

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
PUBLIC HEARING AND SCHOOL BOARD MEETING
Tuesday, April 9, 2019
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. PUBLIC HEARING-UNANTICIPATED REVENUE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. This is also the public's opportunity to speak to any topic concerning the school district. No complaints regarding specific staff members will be heard during a public meeting in accordance with policy KEB. The District has established separate procedures for complaints against individual employees.
- V. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Business Administrator's Report
 - iii. Principals' Reports
 - iv. Curriculum Coordinator's Report
 - b. Letters/Information**
 - i. Right to Know Request
 - ii. Rescind Resignation
 - iii. Donation
- VI. CONSENT AGENDA**
- VII. Board Correspondence & Public Input Discussion/Joint Mailbox**
- VIII. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Form Food Service Committee**
 - c. Committee Assignments/Wellness Committee**
 - d. Community Request to Restrict Transferring 2019-2020 Funds**
 - e. Technology Audit**
 - f. Tyler Tech Contract**
 - g. Signatures for Infrastructure Fund**
 - h. Policies**
 - i. BZZZ-School Board Member Stipends
 - ii. DFA-Annual Re-adoption
- IX. COMMITTEE REPORTS**
- X. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - a. Retirements/Resignations**
 - i. Marcia Contarino-WLC English Teacher
 - ii. David Finch-WLC Physical Education Teacher
 - iii. William Fox-WLC MS Science Teacher
 - iv. Judi Wing-WLC Art Teacher
 - v. Kevin Verratti-Technology Director
- XI. PUBLIC COMMENTS**

XII. SCHOOL BOARD MEMBER COMMENTS

XIII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)
i. Personnel Matters

XIV. ADJOURNMENT

INFORMATION: Next School Board Meeting-April 30, 6:30 PM at FRES-Library

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

Date: April 9, 2019

To: Bryan K. Lane, Superintendent of Schools
School Board Members

From: Lise Tucker, Business Administrator

Re: RSA 198:20-b Hearing for Unanticipated Revenue

RSA 198:20-b provides that "... any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year."

The School District adopted the provision of this law at the annual district meeting in 2015. The reason for this is that, while every attempt is made in developing budgets to estimate the amount of grants and private donations, much of what will be available and received is unknown at that time. This process allows the School District to take advantage of grant and private donation opportunities that occur during the year which were not or could not have been anticipated in advance.

RSA 198:20-b goes on to provide that "for unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken..."

In the Special Revenue Fund 06 we budgeted \$258,652. We anticipate receiving/spending \$343,570. In summary, this represents \$84,918 in excess of the appropriations. A detailed breakdown of the source of funds is attached.

The process for the hearing is as follows:

1. Chairman opens the Hearing.
2. Chairman provides an explanation of the purpose of the hearing and reviews the breakdown of the funding sources.
3. Chairman accepts comments/questions/discussion from School Board members.
4. Chairman accepts comments/questions/discussion from the public.
5. Chairman closes the Hearing, returns to the regular school board meeting.
6. Motion is made by a Board member to receive and expend the funds for the various grants and programs. **(Suggested motion: I move to accept and expend an additional \$84,918 for the purposes outlined in the special programs.)**
7. Vote on the motion.

**Wilton-Lyndeborough Cooperative School District
Unanticipated Revenue per RSA 198:20B**

GRANT TITLE	Budgeted	Allocation/Exp	Variance
IDEA	145,228	147,381	2,153
IDEA Preschool	2,424	2,569	145
Title I	85,000	90,995	5,995
Title I Reallocation	0	19,712	19,712
Title IIA	25,000	45,055	20,055
Title IIA Reallocation	0	23,100	23,100
Title IVA	0	14,757	14,757
Various Local Grants	1,000	0	(1,000)
TOTAL	258,652	343,570	84,918

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

SUPERINTENDENT'S REPORT
APRIL 9, 2019

With both Lise Tucker and Kevin Verratti leaving within the next few weeks we are creating protocols to ensure that the business of the district and the technology within the district will continue to function appropriately. We will be looking to get support from the Municipal Association to have temporary BA help come in. Our district technology assistant is working with Mr. Verratti to have access to all of the networks and vendors to handle any situation that may arise.

Tonight I will be distributing a request for payment of Technology Infrastructure Funds. The form was due on April 1 but the district has applied for and been granted an extension. By signing the form, you will be approving the receipt of \$6,465.60 which funded a portion of the security infrastructure that was put in place at WLC. The project was completed. Upon receiving the signatures of the board, the form will be notarized and sent to the DOE so we can receive the funds.

I have met with the middle school staff along with the school counselors and the administration to discuss the different possibilities for creating modifications to the middle school program. We have solidified the schedule for students taking unified arts classes. This schedule will allow for students to take band, chorus and foreign language without missing class time from a major subject area. As noted in the Principals report, the middle school teachers will be creating a pilot program to help challenge students. We will be meeting again soon and the goal is to present a program option to parents in early May to get feedback and then bring the program proposal to the school board.

I have met with the Emergency Management team for Wilton which includes representatives from the town office, Red Cross, police and fire departments along with a representative from the High Mowing School. The Red Cross has done an inspection of Florence Rideout and the process for determining capacity has been completed. Florence Rideout is the emergency shelter for the Town of Wilton.

The interview process has begun and finalist candidates have been forwarded to my office for middle school math and science. The Principals have been given the charge to have all positions brought to the board for a vote by the first board meeting in June if not sooner. The initial interviews for Business Administrator were held on Wednesday April 3rd. The board will be presented with candidates for the Business Administrator and Technology Director as soon as possible.

Currently we have the following positions open:

Special Education Teacher	9 candidates
Middle School Mathematics	10 candidates
Middle School Science	8 candidates
Middle/High School Art	7 candidates
Middle/High School Physical Education/Health	10 candidates

High School English	9 candidates
Elementary Teacher	31 candidates
Food Service Director	6 candidates
Business Administrator	9 candidates
Technology Director	Just posted

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School Administrative Unit #63

192 Forest Road,
Lyndeborough, NH 03082

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

BUSINESS OFFICE REPORT

April 9, 2019

Buddy has been focusing on the upcoming deadline for the Lead Water Testing of July 2019. This pertains to the new regulation – SB247 Preventing Childhood Lead Poisoning from Paint and Water. He has been working closely with the NH Dept. of Environmental Services (NHDES). The Lyndeborough Central School testing is complete and passes the parameters. Buddy will be working to get samples for Florence Rideout Elementary this week. Wilton-Lyndeborough Middle/High samples are scheduled to be done by mid-April. It takes a couple of weeks after that to get the results from the analysts. They then submit their findings to the NHDES. We get copies of the report after that.

The voted budget documents (MS-22) have been submitted to the Dept. of Education and the Dept. of Revenue (DRA) via the portal. The Voted Appropriations for 19-20 were approved by the DRA on Friday, March 29th.

Mary Anne and Kristina will be working on the open enrollment packets this year. It is suggested that they go out by the end of this month. This gives the employees a month to get their changes to the Business Office by June 1st. All benefit vendors are expected to give their updates by the 15th of this month. At this point in time, we know our dental insurance rates will remain the same.

Mary Anne and Cindy, our District Treasurer, will be attending the annual NH Government Finance Officers conference. It is anticipated that they will focus on new government accounting regulations, the economy, state aid projections, and the review of treasurer operations and regulations.

Our next Facilities Subcommittee meeting is scheduled before this board meeting. A Capital Improvement Plan update/administrative meeting is planned for 5:30 pm at WLC in the staff/teacher workroom near the media center.

FYI:

Capital Reserve Trust Account Balances as of February 28, 2019.

Building/Equipment & Roadway Fund	\$109,910.37
Educationally Disabled Children Fund	\$218,794.40
Technology Advancement Fund	\$ 35,819.68

Florence Rideout Elementary School

18 Tremont Street
Wilton, NH 03086
Phone: 603-654-6714
Fax: 603-654-3490

Website:

www.sau63.org

Lyndeborough Central School

192 Forest Road
Lyndeborough, NH 03082
Phone: 603-654-9381
Fax: 603-654-6884

Principal's Report 4/9/2019**Lyndeborough Central School/Florence Rideout Elementary School**

Kindergarten registration for the 2019-20 school year is underway. The registration period began on **March 20th**. As of April 1st, we have a total of 23 Kindergarten students registered for the 2019-20 school year.

April is Autism Awareness Month. Florence Rideout Elementary School and Lyndeborough Central school are participating in a fundraiser in an effort to support the research and families that have children with Autism. Join the R.I.S.E Program at FRES and LCS in showing your understanding, acceptance, and love of autism by buying a puzzle piece. All puzzle pieces will be displayed in Florence Rideout Elementary School lobby.

During the weeks of **April 9th** through **April 12th**, 3rd, 4th and 5th students at Florence Rideout Elementary School will engage in English Language Arts portion of the new *New Hampshire Statewide Assessment*. This assessment measures a student's understanding of academic content and skills in Reading, Writing, Language conventions and Listening comprehension.

The 5th grade students will continue with the Science portion on **April 15th** and **16th**. The purpose of the New Hampshire State wide assessment is to determine if students are meeting the state's expectations and will provide a better picture of where students are succeeding and where they need help.

On Monday **March 25th**, I joined other members from our district UDL (Universal Design for Learning) team at the Grappone Conference in Concord, NH. Universal Design for Learning (UDL) is a framework to improve and optimize teaching and learning for all students based on scientific insights into how humans learn. On **April 12**, Neil Alberio from CAST visited Florence Rideout to observe instruction in 2nd grade teacher Heather Desmarais and 5th grade teacher Erin Tierney classrooms. These teachers designed lessons that incorporated several UDL principles. We are very excited to be part of this statewide initiative and continue to develop our understanding of how these principles can impact our instructional practices and ultimately student learning.

Math consultants Ann Mordecai and Lisa Sweet from *Demonstrated Success* will visit all classrooms on **April 15** and **17th** to observe teachers deliver lessons that focused on problem solving and the application of math skills and strategies. Teachers have spent time during Professional Learning teams collaborating and developing lessons that focus on mathematical

practices and problem solving practices. Feedback based on the lesson observations was delivered to grade level teams on **Friday, April 19th**.

3rd, 4th and 5th grade chorus students will be performing the National Anthem at Delta Dental Stadium on **April 6th** for a New Hampshire Fisher Cats Game.

Physical Education teacher, Mr. Fritz Shenk has planned his annual *Jump Rope for Heart* events at Florence Rideout Elementary School. Throughout the month of April, students will be jumping rope to raise awareness for the American Heart Association

Respectfully submitted,

Timothy O'Connell

WILTON-LYNDEBOROUGH COOPERATIVE
MIDDLE SCHOOL / HIGH SCHOOL
57 SCHOOL ROAD
WILTON, NEW HAMPSHIRE 03086
(603) 654-6123
www.sau63.org/domain10

Brian Bagley, Principal
Sarah Edmunds, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Shannon O'Donnell, Middle School Counselor

WLC Principal Report April 9, 2019

The sixth grade presented their India Fair to the WLC community on Friday, March 15. Student groups researched contributions of ancient India and displayed their work to staff, students, and parents, explaining various contributions such as Hinduism, the heliocentric system, the zero, and flush toilets! Our students did a fantastic job of explaining how their chosen contributions have contributed a wealth of knowledge and advancements beyond ancient India into today. Great job, sixth grade!

In an effort to raise academic standards and expectations of our eighth grade students, we will be instituting mandatory summer school for students who do not meet expectations concerning academic achievement in all core subjects. The following criteria is to be used to determine participation in summer school:

1. STAR 360 and New Hampshire State Assessment scores: students must score at least grade 6 level.
2. Team recommendations.

Summer school will be mandatory. If a student doesn't attend there will be a retention hearing to determine placement for the 2019-2020 school year. Students with individual education plans that are designated to earn standards diplomas will need to meet all of these standards. Accommodations will be made on all assessments as designated in the student individual education plan. Summer school will start Monday, July 1st and last six full weeks. Once the data has been read and teachers have had the opportunity to properly evaluate all students a decision will then be made concerning who attends. Meetings will be scheduled for the families of students who could qualify for summer school.

Middle School teachers are preparing to pilot quarter four challenge options for students in grades 6, 7, and 8.

Challenge options are designed to prepare students who are advanced for their grade in a specific content area, enjoy learning challenges, and want to push themselves to acquire an even deeper understanding of course material. Additionally, challenge options are intended to foster a sense independence, self-motivation and responsibility in students with stronger reading, writing, and critical thinking skills (above and beyond what is normally expected). It would be recommended that any students interested in taking honors classes as a high school freshman attempt challenge options. All students with teacher approval are eligible to attempt any challenge assignment. It is recommended that any student who is missing work/failing not attempt the challenge assignments.

Middle School Open House – The middle school will be hosting an open house on Thursday, May 28, 5:00-7:00. Projects from the start of the year will be on display for parents and the community. A challenge option presentation will also take place. More information will be forth coming.

WLC students compete at the NH State Science Competition - NH State Science Competition was held on March 23, 2019, Saturday at St. Anselm College. WLC was represented by two teams. Nine students participated on the High School team and ten students participated on the middle school team. This opportunity allowed students to explore various fields of science and engineering. Participation in the competition helped students gain in-depth scientific knowledge, collaboration and teamwork. Students showcased their passion for science by learning through research, applying scientific concepts by designing, building and testing their models by analyzing and applying given specifications. The sign ups began in the fall. The first step was choosing a category. There were two categories to choose from a study event and a build event. The team members met and prepared for their event throughout the academic year.

Senior Project – Seniors met with Ms. Morshed, Mrs. White and their Senior Project mentor on the Research Check-in. As part of their Senior Project, seniors complete 20 hours of print research and 25 hours of experiential research. The print resources may include books, magazine and newspaper articles, trade manuals, or articles from databases from our library. The experiential research included preparing a sugar house, working with a veterinarian, researching recipes,

studying and practicing Reiki, attending classes to be trained as a counselor to help victims of sexual and domestic abuse, and so much more. Senior Projects were presented last week April 1-5.

The WLC Drama Club performed Peter and the Starcatcher on March 28th and 29th. This is the first time WLC has had a drama club since 2011 and we are all very excited to see a resurgence of student interest in this art form. The students worked hard and did well. We look forward to building the group in the years to come!

Athletic Report

Spring Snapshots

Varsity Baseball

Head Coach: Dave Finch

Assistant Coaches: Tom Brennan and Brice Miller

of players: 14

Record: 0-0

First Home Game: 4/15/19 vs. Sunapee at 4pm

Varsity Softball

Head Coach: Denny Claire

Assistant Coaches: Scott Dowling and Kelly LoVerme

of players: 12

Record: 0-0

First Home Game: 4/15/19 vs. Sunapee at 4pm

Girls Varsity Tennis

Head Coach: Fran Bujak

of players: 9

Record: 0-0

Next Home Match: 4/3/19 vs. Stevens at 4pm

Varsity Track and Field

Head Coach: Marc Belanger

Assistant Coach: Michelle Boette

of participants: 17

Next Meet: 4/9/19 at Moultonborough at 4pm

Middle School Baseball

Head Coach: Norm Hall

of players: 10

Record: 0-0

First Home Game: 4/11/19 vs. Nashua Catholic at 3:30pm

Middle School Softball

Head Coach: Amber Laforge

of players: 12

First Home Game: 4/11/19 vs. Nashua Catholic at 3:30pm

The new softball backstop is up and looks great. The plan is to get the softball scoreboard mounted in it's permanent location within the next 3 weeks.

