

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
Tuesday, February 4, 2020
Lyndeborough Central School-Multipurpose Room
6:30 p.m.

- I. CALL TO ORDER-Matthew Ballou-Chair**
- II. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
- III. PRESENTATION-ATOM TECHNOLOGY AUDIT**
- IV. ADJUSTMENTS TO THE AGENDA**
- V. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- VI. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Business Administrator's Report
 - iii. Principals' Reports
 - iv. Curriculum Coordinator's Report
- VII. CONSENT AGENDA**
- VIII. WARRANTS**
- IX. HIRING PROCESS PRINCIPALS**
- X. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Audit Acceptance -Year Ending June 2019**
 - c. Policies-2nd Reading**
 - i. DAF-5 Conflict of Interest and Mandatory Disclosures
 - ii. DAF-7 Travel Reimbursement-Federal Funds
 - iii. DAF-8 Accountability of Certifications
 - iv. DAF-9 Time-Effort Reporting and Oversight
- XI. COMMITTEE REPORTS**
 - i. Facilities
 - ii. Budget Liaison
- XII. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - a. Lisa Boen, BCBA-District-Hired**
- XIII. PUBLIC COMMENTS**
- XIV. SCHOOL BOARD MEMBER COMMENTS**
- XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
- XVI. ADJOURNMENT**

INFORMATION: Budget Public Hearing-February 6, 7 PM at WLC

Next School Board Meeting-February 18, 6:30 PM at WLC-Media Room

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.

School Administrative Unit 63

DATA GOVERNANCE PLAN

PUBLISHED: JAN 2020

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Executive Overview

During the 2018-2019 school year, the SAU Leadership and Information Technology Team at SAU 63, along with supporting personnel, have endeavored to undertake comprehensive Data Governance Planning for the purposes of maintaining confidentiality, integrity, and availability of student, faculty, parent and third-party personally identifiable information stored or processed within our data systems.

The scope of this governance is outlined in this document, but is generally limited to systems, processes, and policies that store, safeguard or transmit personally identifiable information (PII) or data protected under the Family Educational Rights and Privacy Act (FERPA), and in accordance with the other state and federal rules listed in the Regulatory Compliance section of this document. Where we are able, and it is reasonable to do so, we will endeavor to utilize the same information security principles outlined in the New Hampshire Department of Education Minimum Standards documentation outside of this initial scope. However, we have taken a practical approach to the implementation of the most strict standards where and when they might be applied to protect the most sensitive data. This approach assists us with balancing the strict controls outlined in NIST 800-53, from which the minimum standards are derived, with our current resources and budgets in order to achieve an appropriate level of protection.

In addition to this documentation, you may need to reference supplementary materials and policy documentation that will comprehensively outline certain elements of our data governance planning (which we note are not included in this master document). In addition, you will find various mitigations to known and outstanding security concerns that will be addressed and improved over the course of the next year. It is important to note that our information security program will evolve over time to meet an ever-changing landscape of threats and regulations. For the purposes of this summary, we should think about this program and its documentation as living.

This presentation marks the successful completion of our information security assessment, conducted with the aid of a third-party security advisory. This assessment identified strengths and weaknesses in our security program, including perimeter security, internal vulnerabilities, technical safeguards, administrative safeguards, and general policy. We have used the information gathered in this assessment to guide our approach and the focus of our work to address the gaps found with regard to our handling, storage, and processing of PII in both paper and electronic formats.

In the following documentation, you will also find the recommended formation of our Data Governance Team (“DGT”), details regarding our Regulatory Compliance Framework, a Data Lifecycle Management overview, and the institution of our risk management programs, which includes ongoing monitoring and incident response requirements outlined in New Hampshire RSA 189:65-68, in conjunction with the best practice guidance of the New Hampshire Department of Education’s published Minimum Standards and NIST 800-53.

The administrative and technical safeguards referenced herein constitute the core of our proposed Data Governance Strategy, and move us towards full compliance with the required New Hampshire standards and

laws. We invite you to review these documents and submit any questions or concerns to the Data Governance Team and Director of Information Technology.

Introduction

It is the policy of School Administrative Unit 63 to remain highly committed to protecting the confidentiality and security of our students and staff through maintaining strong adherence with privacy best practices. The handling of this type of information is a significant responsibility with complex implications throughout our many educational systems. Because of the magnitude of this task, we have endeavored to create this comprehensive document in order to outline our plans for maintaining this trust.

The SAU 63 Data Governance Plan includes information regarding the data governance team, data and information governance, applicable policies and procedures, as well as referenced supplemental resources.

The SAU 63 Data Governance Plan is a living document which is scheduled to be reviewed and, if required, amended on a yearly basis or more frequently if significant infrastructural or environmental changes occur. This document may be made available in full or in part at the discretion of the School Board.

Responsibility

The responsibility for executing the plan for data governance at SAU 63 rests with the Data Governance Team (DGT). The Data Governance Team consists of the following positions: Superintendent, Assistant Superintendent, Business Administrator, Director of Human Resources, Director of Student Services, and the Director of Information Technology.

The Director of Information Technology will act as the Chief Information Security Officer (CISO), and may pull from the individual or collective talents on the Data Governance Team in order to carry out the duties of safeguarding the confidentiality, integrity, and availability of personal data within our custody.

Purpose

The New Hampshire Department of Education, Data Governance Team, SAU Leadership and School Boards recognize the importance of technology for educational purposes. SAU 63 shall provide its faculty and administrative staff access to technology devices, software systems, and network and Internet services to support research and education.

It is our intention that all components of such technologies must be used in ways that are educational, legal, respectful of the rights of others, and protective of students and staff. To that end, the SAU is required to collect, process and retain personal information. It is the policy of the SAU 63 that data or information in all its forms, electronic or printed, is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout the educational process and the total life cycle of the data.

Scope of Governance

This document applies to any system, physical or electronic, that houses personally identifiable data within the custody of SAU 63 and its affiliates, agents, and third-party contractors. The policies and procedures herein apply to all staff, educators, resource officers, board members, volunteers, administrators, or third parties having access to personally identifiable information. Additionally, this policy applies to all forms of personal data, including but not limited to:

- Speech, spoken face-to-face, or communicated by phone or any current and future technologies.
- Printed or handwritten data.
- Communications sent by post/courier, fax, electronic mail, text, chat and/or any form of social media.
- Data stored and/or processed by any electronic device, including servers, computers, tablets, mobile devices on wired or wireless networks.
- Data stored on any type of internal, external, or removable media or cloud-based services.
- Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems, assets or resources.
- All involved systems and information are considered assets of SAU 63 and shall be protected from misuse, unauthorized manipulation, and destruction.

Regulatory Compliance

In the development and adherence to this plan, SAU 63 will consider and operate within state and federal law, statutory, regulatory, or contractual obligations affecting its data systems. In addition to the supplementary laws listed below, SAU 63 will comply with New Hampshire RSA 189:65-68 and will comply with or exceed the New Hampshire Department of Education Minimum Standards for Data Privacy available here: <https://www.education.nh.gov/data/documents/minimum-standards-privacy.pdf>. The two aforementioned regulations will be the focus on this Data Governance Plan.

In addition to NH RSA 189:65-68, SAU 63 will maintain compliance with this comprehensive list of regulations:

- *Children's Internet Protection Act (CIPA)*
- *Children's Online Privacy Protection Act (COPPA)*
- *Family Educational Rights and Privacy Act (FERPA)*
- *Health Insurance Portability and Accountability Act (HIPAA)*
- *Payment Card Industry Data Security Standard (PCI DSS)*
- *Protection of Pupil Rights Amendment (PPRA)*
- *Individuals with Disabilities in Education Act (IDEA)*
- *New Hampshire State RSA - Right to Privacy:*

- *NH RSA 359-C:19 - Notice of Security Breach Definitions*
- *NH RSA 359-C:20 - Notice of Security Breach Required*
- *NH RSA 359-C:21 - Notice of Security Breach Violation*

Compliance Requirements for Data Handlers

The Data Governance Plan applies to all data handlers within SAU 63 information including: staff, educators, administrators, students, volunteers, and authorized SAU third party contractors or agents. All data users are to maintain compliance with policies and SAU administrative procedures, and all policies, procedures, and resources as outlined within this plan and by School Board Policy.

The highest level of personal responsibility is expected of all users granted access to personally identifiable data. Any violation of SAU policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges as decided by the Data Governance Team and SAU Administration through the normal and established disciplinary process. User privileges may be suspended pending investigation into the misuse or exposure of Personally Identifiable Information.

