stickers, sharpies, pipe cleaners
Estimation Station	Kerrie- Lee Walker	Gym	

- School Improvement Plan- Literacy month activities will be added as a part of our school culture. Also, more teachers will go to the SED Conference next year. Curriculum nights will be added to the plan as well.

A motion was made by Kate Campbell to adjourn at 5:07 p.m. The motion was seconded by Kim Janssen. The motion was approved by a unanimous vote.

Respectfully Submitted,
Elizabeth McMorro
Secretary

Revised
DR
5.4.2017

School Council Meeting

April 5, 2017

- **Members:** Robin Roberts-Pratt, Laurel Peter, Emily Hatami, Kelly Harlow, and Devon Almeida
- Meeting started at 3:25

Review of February Minutes

- Changed "review of..."
 - Kelly made a motion to accept minutes, seconded by Devon Almeida with the change of 'staff members' for the Polar Plunge as three members were students

Topics Discussed:

- **School Improvement Plan**
 - The School Council met jointly with the faculty and brainstormed action steps and topics for the SIP.
 - Topics were turned in to action steps by Council members after the faculty meeting concluded.
 - Council also drafted the SIP as stated by faculty/Council members and Council will review draft for editing and revising in the next few weeks. Teachers will also be asked to review the document and apply any edits or revisions.
- **Council Funds**
 - Emily and Kelly purchased snacks and treats for the faculty for conferences using the remainder of the \$300.00 approved and allocated for this.

Motion to adjourn the meeting by Robin, seconded by Devon

Meeting adjourned 5:20 pm

Handwritten:
Approved
5-17-2017

JOB SPECIFICATIONS

Title: *Network Administrator*

Qualifications:

- *Bachelor's degree*
- *Network certification (MCSE, MCNE or equivalent) and/or equivalent experience managing a complex network preferred*
- *At least two (2) years' of field network engineering experience*
- *Strong verbal/written communication skills*
- *Exceptional analytical abilities for hardware and software problem-solving*

Reports to: *Technology Systems Administrator*

Job Goal:

- *Successfully configure, secure, monitor and manage the network infrastructure (LAN, WAN, and Wireless Network) for the Plainville Public Schools*
- *Provide support for network-related issues in a timely manner*

Performance Responsibilities:

- *Plan, implement and manage a centralized and remote network infrastructure and configurations in a physical and virtual (Hyper-V) Windows Server 2008R2-2012R environment*
- *Install, monitor and maintain system-wide endpoint security; ensure the security of the server infrastructure by implementing industry best-practices regarding privacy, security, and regulatory compliance*
- *Create and manage Active Directory accounts, permissions, access rights, and storage allocations in accordance with best-practices*
- *Manage the Internet firewall and filter in accordance with CIPA guidelines, policies and laws*
- *Implement and maintain back-up, restore and replicate solutions for servers, files and other critical system resources*
- *Implement and maintain Office 365 e-mail archiving solution*
- *Assist with managing telecommunication and voicemail systems*
- *Practice server asset management, including maintenance of server component inventory and related documentation and technical specifications information for network infrastructure*

Network Administrator - Job Specifications

Performance Responsibilities *(continued):*

- *Recommend, schedule, and perform software and hardware upgrades, patches and reconfigurations*
- *Recommend and implement network solutions to optimize connectivity and uptime*
- *Participate in system-wide technology initiatives such as equipment roll-outs, pilots and upgrades, as needed and provide feedback for evaluation*
- *Maintain open communication with Technology Department personnel, administrators and staff to insure the smooth flow of information regarding network issues and needs*
- *Assist in the development of long-range technology plans that align with the district's strategic technology plan and vision*
- *Collaborate with the Technology Team on the planning, purchase, deployment, and use of technology resources*
- *Provide second level tech support to Help Desk personnel as needed*
- *Keep up to date with latest technologies*
- *Work off hours when required*
- *Lift/move objects weighing over 30 lbs; occasional lifting/moving of objects weighing over 60 lbs; may lift/move heavier objects with assistance*
- *Perform all other duties and responsibilities as assigned by the Technology Systems Administrator*

Terms of Employment:

