

**Nonpublic Session Minutes**  
**Wilton-Lyndeborough Cooperative School District**

**Date:** 4/19/22 Time: 8:24pm

**Members Present:** Jim Kofalt, Jonathan Vanderhoof, Matt Mannarino, Tiffany Cloutier-Cabral  
Dennis Golding, Brianne Lavallee, and Darlene Anzalone

*A MOTION was made by Mr. Golding and SECONDED by Mr. Mannarino to enter Non-Public Session to discuss the cybersecurity report, RSA 91-A: 3 II (i) at 8:24pm.*

*Voting: via roll call vote, seven ayes, motion carried unanimously.*

**Specific Statutory Reason** cited as foundation for the nonpublic session:

\_\_\_\_\_ RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

\_\_\_\_\_ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

\_\_\_\_\_ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

\_\_\_\_\_ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

\_\_\_\_\_ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

  x   RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

<b>Roll Call vote</b> to enter nonpublic session:	Jim Kofalt	Aye
	Jonathan Vanderhoof	Aye
	Tiffany Cloutier-Cabral	Aye
	Dennis Golding	Aye
	Brianne Lavallee	Aye
	Matt Mannarino	Aye
	Darlene Anzalone	Aye

**Entered nonpublic session** at 8:24p.m.

**Other persons present** during nonpublic session: Superintendent Weaver, Technology Director Jonathan Bouley and Clerk Kristina Fowler

**Description of matters** discussed and final decisions made: The cybersecurity audit report was distributed and will be returned at the end of the session. It was noted there is a provision that allows for a nonpublic session that references avoiding threats.

Mr. Bouley provided an overview of the cybersecurity report. He reported the documents are culmination of the audit that was done in January or December. It is important for the Board to see where we stand, where we are going and what we have done. A lot of this has come about to put us in compliance with the standards and best practices. We chose to do an audit and not a “penetration test” as we knew we had more than enough work to do before we run a test. An executive summary was provided and a report that goes into detail and recommendations. A security plan is provided, the State of NH requires us to have a security plan and response plan; we didn’t have one that was up to par or up to date. The big piece was the gap analysis. This is what we have been working off and meets requirements for municipality and education. There are 90 items. The report is prioritized from 1-5 on what we need to focus on. Some of this we are already working on and are more than halfway through to completion. He reviewed some of the specifics that have been worked on or need to be worked on. He notes it looks like more federal funds could be available although no one knows how to get those yet as it has not been established. He hopes the next person coming in can obtain those funds as it will help and add to this; it is all about layers in security. He is available to go through any of the audit with Board members one on one. Regarding a reasonable time line, he said it depends, there is a lot regarding training and teaching teachers; we can accomplish some of that by hiring a vendor to help which could solve about 5 of the items. We had hired one before but it was cancelled as they felt it was more for a corporation and not for schools. Cybersecurity is ongoing, every change we make, software or hardware, we have to go back and make sure we are following procedures. One part of this is you have to identify data and classify it, and add security around it; this will be the hardest part. He spoke of threat detection and looking at memberships that can give a lot of information to schools concerning the level of threats; sometimes you will get these hourly. They help with determining if it is appropriate for us to respond or ignore what is going on. Mr. Bouley touched on some specific areas that stood out. He spoke of a continuity recovery plan, which is a back-up recovery plan for catastrophic scenarios such as tornados etc.; this identifies how we get back up and running. He confirms we do run back-ups on site, we don’t have a plan that says this is how we will do this; most companies have this in place. He spoke of the software that is secured in the cloud; we would just need internet connection for these. He adds it is not “dire straits”, we are in a good place but it just which direction you want to go and at what cost. It was noted that given the fact we will be transitioning to another technology director it was suggested to give that person the opportunity to get onboard and revisit this at that time. Perhaps the Technology Committee takes a role and looks at it more closely. Appreciation was voiced for Mr. Bouley accomplishing this. Responding to a question, Mr. Bouley reported that it is mostly a matter of configuration, time and testing and trying to not to do things to impact the schools during school hours, it is not really about resources. He adds everything we have can support what we are doing and once the big portion of the work is done, we will have a vendor do a penetration test. We did have one of these assessments done 3 years ago but did not make much headway on it, results are almost identical but this may have a lot to do with COVID. He spoke of wanting to space out the assessments, not to do these yearly and switching vendors for a different perspective. He confirms a disaster recovery plan for technology would be stand alone and not included in the facilities disaster recovery plan. He spoke of some of the vulnerabilities, the impact and needing checks and balances. It was expressed there is a need for more time to digest the information, and questioned why has he not seen a plan created 5 years ago and why are there no retention policies; why are we not holding anyone accountable. Mr. Bouley responded that a retention policy is a normal thing; there are a lot who set it up and don’t export those. He can’t give an answer why it is not set up right, it just isn’t. He spoke of not having long-term storage. He adds he knows there is an information security plan, he knows it exists but has not found it; this is why we did this. He confirms he has seen other technology policies set up by former technology directors and reviewed what we have. We are light on the policies compared to what

other businesses have. He notes we don't need to reinvent the wheel. Many require sign offs from staff and that is the hardest part getting them to read it and say they acknowledge it but we can accomplish it; HR could do it, or it could be done through Google Docs. It was noted there would likely be more questions if there were more time to review it. It was expressed that this speaks to the importance of the technology director position, it is hard to hire for this. Board members should sit down with the next technology director once settled, go through it, and understand it at a more detailed level. Mr. Bouley expressed the next person would understand the report if you hire the right person. A question was raised if we could have the additional technology support person to do tickets etc. while the new director is transitioning. Concern was raised regarding the transition. Mr. Bouley confirms this document is saved and he gave specifics where it can be found. He reiterates it was important for the Board to see this document. Superintendent Weaver spoke of where the document will be housed and that Board members can review it if they want to dig deeper into it. It will be provided at the next Technology Committee meeting if it is part of the agenda. Chair Kofalt voiced it may make sense to have someone from this company walk us through some of this. It is probably a longer discussion than a Technology Committee meeting allows for. There are a lot of procedures and boxes we should check on a regular basis. We may not be the ones digging into the details as much; ultimately, it is the Board's responsibility to know it is being done. Appreciation was voiced for Mr. Bouley.

*Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

*A MOTION was made by Mr. Golding and SECONDED by Mr. Mannarino to exit the Non-Public Session at 9:00pm.*

*Voting: all aye; motion carried unanimously.*

**Public session reconvened at 9:00p.m.**

**These minutes recorded by: Kristina Fowler**