Unless permission has been granted specific written permission by the Data Governance Team, no staff, vendor or other person may transport or remove personally identifiable data from the premises, network, or electronic device provided by the SAU except where explicitly required during the education or administration process.

Staff who fail to follow the laws and regulations stated in the Regulatory Compliance section of this plan or SAU policies regarding data governance may be disciplined or terminated. Volunteers may be excluded from providing services to the SAU. The SAU reserves the right to immediately end business relationships with any contractor who fails to follow the law, SAU policies or procedures, or the confidentiality provisions of any business contract. In addition, the SAU reserves the right to seek all other legal remedies, including criminal, civil, and professional actions.

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

- Unauthorized disclosure of PII or Confidential Information.
- Sharing your user IDs or passwords with others.
- Applying for a user ID under false pretenses or using another person's ID or password.
- Unauthorized access to files and records for which there is no legitimate educational purpose.
- The unauthorized copying of electronic or paper files.
- Attempting to secure a higher level of privilege without authorization.
- Installation or use of unapproved or unlicensed software.
- The intentional unauthorized altering, destruction, or disposal of data.
- The intentional use or installation of malicious programs such as network scanning tools or malware.

Terms and Definitions

For reference purposes, we provide the following Terms and Definitions.

Availability: The ability for data to be accessed by those who have legitimate and approved the use of the data.

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

Confidential Data/Information: Information that the SAU is prohibited by law, policy or contract from disclosing or that the SAU may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) regarding students and staff.

Critical Data/Information: Information that is determined to be essential to SAU operations and that must be accurately and securely maintained to avoid disruption to SAU operations. Critical data is not necessarily confidential.

Data/Information: Facts or information. Data can be in any form; oral, written, or electronic. For the purposes of this document the term Data and Information may be used interchangeably.

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

Data Governance Team: The team responsible for overseeing the creation and execution of the Data Governance Plan.

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

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

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

Chief Information Security Officer: The Chief Information Security Officer (CISO) is responsible for working with the Superintendent, Data Governance Team, data managers, data owners, and users to develop and implement prudent security policies, procedures, and controls.

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

Security Incident: An event that 1) actually or potentially jeopardizes the confidentiality, integrity or availability of an information system or the information the system processes, stores or transmits, or 2)

constitutes a violation or imminent threat of violation of security policies, security procedures or acceptable-use policies.

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

Risk: The probability of a loss of confidentiality, integrity, or availability of information resources. Risk is defined by the likelihood of an issue occurring multiplied the severity of its occurrence.

Data Lifecycle Management

The SAU 63 Data Governance Plan requires data handling safeguards at each phase in the data lifecycle. This life cycle begins at evaluating the need for data collection and ends when the data is permanently destroyed in accordance with our data destruction standards and is no longer within the custody of SAU 63 or its affiliates.

Assessing Need and Validity

In order to deliver a secure and efficient educational environment, SAU 63 will collect, store, and process confidential information only when the Superintendent and Data Governance Team determines it is necessary.

Introduction of New Electronic Systems

SAU 63 staff members are encouraged to research and utilize online services or applications to engage students and further the SAU's educational mission. However, before any online service or application is purchased or used to collect or store confidential or critical information, including confidential information regarding students or staff, the appointed CISO, in conjunction with the Data Governance Team, must approve the use of the service or application, and is responsible to verify that it meets all of the requirements of the law and School Board policies and appropriately protects confidential and critical information in adherence with this Policy. The Chief Information Security Officer and Data Governance Team prior approval is equally required for services that are purchased as well as any application or electronic tool that may be downloaded without charge.

Educators, Administrators, Staff and third-party affiliates operating on the SAU's network or having direct access to PII housed within SAU Data Systems must submit all requests for New Electronic Systems to the Data Governance Team for approval.

All new electronic systems shall be evaluated against the following criteria, when applicable:

- Impact on the technology environment

- Hardware requirements
- License requirements
- Maintenance cost
- Ongoing cost of ownership
- Risk of exposure of data

All new electronic systems shall have their terms of service, privacy policy, and contract evaluated against the following criteria:

- SAU 63 continues to own the data shared, and all data must be available to the SAU upon request.
- SAU 63 vendor's access to and use of SAU data is limited; the data cannot be used for marketing, targeted advertising or data mining; and the data cannot be shared with third parties unless allowed by law and authorized by the SAU. If metadata is collected, it will be protected to the same extent as the SAU's confidential or critical information.
- SAU data will be maintained in a secure manner by applying appropriate technical, physical and administrative safeguards to protect the data.
- The provider will comply with SAU guidelines for data transfer or destruction when contractual agreement is terminated.
- No data sharing links or Application Program Interface (API) will be implemented without full evaluation and consent of the SAU and DGT.
- All data will be treated in accordance to federal, state and local regulations.
- The provider assumes liability and provides appropriate notification in the event of a data breach.

Note: Exceptions can be made by the Chief Information Security Officer when all the criteria cannot be met for a legitimate educational reason while still meeting all regulatory requirements for use. Any exception must be documented and presented to the Data Governance Team for review.

A current list of all vetted and approved software systems, tools, and applications will be made available through the SAU website.

Review of Existing Systems

SAU 63 will ensure that data collection is aligned with School Board Policy and the Data Governance Plan. It is the policy of SAU 63 that data systems shall be regularly reviewed to ensure that only necessary data is being transmitted and collected. With regard to third parties and the data they process on behalf of our SAU, the SAU and Data Governance Team must ensure that each collection, usage, or distribution of PII is necessary for operations or instruction and that the providers are abiding by their terms of service.

Management and Storage

Systems Security

SAU 63 will provide access to confidential information to appropriately trained SAU staff and volunteers only when the SAU determines that such access is necessary for the performance of their duties. The SAU will disclose confidential information only to authorized SAU contractors or agents who need access to the information to provide services to the SAU who are properly trained and agree not to disclose the information to any other party except as allowed by law and authorized by the SAU.

It is the policy of SAU 63 that systems access will only be given on an individually identifiable, as-needed basis as determined by the data manager and the Chief Information Security Officer. The Data Governance Plan and Data Governance Team require that the level of access granted is the *least* or *lowest level* of access required to properly perform a duty or job function.

Data Management

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

Data Managers are responsible for the development and execution of practices and procedures that ensure the accuracy and security of data in an effective manner. All SAU Administrators are data managers for all data collected, maintained, used, and disseminated under their supervision, as well as data they have been assigned to manage. Data managers will:

- Ensure that system account creation procedures and data access guidelines appropriately match staff member job function with the data on instructional and operational systems.
- Review all staff with custom data access beyond their typical group's access.
- Review SAU processes to ensure that data will be tracked accurately.
- Review contracts with instructional and operational software providers to ensure that they are current and meet the SAU 63 data security guidelines.
- Ensure that staff are trained in the SAU's proper procedures and practices in order to ensure accuracy and security of data.
- Assist the Chief Information Security Officer in enforcing SAU policies and procedures regarding data management.

Data Classification and Inventory

Classification is an important method of applying safeguards to data. It is used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification, the confidentiality, integrity, and availability of all classifications of data is required. The classification assigned and the related controls applied are dependent on the sensitivity of the data. Data is classified according to the most sensitive detail they include.

Data recorded in several formats (*i.e.*, source document, electronic record, report) have the same classification regardless of format (see below for Information Classifications).

The Chief Information Security Officer or member of the Data Governance Team will identify all systems containing confidential data, such as student information systems, financial systems, payroll systems, transportation systems, food-service systems, email systems, instructional software applications and others.

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

- What is the original source of the data?
- What data types are collected or likely to be collected?
- Where the data is stored and for how long?
- Who has access to the data and when do they have access?
- What is the sensitivity of the data being collected?
- What are the risks and likelihood of exposure of protected data?

SAU 63 Information Classifications

Personally Identifiable Information (PII)

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

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

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

Confidential Information

Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access.

Unauthorized disclosure of this information to individuals without a business need for access may violate laws and regulations, or may cause significant consequences for SAU 63, its staff, parents, students or other

stakeholders. Decisions about the provision of access to this information shall always be cleared through the data manager and the Chief Information Security Officer.

Internal Information

Internal Information is intended for unrestricted use within the SAU and, in some cases, within affiliated stakeholders. This type of information is already widely distributed within the SAU or it could be distributed within the organization without advance permission from the information owner.

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

Directory Information

SAU 63 Reserves the right to share directory information as permitted by School Board Policy. Directory Information is information contained in an education record of a student that generally would not be considered harmful to the student if disclosed in accordance with School Board Policy:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Public Information

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

This information may be disclosed outside of the SAU.

