

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Thursday, September 15, 2022 meeting minutes
Wilton-Lyndeborough Cooperative MS/HS-Library
7:00 p.m.

Videoconferencing: meet.google.com/fxb-fgyw-fjs

Audio: [+1 224-252-1387](tel:+12242521387) PIN: 115 506 430#

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Members present: *committee chair; Brianne Lavallee, Darlene Anzalone, Tiffany Cloutier-Cabral*

Member attending remotely: *Alex LoVerme*

Also in attendance: IT director; Nicholas Buroker

Also attending remotely: Superintendent Peter Weaver

I. CALL TO ORDER *at 7:06pm*

II. REVIEW MEETING MINUTES *Motion made by Ms. Cloutier-Cabral and seconded by Ms. Lavallee to table until the next meeting, motion passed by all members present and remote.*

Adjustment made to the agenda to address new business first so that Mr. Buroker may be dismissed following the technology discussion. Motion made by Ms. Lavallee and seconded by Ms. Cloutier-Cabral, passed by all members present and remote.

III. NEW BUSINESS

a. EHAB - Data Governance and Security

*As the state required that plans should be finalized. Those standards have yet to be finalized. NHSBA expects that those standards will require further modifications to this policy as well as companion administrative procedures and other existing NHSBA sample policies. Additionally, because a sampling review of the existing technology policies for various districts reveal wide variations from current NHSBA samples (see "Related policies" reference at the top of this sample policy EHAB). Districts adopting this sample, therefore, are advised to closely review their current technology policies for provisions which may be in conflict with provisions of this sample EHAB. NHSBA has designated this policy as "Priority/Required by Law". Technically, what is required is a Board approved Data Governance Plan, no later than June 30, 2019. However, because of the significance of the subject, and the required plan, we have determined that the policy meets the priority designation **So: Follow up with Will to see if there is a way for us to indicate we are working towards this goal but not yet in compliance. (Section E;** The Technology Committee has worked with Ms. Lavallee to review and make edits to the plan. When complete, these edits will be brought to the Policy Committee to review before the policy committee brings the recommendations to the Board.*

b. Technology Policies Update

Ms. Lavallee removed related policies not required by law. In the document under section C, If the director of technology cannot address, the FRES IT tech, or designee (Andrew Tyler) may address.

See additional notes from Ms. Lavallee as follows **Technology Policies Update Technology Recommendations:**

- i. EHAA : last sentence section 7 we should take this out, it is not required; point 12 Personal disk language is outdated we can remove; “email system used for business purposes only” remove if not necessary**
- ii. GBEF-R needs updating**
- iii. EDC : related to asset management system; 4th paragraph; ? not a required policy Technology Department has an asset management system that they currently use, would this be more appropriate to just withdraw and keep it in the procedure that is in development.**

Discussion about section E: Mr. Buroker explains; NIST 800 includes collection of recommendations, policy initiated by HB 6. NIST references three, these should be accessed only by employees who need the info.

In order for SAU 63 to implement this, we would need to encrypt all of the hard drives and issue unique passwords for each staff member. This will incur significant time and costs. Additionally a de-gouser (cloud-like storage issues are to be considered) Google Drive may be an option.

Mr. Buroker is working on a Vision Document that will inform the technology plan. Section E is required. Ms. Lavallee will follow up with Will Phillips to determine how to achieve this with the tools we have at this time. Mr. Buroker believes an extension is likely.

F: related to FERPA is already managed in our current policy so this should not change.

G: We currently use an online service and application which is in compliance.

H: Training- VECTOR has FERPA classes which Mr. Buroker can assign to staff.

I: Data retention and deletion

We have EHB last updated in 2010. We do not have the policy EHB-r Ms. Lavallee sent these to the Finance Committee and they have agreed to review and return to us for a recommendation.

B. Technology Policies Update Technology Recommendations:

- i. EHAA : last sentence section 7 we should take this out, it is not required; point 12 Personal disk language is outdated we can remove; “email system used for business purposes only” remove if not necessary** *Mr. Buroker made suggestions related to passwords and disks pointing out that the current policy is outdated, especially disks. However, he points out that the communication system for business and email is solid.*
- ii. GBCD: needs to be reviewed at a later date.**
- iii. GBEF-R needs updating** *We are looking for language changes, if there are not we will add the updated review date, per Mr. Buroker recommendation.*
- iv. EDC : related to asset management system; 4th paragraph; ? not a required policy Technology Department has an asset management system that they currently use, would**

this be more appropriate to just withdraw and keep it in the procedure that is in development.

Sending this policy to the Technology Committee for procedure development in lieu of a policy.

IV. OLD BUSINESS

a. ADC - Prohibitions Regarding Use and Possession of Tobacco Products, E Cigarettes, and E-Liquids In and On School Facilities and Grounds

The school board asked that the policy committee review this.

In section B we recommend by consensus that we change the word regulations to procedures.

Add to section E that the superintendent and the principal will.....

b. GBJ - Personnel Records **Recommendation we withdraw this and incorporate the information into EHAB when required; it is not a legally required policy**

- i.** Consensus of the committee to send the recommendation to the board for withdrawal.

c. JICK - Public Safety and Violence Prevention JICK -

Public Safety and Violence Prevention : the policy we currently have in place JICIB was incorporated into this in 2014; discussion was had and the related RSA was looked up and the language was matched “Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.”

- i.** Consensus of the committee to send the restructured policy to the board for adoption and withdraw JICIB

V. PUBLIC COMMENT *No one from the public is in attendance*

VI. SETTING NEXT MEETING DATE *October 20, 2022 AND AGENDA*

- 1. Send Policy ADC to the Board with recommendations**
- 2. Look to withdraw policies not needed.**

VII. ADJOURNMENT

Motion to Adjourn made by Alex and seconded by Darlene, unanimously passed by roll call at 9:15pm.