Monday, April 1 –

Tuesday, April 2 –

Wednesday, April 3 – GV Tennis vs. Stevens, 4:00

Thursday, April 4 –

Friday, April 5 – High School Student of the Month

Warrior Pride Day

GV Tennis @ Sanborn, 4:00

Saturday, April 6 –

Sunday, April 7 –

Monday, April 8 – GV Softball/BV Baseball @ Hinsdale, 4:00

GV Tennis @ Conant, 4:00

Tuesday, April 9 – Arena Scheduling

PSAT/SAT testing

Track @ Conant, 4:00

School Board Meeting, 6:30, Library

Wednesday, April 10 – GV Softball/BV Baseball vs. PCA, 4:00

GV Tennis vs. Sanborn, 4:00

Thursday, April 11 – MSG Softball/MSB Baseball vs. Nashua Catholic, 3:30

Early College Planning, 6:00-7:00, School Counseling

College Overview, 7:00-8:00, School Counseling

Friday, April 12 – BV Baseball vs. Concord Christian, 4:00

GV Tennis vs. Gilford, 4:00

Saturday, April 13 – GV Softball @ Pittsfield, 11:00/1:00

Sunday, April 14 –

Monday, April 15 – GV Softball/BV Baseball vs. Sunapee, 4:00

GV Tennis @ Kearsarge, 4:00

Coop Connection Meeting, 6:00, Library

Tuesday, April 16 – Track @ Kearsarge, 4:00

MSG Softball/MSB Baseball vs. Londonderry, 3:30

School Board meeting, 6:30, Library

Wednesday, April 17 – GV Softball/BV Baseball @ Derryfield, 4:00

GV Tennis @ Monadnock, 4:00

Thursday, April 18 – GV Tennis @ St. Thomas Aquinas, 4:00

MSG Softball/MSB Baseball vs. Timberlane, 3:30

Track @ Moultonborough, 4:00

Friday, April 19 – GV Softball/BV Baseball vs. Nute, 4:00

Saturday, April 20 –

Sunday, April 21 –

Monday, April 22 – No School

Tuesday, April 23 – No School

GV Softball/BV Baseball vs. Hinsdale, 4:00

Wednesday, April 24 – No School

Thursday, April 25 – No School

Friday, April 26 – No School

Saturday, April 27 –

Sunday, April 28 –

Monday, April 29 – GV Softball/BV Baseball @ Farmington, 4:30

Track @ Campbell, 4:00

Tuesday, April 30 – MSG Softball vs. Candia, 3:30

MSB Baseball vs. Epping, 4:00

The WLC Reporter

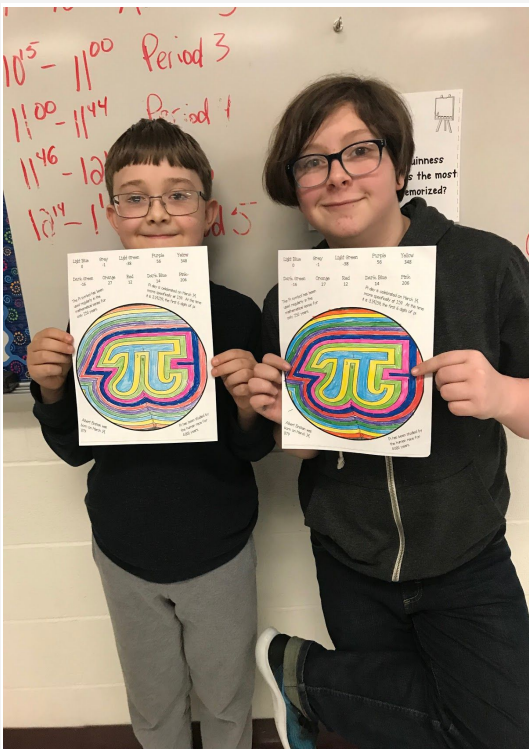


Wilton-Lyndeborough Cooperative Middle/High School

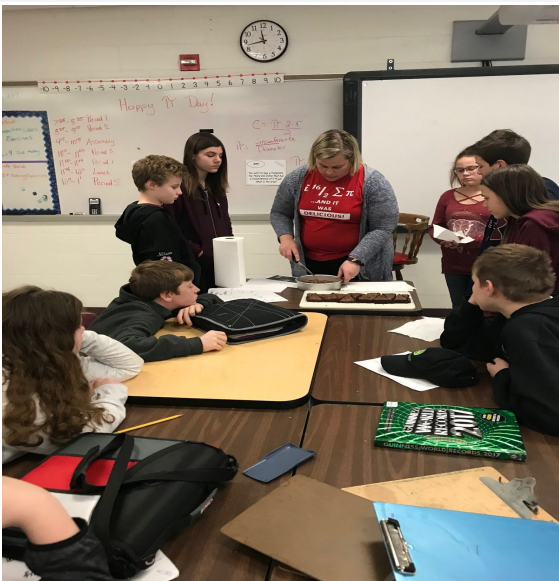
April 2019

WLC Middle School Celebrates Pi Day

By Amanda Miller



On Thursday March 14, The WLC Middle School celebrated Pi Day in their core classes. Language Arts classes read the book, *Sir Cumference and the Dragon of Pi*. Students learned about geometrical terms, specifically circles, through characters like: Sir Cumference, Lady Di of Ameter and their son Radius. They also discussed the use of puns and literary elements. Students created many art projects, including Pi cities to help illustrate the digits of Pi, using 3 colors to take 14 minutes to design 15 boxes, or creating rainbow Pi images by solving problems using the order of operations. Students studied the history of Pi and learned some interesting trivia about Pi and Pi Day, like the fact that Albert Einstein was born on March 14th. Many watched a demonstration in which a circular brownie was transformed into a rectangle to help better understand the formulas used with circles, cones, cylinders, and spheres and then enjoyed the brownies as a reward for their hard work. A wonderful time was had by all as each subject area took time to celebrate Pi.



Brooklyn Furze Competes in State Geo Bee

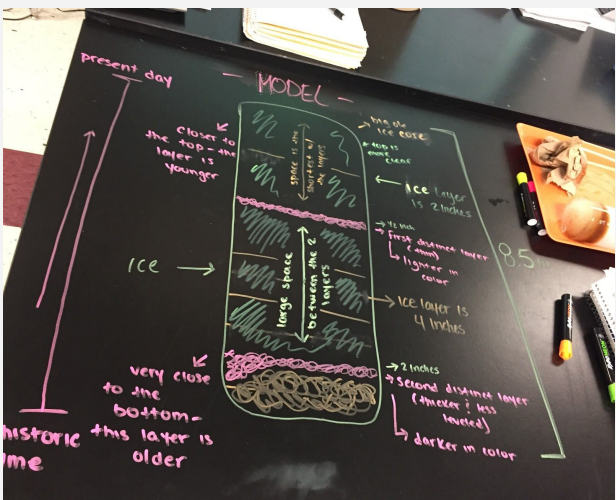
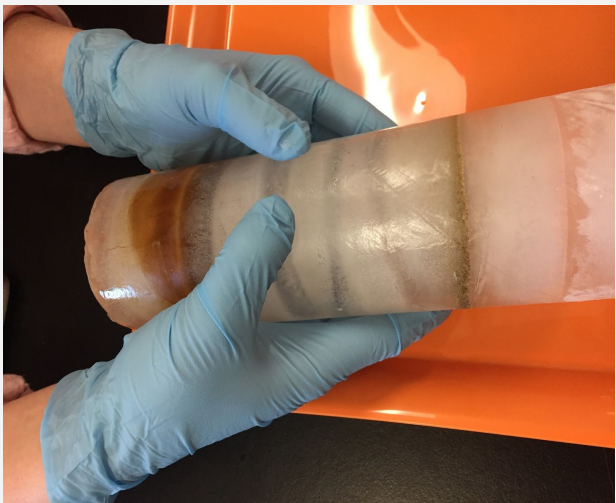


Brooklyn Furze participated in the State Geography Bee on March 29. Although she didn't make it to the top ten, she answered six of her eight questions correctly, which is a fantastic accomplishment! Congrats Brooklyn! We are proud of you!

Investigating Climate in Honors Integrated Science

By Stephanie Erickson

Honors Integrated Science students recently began investigating the question "How do we know about Earth's climate before the instrumental record?" Student models began with the evolution of the atmosphere and an understanding of how electromagnetic waves interact within our atmosphere to warm and cool the planet. Investigations progressed into analyzing how ice cores provide evidence of past climate. Students used their desks as a dry erase board to keep track of observations and create detailed diagrams of their ice cores. After completing a peer review of their classmate's models, students grouped themselves into two groups representing the two different ice core drill locations and collaborated to create a consensus model of events occurring in the atmosphere when the ice core layers were deposited. Subsequent classes will focus on analyzing and interpreting actual ice core data from the Vostok Ice Core in Antarctica which documents 800,000 years of Earth's history.



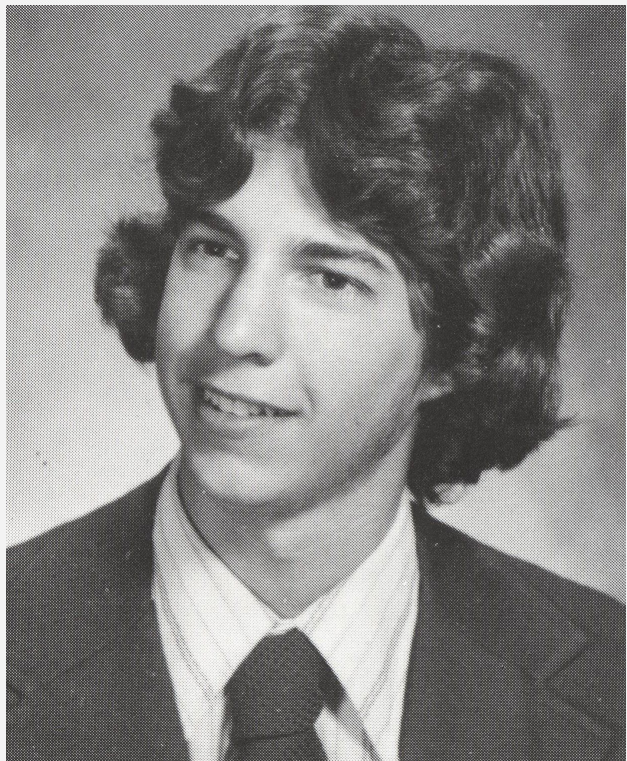
Hard Work Pays Off

By the WLC Yearbook Staff



The school yearbook is finally on its way after months of combined effort and hard work! Over the last seven months, students have been learning the basics of publishing, photography, design, and financial planning. A vast majority of the book's design is based on student preference, as it begins as a blank canvas. Initially, the staff decides which sections of previous yearbooks that they would like to keep, discard, or make their own. It is then the students' responsibility to visit classrooms, attend sporting events and assemblies, and organize time with faculty members to collect and catalogue photographs, artifacts, and information.

Staff members take these items and design page layouts to accommodate them. Each student is assigned a set of pages within the yearbook, giving them significant creative freedom. The staff is trained on an internet browser-based program, Yearbook Avenue, through our partner company, Jostens. While students work on the book design, they are also responsible for finding sponsors for the yearbook. Students must perform the legwork by visiting businesses and individuals to help fund the project. Publishing a yearbook can be challenging, time consuming, daunting, but ultimately it is a rewarding experience for most students to see their work come to fruition. The 2019 yearbook will be available mid-May through the end of the school year for \$50.



An example photo from the 2018-2019 yearbook. Do you recognize this beloved WLC teacher?

WLC students compete at the NH State Science Competition

By Raj Kalsi and Cathy Blais

The NH State Science Competition was held on Saturday, March 23, 2019 at St. Anselm College. WLC was represented by two teams. Nine students participated on the High School team and ten students participated on the middle school team. This opportunity allowed students to explore various fields of science and engineering. Participation in the competition helped students gain in-depth scientific knowledge, collaboration and teamwork. Students showcased their passion for science by learning through research, applying scientific concepts by designing, building and testing their models by analyzing and applying given specifications. The sign-ups began in the fall. The first step was choosing a category. There were two categories to choose from – a study event and a build event.

The team members met and prepared for their event throughout the academic year. They made a time commitment to explore their field of interest. Elizabeth Jacob, a freshmen, built six models of the Boomilever. Her final model could withstand 33 pounds of load. Sophomores Matt Wolseley and Paul Blarigan, competed in Wright Stuff, building a plane. Mikayla Broderick and Sophia Sistachs took the challenge of Disease Detectives and Sam Yurcak and Sam Townsend did Write it, Do it. Juniors Madeline Smith and Kaitlin LoVerme, participated in Anatomy & Physiology. Participants also watched other school teams as they showcased their models. They received a swagger bag and lunch that was provided by the organizers.

This competition provided a valuable experience to the participants building upon not just their study skills but also on figuring out the best ways to do well in their event through building partnership, collaboration and teamwork. The team T-Shirt was also designed by the team members. All students were proud to represent their school and will receive a certificate of participation.



Middle school students Zach Levesque, Colby



WLC High School- Division C team members: Back row L-R Samantha Yurcak, Mikayla Broderick, Sophia Sistachs, Samuel Townsend, Elizabeth Jacob Front Row L-R Paul VanBlarigan, Kaitlin LoVerme, Madeline Smith, missing Matthew Wolseley

The WLC Drama Club Performs Peter and the Starcatcher



The WLC Drama Club performed Peter and the Starcatcher on March 28th and 29th. This is the first time WLC has had a drama club since 2011 and we are all very excited to see a resurgence of student interest in this art form. The students worked hard and did well. We look forward to building the group in the years to come!



Dr. Annamarie Pennucci of the Guild of New Hampshire Woodworkers and Justin Kane, WLC Tech Ed instructor, pose in front of a Rikon variable-speed lathe. A grant application from Mr. Kane has been answered with a \$4,000 in-kind donation by the Guild of four Rikon 70-220VSR 1hp lathes, four PSI 6-piece lathe tool sets, a sharpening system and associated hardware. Dr. Pennucci, the Guild, and the Granite State Woodturners are also providing networking, training, and technical support as we bring WLC Tech Ed's lathe turning program back online. WLC is very grateful for their support!

Wilton-Lyndeborough Cooperative School District-SAU #63
District Curriculum Coordinator

Julie S. Heon, Ed. D.
192 Forest Road Lyndeborough, NH 03082
603-732-9273

Curriculum Report: April 9, 2019

Professional Learning

We are in the process of planning for professional learning opportunities during the summer break. Some of these will occur onsite in June and August while others will occur at various sites determined by sponsors. Teachers are considering science, math, responsive classroom, and other topics to pursue that are aligned with our district priorities.

The middle/high school science teachers met with our science consultant in March to work on course units aligned with the science standards. They will meet again in April. The standards require students to investigate and reason logically in order to better understand the science concepts. The teachers also participated in a webinar with Project Lead the Way during a science department meeting to explore additional resources.

I have regular meetings with the individual teachers, building administrators, and WLC department heads about professional learning opportunities, curriculum, and instruction.

Staff from FRES and WLC will be attending a behavioral health/social-emotional learning conference in early April. This group will provide input into the creation of a scope and sequence for K-12 health.

I continue to work on grants that provide supplemental funding for the district. These funds may not supplant district responsibilities for funding. At this time, there are 3 competitive grants that may fund a summer academy for FRES, math specific professional learning, and another for additional professional learning.

Curriculum

The FRES math committee members are not only learning about various math programs, we are assessing math concepts and strategies in order to consider them for our math curriculum. This effort dovetails with our work on math strategies and ways to frequently determine student understanding with our math consultant. The math consultant will be providing grade-level feedback to teams during April.

Assessment

Plans are underway for our spring standardized assessments. State testing will occur in April – May. Grades 3 -8 will test for math and reading; the SAT is the state test for grade 11 on April 9; and grades 5, 8, and 11 will take the state science test. Also, grades 9 and 10 will take the PSAT on April 9. Grades 3-8 will complete the end of year STAR 360 assessments for math and reading. Each school has created scheduling to space out the test components so as to avoid overly taxing the students and to complete instruction for that time of year.

Attached are the STAR score results for our March quarterly period. The grade equivalent target is the grade level plus .7 for this time of the school year.

Respectfully submitted,
Julie Heon, Curriculum Coordinator

STAR Assessment Data

4/1/2019

MATH					READING				
Grade	test time	# students	Grade Equivalent	Percentile *	Grade	test time	# students	Grade Equivalent	Percentile *
					K	Early Literacy test		(age equivalent)	
						Jan.	52	5.7	NA
						March	52	6.2	69
1	Nov	33	1.3	56	1	Nov	20	1.3	31
	Jan	33	1.7	63		Jan	29	1.6	52
	March	34	2.0	67		March	33	1.9	59
2	Sep	42	2.1	58	2	Sep	42	2.0	34
	Nov	43	2.4	53		Nov	42	2.3	38
	Jan	42	2.7	59		Jan	42	2.6	46
	March	42	2.9	59		March	42	2.9	52
3	Sep	39	3.7	77	3	Sep	39	3.7	60
	Nov	40	3.9	78		Nov	40	3.9	64
	Jan	39	4.2	78		Jan	39	4.4	71
	March	39	4.2	73		March	39	4.4	66
4	Sep	42	4.1	57	4	Sep	42	3.8	37
	Nov	43	4.5	64		Nov	43	4.3	45
	Jan	43	4.5	60		Jan	43	4.5	48
	March	41	4.9	63		March	42	4.7	49
5	Sep	38	5.3	62	5	Sep	39	5.1	44
	Nov	39	5.7	66		Nov	39	5.4	48
	Jan	38	5.8	65		Jan	38	5.5	49
	March	37	6.3	69		March	37	6.0	55

* Percentile: as compared to students nationally.

March 29, 2019

Mr. Bryan Lane
Superintendent of Schools
Wilton-Lyndeborough Cooperative School District
192 Forest Road
Lyndeborough, NH 03082

Dear Mr. Lane,

I am rescinding my letter of resignation dated 12/11/2018.

Sincerely,

A handwritten signature in cursive script, appearing to read "Betty Moore".

Betty Moore
Director of Student Support Services

*Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63*

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

March 29, 2019

Dr. Annamarie Pennucci
The Guild of New Hampshire Woodworkers
225 Mackerel Avenue
Portsmouth, NH 03801

Dear Dr. Pennucci:

On behalf of the Wilton-Lyndeborough Cooperative School District I would like to extend our gratitude for your donation of along with the delivery of the following:


- Three Rikon 70-220VSR lathes
- One midi lathe with variable speed,
- One 1hp motor and spindle reversing;
- Three PSI Long and Strong 6-piece lathe tool sets
- One Siegel/James vertical belt sanding sharpening system with flat and curved tool adaptation

that have an estimated value of \$3,500.

The Wilton-Lyndeborough Cooperative School District is a not for profit public school in the State of New Hampshire and there were no goods or services receive in exchange for this donation. Our tax ID number is 02-0275692.