Risk Management

A thorough risk analysis of all SAU 63 data networks, systems, policies, and procedures shall be conducted on a bi-annual basis by an external third party or as requested by the Superintendent, Chief Information Security Officer or designee. A comprehensive internal audit of SAU network security will be conducted annually by SAU 63 Technology staff. The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be used to develop a plan to mitigate identified threats and risk to an acceptable level by reducing the extent of vulnerabilities.

Risk Assessment

Data Governance Team shall assess and document the security measures currently in use to safeguard data, whether security measures required by any relevant security compliance standards are already in place, and if current security measures are configured and used properly.

Probability of Potential Risks

The Data Governance Team shall determine the probability that potential risks may impact the confidentiality, availability, and integrity of data within an organization, and document all threat and vulnerability combinations with associated likelihood estimates. In doing so, use the table defined below:

Table 1: Probability of Threat

Probability	Definition
Very Low (0)	Threat will probably never happen during the life of the system.
Low (1)	Threat is not expected to occur during the lifetime of the system or at a frequency of less than 1 time every 2 years.
Moderate (2)	Threat will likely occur a few times during the life of the system or is likely to occur more than 1 time in 2 years.
High (3)	Threat will almost certainly occur during the life of the system or is likely to occur at least yearly.
Very High (4)	Threat will certainly occur during the life of the system.

Potential Impact of Threat Occurrence

The Data Governance Team shall determine the potential impact of the consequences of the Potential Impact (or Level of concern) of each threat or vulnerability.

Table 2: Potential Impact

Potential Impact	Definition
Very Low (0)	Results in NO unauthorized (malicious or accidental) disclosure, modification, or destruction of secured data.
Low (1)	Results in unauthorized (malicious or accidental) disclosure, modification, or destruction of secured data.
Moderate (2)	Results in unauthorized (malicious or accidental) disclosure, modification, or destruction of secured data for one user, or results in the prevention of access to authorized users.
High (3)	Results in unauthorized (malicious or accidental) disclosure, modification, or destruction of secured data for many users.
Very High (4)	Results in unauthorized (malicious or accidental) disclosure, modification, or destruction of secured data for all users.

Risk Evaluation

The Risk Rank will be the sum of the numerical values for Probability and Potential Impact (as illustrated in the table below) and will be entered in the “Risk Rank” section of the assessment document. The Risk Rank shall fall into one of three zones in the following table:

Table 3: Overall Risk based on Probability and Potential Impact

Impact and Probability

Impact → Probability ↓	Very Low (0)	Low (1)	Moderate (2)	High (3)	Very High (4)
Very High (4)	Low (4)	Moderate (5)	High (6)	Very High (7)	Very High (8)
High (3)	Low (3)	Moderate (4)	Moderate (5)	High (6)	Very High (7)

Moderate (2)	Low (2)	Low (3)	Moderate (4)	Moderate (5)	High (6)
Low (1)	Very Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)
Very Low (0)	Very Low (0)	Very Low (1)	Low (2)	Low (3)	Low (4)

Acceptable: Very Low – Low (Rank 0 to 3)

Risk is insignificant. The risk is sufficiently low, either due to very low potential impact, very low probability or a combination of low and very low probability and potential impact. No action is mandatory to maintain security.

Reasonable and Appropriate: Moderate (Rank 4 to 5)

A risk may be lowered or mitigated but remain in the Reasonable and Appropriate region because the action required to reduce the risk to Low may be technically or procedurally unreasonable. Risks in the Reasonable and Appropriate require either mitigating action or a documented rationale why the level is acceptable. Rationale may be based upon technological limitation, benefit assessment, project team experience, or the equivalent.

Unacceptable Risk: Very High – High (Rank 6 to 8)

The risk is intolerable and mitigation should be employed, documented, verified, and a mitigated Risk calculated. High risks that cannot be reduced to Low probability should be reduced to Moderate and a rationale documented for acceptance.

Data Collection Format

All risk assessment activities shall be summarized. The summary can be included in a single risk assessment and summary document or exist in a separate summary document. Below is a sample format.

Risk	Impact	Probability	Combined	Mitigation and Notes
Name of the risk	Impact Rank from Section 9.3	Probability Rank from Section 9.2	Combined Rank from Section 9.2 + Section 9.3	Notes about mitigations, acceptance of risk or other notes.

Security Logs for Analysis

Visibility into the activities on the network is paramount to maintaining control and auditability of the environment. The Data Governance Team will task the Information Technology Department with maintaining a comprehensive list of critical system events that will be logged and monitored to ensure data security. These events will include, but are not limited to, access to critical systems and modification of critical data. When applicable, automated or systemic notifications will be established for critical events deemed critical by the Data Governance Team.

Physical Security Controls

It is the policy of SAU 63 to consider physical security paramount to the overall protection of PII. Because many losses of data are due to physical loss of equipment, special attention is paid to the physical security of our facilities and data closets. Over the next year, SAU 63 will create a comprehensive physical key management policy that outlines master key, external key, and data closet key handling as well as access card process. This formal process will outline when rekeying is required, and the controls put in place to control individual access to restricted areas whether by pin code, physical key, or electronic key.

Additionally, telecommunication closets will always be housed in secure locations. Access authorization is assigned through the Data Governance Team which will authorize the issuance of an electronic or physical key from the appropriate department. In addition, access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals.

No technological systems shall be disposed of or moved without adhering to the appropriate procedures.

Inventory Management

The SAU shall maintain a process for inventory control in accordance to federal and state requirements and School Board policy. All SAU 63 technology assets will be maintained in inventory and verified through the regular inventory verification process.

Virus, Malware, Spyware, Phishing and SPAM Protection

The SAU uses a multi-layered approach to ensure that all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. These may include, but are not limited to, enterprise virus/malware/spyware software, group policy, gateways, firewalls, and content filter. Users shall not turn off or disable SAU protection systems or install other systems.

The Information Technology team, using network scanning tools, will monitor network traffic, malware signatures, and the presence of spyware on the wired and wireless networks.

Electronic Access Security Controls

SAU staff will only access personally identifiable and/or confidential information, if necessary, to perform their duties. The SAU will only disclose this information to authorized SAU contractors or agents who need access to the information to provide services to the SAU and who agree not to disclose the information to any other party except as allowed by law. All staff are required to read and acknowledge applicable SAU policies annually.

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

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

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

Access from gatekeeper application or software containing their own username and password management will be audited annually, after major infrastructural changes or whenever access permission requirements are substantially changed.

Staff Users

All new staff accounts are authorized through the Human Resources onboarding process. Unique, individual, role-based permissions and security groups are used to establish minimum required access to all systems. If a staff member requires additional access, a request must be made directly to the Chief Information Security Officer with a clear justification for access to any systems containing PII.

Contractors/Vendors

Access to contractors/vendors is governed by Human Resources and the Data Governance Team. All contractor and vendor access must be approved by HR and the Chief Information Security Officer. All contractors doing business on SAU premises must also pass required background checks unless other security measures are addressed in a vendor contract. Contractors and vendors will be granted access to data as needed and approved by the Chief Information Security Officer. Once the approval has been obtained, the Information Technology department will create a temporary account providing or access to the application/information that the contractor/vendor supports.

Password Security

The Data Governance Team with the help of the Information Technology Team, will enforce secure password standards for all systems containing or having access to PII according to the Password Policy. When possible, the SAU will utilize modern methods of identity management, such as Single Sign On (SSO) or Active Directory Integration, to maintain transparency and maintain optimal account security controls.

Data Storage and Transmission

All staff and students that utilize SAU-owned devices will be provided with secure options for data storage and transmission. Staff and students have a responsibility to ensure that they are using these options properly to securely store their data.

Cloud Storage and File Sharing

The term “Cloud Storage” is used to define all types of remote server storage accessed by users through the internet. Users are responsible for all digital content on their SAU-provided account drives.

File Transmission Practices

Staff are responsible for securing sensitive data for transmission through email or other channels. Staff should not transmit files that contain PII through email or third-party file transfer services without SAU approval or in an unencrypted format. For encryption standards, please view our Cryptography Policy which will be drafted for approval by October 2020.

When possible, staff should de-identify or redact any PII or confidential information prior to transmission. Regular transmission of student data to services such as a single sign on provider is managed by the technology group using a secure data transfer protocol.

