

Brookline School Board  
Wednesday, August 28, 2019  
Captain Samuel Douglass Academy  
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 **Building Tours** – The Board welcomes any interested party to conduct building tours to view the updates and maintenance that occurred during the summer months
- RMMS – 6:00 – 6:20
  - CSDA – 6:30 – 6:45
- 6:45 Call to Order
- 6:20 Agenda adjustments  
Correspondence/Resignations/Nominations
- 6:25 Public Input
- 6:40 Principal’s report
- Enrollment update, staffing, building maintenance, Theater Club Shed Project and the Eagle Scout Bridge Project
- 7:00 Discussion
- Assistant Superintendent Thompson – Student Services Update
  - Full day Kindergarten – Principal Molinari
  - Principal’s search committee – Assistant Superintendent Bergskaug
  - 2019-2020 District/Building Goals update
  - Capital Improvement Plan update
- 7:25 **Deliberations**
- To see what action the Board will take regarding the data governance policy
  - 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
- 7:35 Approval of Minutes – June, 2019
- 7:40 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:45 Motion to adjourn
- 7:50 Non-meeting

# Brookline School Administrator's Report

August 28, 2019

## Calendar, Events, Programs

August 20th-21st New Hire Orientation August 21st New Student Orientation August 26th Opening Week - Staff Return August 28th Kindergarten Open House August 28th Grade 4 'Meet & Greet' August 28th School Board Meeting August 29th 1st Day of School! August 30th Preschool Orientation August 30th RMMS Flagpole Ceremony	September 3rd Preschool First Day September 4th Grades 1- 3 Open House grades 1-3 September 10th Instrument Rental Night (CSDA) September 11th Blue Jay Assembly- Friendship September 11th Fall Curriculum Night (CSDA) September 17th Taste of PTO - Car pickup line September 17th PTO Meeting @ RMMS 6:30 p.m. September 18th School Picture Day September 26th SAU Loves to Run
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## Brookline Administrator's Report

### BSD:

- Recap of Summer Work and Tours
- Kindergarten Steering Committee
- Brookline Staffing Update
- Eagle Scout Bridge Project
- CSDA Theater Club Shed Project

## **BSD Enrollment Summary**

Pre - 3/4	Pre-4	K	1	2	3	4	5	6
7	8	74 53 full 21 half	72 18, 18, 18 18	84 21,21,21,21	85 21,21,21,2 2	75 18, 19, 19, 19	92 23, 23, 23, 23	81 20, 20, 20, 21

RMMS: 330

CSDA: 248

**Bold – New Staff**  
**Bold/Underline – Change grade levels**

**Brookline School District Staff**  
**2019-2020**

Professional Staff

*Richard Maghakian Memorial School*

**Pre-K**

Shawna Cutler

**Grade 1**

Lisa Boucher  
Sacha Doucet  
Patricia Waller  
Jill Robinson

**Grade 2**

**Corrine Lozowski**  
Katie Milewski  
Shannon Dwyer  
Jessica Laflamme

**Grade 3**

Allie Hills Everett  
**Nicole Machado (K)**  
Lisa Talcott  
**Kristin Trent (2<sup>nd</sup>)**

**Kindergarten**

Lauren Arruda  
Virginia Commisso  
Emily Ekis

**Megan Dever**  
**(paraprofessional)**

*Captain Samuel Douglass Academy*

**Grade 4**

Debbie Calkin  
Lisa Lindsay  
Joseph Vitulli  
Shelley Kosek

**Grade 5**

Melissa Leafe  
Jane Gauthier  
Renelle Stone  
Nichole Palmer

**Grade 6**

Brittany Hicks  
Hanna Furbush  
Greg Snoke  
Tim Putnam

**Brookline School District Specialists**

**CSDA**

**Reading Specialist ?**

Lauren Melia – Reading Specialist  
Adam Wallis - Band  
Christina Catino- Music/Chorus  
Megan Gagne - Art  
Tammy Van Dyke- Phys. Ed./ Health  
Maureen Lorden, Nurse  
Jessica Visinski Bumpus - Guidance/504 Coord.  
Barbara Sobol- Library  
Karin Pillion- Math Specialist