Again, on behalf of the communities of Lyndeborough and Wilton I thank you.

Sincerely



Bryan K. Lane

BEA - REGULAR BOARD MEETINGS

Category R

The Board should meet in accordance with a calendar created annually at the first meeting of the new board in March. The board will comply with the requirements of Ed. 303.01f in meeting at least once every two months.

Notice of all board meetings will be posted in two appropriate places or printed in the local newspaper at least twenty-four (24) hours prior to the meeting. The Superintendent is authorized to post notice of the meeting on the District website.

All regular meetings shall be open to the public. The Board will establish the agenda of each meeting. The Board reserves the right to amend the agenda during the meeting, should a majority of the board vote to do so. Additionally, the Board may or may not allow public comments at the meeting. Should the Board offer time for public comments, such comments may be restricted to agenda items only, and the Board may decline members of the public the opportunity to speak on items not on the agenda. Further clarification of public comments policies are located in Policies BEDH, KE, and KEB.

All changes of regular meetings from normal dates shall be advertised at least 24 hours prior to the date of the meeting. Special meetings shall be held at the call of the Chairperson.

A majority of the Wilton-Lyndeborough Cooperative School Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

The School Board recognizes that the consistent attendance of Board Members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

The Chair and Vice Chair will formally question any Board member who misses three consecutive meetings, or more than 30% of scheduled meetings, for reasons of absences. The Board may then take such action that is appropriate.

Legal References:

RSA 91-A, Access to Public Records and Meetings

N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards

Revised: October 2008

Revised: July 1998, November 1999, February 2004, May 2006, May 2007

Original Date of Adoption: October 12, 2010

Revised Adoption:

First Reading: September 28, 2011

Second Reading: September 28, 2011

Final Adoption: September 28, 2011

Reviewed: October 9, 2018, November 13, 2018

Revised: November 13, 2018

BEDB - AGENDA PREPARATION AND DISSEMINATION

See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Wilton-Lyndeborough Cooperative School Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

See Also KE, KEB

The primary purpose of Wilton-Lyndeborough Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The first 15 minutes will be set aside for citizens to address the Board. This period may be extended by a majority vote of the Board. Speakers will be allotted three minutes per person.
2. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
3. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
4. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference:

RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions

First Reading: September 14, 2010
Second Reading: October 12, 2010
Final Adoption: October 12, 2010

KE - PUBLIC COMPLAINTS

The Wilton-Lyndeborough Cooperative School Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to the Principal.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION

Any complaint presented to the Wilton-Lyndeborough Cooperative School Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the Wilton-Lyndeborough Cooperative School District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Clerk, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the

subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, March 19, 2019
Lyndeborough Central School-Multipurpose Room
6:30 p.m.**

Present: *Matt Ballou, Alex LoVerme, Miriam Lemire, Joyce Fisk, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, Tiffany Cloutier-Cabral and John Clark*

Superintendent Bryan Lane, Principal Brian Bagley, Director of Student Support Services Betty Moore, and Clerk Kristina Fowler

I. OATH OF OFFICE-Mary Jane Ryan, School District Clerk

The following members were sworn in by Ms. Ryan; School Board: Ms. Cloutier-Cabral, Mr. Clark and Mr. Legere and Budget Committee: Mr. Adam Lavallee and Mr. Jeffrey Jones.

II. CALL TO ORDER-Bryan K. Lane, Superintendent of Schools

Superintendent Lane called the meeting to order at 6:30pm.

III. ELECTIONS/APPOINTMENTS

a. Elections

i. School Board Chairman

A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to nominate Mr. Ballou as School Board Chairman.

Voting: eight ayes; one abstention from Mr. Ballou, motion carried.

The meeting was turned over to Chairman Ballou.

ii. School Board Vice Chairman

*A MOTION was made by Mr. Legere and SECONDED by Mr. Vanderhoof to nominate Mr. LoVerme as School Board Vice Chairman. **

A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to nominate Ms. LeBlanc as School Board Vice Chairman.

**Voting: five ayes, two nays from Ms. Fisk and Ms. Lemire, two abstentions from Mr. Vanderhoof and Chairman. Ballou, motion carried.*

b. Appointments

i. Treasurer

ii. School District Clerk

A MOTION was made by Ms. Fisk and SECONDED by Mr. LoVerme to appoint Ms. Cindy Marzella as School District Treasurer and Ms. Mary Jane Ryan as School District Clerk.

Voting: all ayes; motion carried unanimously.

iii. Committees

Chairman Ballou reminded members per the policy, committee selection is considered a clean slate. The following committees are considered standing committees: policy, strategic planning, facilities and negotiations.

The following members volunteered for the **Strategic Planning Committee**: Ms. LeBlanc, Ms. Cloutier-Cabral, and Ms. Lemire.

*A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to nominate Mr. Vanderhoof as **budget committee liaison**.*

Voting: all aye; motion carried unanimously.

The group was reminded that the budget committee liaison is a voting position.

The following members volunteered for the **Negotiations Committee**: Ms. Lemire, Mr. Vanderhoof and Mr. LoVerme.

The following members volunteered for the **Policy Committee**: Mr. Legere, Ms. LeBlanc and Chairman Ballou.

The following members volunteered for the **Facilities Committee**: Mr. Clark, Ms. Fisk, Mr. Legere and Ms. LeBlanc.

Mr. Legere wishes to step off from the Joint Loss Management Committee due to time of the day the meetings are held. It was noted, this is not a standing committee and can be discussed at another time.

Chairman Ballou and Ms. LeBlanc will continue to sign the manifest.

IV. ADJUSTMENTS TO THE AGENDA

Superintendent informed members a letter was received from the WLCTA and will be discussed in non-public as part of negotiations.

V. PUBLIC COMMENTS

Chairman Ballou informed the public that comments should be kept brief, 2-3 minutes; policy indicates 3 minutes per speaker.

Mr. LoVerme requested to discuss a summer school matter. This will be addressed at the next meeting.

Ms. Becky Sours, Wilton, questioned if the problem regarding arbitration mentioned in the Superintendent's Report would be discussed. Superintendent responded that it is part of negotiations and will be discussed in non-public. She also questioned the replacement of the 3rd grade teacher as she thought this position was not being replaced and instead some moving around would occur. Superintendent responded a teacher is retiring and will be replaced with an elementary teacher as required to be in compliance with Board policy. Teachers can change a grade level and would take priority before hiring; this would go through administration. Ms. Sours noted resignation letters used to be published and requested to know why the food service director resigned. Chairman Ballou responded personnel matters are discussed during non-public. Mr. Vanderhoof added previously, we were not following Board policy and have been recently informed of this.

Mr. Matthew Simard, Lyndeborough, spoke regarding a motion he brought up at district meeting to put the \$81,000 that was added to the budget in a reserve fund. He read his motion from his attorney. Superintendent noted this needs to be an agenda item in advance; a person from the public cannot make a motion. Mr. Simard responded "you asked me to bring it here and I did." Superintendent responded it would need to be part of the next agenda.

Ms. Lisa Post and Ms. Pam Altner, both of Lyndeborough, expressed support for Mr. Simard's request.

Ms. Jessie Salisbury, Lyndeborough commended the music teacher for arranging the production of the 'artist in residence' at FRES and the PTO for sponsoring these. Ms. Susan Ciatto (PTO representative) clarified the PTO only partly funds this and expressed there are many involved to make this event successful.

Mr. Matt Mannarino, Wilton, congratulated the new school board and budget committee members and noted in his opinion the election results are an indication of the state of the district and shows support for Principal Tim O'Connell and hopes the members hear the message of the voters. He spoke of a statement he made at district meeting to make the superintendent position part-time. He retracts this and notes the district needs a full-time Superintendent and voices concern with it being Mr. Lane. He urged the Board to ask for his resignation and absent of that encourages the Board to review all of his decisions and to make that process as transparent as possible. A copy of his full statements are attached.

Ms. Heather Gibson, Lyndeborough, noted a letter that was received home from WLC regarding summer school.

Ms. Kelly Gibson spoke regarding Destination Imagination (DI). FRES had 3 teams attend that did extremely well. The youngest group, the Rising Stars did a marshmallow castle and rainbow lava. Ms. Sours team placed 1st place and will go to state and another group placed 2nd. She requests the School Board recognize them similar to Student of the Month and for the students to show what they worked on. She notes DI dissolves in the MS and HS and this would help show our district in a more positive way. Chairman Ballou noted for full disclosure his granddaughter is on the noncompetitive team.

Mr. Dennis Golding, Wilton, questioned if the Industrial Arts program was going away next year due to getting a bunch of 3D printers; this was mentioned to a student by an adult at school. Chairman Ballou responded that had not been discussed. Superintendent added conversations were had with the teacher regarding the long-term future of the program and today they discussed scheduling and it is fully enrolled; the information the student received is not accurate. In looking at professional development (PD) and technology, woodworking won't disappear but would diminish; it is student enrollment driven.

Ms. Susan Ciatto, Wilton spoke regarding the elevator at FRES having issues and has been told not to use it as it gets stuck. She heard a student was stuck in the elevator today. Superintendent responded this will be part of his Board Report. He was informed at 3pm today and everything is fine.

Ms. Olivia Binstead, Lyndeborough, spoke that she works at FRES and the inspection date is February 19, 2019; it is not up to date for inspection.

Mr. Adam Lavallee, Lyndeborough spoke that this (elevator matter) is not a small thing to be overlooked.

VI. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent reported looking at the results of the town meeting we will need to come up with \$82,289 in reductions from the SAU presented budget. The MS-22 needs to be signed and sent to the DOE. Nothing is written in stone and transfers can be done. He spoke of the current budget being strained now although not frozen; he has gone through it account by account and is releasing funds as appropriate. "As we move toward spring, the encumbrances will become more clear such as propane and we may have encumbered more than we need". His goal is to have a 1%-1.5% fund balance. All the purchase orders are approved through the SAU. He noted the WLCTA did have an arbitration piece which will be discussed in non-public. He reported multiple applicants for multiple open positions. The MS counselor position is not vacant as the counselor intends to return. He formed a committee to find a replacement for the position of the SPED Director. The goal is to have all positions filled as early as possible. He spoke regarding some retirements may be possible and per the CBA teachers have the option to not make it formal until after April 1 therefor it is not appropriate to announce any at this time. He confirmed the tentative number of retirements is 4.

A question was raised how much arbitration costs the district. Superintendent responded it depends on the arbitrator and legal fees, there is a formal meeting; some may put forward a draft and the arbitrator will determine what is appropriate and what is not. It depends on the number of hours. He confirmed our attorney fees are \$300 per hour and we have to pay for mileage. He does not have a specific number.

A question was raised if the \$81,000 is placed in a holding account does it impact what has to be sent to the state. Superintendent responded it does not affect this and the Board could choose to do this with any account.

Superintendent spoke regarding the elevator at FRES and confirmed he received a report at about 2:50pm-3pm today that a student was in the elevator and unable to get out; the student hit the button and the police came. He confirmed the student went home on the regular scheduled bus and a staff person went to the student's home to check in. Regarding the lack of inspection, this will be dealt with in the morning. He was not aware of the malfunction or dysfunction of the elevator. If it does not have a valid inspection, it should not be used. Ms. Olivia Binstead spoke to say that technically you are not supposed to use it but she doesn't have a choice as she has a student who needs to access it.

ii. Director of Student Support Services Report

Ms. Moore reported her last report was regarding LCS and this one is about FRES and the methodologies and programs for students who require special education. She gave a shout-out to all the staff who implement the programs and do a wonderful job. Her next report will be regarding WLC.

iii. Director of Technology's Report

Superintendent provided an overview of Mr. Verratti's report in his absence. Over break the internet was down for about 45 minutes but didn't affect anyone. He spoke of discussing purchasing pieces including a machine that can cut wood based off of 3d drawing. "Parents are looking for advances in these areas and the science piece would hook into this". He thanked Mr. Schneider for his help setting up for district meeting.

b. Letters/Information

i. Anti-Vaping Detectors

Principal Bagley spoke regarding previously coming to the Board requesting to purchase 8 anti-vaping devices and now has different feelings on the situation and would like to put the request on hold. The students had a presentation at WLC regarding the dangers of vaping. Education was provided to the students to not use these devices. He feels the students listened and walked away learning something. He believes the devices will probably help in the bathrooms but not elsewhere; vaping is happening in the hallways and bathrooms. There is no smoke, it's a vapor and students "zero out" into their forearm (blow the vapor into their forearm). Cost is a factor and devices are only available from one company that he is aware of. Vaping is also a problem in the MS. He adds it would be nice to have a RSO (Resource Officer) to help out. He provided a document with answers to the questions the Board previously had, a pre-installation checklist and the quote. A new version of the device should be available in November and perhaps would be cheaper or more effective. The current cost is approximately \$8,000. The presentation given to students was from NH-Breathe which is state run group going to all schools. It's free and if asked they would come back. Principal Bagley confirmed Mr. Verratti believes the vapor would still be detected even if students "zero out" because of the change in the air. Superintendent confirms there are no longer grant funds for an RSO and spoke regarding having an RSO in his building when he was Principal. The RSO in some communities works for the police department not the district due to the volume of time they spend at the school. He does not believe this district has that type of volume to make it cost effective as it would most likely come from our budget. Their pay scale is based on the state police pay scale and costs between \$30,000-\$40,000 with benefits that the police department has not the school district benefits (cost unknown). Chairman Ballou noted it would most likely be discussed in the future.

VII. CONSENT AGENDA

There was no consent agenda to report.

VIII. FOOD SERVICE

Superintendent reports that Mr. LoVerme has provided some information regarding his concern around the quality, consistency, and presentation of the food. Mr. LoVerme spoke in regard to this and had photos to show examples of the hot lunches. He voiced concern that a committee was started to look at the situation and "nothing was done". He voiced concern with quality and presentation of food; Italian Ice was given to students beyond its date and was being sold a week prior, milk expired by one or two days and at room temperature. He voiced concern regarding the consistency of the food for example the same student receiving one piece of pizza is burnt and the other is not. He voices frustration as a school board member and parent. He questions what parents are paying \$4 a plate for. He requests immediate fix of these issues. He confirms not hearing similar reports coming from FRES, only WLC (LCS has the same food as FRES). He has asked for financial data going back 5 years. Members agree the issue of food service has been brought up at various times for some time. Chairman Ballou recommends a committee be formed to specifically look at food service. It is noted the Strategic Planning Committee started to look at this and the option of privatizing the program. Mr. Vanderhoof added, the committee did discuss it quite a bit last year and it should be considered that privatizing didn't seem to solve anything, there are not any promises bringing in an outside vendor. Some schools had success and some things got better and some stayed the same. He agrees it is probably best to have a separate committee formed. A suggestion was made to look at what FRES is doing and why there are differences. Ms. LeBlanc added that the Strategic Planning Committee didn't focus on the quality of food, more of the financial piece and agrees a separate committee is best. Chairman Ballou questioned if the Board would entertain having it on the agenda to form a committee; no objection heard. This will be on the next agenda.

Chairman Ballou informed members as a point of clarification that the Chairman is technically allowed to vote and he will vote. He offered to vote and comment only after the other members as to not influence any votes. Mr. Vanderhoof voiced he didn't feel this was necessary and should vote with everyone. A question was raised if hand

votes should be used. It was noted however the votes are done, it needs to be consistent. The consensus is voice votes and the Chairman will vote with everyone.

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire to approve the minutes of March 5, 2019 as amended.

Voting: seven ayes; two abstentions from Mr. Clark and Ms. Cloutier-Cabral, motion carried.

b. Update Board Member Contact List

Superintendent informed members to provide any changes or updates to the SAU regarding their information. Cell phone numbers are important in case of a need to contact members over the weekend.

c. Approve School Board Meeting Dates

Superintendent provided an overview of the draft dates for board meetings for next year. It is his intention to bring forward a full working budget number to include personnel on the first joint meeting. There will be adjustments along the way for example in benefit. He will use a 5% increase to start and in November when the actual rates are available it will be adjusted.

*A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to approve the school board meeting dates for 2019-2020. **

Mr. LoVerme requests to move the meeting on December 10 to December 17; no objection heard.