Mass Data Transfers

Downloading, uploading or transferring PII, confidential information, and internal information between systems shall be strictly controlled. Requests for a large download of PII shall be reviewed and approved by the Superintendent and Data Governance Team. All other mass downloads of information shall be approved by the Chief Information Security Officer and include only the minimum amount of information necessary to fulfill the request.

Printed Materials

When possible, staff should de-identify or redact any PII or confidential information prior to printing. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. Storage of printed PII shall be kept under lock and key at all times when not in use. Printed PII may not be thrown away or recycled in unlocked containers.

Health Related Software

School Nurses, the support vendor are the only staff members granted access to the SAU Health Software System. The medical data that is collected and maintained by the school nurses on the system includes immunizations, conditions, medications, and clinic logs (Time in/out of clinic and action taken).

School nurses are the only accounts that can view and maintain medical information.

Training

The SAU shall use third-party, online training tools, and, where applicable, in-person training to create and maintain a successful data security training program. This program will be administered to new employees during onboarding and existing employees on a yearly basis. This program will consist of the following:

- Training for all staff on technology policies and procedures, including confidentiality and data privacy.
- Additional training for new instructional staff on federal regulations and the use of digital resources and student electronic records.
- Training for all instructional staff on federal regulations, and the use of digital resources and student electronic records.
- Training for SAU administration on federal regulations, data privacy, and security.
- All training or professional learning that includes the use of data systems shall include a section on data security.
- Training about common attacks, data privacy concerns, and safeguards against the unintentional loss of PII.

Archival and Destruction

Once data is no longer needed, and is beyond the retention requirements of any regulation, the Chief Information Security Officer or Data Governance Team will work with the data managers to ensure that it is appropriately destroyed. Special care will be taken to ensure that confidential information is destroyed appropriately and in accordance with best practices and all federal and state requirements. Confidential paper records will be destroyed using methods that render them unreadable, such as shredding. Confidential digital records will be destroyed using methods that render the record permanently irretrievable.

Data Destruction Processes

It is the policy of SAU 63 to only store and retain data necessary to the education process and when required by regulation. The Data Governance Team will regularly review all data stored on SAU managed storage for the purposes of ensuring data identification and opportunities for appropriate destruction. Data destruction processes will align with our Data Destruction Policy to be completed by February 2021.

Asset Disposal

SAU 63 will maintain a process for physical asset disposal. The Director of Information Technology shall approve disposals of any SAU technology asset. The SAU will ensure that all assets containing PII, confidential, or internal information are disposed of in a manner that ensures that this information is destroyed. The following considerations are used when assessing an asset for disposal:

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

Methods of Disposal

Once equipment has been designated and approved for disposal (*i.e.*, does not have salable value), it shall be handled according to approved methods. It is the responsibility of the technology department to update the inventory system to reflect the disposal of the asset.

All technology assets shall be discarded in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. When possible, re-usable hardware that can be used as parts to repair and/or maintain SAU technology assets may be removed (motherboards, screens, adapters, memory). In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. Systems shall be wiped clean of this information prior to leaving the SAU.

An approved vendor shall be contracted for the disposal of all technological systems/equipment containing personally identifiable information. The vendor shall provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data. Under no circumstances should any technological systems/equipment be placed in the trash.

Critical Incident Response

Controls shall ensure that SAU 63 can recover from any damage to or breach of critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the Chief Information Security Officer or designee for response to a system emergency or other occurrence (for example, fire, vandalism, system failure, data breach and natural disaster) that damages/breaches data or systems.

Business Continuity

The Data Governance Team shall develop and maintain comprehensive Business Continuity planning for the SAU and produce yearly documentation and reporting of updates. Business Continuity planning will include new risks identified in the risk process outlined in this document and evaluate, on a yearly basis, any new technologies approved and adopted by the Data Governance Team. This process is expected to be in place and complete before October 2021.

Disaster Recovery

The Data Governance Team shall develop and maintain a Technical Disaster Plan for the SAU and conduct a yearly “table top” exercise of that plan. This plan, testing, and results will be presented to SAU leadership by the Chief Information Security Officer on a yearly basis. This disaster recovery exercise must be conducted before the yearly budget cycle in order to ensure critical deficiencies found during testing are accounted for in the budget. This process is expected to be in place and complete before June 2021.

Data Breach Response

New Hampshire’s data breach law (RSA 359-c:19, 20, 21) is triggered when a SAU computer system is breached and personal information is acquired without authorization in a way that compromises the security or confidentiality of the information. The law requires a school district experiencing a breach to conduct a good faith and reasonably prompt investigation to determine the likelihood that personal information was, or will be, misused. The Data Breach Response Plan enables the SAU to respond effectively and efficiently to a data breach involving personally identifiable information (PII) as defined by NH Law, confidential or protected information (*i.e.*, FERPA), SAU identifiable information and other significant cybersecurity incident. The Data Breach Response Plan shall include processes to validate and contain the security breach, analyze the breach to determine scope and composition, minimize impact to the users, and provide notification. This process is expected to be in place and complete before October 2021.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Lizabeth Baker
Business Administrator

SUPERINTENDENT'S REPORT
February 4, 2020

Over the past two weeks, I have worked with the negotiation team and our attorney in finalizing an agreement between the School Board and the Wilton-Lyndeborough Cooperative Teachers Association. An agreement was reached Sunday January 26. The collective bargaining agreement details remain confidential until after the contract is voted on by both the School Board and the WLCTA membership.

With the approval of a final budget number agreed on by both the School Board and the Budget Committee, preparations are being made to prepare for the public hearing. The language of the warrant articles was finalized and information sent to the Division of Revenue Administration to ensure that all language requirements are met. Information was given to the chair of the Budget Committee to make sure the information needed to create the presentation for the public hearing was set. The SAU will continue to work with the Budget Committee in any way requested to provide information.

Emails went out to parents and staff to solicit participants for the interview committees for the Principal positions at FRES and WLC. Interview committees will be finalized by January 29. I have asked building staff to organize the student committees. The entire interview process should be completed by February 22.

On Tuesday January 28, there was an intermittent phone outage throughout the district for about an hour. The issue was with the vendor MITEL and was not anything we could have anticipated or rectified internally. To ensure that communication lines stayed open and that student safety was ensured, the following steps were taken:

- In all schools it was verified that the public address system was working
- In all schools it was verified that the FAX lines could be used for outgoing calls in case of a need to call 911
- The police department in both towns along with the dispatch center was informed
- AN email and text message was sent to parents informing them, letting them know that the email system still was functioning and a phone number was given for them to contact if they needed to get in touch with the schools

I was pleased to attend the Geography Bee at WLC for our middle school students. The questions were challenging for the ten finalists. Congratulations to third place Opale Barrick, second place Kevin LaChance and the WLC Champion Christian Balusek.

I will have attended the NHSAA Legislative Review on February 3rd and will bring materials for the board from the session.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Lizabeth Baker
Business Administrator

Business Office Board Report
February 4, 2020

Update on Human Resources –

Since the beginning of the year, there has been staff turnover of 10 positions and 3 new positions added, as follows:

Sped Aide – 5 (no replacement for 2)
ABA/RBT/BCBA – 3 (plus 1 from FT to PT)
Tech Support – 1
Kitchen Manager - 1
New Positions: Lifeskills Para, ABA Therapist, Sped Tutor

There has also been 5 staff vacancies created as a result of staff movement within district. Staff turnover creates a great deal of work for the Business Office as terminating employees get paid out, removed from our software, and un-enrolled from all benefit programs. Vacancies are posted, candidates reviewed and interviewed, input to our software and enrolled in all benefit programs. This has kept our Human Resource/Payroll Manager, Mary Anne Labrie quite busy.

I am tracking all changes to ensure that we do not exceed our FY21 budget in this area, or if we do, it is reported out to the board.

There are currently 3 vacant positions, a Sped Aide, a Custodian at LCS, and a Food Service worker at LCS. The custodian and food service positions have been quite difficult to fill to-date.

Update on Benefit Programs –

During the month of February, we will be working with School Care to get a quote on rates for our dental, life, and long term disability (LTD) programs. Currently, we work with Delta Dental for our dental program and Lincoln Financial for our life and LTD programs. The advantage of School Care is that they will provide renewal rates earlier in the school year, which will be better for budgeting. In addition, it will be much more efficient to have one vendor for all of these programs as it is quite a bit of work to keep each program updated and the bills reconciled each month. Finally, we are hoping for better rates through School Care on plans that are comparable to what the district currently offers.

Calendar Year-End –

Although the District operates on a fiscal year ending June 30, calendar year-end brings its own requirements. We have recently completed W-2s for employees, and 1099 reporting for our vendors. 1095's for ACA reporting will follow later in February.

