BROOKLINE SCHOOL BOARD
AUGUST 28, 2019
MEETING MINUTES

A meeting of the Brookline School Board was conducted on Wednesday, August 28, 2019 at 6:00 p.m. at the Captain Samuel Douglass Academy.

Matthew Maguire, Chairman, presided:

Members of the Board Present: Kenneth Haag, Vice Chairman
Rebecca Howie, Secretary
Alison Marsano
Erin Sarris

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Bob Thompson, Assistant Superintendent of Student Services
Kristen Maher, Assistant Business Administrator
Dennis Dobe, Principal, Captain Samuel Douglass Academy
Daniel Molinari, Principal, Richard Maghakian Memorial School
Brian Rater, Chairman, Brookline Finance Committee

BUILDING TOURS

Richard Maghakian Memorial School (RMMS); 6:00 - 6:20 p.m.

Captain Samuel Douglass Academy (CSDA); 6:30 - 6:45 p.m.

AGENDA ADJUSTMENTS

The Board was provided with an updated staff listing and an amended version of Policy EHAB.

MOTION BY MEMBER MARSANO THAT THE AGENDA BE ADJUSTED TO REFLECT THE UPDATED INFORMATION PROVIDED
MOTION SECONDED BY MEMBER SARRIS
MOTION CARRIED
5-0-0

CORRESPONDENCE/RESIGNATIONS/NOMINATIONS

The Board was made aware of cross-rostering of bus drivers as a means of ensuring the school year starts with a full complement of drivers.

The District is in the process of finalizing the 0.5 Reading Position at CSDA.

Ms. Sarris will join the SAU41 Governing Board Policy Committee to discuss policy CBI – Superintendent Evaluation.

PUBLIC INPUT

Brian Rater, Chairman, Brookline Finance Committee

Informed the Board and viewing audience of two vacancies on the Finance Committee. He encouraged any resident considering serving the community in this way, contact the Town Administrator, Tad Putney, by noon on September 6th. The Selectboard is hoping to appoint two individuals at their September 26th meeting. The appointments would serve until the March elections.

Mr. Rater spoke of Brookline's 250th Anniversary on September 21st, and of plans for a very large parade in celebration of the Anniversary.

PRINCIPALS' REPORT

Principal Molinari provided a video showing the transformation the playground space has taken over the past 34 years. He spoke of the numerous individuals/groups that contributed, in one way or another, to help support the playground efforts, and of the desire to publicly recognize and thank the many volunteers. At some point, a plaque will be erected indicating when the playground was constructed and recognizing a few who were particularly instrumental in the process.

- Full Day Kindergarten

Principal Molinari spoke of the committee formed last year to explore the possibility of full-day kindergarten. He questioned the will of the Board relative to resuming that work with the intent of bringing a proposal forward at the Annual Meeting.

More and more schools are moving to full-day programs. Initial research indicates the number of schools having half-day programs has decreased from 24-25 to 16.

Vice Chairman Haag questioned if it is necessary to form another committee given the amount of information compiled and presented at the last Annual Meeting. Superintendent Corey recommended Principal Molinari reach out to the committee to discuss updated information. He can work with the Business Administrator to determine if costs have changed, whether there is additional funding available from the State, etc. (likely 1-2 meetings needed). The desire is to provide the most updated information for the Annual Meeting.

Vice Chairman Haag questioned whether the surveys needed to be redone noting the last survey was to all parents in the District. Superintendent Corey suggested that to be a discussion topic for the committee.

- Enrollment Update

An updated enrollment report was provided as part of the Principals' Report.

- Staffing

The Board was provided an updated list of the Brookline School District Staff for the 2019-2020 school year. Highlighted were the names of new staff members as well as existing staff who will change grades with the start of the school year.

- Eagle Scout Bridge Project

The project is scheduled to be completed over the Labor Day weekend.

DISCUSSION

- Student Services Update

The District is actively searching for a new Assistant Director of Student Services.