**MOTION amended by Mr. LoVerme to include "as amended" SECONDED by Ms. LeBlanc.*

Voting: all aye; motion carried unanimously.

d. Release of Special Education Capital Reserve Funds

Superintendent reported 4 additional students moved in and entered the RISE program; these were not budgeted. The RISE program has been discussed on multiple occasions. It saves the district \$49,000-\$50,000 per student. Our fund balance is normally \$150,000 and we have \$133,000 cost we didn't anticipate. He is requesting the Board approve the recommended specific motion in the document he provided which would allow the Trustee of the Trust Funds to withdraw \$125,000 from the Educating Educationally Disabled Children Capital Reserve. He confirmed this is for the rest of the year and we are "in the red" with these accounts. He confirmed the balance of this capital reserve is \$250,000. Concern was raised this is a "fairly big chunk" and would be another year before funds could be added to this capital reserve. Mr. Vanderhoof would prefer to use the fund balance vs. the capital reserve. Superintendent confirms funds could be taken out in increments and the Board could motion for a partial amount. In the middle or late April, he could return when there is a better concept of the fund balance. He notes there is also a cash flow issue, the bond payment and balloon checks coming up. He confirms 3 of the 4 students came in in the beginning of the school year therefore we won't need this large of a chunk next year as they are already included. Ms. Moore confirmed students are enrolled in the RISE program based on a diagnosis of autism by a physician or psychiatrist. Superintendent adds we did anticipate some of this and did bring a transfer of \$50,000 and discussed there may be additional. He is confident now in what is needed. This capital reserve has been in place for many years and not used to his knowledge. He is requesting for at least half of the \$125,000 at this time which would allow for some flexibility but he will still approve all expenses prior to purchase orders being created. Given the business administrator leaving in a month he needs to have accountability of all funds. Chairman Ballou shares the concern and understands the cash flow issue. Chairman Ballou confirms not much has been added to this capital reserve and the number was set 12-15 years ago, perhaps that should be looked at again to see if it is appropriate.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Lemire for the WLC School Board to approve the release of \$80,000 from the Educating Educationally Disabled Children Capital Reserve, at this time, to accommodate for the increased cost to serve additional students in the RISE program.

Voting: all aye; motion carried unanimously.

Superintendent noted these funds can only be used for this purpose and the Board will be kept informed.

e. Sign MS-22

Superintendent provided an overview of the MS-22 noting a line item budget needs to be submitted to the DOE on time (March 29) reflecting the approved budget for 2019-2020 of \$12,679,674. This would include the reductions of \$82,289 from the SAU proposed budget. He provided a document which shows the recommended lines to be reduced which are included in the MS-22. If the Board decides to fund from other accounts, it would go through the transfer process which is a matter of public record and the Budget Committee would be aware. He confirms this does not restrict the Board from putting the \$81,000 into a holding account to be designated as discussed. The recommended reductions to the lines include changes in salary plus FICA and NHRS for 1 of the 3 potential retirements, for a new MS math teacher, for a new MS science teacher; reducing electricity and oil due to more current CPI information, eliminate the request for the athletic trainer, eliminate request for FRES stage curtain and reduce furniture replacement for WLC; a grand total of \$82,289. Mr. Vanderhoof noted that two more poignant items have been salaries and utilities for adding money back into the budget and it seems odd they are the first things we are taking money away from. Superintendent confirmed there is not a reduction in staff. Discussion was had regarding the athletic trainer and a question was raised how many times was there a need. Superintendent responded, he doesn't think there was ever a time we didn't need one, we just couldn't find one. He explained we are not marketable for a position like this as a full-time person is not needed and a larger school district may have a 30-40-hour position. They investigated having an EMT or ambulance but none were willing to provide the service we need. If we did find a service, he would be willing to come back to the Board to see if it can be funded. The MS-22 will be signed at the end of the meeting.

f. Policies-2nd Readings

i. BZZZ-School Board Member Stipends

Superintendent reviewed this is the 2nd reading and is a formal process for school board member stipends. A form will go out to members the first week of September; the stipend (\$100) is paid out in the first pay period of March. Mr. Vanderhoof suggested to strike "any expenses related to" in the second sentence of the first paragraph and it should read "The purpose of the stipend is to reimburse board members for performing the functions of a board member". He also suggests turning in the form should be required and not assumed the stipend is not wanted. Mr. Legere agrees from an auditing stand point and suggests if the person doesn't want to sign it or doesn't, perhaps we write declined signature. It was noted a member could be appointed after the time the form goes out. Superintendent noted it can be amended to include something like, "Board members appointed after September 1 has 30 days" etc. This policy will be brought back for a 3rd reading.

ii. EB-Safety Program

Superintendent reviewed this is the 2nd reading. Changes were recommended through the JLMC, a state required committee, and are to adhere to appropriate language from the DOE.

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Vanderhoof to accept the changes to policy EB-Safety Program as presented.

Voting: all aye motion carried unanimously.

iii. EBBB-Accident Reports

Superintendent reviewed changes to this policy are recommended through the JLMC to make the language appropriate. This is the 2nd reading.

A MOTION was made by Ms. Lemire and SECONDED by Mr. Legere to accept the changes to policy EBBB-Accident Reports as presented.

Voting: all aye motion carried unanimously.

iv. GBEB-Staff Dress Code

Superintendent reviewed this is the 2nd reading. Changes are in red. Theme days include spirit week and he believes it is appropriate for teachers to participate.

A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Fisk to accept the changes to policy GBEB-Staff Dress Code as presented.

Voting: all aye motion carried unanimously.

X. COMMITTEE REPORTS

i. Facilities Committee

Superintendent reported the Facilities Committee had a walk-through of LCS. There have been no heating issues this winter, no leaks, painting does need to be done as approved through the budget process. The building is in good

shape and teachers and students seem to be enjoying the building. It was suggested to place the chairs and waste baskets on top of the tables to clean underneath at the end of the day and teachers to have spray cleaner available to clean the tops in the morning. Superintendent agreed.

XI. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignations

i. Lise Tucker, Business Administrator

ii. Robert Deignan, Food Service Manager

Superintendent reviewed the above resignations. Ms. Tucker is departing on April 19. The business administrator is a board interviewed position; we can work with the Municipal Association during transition. Ads have been placed for both positions. Mr. Deignan will be departing June 30.

XII. BOARD BUDGET DISCUSSION

Mr. Vanderhoof spoke regarding the reserve fund discussed earlier. He would like it to be an action item on the next agenda to create a reserve fund in the amount of \$81,000. Superintendent clarified it is not a "reserve fund" but a "holding account". Reserve fund requires public vote. Superintendent confirmed you cannot keep using it year after year; the fund balance is returned to the tax payers at the end of the year. He added we would look at usage and how many gallons of fuel are used and could be determined it is not needed. Funds in a holding account will still show on the budget line but cannot be released without a vote from the School Board; not a budget transfer. If we were half way through the year and determined, we need a portion of the \$81,000 we request to withdraw a certain amount to pay the bill. Funds are split up over all the buildings as the DOE requires us to create expenditures by school.

Superintendent confirmed even though there is not a lot of participation in the tennis program, the court is used by community members. Annual repairs will be done as needed as included in the CIP. We will have a girls' tennis team but not a boys' team. The van will be used for transportation which saves some cost.

XIII. PUBLIC COMMENTS

Mr. Adam Lavallee, Lyndeborough, spoke regarding the \$81,000 that was voted on and approved by the town and suggested you should read exactly what Mr. Bujak said and nowhere did he say he wants it to be put into a fund and he (Mr. Bujak) also said it was for non-union staff to get raises. Mr. Lavallee spoke of the elevator issue at FRES and suggests the insurance company be called as you wouldn't be covered since you had prior knowledge. He also spoke regarding "zeroing out" regarding vaping as he has a different definition. He believes education is the best approach and notes students are doing it in the classrooms. He notes his wife was the substitute nurse when the students had the vaping presentation and they had several questions. He spoke of kids latching on to anything that is untrue and the importance of being sure the information is 100% true. He suggests teaching students about vaping in the 4th grade.

Mr. Matt Simard, Lyndeborough, spoke regarding the holding fund and it is not denying anyone the use of that money, it only means by putting it into the holding fund so there is public discussion. He spoke of discretionary funding and if you have to move money around no one knows where it went; the School Board is allowed to do that. This only allows the public, who paid for it, to see where it went; this is the only thing the holding fund does. Mr. Clark question why you would want to stop there. Mr. Simard spoke that the School Board and Budget Committee outlined what they needed to run the school and takes into account the concerns of the public. They are always able to give cash back. The \$81,000 was approved over that amount and he would like to see where it went. Mr. Clark questioned if he would want to see that type of transparency for more than the \$81,000. Yes, Mr. Simard responded. Chairman Ballou notes the Board will discuss it at the next meeting. Mr. Simard added, "if you didn't need it and it stayed where it was, public trust would go through the roof".

Ms. Susan Ciatto, Wilton spoke regarding Mr. Bujak's vote, voiced that also it was to include raises for non-union staff as the budget did not include this.

Ms. Lisa Post, Lyndeborough spoke regarding the "special education funds that are moving over for this year" and questioned if we will receive revenue in the March/April payment to offset what we are spending. Superintendent responded he does not believe it meets the threshold (\$49,000) for CAT aide. She questioned how many times the police came to the schools. Principal Bagley to research this. She voiced the Milford's food service program increased after they started a culinary program and on WMUR she saw that a student began a program at the school for those who didn't have funds to pay off their food service account balances and raised funds to wipe them out.

Ms. Laura Gifford, LCS school nurse, questioned if someone is on the teacher contract (CBA) is there anything that would limit the teacher from talking to the School Board directly; is there a rule or restriction. Superintendent responded there is a codicil in the contract that the WLCTA can request a meeting with the Board Chair at any time. She questioned, if we see a board member can we talk to them. Chairman Ballou explained when we leave the table we are board members but have no authority to do anything unless designated by the Board, we cannot make any promises, cannot take any action and cannot be student, or personnel related.

Ms. Hastings questioned how many times the athletic trainer would have been needed and used during the school year. Superintendent responded he doesn't have specifics on minor or major injuries in which a trainer would benefit the student. An athletic trainer also has a background and knowledge to help students in other ways other than just injuries, such as a student athlete with asthma. He confirmed the athletic trainer was removed from the MS-22.

Ms. Kelly Gibson, Wilton, questioned if the trainer could give injections, Superintendent confirmed no, it would be the school nurse. She spoke to the Board indicating she sent an email to them and Mr. Dailey responded he would forward it to the Board. She questioned if anyone was planning on responding to the email sent 3 weeks ago. Chairman Ballou noted he has not read this email she is referring to and has just been nominated Chairman this evening. She voiced disappointment and feels she is being ignored. She adds, there are over 230 signatures that were about the subject. Regarding food service, she spoke of working for café services and sees the pros and cons and notes the community at large would be happy but it may not be the best economical choice. She further adds that people are happy with the food at FRES and not WLC. "Chef Deb is an amazing person and works diligently. The food is the same but the presentation is different and if you don't go through your product and if you have anything moldy you have to get rid of it or it will all be moldy. We need to dive into what Chef Deb is doing and suggests to put her in the director position so she can help the district". She spoke of the SPED capital reserve and says she knows of 3-4 students who need to use these funds for service and tells the Board the numbers are inaccurate. She spoke of an adult that should have had out of district placement for 2 years and that this was an issue with the last district also; if they did have (out of district placement) it would be eaten up.

Mr. Bill Ryan, Lyndeborough spoke to clarify a misconception regarding the non-union staff not getting raises. He notes Superintendent Lane has said there was a line item for this. They are being taken care of, they have not been overlooked.

Ms. Post spoke regarding the \$81,000 holding account that Mr. Simard brought up on the floor at district meeting to be considered and was told to come here. Chairman Ballou responded it will be on the next agenda.

XIV. SCHOOL BOARD MEMBER COMMENTS

Mr. LoVerme questioned if the towns pay to use the schools for meetings. Superintendent responded there is a building usage formula and depending on the classification it falls under, they may or may not get charged. Mr. LoVerme thanked Mr. Erb and his staff for staying late after the town meeting to clean up.

Ms. LeBlanc welcomed the new members Mr. Clark and Ms. Cloutier-Cabral.

Mr. Clark spoke regarding Con-Val filing a lawsuit to get more aid from the state and questioned if the Board would like to do anything to join that and file a brief in favor or not. Superintendent responded, that is a Board discussion and if members want this as a topic it would need to be on the agenda; some information has been provided to the Board. Mr. Clark spoke of the concept to contact the Board by email and that some boards have a combined email. The government uses other options such as YouTube, Twitter etc. and he would like to look into other options as well. He adds the public can videotape a board meeting but the cost for the Board to do it would need to be investigated.

Chairman Ballou welcomed the new members and encouraged them to attend NHSBA's new board member orientation and other topics are offered such as nonpublic. He suggested the Board may want to have a workshop for down the road to talk about meeting norms, right to know etc. as all could use a refresher. He has been thinking of future agenda building. Currently, when things come up they just get added and would like more organizing of it in general and perhaps it's something that can be voted on. Regarding board correspondence, he suggests having some sort of form or some way public can enter information and have it part of board correspondence just like a letter, it is public information.

Ms. Lemire commented that she assumes the information that the Strategic Planning Committee gathered on food service will be shared with the new food service committee. She believes an analysis was done on how much each building lost in funds. Superintendent responded, he has all the information and it will be provided.

Ms. Cloutier-Cabral thanked the members for welcoming them and will have questions. She is interested in discussing the Con-Val suit and options around this and would like it to have this as a future agenda item.

Mr. Legere questioned if there was an internal committee of the staff. Superintendent responded no. Mr. Legere spoke of a food service waste analysis that he believes was done and suggests it be included. Mr. LoVerme responded he had asked for this but did not receive it. Mr. Legere noted policy BIA-New Board Member Orientation should be provided to new members. Superintendent responded he will distribute the information but did not want to do this all at once; it is in process.

XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

A MOTION was made by Mr. LoVerme and SECONDED by Mr. Vanderhoof to enter Non-Public Session to discuss personnel and student matters RSA 91-A: 3 II (A) (C) at 8:46pm.

Voting: all aye via roll call vote; motion carried unanimously.

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to extend the time period to choose an arbitrator for the WLCTA level 4 grievance by five (5) calendar days and in order for the board to meet with the WLCTA officers to discuss their request.

Voting: (7-0-2) seven ayes, two abstentions from Mr. Vanderhoof and Mr. Legere; motion carried.

A MOTION was made to exit the non-public session at 10:37pm by Mr. LoVerme and SECONDED by Ms. Lemire.

Voting: (9-0) all aye; motion carried unanimously.

RETURN TO PUBLIC SESSION

Public session reconvened at 10:37p.m.

A MOTION was made to seal the non-public session minutes by Mr. LoVerme and SECONDED by Ms. Lemire.

Voting: (9-0) all aye; motion carried unanimously.

Discussion of future calendar dates.

A MOTION was made to change the April 23rd school board meeting to April 30th by Ms. Lemire and SECONDED by Mr. LoVerme.

Voting (9-0) all aye; motion carried unanimously.

XVI. ADJOURNMENT

A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to adjourn the Board meeting at 10:39pm.

Voting: (9-0) all aye; motion carried unanimously.

Respectfully submitted,

Kristina Fowler

Good evening. My name is Matt Mannarino and I live in Wilton.

I have addressed the board on prior occasions and would like to congratulate the new members of both the school board and the budget committee present tonight. In my opinion the election results are an indication that the community at large shared my concerns about the state of the district regarding some of the recent decisions. I believe it is also a show of support for Mr. Tim O'Connell. It is my hope that the board members, both new and existing, heard the message from the voters.

Those of you who were there at the budget vote may have heard me suggest that perhaps we should consider making the superintendent a part time position. I would like to retract that suggestion. After reviewing the needs of the district I am convinced that they require a full time presence. I am equally convinced that Mr. Lane should not be that presence, in a part time of full time capacity. I am basing that on my personal interactions and a review of past meeting minutes.

No one is perfect, and there are certainly constraints on what can be released for public consumption, but lack of transparency and poor communication seem be consistent with Mr. Lane. Having been granted a glimpse into the thought process around the phone outage in December I can certainly understand why he would not want to go into detail. The e-mail he sent me that detailed his handling of the situation was appalling. I will make that e-mail, and my response to it, available to any of the board members who would like to review it, but here is the gist. He chose not to cancel school when the phones were down. The implications of this include no communication within the school since the PA was down. School personnel appeared to be unaware of the implications this would have for communication within, into or out of the school. Parents were not informed of the risks. No effort was made to partner with local law enforcement or EMS. His e-mail also contained a backhanded guilt trip about the students who may not get a meal if they were not at school and therefore not able to use the school cafeteria. I have to say, that infuriated me almost as much as the rest of his message. On the one hand he shows a startling lack of forethought regarding the potential risk he put the students and faculty at, and in the same breath accuses me of the same thing. This was not an off the cuff statement. This was an e-mail that he sent to me, and copied Harry Dailey on.

A review of past meeting minutes and public comments shows other apparent lapses in judgement such as the incident with the WLC_SUPER Twitter account, the communication surrounding the middle school math teaching vacancy, and the bungling of the budget process this year. His track record on staffing appointments includes the long term substitute who had that incident in a hotel and a former police officer who was dismissed after being photographed asleep while on duty. In his cruiser, with a pillow.

Any one of these incidents by themselves would be a concern, but together they add up to a total loss of confidence in Mr. Lanes leadership abilities. I would urge the board to ask for Mr. Lanes resignation. Absent of that I would encourage them to review all of his decisions, and make that process as transparent as possible.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: WLC School Board
FROM: Bryan Lane
DATE: 3/21/19
RE: Community Request to Restrict Transferring 2019-20 Funds

At the school district meeting and subsequently at the last school board meeting, a citizen requested that the board consider that the \$81,000 that was added to the budget approved by the budget committee and the school board be restricted in how it could be expended.

The request revolved around the funding of utilities. The citizen suggested that if there was a need to expend the funds as estimated that would appropriate. If there was an over estimation of the funds required, the suggestion was that the funds be returned to the tax payer.