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
Ashley Goggin, Middle School Counselor

Principal Report
January 2020



December Middle School Students of the Month: 6th grade: Joshua Lord and Alivia Jacques, 7th grade: Alana Goodwin and Colby Collins, 8th grade: Chloe Abbott and Robert Hannigan

December High School Students of the Month: 9th grade: Abigail Dowling and Hannah Sangster, 10th grade: Erin MacDonald and Lindsay AuCoin.

Over the course of the Fall 2019 semester, two students have enrolled in an ELO opportunity through New Hampshire Vocational Rehabilitation's IMPACCT program. Dylan Rondeau and Michael Wolfe III, seniors at WLC, earned 4.5 school credits in the areas of; Career Exploration, Health & Nutrition, English, Personal Finance, Consumer Science, and Computer Technology. This program teaches students skills related to; careers and post-secondary education, employment skills, and self-advocacy. Students take part in career exploration, work-based learning experiences, transition skills, exploration of post-secondary programs, work readiness, advocacy training, and independent living skills development. Students were able to attend field trips, listen and learn from countless guest speakers, create and develop a personal resume and cover letter, and were able to establish real work-based experiences as part of their post-secondary goals.

On January 22, the entire middle school gathered to watch the National Geographic Geography Bee competition as the top 10 qualifying students put their geography knowledge to the test. After several rounds of questioning with our dedicated moderator, Julie Heon, a tie-breaking championship round determined Christain Balusek as our school Geography Bee champion, and Christian will now be preparing himself to qualify for the NH State Geography Bee! Bravo to all students who participated, and thank you to all faculty and administration who helped make the Geography Bee possible this year! 1st Place: Christian Balusek, 2nd Place: Kevin Lachance, 3rd Place: Opale Barrick. The contestants included Opale Barrick, Christian Balusek, Jaryd Clark, Colby Collins, Jonathan Crotty, Jackson Galzarano, Noah Jaffe, Harry Krug, Kevin Lachance and Trevor LoVerme.

Because of high absenteeism due to the flu the Star 360 testing has been postponed to the week of 2/17.

I've received the Decennial draft from NEASC. The report has been forwarded to the NEASC Commission for a vote on accreditation. Once this process has been completed the steering committee will present to the school board.

On Sunday, January 26th, the WLC High School Robotics Team, The WLC W4RR10R5, participated in their first of two qualifier events with their robot that they built and coded by themselves. Team members Brooklyn Furze and Justin Marcinuk, both 9th graders, did a remarkable job. The rookie team, guided by WLC computer science teacher Andrew Tyler, were very excited to compete with 21 other teams from around the state at Bishop Brady High School. Their rank changed throughout the day from 4th place to 9th to 12th until they ended the day with a final ranking of 10th! The team was elected to participate in the Semi-Finals. Unfortunately, the three team alliance did not advance to the final round, but the W4RR10R5 were very pleased with their performance. Happily, the team's overall standing ensured a place in the State Competition! The WLC W4RR10R5 are moving on to the next round of competition! Despite earning that invitation to attend States, the team will still participate in the second qualifier round in order to build more experience and have more opportunities to meet other teams, possible alliances, and work to better previous performances. The robotics team would like to thank the continued support of our WLC family and community.



Athletic Report
Swimming and Diving
of participants: 4 girls
Coach: Nancy McManus(Milford)

Indoor Track
of participants: 8

Coach: Jack Nichols(Milford)

Alpine Skiing

of participants: 3 boys

Coach: Stuart Browne

Boys Varsity Basketball

Head Coach: Malin Segal

of players: 11

Record: 3-6

Next Home Game: 2/4/20 vs. Newmarket at 5:30pm

Boys JV Basketball

Head Coach: Tom Crowley

of players: 8

Record: 0-2

Next Home Game: 2/3/20 vs. Sunapee at 5:30pm

Respectfully,

Brian Bagley

FLORENCE RIDEOUT ELEMENTARY SCHOOL

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

(603) 732-9264 Main

(603) 654-3490 Fax

www.sau63.org

Robert LaRoche, Principal

Jo Anne Dufour, School Counselor

Principal Report

Alumni

We are fortunate and thankful for a generous offer from a FRES alumni. An anonymous donor has offered to pay off the debt for lunches at FRES for students in the amount of \$6,224.40. This gentleman would like me to share a note that he gave me explaining his wish to “pay it forward” as he has been the recipient of generosity in the past and would like to help continue this practice for the community.

Assessments and Assistance

Our WIN program has completed another round of STAR 360 testing and have reshaped their groups for the next several weeks. Support is offered to any student who needs it for as long as they need it. We find that bringing the student up to speed to rejoin the general curriculum and instruction is the most effective way to learn.

Second quarter progress reports have gone out and we are in to the third quarter of the school year. This is often the most challenging part of the school year when teachers have rigorous instruction and expectations are high. It prepares students to cover the sequence of the curriculum and all of the topics that will be presented for the State testing period in early Spring.

Curriculum

Teachers, staff, and administrators are taking a close look at curriculum to determine next steps in writing and mathematics. FRES and LCS are utilizing the Readers Workshop model with Writers Workshop expansion as is appropriate. The pilot math program concludes and decisions will be made regarding next year as other options are explored such as Envisions math, Engage New York, and Eureka math.

Artist in Residence

Our Artist in Residence is in residence at this time, having started in late January. Ms. Lizz Van Saun is leading groups of FRES students in the creation of a mosaic piece that will adorn the outside of FRES. The theme is Seasons and we are very excited to have Ms. Van Saun with us this year. The mosaic of the fox in the FRES hallway is an example of past work and this time around all students will have a hand in this artistic work sure to be a masterpiece. A special thanks to our Art teacher Greg Lamers for his work throughout and especially with procuring a grant to help fund the project. Our generous PTO picked up the tab for the remainder of the cost to make this a true community event.

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: February 4, 2020

Professional Learning

Our February 7 workshop day will focus on math instruction for LCS-FRES teachers. WLC will examine culture and climate information from the student leadership team and creating a goal action plan.

I attended the regular curriculum, instruction, and assessment meetings this month. We talked about various professional learning opportunities throughout the state, which I shared with teachers with related interests. A presentation by the Energy Education Program offered free and low-cost workshops for teachers and student presentations. We also talked with a consultant from the NH Department of Education about changes in personnel and programs that helps us know who to contact for related issues.

Our mentoring meetings every other month provide new teachers to the district the opportunity to talk with one another about various challenges and suggestions. Also, veteran teachers who serve as mentors attend and share various expertise with the new teachers, such as uses of our student information system, school resources, co-curricular activities, and special events. New teachers completed their mid-year survey and reported that the program is very helpful.

Curriculum

I work with the middle school teachers with their planning of activities, creating challenge options, and reviewing projects and assessments. I regularly connect with our W.I.N. program coordinator and intervention teachers about their instruction. Also, we have been working through updates to the STAR 360 standardized assessment that resulted in some changes.

The high school teachers continue to review curriculum documents, assessments, and instructional practices in their professional learning groups.

The K-5 teachers continue to incorporate math fact fluency and math concepts. They continue to assess the value of the math resources that we are piloting as well as other options to determine the best ones for our students.

Since we have focused on reading, math, and science over the last two years, I hope to gather a group of K-12 teachers to begin looking at our social studies curriculum. Teachers will share the topics, resources, and approaches they use at each grade level as well any revisions that they suggest.

Respectfully submitted,

Julie Heon, Curriculum Coordinator

STATE OF NEW HAMPSHIRE
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT WARRANT
FOR ANNUAL DISTRICT MEETING ON MARCH 7, 2020

To the inhabitants of the Wilton-Lyndeborough Cooperative School District in the towns of Wilton and Lyndeborough, in the County of Hillsborough, in the state of New Hampshire qualified to vote in school district affairs are hereby notified and warned of the Annual Meeting which will be held as follows:

Date: **March 7, 2020**, Time: **9:00 a.m.**, Location: **WLC Middle/High School, 57 School Road, Wilton, NH 03086**, Details: **Wilton-Lyndeborough Cooperative Middle-Senior High School Auditorium**

Article 4: District Operating Budget

To see if the Wilton-Lyndeborough Cooperative School District will vote to raise and appropriate the Budget Committee's recommended amount of \$13,056,164 for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the district. This article does not include appropriations contained in special or individual articles addressed separately.