Assistant Superintendent Thompson informed the Board July 31st is the submission deadline for Special Education Aid (formerly called Catastrophic Aid). The District receives a reimbursement from the State for students in special education whose total program reaches a certain dollar amount. The submission has been made.

- Principal Search Committee

Assistant Superintendent Bergskaug stated a timeline identifying dates for meetings, postings, interviews, etc., would be brought forward at the September Board meeting. Once the timeline is reviewed by the Board, the process of seeking out individuals willing to sit on the committee (community members, Board members, staff) will begin. With the amount of notice provided, the desire is to get ahead of the process.

- 2019-2020 District/Building Goals Update

Superintendent Corey spoke of the yearly presentations provided at each district. Often times what is heard is the goals of the individual district in isolation of the others. He spoke of the efforts of the Administration to ensure the districts work together, and provided the example of accelerated math being done in an elementary district; there is the need to ensure there is a place at the middle school to receive those students and a program guide at the high school that takes them through multiple levels of advanced mathematics.

During the Administrative Retreat, a great deal of time was spent working off the strategic plan, looking at the goals critical to each of the districts (which can differ), and at the big picture, to ensure nothing is done in isolation.

Working in that way also helps prepare from a budget standpoint, e.g., it is known there is a larger 5th grade class in Brookline that will be heading into the COOP School District. Consideration has to be given to what that class looks like when it joins the Hollis contingent, and what that means for programming at the middle school.

The Administrative team is excited about the idea of making the goals presentation at an SAU41 Governing Board meeting. Should the individual boards wish, there would be the opportunity to go into greater detail specific to each district at individual School Board meetings in October.

- Capital Improvement Plan (CIP) Update

Superintendent Corey noted information included in the agenda packet. The desire was to get the information out as early as possible as the District is heading into budget preparation. He noted the high probability the District would be bringing a warrant article forward for full-day kindergarten. Teacher negotiations are ongoing. It is hoped a tentative agreement can be reached, and an agreement put forward as a warrant article. A bond will mature this year.

The information provided details a five-year plan (2020-2024). Superintendent Corey spoke of the items completed through the FY20 budget, most of which were viewed during the building tours. He went on to discuss the items identified for inclusion in the FY21 budget. Some specific notes included water testing (yearly requirement) and the portable skirting replacement; low level of the portable classrooms. There is the need to discuss the portable classrooms. Although in good shape, they are not designed to be permanent structures.

The list is a starting point for budget discussions. As the budget season progresses, the items will be re-prioritized, and a maintenance trust list brought forward to the Board.

The second page of the document identifies items costing over $20,000. This year the major item was the CSDA wireless replacement.

Looking forward to FY21, the District is in discussion of an energy study (placeholder of $100,000). A major energy study was conducted in Hollis resulting in a move to solar panels and a reduction in the dependence on propane and oil. The CSDA building is a lot newer than the Hollis buildings and the RMMS building. It is uncertain where the discussion will lead.

A significant playground update is needed at CSDA. It is likely another community build will be looked at as it was very well received at RMMS.

There is a section of the gym roof, over the kitchen, at RMMS that is approaching end of life. Principal Molinari is looking at a potential remodel of a conference room in the basement of RMMS. A boiler replacement is needed at CSDA. The District is encountering more and more medical conditions, e.g., allergies, asthma, and is starting to find that it is reaching out to a substitute nursing service, which can be $100-$200/hour. The Business Administrator is comparing those costs to a permanent sub hire across the SAU that would be cost-shared and time distributed to the building of need each day. There is a need for screening/hearing testing, etc. At times when the sub was not needed at a particular building, he/she could take over the regular duties at a building so that the regular nurse could dedicate the day to testing. It is believed that approach could be much more cost effective than paying the hourly rates.

Superintendent Corey noted the total of $252,500 for FY21 expenditures. It may be that the District decides not to look at the energy study this year and considers a phased in approach or community build for the playground.