Recommend a motion:

“For the 2019-20 school budget, funds from the following accounts be held specifically for these purposes. No budget transfers, regardless of the dollar amount shall be created without the permission of the school board.:

Description	Account	Budget Dollar Figure
Telephone	04.2321.531.01T	\$ 3,780
	04.2321.531.01T	\$ 2,412
	04.2321.531.02T	\$14,838
	04.2321.531.03T	\$17,838
	04.2321.531.11T	\$24,456
	04.2321.531.12T	\$ 9,804
	04.2321.531.01T	\$ 2,412
Oil	04.2620.624.01	\$ 1,700
	04.2620.624.02	\$33,441
	04.2620.624.03	\$40,872
	04.2620.624.12	\$ 7,641
Fuel	04.2620.624.11	\$29,493

Such accounts to include utility costs with a collective projected increase of \$82,299 over the 2018-19 school year budget.”

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

To: WLC School Board
From: Bryan Lane
Subject: Technology Audit Bid
Date: April 1, 2019

A request for proposal (RFP) – bid went out for the purpose of providing services for a technology audit for the district. We received communication from four bidders and received two bids in return. The request for proposal included the following:

Adhering to NIST SP 800 standards including:

171:3.1.1	171:3.6.1	171:3.12.2
171:3.1.2	171:3.6.2	171:3.12.3
171:3.1.5	171:3.7.1	171:3.13.1
171:3.1.8	171:3.7.2	171:3.13.6
171:3.1.13	171:3.7.3	171:3.13.16
171:3.1.16	171:3.8.1	171:3.14.1
171:3.1.18	171:3.8.2	171:3.14.2
171:3.2.1	171:3.8.3	171:3.14.3
171:3.2.2	171:3.8.5	171:3.14.4
171:3.3.1	171:3.9.1	171:3.2.7
171:3.3.2	171:3.9.2	171:3.12.1
171:3.4.1	171:3.10.1	171:3.5.2
171:3.4.2	171:3.10.2	171:3.11.3
171:3.4.7	171:3.11.1	
171:3.5.1	171:3.11.2	

In addition to audit systems to determine:

Auditing history for telephone system including if recording of conversations took place, who did the auditing, under whose approval and the documentation for such auditing. Determine that if recording took place, were monitored recordings in violation of FERPA or HIPPA protected information. Information to come from vendor.

Auditing history for email systems including if monitoring of email took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored emails in violation of FERPA or HIPPA protected information. This is to include internal and external systems.

\

Auditing history for internet monitoring (screen mirroring) including if monitoring took place, who did the monitoring, under whose approval and the documentation for such monitoring. Determine that if monitoring took place, were monitored recordings in violation of FERPA or HIPPA protected information. If such monitoring took place, was there any monitoring of personal email.

Proposals should include:

- The ability to do the entire scope of work
- If portions of the scope of work cannot be accomplished, what, if any, regulations would restrict the ability to those portions of the scope of work
- The estimated time to complete the scope of work
- The requirements of the vendor to access resources from within SAU 63
- The requirements of the vendor to access resources outside SAU 63

Focal Point

\$45,880

Corporate Data and Voice Solutions

\$18,225

The specifics of the bid are included in this document.

To that purpose I recommend a:

Motion that the Wilton-Lyndeborough Cooperative School Board award the Technology Audit Bid to Corporate Data and Voice Solutions in the amount of \$18,225. Furthermore, for the school board to authorize to the sum of \$18,225 be withdrawn from the Wilton-Lyndeborough Cooperative Technology Advancement Capital Reserve Fund for the purpose of funding the technology audit.



TECHNOLOGY AUDIT PROPOSAL

**Prepared for Wilton-Lyndeborough Cooperative
School District School Administrative Unit #63
(SAU 63)**

February 22, 2019

Prepared For:	Prepared By:
Ms. Lise Tucker	Mr. Eric Dieterich
Business Administrator	Principal, GM Advisors, Privacy Practice Lead
Wilton-Lyndeborough Cooperative School District	Ms. Franchesca Sanabria
School Administrative Unit #63	Principal, Privacy Practice
192 Forest Road	Focal Point Data Risk, LLC
Lyndeborough, NH 03082	1601 Sawgrass Corp Parkway, Suite 130
	Sunrise, FL 33323

Ms. Lise Tucker
Business Administrator
Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63
192 Forest Road
Lyndeborough, NH 03082

Dear Ms. Tucker:

We appreciate the opportunity to provide Wilton-Lyndeborough Cooperative School District School Administrative Unit #63 ("SAU63") with a proposal to perform a technology audit. This document outlines our proposed approach, expected deliverables, the intended staffing's qualifications, and professional fee structure. Focal Point Data Risk LLC ("Focal Point") is committed to providing SAU 63 with a team of highly qualified, certified professionals to meet the needs as demonstrated by the following criteria:

- **Privacy & Cyber Security Expertise:** Extensive privacy and cyber security experience, including performing various industry and regulatory audits, privacy risk assessments; identifying the life cycle of capturing, storing, and transmitting sensitive information, performing readiness assessments, developing privacy policies and procedures, and conducting awareness training sessions.
- **HIPAA and FERPA Experience:** Extensive HIPAA and FERPA compliance experience, including performing audits, risk assessments; identifying the life cycle of capturing, storing, and transmitting Protected Health Information ("PHI"); developing privacy policies and procedures; and conducting HIPAA awareness training sessions.
- **A Team of Dedicated Subject Matter Experts:** A team of full-time employees comprised of subject matter experts with legal, regulatory compliance, data privacy, information security, and audit backgrounds. With in-house legal experts, who are integrated into the project teams, Focal Point is uniquely situated to quickly interpret regulatory standards and provide valuable guidance to our clients. Focal Point does not subcontract any of its information security or data privacy services.
- **Regulatory Experience:** Focal Point has experience dealing with various regulatory bodies. This includes OCR for HIPAA related matters, FTC for major corrective action plans, US Trustee Program, various State Attorney Generals offices, and ad hoc experiences with various DPAs. We also have had various level of interaction with EU regulators over the past 10 years.
- **Competitive Rates:** Highly-competitive hourly rates for a full-service, methodology-driven firm with considerable client experiences.

We thank you for your consideration and appreciate the opportunity to build our business relationship with SAU 63. As you read through this document and have questions, please feel free to contact me at (786) 390-1490 or Franchesca Sanabria at (917) 903-4890.

Sincerely,



Eric Dieterich, CISA, CRISC, CIPP/US
Principal
Focal Point Data Risk, LLC.

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INTRODUCTION

We understand that SAU63 is seeking to partner with a qualified third party who can assist with the following objectives:

1. Performing a technology audit of SAU 63's technology and operational environments based on certain controls of the National Institute of Standards and Technology (NIST) SP 800-171 standards;
2. Performing an assessment of the auditing history of the telephone system to determine if recording of conversations took place, who performed the auditing, under whose approval, the documentation for such auditing, and determine if the monitoring of recordings was in alignment with the applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) requirements;
3. Performing an assessment of the auditing history of email systems to determine if monitoring of email took place, who performed the monitoring, under whose approval, the documentation for such monitoring, and determine if the monitoring of emails (including internal and external systems) was in alignment with the applicable FERPA and HIPAA requirements; and
4. Performing an assessment of the auditing history for internet monitoring (screen mirroring) to determine if monitoring took place, who performed the monitoring, under whose approval and the documentation for such monitoring, and determine if the monitoring of recordings (including personal e-mail) was in alignment with the applicable FERPA and HIPAA requirements.

We have delivered similar engagements to multiple corporate, government, and not-for-profit entities over the last several years. This includes providing services to Fortune 100 companies and large government entities spanning across various industries. Our team is comprised of subject matter experts with privacy, information security, regulatory compliance, legal, and audit backgrounds. The combined skills of the team span numerous standards, technologies, platforms, and disciplines that are required for the successful completion of our proposed services. Additionally, nearly all of our professionals are accredited with industry recognized certifications. As dedicated compliance professionals, we adhere to the highest professional and ethical standards.

We believe our strong risk management experiences coupled with practical knowledge gained from our various client experiences will provide SAU 63 with a strategy to help improve their security and privacy posture and lower the potential risk factors.

FOCAL POINT OVERVIEW

Focal Point is a new kind of risk-management company: one that seeks to be a strategic partner rather than a security advisor. That's why we're shifting the focus of the conversation to "business risk." Our unmatched combination of proven capabilities, deep industry insight, and expertise in data security, privacy, analytics, audit and compliance and training means we're able to help clients manage and mitigate risk across the entire enterprise, from systems and data to people and processes. We cut through all the hype and confusion, focus on the risks that matter, and solve real business problems.

Focal Point was born from the combination of three of the fastest growing companies in the cyber risk management field – Focal Point, APTEC, and ANRC. With this combination, Focal Point sets itself apart from the rest as the most comprehensive and well-rounded risk management firm with a wide range of capabilities in internal and IT audit, cyber security assessments and training, data privacy and compliance services, and identity governance and access management solutions.



With nearly 400 employees within 16 offices across the U.S. and Canada, Focal Point is a multidisciplinary team of certified practitioners including Certified Information Systems Security Professionals (CISSP), Certified Information Security Managers (CISM), Certified Information Systems Auditors (CISA), Certified in Risk and Information Systems Controls (CRISC), Certified Information Privacy Professionals (CIPP), and Payment Card Industry (PCI) Qualified Security Assessors (QSA).

LEADERS, INNOVATORS, AND TRUSTED ADVISORS

Focal Point's is uniquely qualified to provide compliance services. Focal Point's blend of skilled resources and methodologies would ensure the success of completing the proposed services and continue to build a strong business relationship with SAU 63. These unique qualities are summarized in the six principles detailed below.

1. Balanced Perspective

Focal Point takes a balanced perspective, recognizing that "best practices" are not always what's best for SAU 63. Focal Point understands there are many risk factors and components that can help mitigate associated privacy risks. Focal Point's philosophy is that there is not a "one size fits all" approach to privacy, but rather a customized approach and methodology that is established by past assessment experiences with previous clients similar in size, structure, and/or industry.

2. The Right People

Focal Point's team is comprised of subject matter experts with the perfect mix of legal, regulatory compliance, IT governance, and audit backgrounds. In-house legal experts¹, are uniquely situated to quickly interpret regulatory standards and provide valuable guidance through the course of the assessments. Additionally, nearly all of Focal Point's privacy professionals are CIPP accredited.

¹ Focal Point LLC is not a law firm and does not provide legal advice.

3. Client Experiences

Focal Point has provided compliance services to multiple organizations across industries that span in size and structure from global Fortune 100 companies to small start-ups. These experiences provide valuable insight into the privacy and information security risks and challenges that organizations face and allows Focal Point to provide services that are cost effective and practical.

4. Effective and Proven Methodologies

Focal Point's has developed methodologies to identify, mitigate and monitor various compliance standards and regulatory requirements. Focal Point's master compliance framework allows for the grouping of requirements by domain or theme which allows for cross-regulation visibility. This visibility is increasingly relevant as organizations further understand their awareness of compliance obligations and realize that it is rare to be subject to a single regulation but rather face a multitude of obligations at the local, state, federal, or industry level.

5. Technical Expertise

Focal Point's extensive technology skills are a critical success factor across all our compliance services. The team has delivered privacy and security engagements to multiple corporate, government, and not-for-profit entities for nearly a decade which has provided us with the technical skills that span numerous technologies, platforms, and disciplines.

6. Hands On Experience

The same team members who help benchmark organizations compliance practices against various regulatory or industry standards are also involved with the implementation of remediation activities and the recommended areas of improvement. This allows Focal Point to incorporate lessons learned from the assessment, provide meaningful and actionable solutions, and continually enhance assessment methodologies.

PRIVACY & GDPR SERVICES

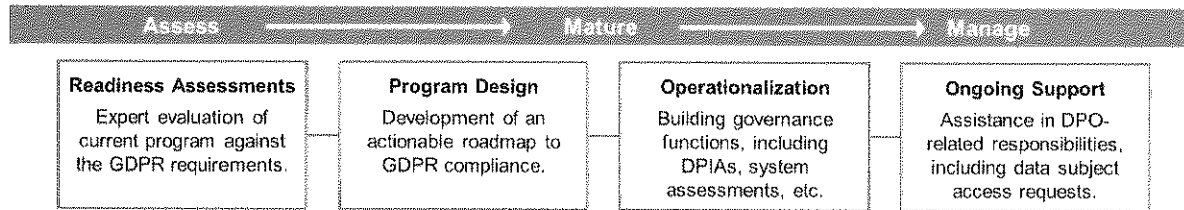
Focal Point has provided privacy services for small and large, domestic and international organizations impacted by almost every privacy standard and regulation in the United States, Canada, European Union, Latin America, and Asia-Pacific.

We have helped organizations effectively manage business risks and compliance issues relating to privacy. Some example service offerings include:

- Conducting Privacy Gap Assessments Validating Compliance with Applicable Regulations;
- Performing PIA and DPIAs;
- Designing and Performing Privacy Risk Assessments;
- Creating Data Inventories and Information Mappings of Sensitive Data;
- Establishing Vendor Risk Management Programs;
- Performing Cross Border Data Transfer Evaluations; and
- Performing Independent Validation Audits of Corrective Action Plans (e.g., FTC, U.S. Trustee Office, OCR, etc.).

Focal Point has also obtained real-world experience evaluating, designing, implementing and managing GDPR compliance programs. Our GDPR experiences are industry leading as we became early adopters of providing guidance to many Fortune 500 companies since its publication in April of 2016. Our services help organizations effectively work towards aligning practices and procedures with the GDPR and

designing a sustainable compliance program. These services are designed to assist organizations through the maturity landscape of GDPR compliance.



Focal Point's GDPR services include:

- A methodology for defining the information life cycle of personal data that is collected, processed, and stored throughout the various lines of business, including the creation of a Records of Processing Activities;
- Benchmarking current state procedures and technology against the relevant GDPR requirements and providing actionable and risk based recommendations;
- Designing and implementing privacy program functions, including:
 - Policies and procedures;
 - Data subject access rights;
 - Consent mechanisms;
 - Privacy-by-Design;
 - PIA/DPIA; and
 - Third party risk management.

PRIVACY MANAGED SERVICES

Our Co-source and Managed Services provide organizations with an efficient, scalable, and value driven approach to manage privacy and compliance risks.

Co-sourced Services

Focal Point has been providing support to Privacy Office's for over a decade. Our co-sourced relationships allow for an efficient execution and delivery of tasks as our team is well versed and knowledgeable about your business operations. These services often include:

- Periodic or ad-hoc audits and assessments;
- Creation and maintenance of information mapping activities; and
- Privacy advisors to engineering, IT, product and business operation teams.

Managed Services

Focal Point has also developed a solution that is focused on delivery a cost-effective approach for reoccurring privacy and compliance related tasks. Through our Privacy Managed Services, we are able to offer a subscription based solution to perform key activities including:

- PIA's and DPIA's;
- Vendor Risk Assessments; and
- DPO Services.

HIPAA COMPLIANCE SERVICES

Focal Point has established robust methodologies that have been successfully applied and consistently tested over time at large Fortune 500, mid-size, and small start-up organizations. Focal Point has assessed and designed programs to enhance compliance with the HIPAA Privacy Rule, Security Rule and Breach Notification Rule Standards as well as the HIPAA Omnibus Final Rule requirements.

Examples of recent HIPAA compliance services include:

- Acting in the capacity of a designated HIPAA compliance office, including assuming the roles of primary contacts for incident investigation and breach response, policy creation, and HIPAA training;
- Identifying and defining the information life cycle of PHI and ePHI via Focal Point based discovery methodologies;
- Performing risk analyses that meet the objectives of the HIPAA Security Rule and Meaningful Use Core Objective to Protect Electronic Health Information;
- Conducting gap assessments to validate alignment of operational practices and documented procedures with applicable HIPAA Security Rule, Privacy Rule, and Breach Notification Rule standards, including detailed attribute testing of in-scope systems containing ePHI;
- Creating relevant HIPAA policies and procedures that are reflective of an organization's procedural environment and that align with various frameworks including NIST 800-53;
- Drafting and enhancing Notice of Privacy Practices to ensure alignment to applicable HIPAA Privacy Rule standards;
- Evaluating vendor management procedures applicable to in-scope business associates and/or sub-contractors processing PHI on behalf of covered entities and/ or business associates; and
- Creating HIPAA training and information security awareness content and administering in person and remote training sessions.

KEY PRIVACY RELATIONSHIPS

In addition to in-house legal experts², Focal Point also maintains relationships with major law firms across the United States, allowing Focal Point to stay abreast of the current legal trends in the privacy and data security space. Focal Point also has experience working with the Federal Trade Commission (FTC), US Trustee Office, and the Office of Civil Rights (OCR), on behalf of our clients to obtain regulatory guidance around specific privacy or security related matters. Moreover, Focal Point's maintains strong business relationships with individuals, within the spectrum of clients and non-clients, who serve as inside counsel that oversee privacy and security regulatory areas. These relationships add to the overall value that Focal Point delivers to its clients as the privacy and data security regulatory landscape



² Focal Point is not a law firm and does not provide legal advice.

continuously evolves. Focal Point is also a corporate member of the International Association of Privacy Professionals (IAPP).