Full-time, 220 days with salary and benefits to be established by the Superintendent of Schools

Evaluation:

Yearly by the Technology Systems Administrator

Job Specifications

Title: *Director of Maintenance and Custodial Services/Maintenance Specialist*

- Qualifications:**
- 1. High School Graduate*
 - 2. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry and grounds maintenance.*
 - 3. Ability to direct staff of custodians to maintain a clean, pleasant atmosphere in all school buildings.*
 - 4. Ability to communicate effectively with administrators.*
 - 5. Shall have experience with and knowledge of mechanical arrangement of piping, circulatory systems, draining systems, valves and controls*
 - 6. Shall have experience with and knowledge of combustion, boilers, pressure vessels, and pneumatic control with regarding to heating.*
 - 7. Shall have experience with and knowledge of refrigeration with regard to compressors and their associated controls, in order to properly maintain and control efficient temperatures within an enclosed area.*
 - 8. Shall have experience and knowledge of basic building structure in all respects in order to effectively maintain and prescribe recommended procedures for proper and safe operation.*
 - 9. Shall have experience in the maintenance of a school building or other building with approximately the same square footage as the Plainville Public Schools.*
 - 10. Such alternative to the above qualifications as the School Committee may find appropriate and acceptable.*

Special Requirements: *A vehicle shall be provided to the Director of Maintenance and Custodial Services/Maintenance Specialist that will be suitable for transportation of good and supplies between school buildings and for School Department business. Expenses for the use of this vehicle shall be paid by the School Department.*

Reports To: *Superintendent of Schools*

Job Goal: *Supervises custodial staff. Director of Maintenance and Custodial/Maintenance Specialist shall be completely responsible, under the Superintendent of Schools, for everything in connection with the*

Job Specifications

Director of Maintenance and Custodial Services/Maintenance Specialist

operation and maintenance of all school buildings, property, and equipment, plus the care and upkeep of all school grounds. Performs all routine maintenance and all maintenance not requiring a licensed professional.

Performance Responsibilities:

- 1. Will prepare annually in the Fall, or as otherwise directed by the Superintendent, with the Business Services Assistant, a budget for supplies, equipment, and general maintenance necessary to operate the custodial services of the school efficiently and effectively during the ensuing fiscal year; and to assume responsibility for ordering and purchasing all supplies, equipment, and outside services necessary for the proper functioning of his/her department within budget allowances established by the Plainville School Committee. Clerical support provided by the Business Services Assistant.*
- 2. Will submit annually, or as otherwise directed by the Superintendent, a detailed report as to the overall condition of the entire district and to recommend specific repairs, modifications, replacements, etc. which will insure proper buildings and grounds up-keep and provide preventive measures against malfunctioning of apparatus and equipment. With these recommendations, he/she shall also submit the approximately cost to the best of his/her knowledge.*
- 3. Will maintain such records as may be necessary to render at all times an accurate accounting of custodial supplies used and on hand, including custodial equipment. He shall also keep records of fuel and power consumption as well as records on the performance of mechanical equipment necessary for the operation of the schools.*
- 4. Will assume responsibility for screening applicants for custodial positions and for conferring with and making recommendations to the Superintendent regarding applicants to employ.*
- 5. Will assume responsibility for planning the work, time schedules and with the Superintendent job descriptions of employees on the custodial and maintenance staff, instructing them in their duties, and supervising their performance. He/she will report periodically, as directed by the Superintendent, on the performance of each employee under his/her supervision.*
- 6. Will assume responsibility for monitoring the time records of all custodial employees in the school and certify them for salary payments. He/she will submit notification, in writing, to the Superintendent of all absences of custodial help.*