Superintendent Corey stated the need for a policy to address the collecting of funds. When bills reach hundreds of dollars, there is the need for steps to be taken to address that. There is the rare occasion when the District experiences the same issue relative to payment for the kindergarten program. In instances of a hardship, when made aware, the Administration will work with the family. There are times when it is simply a matter of refusal to pay.

The CIP provides for a clear picture of where the District is heading. It could be that an item deteriorates sooner than anticipated. However, most service contracts are in place.

Ms. Marsano questioned when the portables were installed. Principal Dobe was uncertain. He noted they were pretty well used by the time he came to the District 5 years ago. There have been full classrooms in there. By the time he came on board it was just being used for special programs and overflow. Currently one half is the reading lab (reading intervention) and the other is the occupational therapy room and doubles as a storage area.

Principal Dobe commented, at some point, the District needs to determine whether they are replaced or removed. They are starting to show their age and require maintenance. Roof maintenance is done almost annually. All 3 doors need to be replaced (part of the door maintenance program). There are other issues from time to time, e.g., heating, carpeting.

Vice Chairman Haag commented on the $100,000 placeholder for an energy study. He questioned if the determined Return on Investment (ROI) that resulted for the Hollis School District can be identified prior to considering such a study. Although CSDA is not the same, RMMS is a little older, and understanding the ROI would help in the decision making.

Superintendent Corey stated data could be provided from a usage standpoint, which would show how the Hollis School District has reduced the number of gallons used; at the Hollis Primary School it is oil and at the Hollis Upper Elementary School propane (switched to propane as part of the study). Superintendent Corey reiterated his suspicion the cost for the study would not reach the $100,000. The largest ROI is in the solar placed on the roof. The study would indicate whether the roofs in the Brookline District would be highly usable. There needs to be the right roof construction in terms of getting enough hours in the sun to make it worthwhile.

He spoke of the setup at RMMS; a number of residential boilers in a commercial space. It could be a matter of moving to a much more efficient commercial burner, etc. He indicated he would reach out to the same company utilized during the Hollis Energy Project. They have already toured the building with an Architect to be able to start the dialogue.

DELIBERATIONS

- To see what action the Board will take regarding Policy EHAB – Data Governance and Security
    - 1st Reading: 6-12-19
Given its 2nd Reading

Assistant Superintendent Bergskaug noted the policy needs to be adopted by all three districts. The hope is that it will be consistent across all three as all three districts have already approved the same Data Governance Plan.

MOTION BY MEMBER SARRIS TO AMEND POLICY EHAB – DATA GOVERNANCE AND SECURITY, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED, AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER MARSANO

ON THE QUESTION

The proposed amendments include Section B1 where "one or more" replaced "the" when referring to the District Information Security Officers. "Officer" and "ISO" was made plural. The intent is to ensure there are several individuals who could address concerns (the full Technology Team as identified in the section paragraph of Section C). Further, reference is changed from "the ISO" to "an ISO" to clarify that the Superintendent does not have to speak with every member of the team.

Chairman Maguire questioned if the "Network Administrator and the Database Manager" listed in Section C, are defined positions, and was informed they are. Currently Richard Raymond is the Network Administrator and Carol Tyler the Database Manager.

Asked who is on the Data Governance Team, Assistant Superintendent Bergskaug remarked the policy is a summary of the Data Governance Plan. The Data Governance Team is comprised of the Network Administrator, Database Manager, the Business Administrator, and the Assistant Superintendent of Curriculum, Instruction, and Assessment. It is the same makeup as the Technology Team.