Additionally, Focal Point is a HITRUST CSF Assessor which is a designation granted to organizations approved by HITRUST to perform assessment engagements for companies seeking HITRUST Validation or Certification reports. This designation also demonstrates our ability to assist clients with the adoption of the CSF framework, implementation and remediation efforts following adoption.



CYBER SECURITY CAPABILITY

Focal Point has a robust information security practice and is a leading information security services provider within the U.S. and Canada. Focal Point's position as a leading service provider is exemplified by the work performed for the International Information Systems Security Certification Consortium, Inc. (ISC)², the governing body for Certified Information Systems Security Professionals (CISSP). In addition, Focal Point is one of a select group of companies that are certified by the Payment Card Industry (PCI) to conduct formal assessments, trusted advisory engagements, and onsite audits. As such, Focal Point is designated as a Qualified Security Assessor (QSA) from the Payment Card Industry (PCI) Security Standards Counsel to conduct formal PCI audits. Focal Point has teams with extensive experience performing vulnerability assessments, penetration testing, web application security testing, network hardening, and source code analysis. Focal Point's penetration testing team members are all Certified Information Systems Security Professionals (CISSP). Additional certifications held by security team members include:

- Certified Ethical Hacker (CEH);
- Certified Information Security Manager (CISM);
- Certified Information Systems Auditor (CISA);
- Microsoft Certified Systems Administrator with a Security Concentration (MCSA: Security);
- Offensive Security Certified Expert (OSCE);
- Offensive Security Certified Professional (OSCP); and
- Red Hat Certified Technician (RHCT).

These professionals are integrated into the delivery team as needed based on the subject matter needed to fulfil our project activities.

QUALITY

Focal Point's primary objective is to exceed our client's expectations. As such, Focal Point professionals at all levels are trained to continuously review the quality of service and work product provided to clients. As a result, all reports and deliverables would undergo a stringent Quality Assurance (QA) process prior to being released to SAU 63. Once draft deliverables or reports have met Focal Point's QA standards, they are released to the designated client sponsors for feedback and discussion.

CLIENTS AND REFERENCES

Our clients represent most key industry sectors with a majority of our client base found in Healthcare, Financial Services, Retail, Energy/Utility, Government entities, Technology, Manufacturing, Consumer Goods, and Hospitality. Our clients across these industries include small organizations to large, global corporations with tens of thousands of employees.

Of the more than 3,000 projects we have delivered to over 750 clients, a majority of these projects have been risk and compliance related. Many of these engagements have been annual, recurring projects for

repeat clients who recognize the value Focal Point can provide and continue to engage the firm for their needs.

Below is a sample of the companies we have served over the past three years.

- AARP
- Agrium Inc.
- Aspen Technologies
- AutoNation, Inc.
- Bed Bath & Beyond
- Blue Cross Blue Shield (Multiple Entities)
- Bloomin Brands
- Broward County (Florida)
- Canadian Natural Resources Limited
- Capital One
- Carnival Cruise Lines
- Citizens Property Insurance Corporation
- Chico's FAS, Inc.
- Covidien
- Crystal Cruises
- DHL Express, Inc.
- Dunkin Brands
- Freeport-McMoRan Copper & Gold Inc.
- Google
- H. Lee Moffitt Cancer Center
- Hilton Grand Vacations
- Infosys Ltd.
- InterContinental Hotels Group
- Invesco Ltd.
- Iron Mountain
- JM Family Enterprises, Inc
- Levi Strauss & Company
- McKesson
- Metropolitan Government of Nashville and Davidson County
- Norwegian Cruise Line
- NVIDIA
- Novant Health
- OnDeck
- PepsiCo, Inc
- Pfizer (King Pharmaceuticals)
- Publix Super Markets Inc.
- Revlon
- Royal Caribbean Cruises Ltd.
- Ryder System, Inc.
- SFN Group, Inc.
- Shaw Communications Inc.
- Sojitz of America
- Spirit Airlines
- Stryker
- Suncor Energy Inc.
- The Talbots Inc.
- UnitedHealth Group
- Univision
- VF Services, Inc.
- Yum! Brands
- Wal-Mart Stores Inc.
- WellCare Health Plans
- Zebra Technologies

PROJECT SCOPE & APPROACH

We have identified a series of activities in the subsequent sections of this document that will help define our approach to meet the objectives defined by SAU 63.

ACTIVITY 1 – PROJECT PLANNING & STATUS REPORTING

1.1 Planning Memo/Document Request List

Fieldwork will begin with an initial SAU 63/Focal Point team kick-off meeting. The discussion would include reviewing the expected project objectives, reason for performing the activities, explanation of the final deliverables and timeline of activities. This helps ensure all impacted groups, departments, business units, etc. are aware of the project activities and objectives to help minimize miscommunications and manage expectations throughout the project.

1.2 Weekly Status Reporting

Throughout the project, Focal Point will communicate with the designated SAU 63 project sponsors through weekly status reporting as to the progress made against the baseline project plan.

Deliverables:

- *Kick-Off Presentation* – A presentation will be created and distributed to key stakeholders from all locations, making them aware of project objectives, goals, and timeline of activities.

- *Weekly Status Reports* – Focal Point will provide weekly status reports to ensure activities remain on schedule and areas of concern are raised to our project sponsor.

ACTIVITY 2 – DISCOVERY

To confirm the life cycle of SAU 63's most sensitive and critical data throughout in-scope operations, applications, and systems, and to gain an understanding of the current security and privacy practices, we propose to perform a series of discovery activities. This will include our information gathering process, outlined below, which we have found to be very successful for organizations similar to SAU 63.

2.1 Documentation Review

The first step of the discovery phase will be to gather and review existing information security policies and procedures, system diagrams, asset inventories, etc. to gain a preliminary understanding of the current information security practices, leveraging any prior documentation related to other compliance initiatives that SAU63 is subject to. The documents gathered will be used to further refine the questions asked during our discovery sessions and identify the focus of the onsite and remote discovery sessions.

2.2 Discovery Sessions

To obtain the information required to perform the assessment activities, discovery sessions will be conducted with key SAU 63's stakeholders to understand the current information privacy and security practices as it relates to the selected NIST 800-171 requirements (as described in **Appendix A**), and the applicable FERPA and HIPAA requirements. These sessions would be used to gain an understanding of the operating procedures and allow us to benchmark current practices. It is anticipated that the proposed discovery sessions would span across members of the operational and technology teams which may include representatives from:

- Information Technology;
- Information Security;
- School Operations;
- Human Resources;
- Procurement/Vendor Management; and.
- Compliance/Legal.

In-person discovery sessions will be conducted during a two to three-day onsite visit to the SAU 63 facilities in Lyndeborough, NH and via remote conference calls as needed.

ACTIVITY 3 – ANALYSIS

Focal Point will perform audit procedures across the following areas:

1. A technology audit of SAU 63's technology and operational environments based on the controls described in Appendix A of the NIST SP 800-171 standards;
2. An assessment of the auditing history of the telephone system to determine if recording of conversations took place, who performed the auditing, under whose approval, the documentation for such auditing, and determine if the monitoring of recordings was in alignment with the applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) requirements;
3. An assessment of the auditing history of email systems to determine if monitoring of email took place, who performed the monitoring, under whose approval, the documentation for such monitoring, and determine if the monitoring of emails (including internal and external systems) was in alignment with the applicable FERPA and HIPAA requirements; and

4. An assessment of the auditing history for internet monitoring (screen mirroring) to determine if monitoring took place, who performed the monitoring, under whose approval and the documentation for such monitoring, and determine if the monitoring of recordings (including personal e-mail) was in alignment with the applicable FERPA and HIPAA requirements.

Using the framework provided by applicable NIST 800-171 standards, HIPAA and FERPA requirements, Focal Point will measure the current level of implementation of the controls found in the standards by benchmarking them with the existing SAU 63's information security and privacy policies, standards and processes. The result of this audit, along with accompanying recommendations, will provide a roadmap of activities and it can be used by the organization to identify the areas of focus and future initiatives to improve the cyber risk posture of the organization.

Based on the information obtained during the discovery phase, the assessment activities would include a detailed analysis of each applicable requirement including references to the supporting documentation, sources of inquiry and validation procedures which include a combination of the following:

- ▶ Inspection of policies and procedures;
- ▶ Inspection of system configurations;
- ▶ Inspection of user access lists;
- ▶ Inspection of access provisioning practices;
- ▶ Inspection of access controls mechanisms; and
- ▶ Sample-based testing to validate adherence to policies.

In addition, requirements with findings will be further classified to identify the general source or cause of the finding. The classification groups are as follows:

- ▶ **Policy/Procedure** – These findings signify an area in which the current practice is in line with relevant requirements; however, the required policies and/or procedures either do not exist or do not contain adequate detail.
- ▶ **Practice** – These findings exist when internal policies/procedures describe practices consistent with the relevant requirement; however, practices vary from that of the documented procedures or the applicable requirement.
- ▶ **Policy/Procedure & Practice** – These findings signify an area in which the organization does not maintain formally documented policies and/or procedures; and practices do not satisfy the requirements of the applicable requirement.

All documentation that is collected through the project activities (e.g., policies, procedures, technical configurations) will be referenced within the respective NIST, HIPAA and FERPA requirement in which it addresses. All workpapers created through the project, including collected documentation, will be provided to SAU 63 at the conclusion of the project to ensure the ease of future references.

ACTIVITY 4 – REPORTING & RECOMMENDATIONS

Based on the information gathered through the discovery activities and our detailed evaluation activities, we will document the results of the technology audit through a set of high-quality deliverables. The key deliverables will include the following items.

- (1) *Planning Memo/Document Request List* – Focal Point will generate a detailed planning memo that outlines the objectives of the project activities and define key items (e.g., policies, procedures) that will be requested prior to the project team's arrival onsite.
- (2) *Kick-Off Presentation* – A presentation will be created and distributed to key stakeholders from all locations, making them aware of the scope, objectives and the projected timeline of activities.

- (3) *Weekly Status Reporting* – Focal Point will communicate with key stakeholders on a weekly basis to ensure activities remain on schedule and areas of concern are raised timely.
- (4) *Audit Program* – We will provide a detailed assessment Microsoft Excel workbook, identifying the applicable NIST 800-171, HIPAA and FERPA requirements which are fully implemented, not in place, or need improvement, further classified by the specifications as defined by the related Standard. This will also include a mapping to each applicable requirement and references to applicable policies and procedures that were collected through the assessment. All associated work papers will also be mapped to the detailed assessment matrix and repackaged back to SAU 63 for ease of reference.
- (5) *Audit Report of Results* – As a result of the activities performed throughout the benchmarking activities, Focal Point will generate an audit report summarizing the procedures performed and the related findings and recommendations.
- (6) *Presentation of Results* – Focal Point will create and deliver to key stakeholders a presentation of the audit results.

FOCAL POINT TEAM

We believe that our team, our approach and our leadership in data privacy, information security, and compliance make Focal Point the right solution for meeting the needs of SAU 63. The engagement team we propose has worked together on numerous assessments over the past few years. Team members are aware of project activities, communication channels, and expected roles and responsibilities. The combined technical skills of the team span numerous technologies, platforms, and disciplines that are required for the successful completion of the proposed services. As dedicated compliance professionals, we adhere to the highest professional and ethical standards. We may assign, with your permission, additional resources as necessary, however the below biographies are representative of our core team that would be available to service SAU 63.

Eric Dieterich – Principal, CISA, CRISC, CIPP/US. Eric is a Principal with Focal Point Data Risk, leading their national privacy practice. He has been an active member of the privacy community for nearly 10 years with over 17 years of combined risk management, advisory, and governance experience. Day-in and day-out, Eric is immersed in privacy related matters that span across industries, providing assistance to some of the largest global organizations in the world, down to small start-ups that are in the early stages of development. He has diverse skill sets that stem from a technology background, evolving into risk management and regulatory expertise. A unique element of his experience relates to the implementation and execution of privacy programs, having deep knowledge of business processes, technology, and people. This understanding allows him to design, implement and maintain privacy programs with the goal of mitigating various risk factors while still allowing organizations to operate in an efficient manner and be innovative. Eric is a Certified Information Privacy Professional (CIPP), Certified Information Systems Auditor (CISA), Certified in Risk and Information Systems Controls (CRISC), and a Certified HIPAA Professional (CHP).

Francesca Sanabria – Principal, CIPP/US, CISA. Francesca is a Principal at Focal Point in the National Data Privacy Practice. She has over 12 years of experience in governance, risk and compliance. She has lead and executed privacy and security risk assessments for multiple clients ranging from tech startups to multinational fortune 50 organizations. Several of the security and privacy program activities focused on compliance assessments related to the HIPAA Security and Privacy Rule, and GLBA, development of privacy frameworks including the creation of privacy policies, privacy principles, data protection practices, and enhancing and developing breach response programs. She also has extensive experience performing privacy and security risk assessments, Information Technology audits, Sarbanes-Oxley (SOX) 404 and SOC1/SOC2 readiness assessments. She is the KnowledgeNet chairperson for the International Association of Privacy Professionals (IAPP) in the South Florida region and has presented at numerous privacy and security conferences around the country. She is a Certified Information Systems

Auditor (CISA) and Certified Information Privacy Professional (CIPP/US). Franchesca is fully bilingual in Spanish.

Jennifer Martin – Director, CIPP/US. Jennifer has over 15 years of experience working in the compliance and audit industries, including privacy and SOX compliance. She has extensive project management experience and has been part of the Focal Point privacy team for over 8 years. Jennifer is a subject matter expert in many areas of privacy including cross border data transfers, policy development, and other various global privacy office functions. Jennifer has an MBA and is a Certified Information Privacy Professional (CIPP/US).

Catherine Kim – Senior Manager, Esq., CIPP/US, CIPM, FIP. Catherine is a Senior Manager in Focal Point's Data Privacy practice. Much of her experience includes performing privacy risk assessments, conducting factual and legal analyses, enforcing appropriate compliance activities, and addressing privacy concerns and requirements. Catherine has worked on various privacy engagements including assessments of alignment with federal and state privacy laws, policy development, and enhancing privacy programs. She also has experience with implementing data privacy programs and governance for banking products and promoting the concept of Privacy by Design by embedding consumer privacy choices and choice mechanisms into consumer products and services. Prior to joining Focal Point, Catherine was an Attorney Investigator at the US Department of Health and Human Services, Office for Civil Rights where she handled hundreds of HIPAA-related investigations and discrimination complaints against programs that receive federal financial assistance from HHS. She earned her Juris Doctor from New York Law School and is a member of the Maryland State Bar Association. Catherine is a Certified Information Privacy Manager (CIPM), a Certified Information Privacy Professional (CIPP/US), a Fellow in Information Privacy (FIP), and is an active member of the IAPP.

Corey Gant – Senior Manager, CISSP, CISM, PMP, CISA, CGEIT, ITIL V3F. Corey is a Senior Manager at Focal Point Data Risk in the National Data Privacy Practice. He has over 13 years of experience in governance, risk and compliance. He leads and executes privacy and security risk assessments for multiple clients in various industries. He also has extensive experience performing Information Technology audits, risk assessments and Sarbanes-Oxley ("SOX") 404 assessments. He has several certifications related to security, audit, governance, and project management.

Kelly Cheary – Manager, JD, CIPP/US, CIPM. Kelly Cheary holds a law degree and is a Certified Information Privacy Professional (CIPP/US) and Certified Information Privacy Manager (CIPM). With over 10 years of experience in data privacy and compliance, she has successfully developed and managed a privacy program for a Fortune 200 company and provided legal guidance on a variety of privacy topics, inclusive of HIPAA, TCPA/CAN-SPAM, GDPR, and PIPEDA. Kelly has significant experience leading teams and projects, identifying risks, and developing operationally-sound policies, procedures, and mitigation strategies. Clients have ranged from non-profits to multinational companies. Kelly's experience has touched on a broad spectrum of privacy areas, including: regulatory compliance assessments, privacy impact assessments, privacy program maturity assessments, incident management and breach response, data inventory and mapping, privacy programs creation, and vendor management evaluation.

Keisha Wright – Manager. Keisha has over 11 years of experience performing external and internal audits. Most recently she has managed various compliance, financial, and operational audits leading the audit process from planning through reporting. As part of her compliance portfolio Keisha has led audits related to GLBA, Privacy, Data Across Borders, AML, OFAC Screening, and FCRA. She also has extensive experience in SOX 404 top-down risk assessments. She holds a Bachelor's of Science in Accounting with a minor in Economics and Finance from the University of Hartford. Keisha is currently completing the CIA designation.

Soo Hyun Yim, CPA – Manager. Soo Hyun is a Manager in Focal Point's Data Privacy practice. She has many years of experience in both Financial and IT audits in various industries. Prior to Focal Point, she worked in the Internal Audit and Financial Advisory team from Protiviti's New York City and London UK offices. Her experience range includes pre-implementation review of ERM systems, data migration

reviews, SOC2 reviews, CRM control design reviews, Transitional Service Agreement audits, and performing Financial and IT risk assessments.