(Majority vote required)

Recommended by the School Board Recommended by the Budget Committee

Estimated Tax Impact Lyndeborough – \$0.21
Estimated Tax Impact Wilton – \$0.22

Article 5: CBA Between School Board and Teachers Association

To see if the Wilton-Lyndeborough Cooperative School District will vote to approve the cost items included in the collective bargaining agreement reached between the Wilton-Lyndeborough Cooperative School Board and the Wilton-Lyndeborough Cooperative Teachers' Association which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year, 2020-2021 \$xxx,xxx and further to raise and appropriate the sum of \$xxx,xxx for the 2020-2021 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. This article does not include appropriations contained in special or individual articles addressed separately.

(Majority vote required)

Year	Estimated Increase
2020-2021	\$ xxx,xxx

Recommended/Not by the School Board Recommended/Not by the Budget Committee

Estimated Tax Impact Lyndeborough – \$0.xx
Estimated Tax Impact Wilton – \$0.xx

Article 6: Special Meeting for Defeated/Amended Collective Bargaining Agreement

Shall the Wilton-Lyndeborough Cooperative School District, if WARRANT ARTICLE 5 is defeated, authorize the Wilton-Lyndeborough Cooperative School Board to call one special meeting, at its option, to address WARRANT ARTICLE 5 cost items only?
(Majority vote required).

Recommended by the School Board

This warrant article has no tax impact.

Article 7: Appropriate to Capital Reserve Fund

To see if the Wilton-Lyndeborough Cooperative School District will vote to raise and appropriate the sum of \$150,000 to be added to the Wilton-Lyndeborough Cooperative Building/Equipment & Roadway Capital Reserve Fund previously established. This sum is to come from general taxation. This article is a special warrant article and is not included in the operating budget.
(Majority vote required)

Recommended by the School Board Recommended by the Budget Committee

Estimated Tax Impact Lyndeborough – \$0.24
Estimated Tax Impact Wilton – \$0.26

Article 8: Appropriate to Capital Reserve Fund

To see if the Wilton-Lyndeborough Cooperative School District will vote to raise and appropriate the sum of \$100,000 to be added to the school district Educating Educationally Disabled Children Capital Reserve fund previously established. This sum is to come from general taxation. This warrant article is a special article and is not included in the operating budget.
(Majority vote required).

Recommended by the School Board Recommended by the Budget Committee

Estimated Tax Impact Lyndeborough – \$0.16
Estimated Tax Impact Wilton – \$0.17

Article 9: Financial Audit

To see if the Wilton-Lyndeborough Cooperative School District will vote to raise and appropriate the sum of \$30,000 for the purpose of completing an audit of the school district's financial system from 2017-18, 2018-19 and 2019-20 school years. This is a special warrant article and is not included in the operating budget.
(Majority vote required).

Recommended by the School Board Recommended by the Budget Committee

Estimated Tax Impact Lyndeborough- \$.05

Estimated Tax Impact Wilton- \$.05

Article 10: Transact Other Business

To transact any other business that may legally come before this meeting.

Given under our hands, _____ A true copy of Warrant – Attest:		
Printed Name	Position	Signature
Matthew Ballou	School Board Chair	
Alexander LoVerme	School Board Vice Chair	
Tiffany Cloutier-Cabral	School Board Member	
Carol LeBlanc	School Board Member	
Mark Legere	School Board Member	
Miriam Lemire	School Board Member	
Jonathan Vanderhoof	School Board Member	

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, January 21, 2020
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Alex LoVerme, Miriam Lemire, Carol LeBlanc, Jonathan Vanderhoof, Mark Legere, and Tiffany Cloutier-Cabral*

Superintendent Bryan Lane, Business Administrator Beth Baker, Principal Brian Bagley, Technology Director Mark Kline, and Clerk Kristina Fowler

I. CALL TO ORDER

Vice Chairman LoVerme called the meeting to order at 6:30pm.

II. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

III. PUBLIC COMMENTS

The public comment section of the agenda was read. There was no public comment to report.

IV. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent provided an overview of his report which included spending time on negotiations and the budget process. Regarding the CBA, this has gone to mediation with no contract resulting, next step is fact finding but does not look feasible although there is still a little time left. They await response from the teachers. He has been working with Chair Browne of the Budget Committee on documents that would help in coming to a final recommendation from the Budget Committee regarding the budget they would like to present. School Board and Budget Committee positions have been posted in Wilton and Lyndeborough as required. He provided a document regarding the process to interview principal candidates. He is in final stages of hiring a BCBA. If he is able to hire this candidate, there may be time for some overlap with Ms. Casavant (outgoing BCBA). We have had 3 snow days to date. He will attend Superintendent meetings outside of the district on January 17 and January 24.

ii. Director of Student Support Services Report

Superintendent reviewed Mr. Pratt's report in his absence. The report consists of his day to day functions and how he goes about his business. He is in the buildings having conversations and building relationships. He was out of the office for a period of time last week and there were no issues the Superintendent needed to address in his absence; this speaks to the work he has been doing.

iii. Director of Technology's Report

Mr. Kline reported working with Ms. Baker regarding the options for the copiers and printers for the future. They are looking at 3 options. One is to go with one company to get the best pricing although there are questions of the management piece with this option, second is doing something similar to what we have now with one company maintaining all of them completely and the last option is to contract with a company to maintain the high volume machines and we would handle the lower volume machines. All of our copiers are considerably older machines than what would be used in many places; 8-10 years old. We would like to be on a better cycle for the machines and possibly lease them to achieve this. Through their research they found 4 printers not enrolled in any maintenance plan with Conway (current provider); they are enrolled now for supplies and maintenance. They also found one duplicated machine and will receive a refund on that. Raw data has been received from ATOM group (technology audit). Some of the things they found are fairly easy to fix. Others involve adjusting registry setting etc. He estimates finishing about 2/3 of the critical fixes and is still working through it. He attended the NH CTO (Chief Technology Officer) Council; this is a valuable resource for him and hopes to continue to attend. A question was raised regarding the out of pocket expense for the 4 printers that were recently enrolled in the maintenance agreement. He responded that 2 are color at FRES and toner alone would cost about \$800-\$900 dollars for a full set of cartridges and those last about a year; total cost about \$1000 to maintain two color printers and the other 2 are black and white and estimated cost is \$400 a year. With the maintenance agreement we pay a bulk charge. Last year we paid approximately \$37,000 for about 10 copiers and 45 printers. He notes the volume is fairly low on some machines printing about 100 pages or

less. A question was raised if those printers should be removed and instead use one main printer. Mr. Kline responded it doesn't cost much more for the printers and you would need to look at the cost of having someone leaving their desk vacant to make copies which could be a distance away. Since we have the printers and they are functioning we might as well use them however overtime when they need replacing it may not be worth doing.

V. CONSENT AGENDA

i. Treasurer's Report-June 2019-November 2019

Treasurer reports were provided. A question was raised regarding the jeans fund. Superintendent confirmed the jeans fund is a scholarship fund.

A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Cloutier-Cabral to approve the consent agenda. Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.

The Board recessed at 6:43pm until 7:05pm when the Budget Committee joined.

VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION

Present: *Leslie Browne, Christine Tiedemann, Jennifer Bernet, Dennis Golding, Lisa Post, Jeff Jones, Bill Ryan, Adam Lavallee and Kevin Boette*

The joint session started at 7:05pm. The Budget Committee was already in session as they met prior.

a. FY 2019-2020 YTD

Superintendent reports the fund balance remains consistent. He spoke with Ms. Baker today and he will be asking in the next 2-3 weeks for encumbrances to be looked over to determine if they are still appropriate. There may be accounts that can be adjusted, less or more funds encumbered. There are some accounts that have not been spent but may need to still be encumbered, such as graduation has not happened yet. A question was raised if the additional funds of \$184,811 had been dipped into as it should not be used unless there is a vote from the School Board approving it. Discussion was had about this and Ms. Baker reports we have only spent 48% of the budget and the \$184,811 is in its own separate account. She adds we have always needed that amount coming in. Superintendent added the fund balance over the last reports has been between \$119,000-\$115,000 even with the \$184,811 included; we are projecting long term. Ms. Baker reviewed the YTD columns noting we have spent 5.2 million of the 12 million so far and have encumbrances out there of 6.8 million. The \$115,000 is almost looking at the entire year; she doesn't want to give the impression that we will end with \$115,000; the negative amount has been increasing over time and there are things that have not been encumbered yet such as mileage, PD, nurse substitutes. This is our best forecast at this time. It was noted if we get to the point of needing the \$184,811 it will be brought to the Board for a vote; none of the \$184,811 has been spent it's a "future number". Ms. Baker anticipates it will need to be spent for salaries and benefits. Chair Browne suggested that the line item YTD does not need to be printed out each time, just the summary page is all they need and an electronic copy of the line item. A question was raised what can be put into place to monitor the budget for areas of savings so that the \$184,811 is not exhausted as the towns were hoping to get money back and it would show we are trying to work within the means we were given. Superintendent responded the encumbrances will be reviewed again to determine if there are changes needed; encumbrances too high or low at this point in the year. If it is too high the money comes out of encumbrance and goes into the fund balance. This is the process we can do for stop gap measures.