Job Specifications

Director of Maintenance and Custodial Services/Maintenance Specialist

***Performance
Responsibilities
(continued):***

- 7. Will assume responsibility as the Intermediate Supervisor for following grievance procedures beginning with the principal of a building and then, if necessary, to the Superintendent.*
- 8. Will assume responsibility for certifying the quality and supervising all installation and maintenance work performed for the Plainville Public Schools. This means that all technicians or contractors performing work, whether under contract, bid or whatever, will be under the supervision of and responsible to the Director of Maintenance and Custodial Services/Maintenance Specialist.*
- 9. Will consult with the School Business Administrator in preparing bid specifications when instructed to do so by the Superintendent.*
- 10. Will develop a working knowledge and understanding of the important mechanical and service features of the buildings, such as: the heating system, the ventilating system, the electrical system, the fire alarm system, electric motors, and other machinery to be found in the school systems.*
- 11. Will conduct regular inspections of all school buildings, equipment, and the school grounds to the end that the facilities are maintained in such a manner as not to jeopardize the health and safety of pupils, individuals, or groups, and others.*
- 12. Will conduct, from time to time, or cause to be conducted, individual or group meetings of the custodians for the purpose of instructing them in the proper techniques of cleaning and in the most efficient ways of using and caring for cleaning equipment and supplies.*
- 13. Will be responsible to the Superintendent for the conduct of the custodial services of the school and to confer with him/her at regular intervals regarding building conditions and the problems of his/her department.*
- 14. Will be responsible for having the sidewalks and egresses shoveled after snowstorms and all roof drains cleared to disburse water buildup – must be done before it freezes.*
- 15. Will perform all necessary electrical, plumbing, heating, refrigeration work, complying at all times with established codes in these and other related specific skill areas. When advisable or necessary he/she shall recommend outside sources for any project or maintenance work beyond his/her scope.*

Job Specifications

Director of Maintenance and Custodial Services/Maintenance Specialist

<i>Performance Responsibilities (continued):</i>	16. Will give full time to this position and be available for all emergencies when called, and be responsible for all such activities on weekends as may be required for supervision of work or use of buildings by the public.
	17. Will perform such other functions, as the Superintendent of Schools shall deem necessary or desirable.
<i>Terms of Employment:</i>	Twelve-month position with salary, benefits and work year to be established by the Superintendent of Schools
<i>Evaluation:</i>	Yearly by Superintendent of Schools.

Approved: May 9, 2017

JOB SPECIFICATIONS

Title: *School Nurse*

Qualifications:

- *Bachelor of Science, major in nursing*
- *Massachusetts DESE certification as a school nurse*
- *Valid nursing licensure by Commonwealth of Massachusetts Board of Registration as a Registered Nurse*
- *Two years of pediatric, community health and/or emergency room experience preferred.*
- *Certified in CPR*

Reports to: *Building Principal*

Job Goal: *The goal of school nursing is to protect and promote student health, facilitate normal development, and advance academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders that bridge health care and education, provide health care coordination, and advocate for quality student-centered care (NASN, 2016)*

Performance Responsibilities:

- *Provides nursing assessment and emergency care for all ill and injured students and staff, calling parents/guardian when appropriate*
- *Provides health assessments*
- *Obtains a health and developmental history*
- *Performs health screenings and evaluates findings. Refers to healthcare provider as needed for deficits in vision, hearing, dental, scoliosis, or growth and development*
- *Develops and implements a health plan (nursing care)*
- *Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow-through*
- *Provides on-going health consultation with students, parents, school personnel and health agencies*
- *Recommends and helps to implement modification of school programs to meet health needs of students*

**Performance
Responsibilities
(continued):**

- Utilizes health resources to provide appropriate care of students
- Maintains appropriate documentation of health concerns and care given to students in school
- Collaborates with the special education evaluation team to develop and implement medically related provisions within the students' Individual Education Plan or 504 plans
- Assists in the development of emergency management procedures
- Promotes and assists in the control of communicable diseases through monitoring of immunization status, early detection, surveillance and reporting of contagious diseases
- Promotes health education, as needed
- Provides individual health education and health counseling to students, families and staff, as needed
- Acts as a resource person for administration
- Attends programs for professional development
- Maintains knowledge of pediatric growth and development and medical conditions affecting school-age children
- Communicates effectively with students, parents, staff, administration and physicians
- Responds, with expertise, to emergency situations and the daily routine of the clinic
- Working knowledge of online medical record systems
- Ability to be mobile in the clinic and within the school
- Other duties related to health services as many be assigned by the Superintendent of Schools and/or the building principal

**Terms of
Employment:**

184 Days

Evaluation:

Yearly by Principal