Joseph "Jay" B. Wholley III – Manager, CIPP/US. Jay is a Senior Consultant in Focal Point's Data Privacy practice. He has been involved with various global privacy projects including driving the information mapping activities, evaluating alignment to GDPR, and enhancing privacy program functions. His experiences also include successfully spearheading the efforts of a healthcare analytics company to become HITRUST Common Security Framework (CSF) compliant and certified. Prior to Focal Point, Jay worked for the International Association of Privacy Professionals (IAPP) in their Training & Certification Department, where he edited and created the training materials used by Privacy Professionals to become certified as well as published articles in The Privacy Advisor. Prior to joining Focal Point, Jay graduated from the University Maine School of Law where he took full advantage of their Information Privacy Program which is partnered closely with the IAPP. Jay is a Certified Information Privacy Professional (CIPP/US) and is still an active member of the IAPP.

Stephanie Louis-Charles – Manager, JD. Stephanie is a Manager in Focal Point's Data Privacy practice. She has been involved with privacy and GDPR readiness assessments, and with the development of GDPR policies and procedures. Prior to Focal Point, Stephanie worked as a Legal and Compliance Associate for the Finance department of Morgan Stanley. During her time at Morgan Stanley she managed the department's outsourcing governance model to ensure compliance with U.S. and global regulatory requirements. Stephanie is a licensed attorney, admitted to the New York State Bar.

Joshua H. Marks, ESQ. – Senior Consultant, CIPP/US. Joshua Marks is a Senior Consultant at Focal Point Data Risk in the South Florida National Data Privacy Practice. He has assisted with various compliance assessments and supporting clients enhance their privacy programs. Prior to joining Focal Point, Joshua was a civil litigation attorney for nearly 10 years. In that role, he regularly counseled clients on risk management strategies and provided policy and procedure guidance related to potential and active litigation. He is a Certified Information Privacy Professional with a formal education in Computer and Information Sciences. He earned his Juris Doctor from the University of Florida and is a member of the Florida Bar Association. Joshua is actively involved with the Florida Bar's Standing Committee on Technology where he chairs a subcommittee that provides education and guidance to attorneys on data privacy and security laws.

Cindy Ogando – Senior Consultant, MBA, CIPP/G. Cindy is a Senior Consultant within Focal Point Data Risk's Data Privacy practice. She is a Certified Information Privacy Professional for the Government Sector (CIPP/G) and holds a Master's in Business Administration with a focus in Information Technology Management. Prior to this, Cindy worked for Ernst & Young, LLC, where she assessed various clients' Cyber Security procedures, including designing Information Security policies and standards for those clients. She has worked on many IT compliance and audit projects to support both Internal and External Audit functions, across a range of industries and with some of the world's largest organizations, including those appearing on Fortune 100 and NASDAQ.

Christy Torres – Senior Consultant, MSc, CISA. Christy is a Senior Consultant in Focal Point's Data Privacy practice. Prior to Focal Point, Christy worked as an IT Security Auditor for a mid-size firm in South Florida where she provided internal and external audit services within the financial services and banking industries, assisting management in their preparation for GLBA compliance and performing attest work over IT General Controls and financial process controls. Christy has hands-on experience in facilitating HIPAA compliance projects for both public and private enterprises in various industries, including the performance of HIPAA regulatory compliance assessments and risk analyses. Christy's experience includes the design and development of enterprise-wide Information Security policies and procedures, with a focus on HIPAA, GDPR, and GLBA compliance. Christy is a Certified Information Systems Auditor and holds a Master of Science in Cyber Security Management, with a specialization in Risk Management and Compliance.

Doreen Shaoulpour – Consultant, JD. Doreen is a Consultant within Focal Point Data Risk's Data Privacy practice. She has been involved with privacy and GDPR readiness assessments and with the

development of GDPR policies and procedures as well as HIPAA. Prior to Focal Point, Doreen pioneered the first ever Cyberharassment Clinic in the country, which focused on helping victims of cyberharassment, cyberbullying, and cybercrimes. Doreen is a graduate of Fordham University with a BS in Social Science where she majored in Sociology with a double minor in Psychology and Philosophy. She further earned her Juris Doctor from New York Law School with her main focus in Information Privacy Law and Internet Law and is a member of the Innovation Center for Law and Technology.

TIMELINE

Based on the needs and objectives of SAU 63, we estimate a project timeframe of 4 - 6 weeks from project planning to the delivery of the summary report and supplemental materials. We would work with SAU 63 to determine a mutually agreeable start time and be flexible with the timing of onsite discovery sessions.

ESTIMATED PROFESSIONAL FEES

Our fees are provided on a time and materials basis and are based upon an hourly rate commensurate with the level and experience of the resource(s) being provided.

Table 1 – Hourly Rates

Category	Hourly Rate
Principal	\$315
Director	\$215
Senior Manager	\$195
Manager	\$180
Senior Consultant	\$165
Consultant	\$150

We have prepared a budget estimate in the table below based on our prior experiences and key assumptions provided to Focal Point.

Table 2 – Estimated Professional Fees

Project Activity	Estimated Hours	Estimated Blended Rate	Estimated Fees
Activity 1 - Project Planning & Status Reporting			
1.1 - Planning Memo	4	\$185	\$740
1.2 - Kick-Off	6	\$185	\$1,110
1.3 - Weekly Status Reporting	10	\$185	\$1,850
Activity 2 - Discovery			
2.1 - Documentation Review	16	\$185	\$2,960
2.2 - Discovery Sessions	64	\$185	\$11,840
Activity 3 - Analysis			
Audit Program	116	\$185	\$21,460
Activity 4 - Reporting & Recommendations			
Report of Audit Results	24	\$185	\$4,440
Presentation of Audit Results	8	\$185	\$1,480
Estimated Total	248		\$45,880

This is a time and material arrangement; therefore, SAU 63 will only be charged for the hours that we incur. Should management require additional hours, more professionals or a change in the anticipated staffing complement for an engagement, fees for such additional professionals or hours will be commensurate with the experience levels requested and utilized.

Out-of-pocket expenses will be billed in addition to the fees quoted above and are based on actual out of pocket expenses incurred. We do not charge administrative or service fees. Such out-of-pocket expenses will be reported as a separate line on each billing and include reasonable travel costs including mileage, travel, meals and accommodations.

Throughout the engagement, we would submit monthly invoices for fees incurred, with payment due net 30 days.

We welcome the opportunity to assist SAU 63 with this important initiative and believe that our knowledge and experience will contribute to a valuable and mutually beneficial business relationship. If the terms of this proposal as set forth above are acceptable to you, please indicate your acceptance and authorization for Focal Point to proceed with the related work by signing a copy of this letter in the appropriate space and returning one to me.

Sincerely,



Eric Dieterich, CISA, CRISC, CIPP/US
Principal
Focal Point Data Risk, LLC.

Enclosure: Appendix B – Standard Terms and Conditions

Accepted and Agreed:

Wilton-Lyndeborough Cooperative School District #63

Name: _____ Signature: _____

Title: _____ Date: _____

Focal Point Data Risk, LLC

Name: _____ Signature: _____

Title: _____ Date: _____

APPENDIX A – NIST SP 800-171 CONTROLS

NIST SP 800-171 Control Number	Security Requirement Family	Control Description
171:3.1.1	Access Control	Limit system access to authorized users, processes acting on behalf of authorized users, and devices (including other systems).
171:3.1.2	Access Control	Limit system access to the types of transactions and functions that authorized users are permitted to execute.
171:3.1.5	Access Control	Employ the principle of least privilege including for specific security functions and privileged accounts.
171:3.1.8	Access Control	Limit unsuccessful logon attempts.
171:3.1.13	Access Control	Employ cryptographic mechanisms to protect the confidentiality of remote access sessions.
171:3.1.16	Access Control	Authorize wireless access prior to allowing such connections.
171:3.1.18	Access Control	Control connection of mobile devices.
171:3.2.1	Awareness and Training	Ensure that managers, systems administrators, and users of organizational systems are made aware of the security risks associated with their activities and of the applicable policies, standards, and procedures related to the security of those systems.
171:3.2.2	Awareness and Training	Ensure that personnel are trained to carry out their assigned information security-related duties and responsibilities.
171:3.3.1	Audit and Accountability	Create and retain system audit logs and records to the extent needed to enable the monitoring, analysis, investigation, and reporting of unlawful or unauthorized system activity.
171:3.3.2	Audit and Accountability	Ensure that the actions of individual system users can be uniquely traced to those users so they can be held accountable for their actions.
171:3.4.1	Configuration Management	Establish and maintain baseline configurations and inventories of organizational systems (including hardware, software, firmware, and documentation) throughout the respective system development life cycles.
171:3.4.2	Configuration Management	Establish and enforce security configuration settings for information technology products employed in organizational systems
171:3.4.7	Configuration Management	Restrict, disable, or prevent the use of nonessential programs, functions, ports, protocols, and services.
171:3.5.1	Identification and Authentication	Identify system users, processes acting on behalf of users, and devices.

NIST SP 800-171 Control Number	Security Requirement Family	Control Description
171:3.5.2	Identification and Authentication	Authenticate (or verify) the identities of users, processes, or devices, as a prerequisite to allowing access to organizational systems.
171:3.5.7	Identification and Authentication	Enforce a minimum password complexity and change of characters when new passwords are created.
171:3.6.1	Incident Response	Establish an operational incident-handling capability for organizational systems that includes preparation, detection, analysis, containment, recovery, and user response activities.
171:3.6.2	Incident Response	Track, document, and report incidents to designated officials and/or authorities both internal and external to the organization.
171:3.7.1	Maintenance	Perform maintenance on organizational systems.
171:3.7.2	Maintenance	Provide controls on the tools, techniques, mechanisms, and personnel used to conduct system maintenance.
171:3.7.3	Maintenance	Ensure equipment removed for off-site maintenance is sanitized of any CUI.
171:3.8.1	Media Protection	Protect (i.e., physically control and securely store) system media containing CUI, both paper and digital.
171:3.8.2	Media Protection	Limit access to CUI on system media to authorized users.
171:3.8.3	Media Protection	Sanitize or destroy system media containing CUI before disposal or release for reuse.
171:3.8.5	Media Protection	Control access to media containing CUI and maintain accountability for media during transport outside of controlled areas.
171:3.9.1	Media Protection	Screen individuals prior to authorizing access to organizational systems containing CUI.
171:3.9.2	Personnel Security	Ensure that organizational systems containing CUI are protected during and after personnel actions such as terminations and transfers.
171:3.10.1	Physical Protection	Limit physical access to organizational systems, equipment, and the respective operating environments to authorized individuals.
171:3.10.2	Physical Protection	Protect and monitor the physical facility and support infrastructure for organizational systems.
171:3.11.1	Risk Assessment	Periodically assess the risk to organizational operations (including mission, functions, image, or reputation), organizational assets, and individuals, resulting from the operation of organizational systems and the associated processing, storage, or transmission of CUI.

NIST SP 800-171 Control Number	Security Requirement Family	Control Description
171:3.11.2	Risk Assessment	Scan for vulnerabilities in organizational systems and applications periodically and when new vulnerabilities affecting those systems and applications are identified.
171:3.11.3	Risk Assessment	Remediate vulnerabilities in accordance with risk assessments.
171:3.12.1	Security Assessment	Periodically assess the security controls in organizational systems to determine if the controls are effective in their application.
171:3.12.2	Security Assessment	Develop and implement plans of action designed to correct deficiencies and reduce or eliminate vulnerabilities in organizational systems.
171:3.12.3	Security Assessment	Monitor security controls on an ongoing basis to ensure the continued effectiveness of the controls.
171:3.13.1	System and Communications Protection	Monitor, control, and protect communications (i.e., information transmitted or received by organizational systems) at the external boundaries and key internal boundaries of organizational systems.
171:3.13.6	System and Communications Protection	Deny network communications traffic by default and allow network communications traffic by exception (i.e., deny all, permit by exception).
171:3.13.16	System and Communications Protection	Protect the confidentiality of CUI at rest.
171:3.14.1	System and Information Integrity	Identify, report, and correct system flaws in a timely manner.
171:3.14.2	System and Information Integrity	Provide protection from malicious code at designated locations within organizational systems.
171:3.14.3	System and Information Integrity	Monitor system security alerts and advisories and take action in response.
171:3.14.4	System and Information Integrity	Update malicious code protection mechanisms when new releases are available.

APPENDIX B: STANDARD TERMS AND CONDITIONS

1. **Term.** Unless terminated sooner in accordance with its terms, the engagement shall terminate upon the completion of Focal Point Data Risk, LLC's ("Focal Point") services under the Engagement Letter. In addition, either party may terminate the Engagement Letter at any time by giving written notice to the other party not less than 15 calendar days before the effective date of termination.
2. **Ownership.**
 - a. **Focal Point Property.** Focal Point has created, acquired, owns or otherwise has rights in, and may, in connection with the performance of services under the Engagement Letter, employ, provide, modify, create, acquire or otherwise obtain rights in, various concepts, ideas, methods, methodologies, procedures, processes, know-how, and techniques, models, templates; software, user interfaces and screen designs; general purpose consulting and software tools, utilities and routines; and logic, coherence and methods of operation of systems (collectively, the "Focal Point Property"). Focal Point retains all ownership rights in the Focal Point Property. Client shall acquire no right or interest in such property, except for the license expressly granted in the next paragraph. In addition, Focal Point shall be free to provide services of any kind to any other party as Focal Point deems appropriate, and may use the Focal Point Property to do so. Focal Point acknowledges that Focal Point Property shall not include any of Client's confidential information or tangible or intangible property, and Focal Point shall have no ownership rights in such property.
 - b. **Ownership of Deliverables.** Except for Focal Point Property, and upon full and final payment to Focal Point under the Engagement Letter, the tangible items specified as deliverables or work product in the Engagement Letter including any intellectual property rights appurtenant thereto (the "Deliverables") will become the sole property of Client. If any Focal Point Property is contained in any of the Deliverables, Focal Point hereby grants Client a royalty-free, paid-up, non-exclusive, perpetual license to use such Focal Point Property in connection with Client's use of the Deliverables.
3. **Limitation on Damages.** Except for each party's indemnification obligations as set forth below, neither Client nor Focal Point shall be liable to the other for any actions, damages, claims, liabilities, costs, expenses or losses in any way arising out of or relating to the services performed under the Engagement Letter for an aggregate amount in excess of one times the fees paid or owing to Focal Point for services rendered by Focal Point under the Engagement Letter. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs). The provisions of this Paragraph shall apply regardless of the form of action, damage, claim, liability, cost, expense, or loss, whether in contract, statute, tort or otherwise.
4. **Indemnification.** Each party agrees to indemnify, hold harmless and defend the other party from and against any and all third party claims, suits and actions and all related damages, settlements, losses, liabilities costs and expenses, including, without limitation, reasonable attorney fees (collectively, "Liabilities") which the other party may sustain or incur, to the extent such Liabilities result from the gross negligence or willful misconduct of the indemnifying party.
5. **Confidentiality.**
 - a. "Confidential Information" means all documents, software, reports, data, records, forms and other materials obtained by one party (the "Receiving Party") from the other party (the "Disclosing Party") in the course of performing the services under the Engagement Letter: (i) that have been marked as confidential; (ii) whose confidential nature has been made known by the Disclosing Party to the Receiving Party; or (iii) that due to their character and nature, a reasonable person under like circumstances would treat as confidential. Notwithstanding the foregoing, Confidential Information does not include information which: (i) is already known to the Receiving Party at the time of disclosure by the Disclosing Party; (ii) is or becomes publicly known through no wrongful act of the Receiving Party; (iii) is independently developed by the Receiving Party without benefit of the Disclosing Party's Confidential Information; (iv) is received by the Receiving Party from a third party without restriction and without a breach of an obligation of confidentiality.
 - b. The Receiving Party will deliver to the Disclosing Party all Confidential Information of the Disclosing Party and all copies thereof when the Disclosing Party requests the same, except for one copy thereof that the Receiving Party may retain for its records. The Receiving Party shall not use or disclose to any person, firm or entity any Confidential Information of the Disclosing Party without the Disclosing Party's express, prior written permission; provided, however, that notwithstanding the foregoing, the Receiving Party may disclose Confidential Information to the extent that it is required to be disclosed pursuant to a statutory or regulatory provision or court order (including any subpoena or other forms of process) or to the extent necessary to fulfill professional obligations and standards. The Receiving Party will provide the Disclosing Party with prompt notice of any request to disclose any confidential information so that the Disclosing Party may object to the request and/or seek an appropriate protection order.
 - c. The Client permits Focal Point to release, directly to the PCI Security Standards Council, LLC ("PCI SSC"), without any additional consent, approval or permission of Client, (i) all Reports on Compliance ("ROCs") and related Assessment results generated in connection with Focal Point's Assessments of Client on or after notice of the Disclosure Readiness Requirement, including without limitation, working papers, notes and other materials and information generated in connection with such Assessments and (ii) any and all additional agreements or other materials necessary to enable Focal Point to comply with PCI SSC Disclosure Compliance Requirements.
6. **Miscellaneous.** Focal Point may communicate with Client by electronic mail or otherwise transmit documents in electronic form during the course of this engagement. Client accepts the inherent risks of these forms of communication (including the security risks of interception of or unauthorized access to such communications, the risks of corruption of such communications and the risks of viruses or other harmful devices) and agrees that it may rely only upon a final hardcopy version of a document or other communication that Focal Point transmits to Client. This Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Florida, without giving effect to the provisions related to conflict of laws.