b. FY 2020-2021 Proposed

Chair Browne reported the committee met last week and came up with some suggestions/recommendations and the total they have reduced the budget by is \$116,548. Areas for reduction include cafeteria tables, security cameras, FRES slide, half time library aide, iPads for 1st grade, and recommending removing the French teaching position and the funding for climate and culture's 2nd year at the HS. The committee supports adding in a half time position for the business office (no benefits) and adding in the HS field trip and recommend adding in funds for a superintendent search although it will be a school board decision. The total reduction from draft 5 proposed is \$116,548 which brings the new proposed amount to \$12,548,446.56. She adds there was a lot of conversation about one item and not all supported it. It was noted from the proposed draft 1 (\$12,871,281) the current Budget Committee's proposed number (\$12,548,446.56), it is a reduction of \$322,835. A question was raised regarding the technology contingencies and what is being pulled out. Superintendent responded, in speaking with Mr. Kline, we left all supply money in there, the contingencies for computers were left in; there is enough to support the programs we have. It was noted if technology keeps getting pinched, do we want to look at our 1:1 model and the current effectiveness. If we continue to not buy for

the lower grades we may need a more accurate model. Superintendent responded within the plan the 9th grade will get new Chromebooks and keep those until 12 grade, that is still in there. The 1st grade does not get them; we may want to relook at it. It was suggested to relook at the technology plan as a whole and possibly have a capital improvement plan. Discussions moved to foreign language in the district (French and Spanish) and the recommendation to remove French. Superintendent spoke that in discussions with Dr. Heon, French and other languages can be offered through VLACS (Virtual Learning Academy Charter School). Currently French 1 has 5 students and French 2 has 4 students. It can be taken next year online at no cost with support through the district. He confirmed students would not be able to take French in Milford, only option is online, no other classroom option would be available. He reports the enrollment numbers in French have been low overtime. Chair Browne noted, we didn't want to cut a position but it is \$90,000 with only a few students taking it and there are other options. Mr. Boette added, it is not ideal but this budget is expensive and we have to balance the tax payers concerns as well as education concerns; we went through every line carefully and talked about the impact. Mr. Lavallee expressed by the time you add in the materials; it is another \$10,000 extra. Superintendent reported there are no students in the MS taking French and across the country Spanish, German and Chinese languages are expanding but French is not; losing a program is nothing he would advocate for. Regarding the removal of the half time library aide, a question was raised if there is another position available the staff person may be eligible for. Superintendent responded they would be eligible if they chose to take it, same as the teacher. Superintendent confirmed summer academy has been grant funded, a dollar has been used for a place holder should the School Board choose to fund it by reducing other areas in the budget if the grant did not come through.

c. Warrant Articles

i. Educating Educationally Disabled Children Capital Reserve

ii. Building/Equipment & Roadway Capital Reserve

iii. Collective Bargaining Agreement

Chair Browne reported the committee discussed warrants and voted to recommend warrant articles 7, 8 and 9. A unanimous vote was had on Warrant Article 7 (Appropriate to Capital Reserve Fund, \$150,000 added to the Building/Equipment & Roadway Fund) and Warrant Article 8 (Appropriate to Capital Reserve Fund, \$100,000 added to the Disabled Children Capital Reserve Fund). She reports there was a lot of discussion regarding Warrant Article 9 (Financial Audit, \$30,000). The committee had discussed if it got across their intention the way they wanted it to. Superintendent responded the intention could be noted at the public hearing and district meeting. The Budget Committee did support it but in their discussions they were not all in favor of spending the \$30,000 and vote was 7-2. Certain members do not support it but do support letting the public make the decision. There was discussion regarding the committees vote if it was 7-2 or 9-0. Superintendent asked for clarification; the vote was 7-2 to recommend the article with Mr. Boette and Mr. Jones voting nay. Superintendent clarified when the School Board presents the article he hopes the dialogue that goes along with that would reflect the concerns in both directions; it's the School Board's prerogative and the Budget Committee can comment as well. Any member of either Board can speak their opinion as a citizen and vote as a citizen. He believes it is appropriate to say you are a member of the School Board for example but as a citizen I personally feel... etc. He also believes it is important in the presentation at the public hearing and district meeting to be transparent and include the bond scenario.

*A MOTION was made by Ms. Lemire and SECONDED by Mr. Vanderhoof to support the Budget Committees number of \$12,548,446.56. **

It was noted, this is a thorough and responsible/reasonable budget that can be worked with. There was continued discussion regarding the French program; students who participate in it appreciate it and there was a request to hear more about VLACS. Superintendent explained The Virtual Learning Academy is at no cost to the student, credits are transferable at every HS and we have a staff person who supervises the students who work on all online programs (in the alternative education room next to Guidance). There is a VLACS teacher which they have access to during certain "office hours". You can speak on the phone but it doesn't happen often. In foreign language there is dialogue back and forth so the teacher can listen to your voice and what you are saying. Students can take other foreign languages such as German, Italian and Latin he believes. It was noted there are also teaching assistants available through VLACS and if there is something you don't understand you can hit rewind but there is an adjustment period. Superintendent confirms an online learner has to be a self-starter and motivated. Ms. Cloutier-Cabral expressed being impressed with the French program we have and the teacher over the years and does not want to be hasty in eliminating it. A question was raised what percentage of students move on past the required minimum in foreign language. Superintendent estimates 2%. Principal Bagley confirmed there are not any students taking other languages through VLACS.

**Voting: five ayes, one abstention from Vice Chairman LoVerme motion carried.*

Superintendent estimates the tax impact to be 21 cents in Lyndeborough, \$51.47 and in Wilton 23 cents, \$48.85 not including warrant articles, only budget. He reported the School Board has already voted on the warrant articles (no additional vote needed). He confirmed the CBA has not been settled with the WLCTA; they did have a meeting today but he has not had any information regarding this and as long as there is a decision by February 4 they can move forward. He will inform the Board as soon as he has any information. If no agreement is reached by February 4, there is no new contract, no warrant article for it. It was agreed in Warrant Article 6 that in the first sentence should read "if Warrant Article 5 (not 6) is defeated..."; this will be changed.

VII. PUBLIC COMMENTS

The public comment section of the agenda was read.

Ms. Brianne Lavallee commented regarding the increases in legal services and if it is normal for a district our size. She feels we are spending a ridiculous amount and questioned if the Board can determine the root cause for why we are spending that much. Superintendent responded that next year we will have a contract to negotiation with the support staff and may be for teachers, representation may be required for meetings and there will be a cost factor; we were budgeting \$3,000-\$4,000 which was not sufficient. Ms. Baker felt this increase was appropriate but the Board can do a study. Ms. Lavallee notes there have been contracts negotiated for years and its only over the last few years we have seemed to have an increase. Superintendent responds, there was a grievance filed, we went to mediation and these are all a part of the costs; it is best to be prudent in case you need them. Ms. Baker notes she has never seen a legal budget that small; any myriad of issues can pop up in a district. Superintendent notes we do call NHSBA first and any liability issues we call Primex first before we pay for an attorney.

Mr. Charlie Post questioned if the School Board voted on the audit (referring to the \$30,000 3-year look back audit). Response was the Board voted at the last meeting on this and it is noted in the minutes.

A MOTION was made by Mr. Boette and SECONDED by Ms. Tiedemann to recess the Budget Committee session at 8:07pm (to continue across the hall).

Voting: all aye, motion carried unanimously.

VIII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. Cloutier-Cabral to approve the minutes of January 7, 2020 as written.

Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.

b. Principal Interview Process

Superintendent reported the openings for both principal positions have been posted and he has provided a suggested process to follow for interviews. There would be 3 committees at FRES consisting of a staff, parent and a grade 5 student committee (all separate committees) and for WLC, 4 committees consisting of 2 staff, one parent and one student committee (all separate committees). Candidate will rotate through the committees with 30 minutes per interview. The information is brought forward with 2-4 candidates being chosen for interview with the administrative staff, and 2-3 candidates being interviewed by the School Board. Discussion was had regarding this process and committee groups. The students can offer a different perspective and the 5th graders would be moving on to 6th grade and wouldn't have the candidate as principal. The timeline was discussed; Superintendent feels it is reasonable. The School Board will have the final say. There was discussion if there should be School Board members on the committees. The interviews will be done in one night. Committee input will be shared with the Board. Logistics of how the committees work and when was discussed. Superintendent will send out an email to parents notifying them of the opportunity to volunteer for the committees, one person would not be on multiple committees. Discussion was had regarding how the candidates are narrowed down. Superintendent responds each committee puts together strengths and weaknesses of the candidates and general impressions. He will have an open forum on strengths and weaknesses from the School Board and can come up with a series of 3 questions of the Boards choosing. He confirmed the committees will be tasked with the strengths and weaknesses the Board is looking for. It was suggested to try to get parents representative of their kids in each grade as opposed to several parents from one grade. He will narrow down volunteers by grade level and if needed draw names from a hat. It was suggested his process should be included in the email.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to proceed with the recommended process (for hiring the principals)

Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.

Superintendent notes an email will go out tomorrow.

c. Audit Acceptance-Year Ending June 2019

Superintendent reported members have received a copy of the audit and will need to accept it or not.

A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to delay the audit acceptance.

Voting: five ayes; one abstention from Vice Chairman LoVerme, motion carried.

d. Policies-1st Read

Superintendent reviewed that in 2014 there was a change through the DOE but NHSBA was not notified and time was needed to obtain language that meets the federal standards. There are 11 policies brought to the Policy Committee, 4 are brought forward this evening for the 1st reading. All of them have to do with how we manage federal funds. We may have a similar policy but does not deal with federal funds as these do. He notes changes can be made such as adding "or designee" but changing the procedural pieces would be a struggle.

i. DAF 5-Conflict of Interest and Mandatory Disclosures

Superintendent reviewed the policy. Changes requested-add "or designee" in 2nd paragraph after Superintendent of Schools and in last paragraph add "or designee" after Superintendent. Superintendent noted in a district of our size it is not as pertinent but still provides the opportunity.

ii. DAF 7-Travel Reimbursement-Federal Funds

Superintendent reviewed the policy. He notes we already do these things but have this policy at this time. He Business Administrator has a major role in this policy and we need to follow federal guidelines. No changes were requested.

iii. DAF 8-Accountability of Certifications

Superintendent reviewed this short policy noting it is required. Changes requested-add "or designee to the last sentence after Business Administrator and remove it from the first sentence.

iv. DAF 9 –Time-Effort Reporting Oversight

Superintendent reviewed this policy noting we do these things currently but need to have written procerus as required by law. No changes requested.

IX. COMMITTEE REPORTS

i. Budget Liaison

Mr. Vanderhoof reported the committee had two meetings last week that were really good and have come forward with good results. There was a significant amount of discussion around the French program; it was the majority of the last meeting. They are moving on to the public hearing presentation.

ii. Negotiations

Vice Chairman LoVerme reported at this time we still have not come to an agreement.

iii. Policy

Mr. Legere reported the committee has 11 polices to review and 4 were submitted this evening. They also have the Wellness Policy to review; they are waiting for a draft of changes.

X. RESIGNATIONS / APPOINTMENTS / LEAVES

There were none to report.

XI. BOARD BUDGET DISCUSSION

Mr. Vanderhoof spoke regarding the document the Superintendent provided of the breakdown of cost in certain lines. He questioned the math program fees (we budgeted \$25,000 over 2 years) and recalls at an earlier meeting the Board was told the company would work within our budget. Superintendent to follow up with Dr. Heon. Mr. Vanderhoof suggests in the future that project codes are used; anywhere there are for example, multiple items in one line the Budget Committee doesn't know what that number includes. It was suggested when the budget is presented it should be pointed out to the public the \$300,000 is above and beyond. It was noted parents are concerned with class size. Superintendent confirmed in the following year a 3rd grade teacher will need to be hired as we would have 2 sections of 31 students and that is above where we should be. Mr. Vanderhoof noted the Budget Committee is aware of this as they have discussed it.

285 **XII. PUBLIC COMMENTS**

286 The public comment section of the agenda was read.

287
288 Mr. Peter Howd, Wilton, suggested when establishing the Principal Interview Committees to include the tax payers
289 who may not have students in school as there is a large part of the community that he believes as tax payers has an
290 interest in how our schools are run. He volunteered for the committee for WLC.

291
292 Ms. Brianne Lavallee questioned how many applicants are there so far for the principal positions. Superintendent
293 responded 6 and 6. Ms. Lavallee asked when the parents will receive a list of names of the applicants. Superintendent
294 responded prior to the interviews, about 2-3 days and resumes and letters of interest as well. Recommendation letters
295 will be reviewed at the interview but no transcripts. She suggests input from the staff person who is running the
296 student committee be provided. She suggests the process of “picking out of a hat” be included in the email that is sent
297 out asking for volunteers. She questioned if when the Wellness Policy is reviewed is there a healthcare person
298 involved. Superintendent confirmed there is. Mr. Legere added the Policy Committee gets a draft of what they
299 recommend.

300
301 Ms. Lemire suggested to be sure there is clear representation of both towns on the committees. Superintendent agreed.

302
303 **XIII. SCHOOL BOARD MEMBER COMMENTS**

304 Mr. Legere asked regarding the principal committees if the committee members will meet ahead of time to
305 submit/review questions. Superintendent responded they will get a list 3-4 days in advance. Mr. Legere added,
306 everyone should get the same experience.

307
308 Vice Chairman LoVerme suggested when the Seniors have the NH College Day, when they apply to colleges, that
309 their grades go out with their applications the same day so they don’t get letters saying they didn’t get their grades.
310 Superintendent will speak with Ms. Kovaliv regarding this.

311
312 Ms. Cloutier-Cabral thanked everyone; it was a good session.

313
314 **XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

315 **i. Negotiations**

316 *A MOTION was made by Mr. Vanderhoof and SECONDED by Ms. LeBlanc to enter Non-Public Session to discuss*
317 *negotiations, RSA 91-A: 3 II (A) (C) at 8:45pm.*

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

319
320 **RETURN TO PUBLIC SESSION**

321 The Board entered public session at 9:42pm.

322
323 *A MOTION was made to seal the non-public session minutes by Ms. LeBlanc and SECONDED by Ms. Cloutier-*
324 *Cabral.*

325 *Voting: all aye; motion carried unanimously.*

326
327 A question was raised if the French teacher had been informed of the intent to discuss the position. Superintendent
328 confirmed she had.

329
330 **XV. ADJOURNMENT**

331 *A MOTION was made by Ms. LeBlanc and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at*
332 *9:44pm.*

333 *Voting: all aye; motion carried unanimously.*

334
335 *Respectfully submitted,*
336 *Kristina Fowler*

337

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent of Schools *or designee* who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent *or designee* shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

First Reading: January 21, 2020

Second Reading:

Final Adoption:

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Business Administrator.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Business Administrator shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

First Reading: January 21, 2020

Second Reading:

Final Adoption:

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Business Administrator, ~~or designee~~, who can attest that the expenditure is allowable and approved under the federal program. The Business Administrator *or designee* submits all required certifications.

First Reading: January 21, 2020

Second Reading:

Final Adoption:

DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent or designee will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. Compensation: Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports: Time and effort reports shall:

1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. be incorporated into the official records of the District;
3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District's established accounting policies and practices;
6. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Business Administrator is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

First Reading: January 21, 2020

Second Reading:

Final Adoption:

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Bryan K. Lane
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Lizabeth Baker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 1/27/20
RE: BCBA position

I have offered a contract for the Board Certified Behavioral Analyst position to Lisa Boen. Lisa was one of four candidates and comes to us from the Methuen School District. She has experience as a BCBA and as a Registered Behavioral Technician since 2008. She has a Bachelor's and Master's degree from Bay Path University in Longmeadow, Massachusetts.

Ms. Boen will begin her employment on February 24 earning a pro-rated salary of \$65,000 for 67 days of work between now and June 30. With the successful completion of her duties, she will continue into the next school year at the same salary level with at 220-day contract, no vacation days are included in the contract for this school year or 2020-21. Upon continued successful performance of her duties, this position will become full year in the 2021-22 school year (260-day contract) at a salary of \$70,000. The budgeted annual salary for this position currently is \$79,000.