Ms. Marsano suggested it be clarified to avoid confusion. Assistant Superintendent Bergskaug commented the Data Governance Team is identified throughout the Data Governance Plan. If choosing a single title it would be the Data Governance Team.
MOTION WITHDRAWN

MOTION BY MEMBER MARSANO TO AMEND POLICY EHAB – DATA GOVERNANCE AND SECURITY, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED AND FURTHER AMEND, IN PARAGRAPH C, BY REPLACING "TECHNOLOGY TEAM" WITH "DATA GOVERNANCE TEAM"
MOTION SECONDED BY MEMBER HOWIE
MOTION CARRIED
5-0-0

MOTION BY MEMBER MARSANO TO ACCEPT THE SECOND READING OF POLICY EHAB – DATA GOVERNANCE AND SECURITY, AS AMENDED
MOTION SECONDED BY MEMBER HAAG
MOTION CARRIED
5-0-0

- To see what action the Board will take regarding the reformation of the Kindergarten committee with the goal of making a recommendation for Annual Meeting

MOTION BY MEMBER HAAG TO SUPPORT THE REFORMATION OF THE KINDERGARTEN COMMITTEE WITH THE GOAL OF A RECOMMENDATION FOR THE ANNUAL MEETING
MOTION SECONDED BY MEMBER MARSANO
MOTION CARRIED

5-0-0

APPROVAL OF MINUTES

Brookline School Board . . . . June 12, 2019

MOTION BY MEMBER MARSANO TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER SARRIS
MOTION CARRIED
5-0-0

Brookline School Board – **Public Hearing**. . . . . June 12, 2019

MOTION BY MEMBER MARSANO TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER SARRIS
MOTION CARRIED
5-0-0

ADJOURNMENT

MOTION BY MEMBER HAAG TO ADJOURN
SECONDED BY MEMBER SARRIS
MOTION CARRIED
5-0-0

The August 28, 2019 meeting of the Brookline School Board was adjourned at 7:45 p.m.

Date _____   Signed   _____

Policy EHAB – DATA GOVERNANCE AND SECURITY

Category: Priority/Required by Law
Related Policies EHAA, EHB, GBEBD, GBEF,
IHBH, JICJ, JICL, JICM, KD, & KDC

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

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

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with ~~the~~ one or more District Information Security Officers ("ISOs") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with ~~the~~ an ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

(a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;

(b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

(c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and

(e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. <u>Policies and Administrative Procedures</u>. The Superintendent, in consultation with ~~the~~ <u>an</u> ISO~~s~~, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures may or may not be included in the annual Data Governance Plan.

C. **<u>Information Security Officers</u>.**

The Network Administrator and the Database Manager are hereby designated as the District's Information Security Officer<u>s</u> (ISOs) and report directly to the Superintendent or designee. The ISOs are responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISOs will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

~~Any~~ <u>The other</u> member<u>s</u> of the full technology team (~~the ISOs,~~ the Assistant Superintendent of Curriculum, Instruction, and Assessment, and the Business Administrator) are the District's alternate ISO<u>s</u> and will assume the responsibilities of ~~the~~ <u>an</u> ISO when the ISOs are not available.

D. **<u>Responsibility and Data Stewardship</u>.**

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. **<u>Data Managers</u>.**

All District 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 in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISOs in enforcing District policies and procedures regarding data management.

F. **<u>Confidential and Critical Information</u>.**

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify ~~the~~ an ISOs or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISOs or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISOs, or designee are authorized to secure resources to assist the District in promptly and appropriately addressing a security breach as stipulated in the Data Governance Plan.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website until the DGT (Data Governance Team) approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, ~~the~~ an ISOs or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISOs will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISOs or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

> *15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)*
> *20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)*
> *20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)*
> *20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)*
> *20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)*
> *RSA 189:65 * Definitions*
> *RSA 186:66 * Student Information Protection and Privacy*
> *RSA 189:67 * Limits on Disclosure of Information*
> *RSA 189:68 * Student Privacy*
> *RSA 189:68-a * Student Online Personal Information*
> *RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

District Policy History:

> *1st reading: June 12, 2019*
> *2nd Reading: August 28, 2019*