APPENDIX C: CERTIFICATE OF INSURANCE STATEMENT

As a matter of policy, Focal Point Data Risk, LLC does not add named insured to its insurance policy(s) at the time of an Request For Proposal. Nevertheless, Focal Point Data Risk, LLC represents and warrants that it maintains customary and reasonable insurance policies and that the School district will be added to the policy(s) as an additional insured if/when Focal Point Data Risk, LLC progresses through the RFP/bid process.



RFI response – for Phone System Technology Audit

RFI ID:

Wilton School District – Technology Audit - 02262019

Phone System Technology Audit

Proposed Solution: ATOM Technology Audit

Submitted To:

Bryan Lane

Phone (603) 732-9170

E-mail: b.lane@sau63.org

Lise Tucker, Business Administrator

Phone (603) 732-9174

E-mail: l.tucker@sau62.org

Submitted By:

Kristi Sturgeon, Client Specialist

Phone (603) 458-6229

E-mail: ksturgeon@corpdvs.com



Corporate Data & Voice Solutions

**Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63**

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

REQUEST FOR PROPOSAL

January 31, 2019

BID FOR: Technology Audit for SAU 63

Proposals for the following will be received until **February 26, 2019**. Please ensure that the proposal is sent to the attention of Lise Tucker, Business Administrator via email at l.tucker@sau63.org or to the Office of the Superintendent of Schools, located at the address above.

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

Any questions, please contact Bryan Lane at (603) 732-9170 or via email at b.lane@sau63.org and/or Lise Tucker at (603) 732-9174 or via email at l.tucker@sau63.org.

Please Complete and return full invite with Submission:

Bidding Company Name: Corporate Data and Voice Solutions

Address: 59 Stiles Rd, Suite 201, Salem, NH 03079

Authorized Rep.: Kristi Sturgeon Signature: Kristi Sturgeon

Telephone: 603-458-6229 Date: 02/26/2019



Corporate Data & Voice Solutions

Corporate Data & Voice Solutions, Inc.
59 Stiles Road
Salem, NH 03079
www.corpdvs.com

Statement of Work

Project: HB1612 Project ID: CDVS 100250 Date: February 25, 2019	Prepared for: Bryan Lane Wilton-Lyndeborough Cooperative School District 192 Forest Road Lyndeborough, NH 03082
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Thank you for engaging Corporate Data & Voice Solutions (CDVS) to provide technical services to SAU 63 (Customer) through our partner, The Atom Group. This statement of Work specifies deliverables and associated services with service duration estimates and corresponding charges. Upon mutual signature, this Statement of Work shall constitute an agreement and shall incorporate and be part of the terms and conditions stated herein.

○ Project Overview and Scope

EXECUTIVE SUMMARY

In partnership with CDVS, The ATOM Group will perform a comprehensive IT Risk Assessment, including External and Internal Vulnerability Scans to identify any risks to the security, availability and confidentiality of the external IT systems of SAU 63. By taking this proactive approach to penetration testing, it will allow SAU 63 to efficiently remediate any known vulnerabilities - Ultimately creating a more secure network.

At ATOM, Risk Assessments are delivered as a combination of process and environmental audits, automated software information gathering and manual engineering analysis, as well as an in-depth discussion of best practices for risk assessment. Our subject matter experts use this holistic approach to provide a thorough assessment of the system landscape and rank risks in accordance with best practices.

This work will be overseen by **Jason Sgro, Partner and Security Practice Manager at ATOM**. Formerly, Jason was Head of Corporate Information Systems and Chief Security Officer for Health Data Compliance at Agamatrix, a global company which manufactured medical devices, HIPAA-compliant cloud services and white label products for Sanofi, CVS, Target, Kroger, and Walgreens. In addition, Jason also oversaw data center operations for the 3 global data centers and Amazon Web Services cloud products. Before that Jason was a Site Security Focal and Business Information Security Manager for Hewlett-Packard Company.

SCOPE OF WORK

ATOM's Comprehensive SAU HB1612 Readiness Audit offering is made up of the following services:

1. Software-based Pen Test of all external network endpoints.
2. Software-based security vulnerability scan full internal subnets (up to 4 sites).
3. Software-based credentialed patch scan of internal subnets (up to 4 sites).
4. Engineer-based review of any insecure/unsupported software/hardware
5. Engineer-based analysis of reported security issues.
6. Engineer-based IT Vendor & Support Contracts Evaluation



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7. Engineer-based IT Documentation Review (up to 8 hours).
8. Engineer-based Infrastructure Architectural Evaluation.
9. Onsite Interviews with critical stakeholders (up to 6 interviews).

Deliverables:

1. Formal report of HB1612 Readiness & Information Security Plan.
2. Onsite presentation to discuss findings and recommendation for remediations.
3. Custom written HB1612 Data Security Plan.

Custom-tailored, itemized pricing for any of the above listed services or deliverables is available upon request.

○ Project Completion Criteria

This project shall be accepted as complete upon Customer written acceptance of all deliverables specified above plus any mutually executed Change Orders associated with this Statement of Work. Such acceptance shall include successful testing of all Customer IT environment components affected by Axis-delivered services.

○ Change Order Process

1. In the event it is necessary to change this Statement of Work the following procedure will be used:
2. A change order document will be executed by the parties describing the nature of the change and any changes to the original work products that may occur as a result of the change order. The change order shall identify extended charges to the original statement of work estimate, if any. All change order work will be billed at a rate of \$225.00.
3. Either party may initiate a change order request. Upon mutual execution, the change order document will be incorporated into and made part of this original statement of work.

○ Budget

(Not including authorized after-hour services unless otherwise noted below)

Project Assessment and Deliverable		\$18,225.00
Project Total		\$18,225.00

○ Location of Work Facilities

All services related to this Statement of Work will be performed at the Customer location of 1 Chalet Drive, Wilton, NH 03086 and remote locations.

○ Customer Responsibilities

Tel (603) 890-3421

E-Mail us: Info@corpdvs.com

Fax (603) 890-3471



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59 Stiles Road
Salem, NH 03079
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1. Customer's Engagement Manager for this Statement of work will have the authority to make project decisions and represent Customer in all matters relating to this SOW.
2. Customer will provide access to relevant staff, facilities and computer systems as required for CDVS to deliver services outlined in this SOW.
3. Customer will offer reasonable facility accommodations for the CDVS project team when on-site at Customer location.
4. Customer will be responsible for, and assume the risks of any problems resulting from the content, completeness, accuracy and consistency of any data, materials and information supplied by Customer.
5. Customer shall acknowledge the completion of this Statement of Work in writing including acceptance of all deliverables.

○ Post Project Support

Upon completion of this Statement of Work, a variety of support options are available. These include:

1. An CDVS Managed Services contract
2. A vendor and/or manufacturer support contract
3. On-site and/or remote CDVS technical services available on a time and materials basis

Please contact your CDVS Account Manager to determine which options best suit your support requirements.

○ Authorization

Client's signature and acceptance of this Statement of Work shall be deemed an agreement that all terms and conditions contained herein are acceptable.

Wilton School District Authorization	CDVS Authorization
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:



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Terms and Conditions

1. **CONFIDENTIALITY:** Both Parties agree that all business and technical information shared between them in performance of this SOW shall be regarded as confidential and proprietary and shall be protected accordingly and not disclosed to any third party without mutual consent.
2. **COMPENSATION:** Customer agrees that it shall compensate CDVS for services rendered including reasonable and documented expenses incurred solely and directly with the provision of services such as travel or 3rd party services contracted by CDVS with Customer consent.
3. **EMPLOYEE SOLICITATION:** Both Parties agree that while this Agreement is in effect and for a period of twelve (12) months thereafter, neither party, directly or indirectly, shall hire, engage, solicit or take away, or attempt to hire, engage, solicit or take away, any employee of the other Party.
4. **WARRANTIES:** CDVS represents and warrants that all Services performed under this Agreement shall be performed in a professional and workmanlike manner, consistent with industry standards for similarly situated companies. However, CDVS disclaims all CDVS warranties with respect to work products or deliverables of its services, manufactured devices or software code, either expressed or implied, including but not limited to, the implied warranties of title, merchantability and fitness for a particular purpose.
5. **LIMITATION OF LIABILITY:** CDVS and its agents will not be liable for any loss or damage claimed to have resulted from the use, operation or performance of the products, work products or deliverables it provides to Customer. In no event will either party be liable to the other party or its affiliates for (A) any special, indirect, incidental, punitive, or consequential damages, even if such first party has been advised of the possibility thereof, (B) any damages resulting from latent defects, loss of data, revenue or profits, or (C) any claim whether in contract or tort, that arose more than one (1) year prior to institution of suit therein, except for damages resulting from personal injury or tangible property damages proximately resulting from negligence. CDVS' aggregate liability hereunder, if any, shall be strictly limited to the amount paid or payable by Customer pursuant to this Statement of Work.
6. **AFTER-HOUR CHARGES:** Upon written mutual consent, CDVS may provide services to Customer after normal business hours (8AM-5PM, Monday through Friday). In that event, Customer agrees to compensate CDVS one and a half times its normal T&M hourly rate for services provided after hours or over 40 hours per week per resource, Monday through Friday; and twice its normal T&M hourly rate for services provided on week-ends and holidays.
7. **TERMINATION:** Either party may terminate this Statement of Work with or without cause upon ten (10) days prior written notice. Except if the Customer terminates this Statement of Work as a result of CDVS gross negligence or willful misconduct, upon such termination Customer shall remain responsible for any fees for applicable services that remain unpaid which were performed by CDVS prior to the effective date of such termination.
8. **DISPUTES:** In the event of any dispute, controversy or claim between the Parties arising out of or relating to the Agreement, or the breach, termination or invalidity thereof (collectively, a "Dispute"), the Parties shall attempt in the first instance to resolve such Dispute through friendly consultations between the Parties. If such consultations do not result in a resolution of the Dispute within thirty (30) days after notice of a Dispute is delivered by either Party, then either Party may pursue all of its remedies available pursuant to the Agreement. The Parties agree to attempt to resolve all Disputes arising hereunder promptly, equitably and in a good faith manner. In the event any Dispute hereunder results in litigation, the parties agree that the venue for such litigation shall be conducted in the courts of the State of New Hampshire.



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9. **FORCE MAJEURE:** In the event either party shall be delayed or hindered in or prevented from the performance of any act required in this Statement of Work by reasons beyond such party's control, then performance of such act shall be excused for the period of such delay.
10. **TERM:** This Statement of Work shall be deemed complete and closed upon Customer acceptance and payment in full to CDVS for services rendered. However, these Terms and Conditions associated with this Statement of Work shall remain in force for one (1) year following SOW completion.

Tel (603) 890-3421

E-Mail us: Info@corpdvs.com

Fax (603) 890-3471

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

MEMO

To: Bryan Lane, Superintendent of Schools
School Board Members

From: Lise Tucker, Business Administrator

Subject: Renewal of Infinite Visions Subscription

Date: April 2, 2019

It has been brought to our attention that our subscription expired this fall. We are currently in the automatic one year renewal phase. Therefore, we are requesting that the board approve a multi-year renewal for our financial system software.

This amendment agreement is for the period of November 1, 2018 to October 31, 2023 (five years). As stated in the attached, the yearly maintenance fee of the hosted application is \$19,500. There is no increase. This is the same annual fee since inception of June 2013.

Thank you for your prompt attention to this matter.
It is greatly appreciated.

Motion:

To approve the multi-year agreement with Tyler Technologies for the subscription fee to IVEE – SaaS.



Amendment to Subscription Agreement

This Amendment is made between Tyler Technologies, Inc., with offices at 5519 53rd Street, Lubbock, Texas 79414 ("Tyler") and the SAU #63 Wilton-Lyndeborough, with offices at 192 Forest Road, Lyndeborough, NH 03082 ("Client").

WHEREAS, Client and Tyler are parties to the contract numbered 2013-0128A dated June 21, 2013 governing Client's access to the software and services ("Software") described therein; and

WHEREAS, the term of the Agreement expires October 31, 2018;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

1. The term of the Agreement is hereby renewed for a five (5) year term commencing on November 1, 2018 and expiring on October 31, 2023 ("Term"). Upon expiration of this term, this Amendment will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term.
2. Tyler shall invoice Client \$19,500.00 for the first year's annual subscription fee in advance of the Term renewal date, and in each year through the end of the Term.
3. The subscription fees are based on the number of five (5) users described in the Agreement, and the Software may be accessed by no more than this number. Additional user subscriptions may be added during the Term at the same pricing as that for the current subscriptions, prorated for the remainder of the Term in effect at the time the additional user subscriptions are added.
4. All terms and conditions of the Agreement not herein amended shall remain in full force and effect.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Amendment as of the date(s) set forth below.

Tyler Technologies, Inc.
Local Government Division

SAU #63 Wilton-Lyndeborough

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

BZZZ – SCHOOL BOARD MEMBER STIPENDS

Wilton-Lyndeborough Cooperative School Board members will be eligible for an annual stipend of \$100.00. The purpose of the stipend is to reimburse board members for any expenses related to performing the functions of a board member.

At the first board meeting in September, all board members will receive a “School Board Member Stipend Form”. Completion of this form will be required by board members. Each member will be asked as to whether or not they wish to receive the stipend and designate that on the form. This form needs to be returned to the Business Administrator no later than October 1 of each year whether the board member chooses to receive the stipend or not. If a board member chooses to receive the stipend, they will receive a W-4 form for tax purposes. The W-4 form will only need to be filled out once during the continuous service of a school board member. The stipend will be paid out in the first pay period of March.

Board members appointed after September 1 will have 30 days in which to complete the School Board Member Stipend Form from the time of their appointment.

First Reading: March 5, 2019

Second Reading: March 19, 2019

Final Adoption:

DFA - INVESTMENT

The Wilton-Lyndeborough Cooperative School Board authorizes the Wilton-Lyndeborough Cooperative School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officer Association's Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Conflict of interest. Officials involved in the investment process shall not engage in or have a financial interest in any activity or investment that could conflict with or could create the appearance of conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials, Auditors, and School Board Members shall disclose to the School Board any personal, business-related, or financial interests in financial institutions with which they conduct business that represent more than one percent ownership. They shall also disclose financial relationships or business responsibilities that represent more than one percent ownership in the organization that could be related to the impartial management of the District's financial assets. Where conflicts of interest or the appearance of conflict of interest cannot be avoided through policies or procedures approved by the School Board, affected officials(s) shall recuse themselves from subject decisions.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The Board will annually review and adopt the investment policy.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

RSA 386:57, Collateralization of Funds

See Policy DFA-R

Final Adoption: June 2, 2010

Revision: February 11, 2014

2nd Revision: April 7, 2015

Annual Adoption: May 10, 2016, May 9, 2017, May 8, 2018

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: William Fox
FROM: Bryan K. Lane
DATE: March 25, 2019
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter of resignation effective June 30, 2019. Best wishes for your retirement.

CC: Personnel File
WLC School Board

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: David Finch
FROM: Bryan K. Lane
DATE: March 25, 2019
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

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CC: Personnel File
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192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: Marcia Contarino
FROM: Bryan K. Lane
DATE: March 25, 2019
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter of resignation effective June 30, 2019. Best wishes for your retirement.

CC: Personnel File
WLC School Board

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: Judith Wing
FROM: Bryan K. Lane
DATE: March 28, 2019
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter of resignation effective June 30, 2019. Best wishes for your retirement.

CC: Personnel File
WLC School Board

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: Kevin Verratti
FROM: Bryan K. Lane
DATE: March 25, 2019
RE: Confirmation of Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.”

I am in receipt of your letter of resignation effective April 19, 2019. As agreed, if there are issues that we need help with as we work through the hiring process I will reach out to you for assistance. I thank you for your service to the children and communities of Lyndeborough and Wilton.

CC: Personnel File
WLC School Board

***Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63***

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The Wilton-Lyndeborough Cooperative School Board
FROM: Bryan Lane
DATE: 4/8/19
RE: Elevator at FRES

At the last school board meeting a concern was raised that the elevator at FRES had an expired inspection document.

I contacted both Mr. O'Connell and Mr. Erb (Facilities Director) at 5AM the next morning in regard to the elevator at FRES. My original instruction was that the program for the student who needed the elevator would need to be moved to a floor with ground level egress and no one should be in the elevator.

Mr. Erb responded that the elevator was inspected in a timely manner on January 24, 2019. I had Mr. Erb post the inspection form prior to students arriving. In contacting the Department of Labor, the elevator was inspected again on February 19, the last day the previous certificate was eligible. The January 24 date was too early; it was unclear as to why. They indicated that they had invoiced the district on March 6th, it is their practice not to issue documents until payment is received. The Department of Labor faxed me the document indicating that the elevator had been done on the 19th and it was posted in the elevator prior to 11AM that morning.

I emailed parents that morning to let them know the elevator was safe.

I have instructed the Principals and the Facilities Director to ensure that inspections are done for elevators, kitchen devices, etc. in a timely manner. Also, that if we do not receive the required permits in a timely manner that they are to inform me so I can assist the district in getting the appropriate paper work.