**RMMS**

Kim Beaudette – Reading Specialist  
Betsy Bucknam- Reading Specialist  
Shannon Sinclair- Music  
Monica Boisvert- Art  
Steven Martus - Phys. Ed./ Health  
Cathy Burbee, Nurse  
Deborah Bowry- Guidance/ 504 Coord.  
Kristine Murray- Library  
Lisa Winters - Math Specialist

Beth Penney – Science Education  
Suzanne Tetrault – Digital Learning Specialist

**Special Education Staff**

**CSDA**

Sarah Griffin, Case Manager  
Andrea Martel, Case Manager  
Jaime Matylewski, Case Manager  
Kimberly Frye, ESOL

**RMMS**

Amanda Bent, Case Manager  
Karen Oppelaar, Case Manager  
Stephanie Rogers, Case Manager  
Amanda Finigan, Case Manager

**Brooke Wilson- Speech Pathologist**

Amanda Morin, School Psychologist, RMMS/CSDA  
Mary Driscoll, Occupational Therapist RMMS/CSDA

# BROOKLINE FACILITY IMPROVEMENT PLAN

As of 8/5/19

## Under \$20k, Prioritized by Year

Projects	School	2020	2021	2022	2023	2024
Playground Upgrades	RMMS	\$10,000		\$4,500		\$4,500
Exterior Door Repairs	CSDA	\$5,000	\$5,000	\$5,000		
Boiler Replacement	RMMS	\$8,500		\$8,700		
Drinking Water Testing	RMMS	\$2,000	\$2,000	\$2,000		
Drinking Water Testing	CSDA	\$1,500	\$1,700	\$1,700		
Playground Surface Study	CSDA	\$5,000				
Gym Bathroom Floor Rplcmnt	RMMS	\$9,000				
Cameras	RMMS	\$8,553	\$20,000	\$15,000		
Cameras	CSDA	\$9,236	\$20,000	\$18,000		
Servers	RMMS/CSDA	\$15,000				
Window Repairs	RMMS		\$6,500			
Window Repairs	CSDA		\$5,500			
Exit Door Ramps	RMMS		\$8,000			
Hallway Ramp Tile Rplcmnt	CSDA		\$9,500			
Hallway Railing	CSDA		\$3,000			
Main Office Carpet	CSDA		\$8,000			
Clssrm Flooring (3/yr)	RMMS		\$11,000	\$18,000	\$18,000	
Fencing Adjustments	CSDA		\$2,500			
Lower Server Rm A/C	CSDA		\$5,000			
Gutter Replacements	CSDA		\$1,850			
Restroom Resealing	CSDA		\$8,500			
Gym Floor Tarps	CSDA		\$6,000			
Irrigation System**	CSDA		\$1,250			
Portable Skirting Replacement	CSDA		\$3,500			
Exterior Lighting	RMMS		\$4,500			
Fire Alarms	RMMS		\$10,000			
Air Handler Units	RMMS		\$15,000	\$15,000	\$15,000	
Bookcase/Rplcmnt	RMMS		\$2,500	\$2,500	\$2,500	\$2,500
Water Filling Stations (3)	CSDA		\$6,000			
Erosion Control	CSDA		\$7,000			
Lawn aeration/Seeding**	CSDA		\$1,500			
Sanitary Sewer Upgrade	RMMS			\$20,000		
Hllwy Flooring-Milford St.	RMMS			\$16,500		
Parking Lot Reseal	RMMS			\$18,000		
HVAC Heating Pipe Valves	RMMS			\$7,000		
Soffits/Trim Work/Gutter Work	RMMS			\$4,500		
Underground Drainage	CSDA			\$7,000		
Bathroom Upgrades	RMMS			\$5,000	\$5,000	
Counterops-K/Gr 1	RMMS				\$7,000	
Gym Lights	CSDA				\$10,000	\$10,000
HVAC Replacement	RMMS					\$15,000
Kiln Rplcmnt	RMMS					\$10,000
		<b>\$73,789</b>	<b>\$175,300</b>	<b>\$168,400</b>	<b>\$57,500</b>	<b>\$42,000</b>

## Over \$20k, Prioritized by Year

Projects	School	2020	2021	2022	2023	2024
Wireless Rplcmnt	CSDA	\$20,000				
Energy Study	RMMS/CSDA		\$100,000			
Playground Upgrade***	CSDA		\$50,000			
Roof-Kitchen/Gym	RMMS		\$52,000			
Basement to Conf Rm	RMMS		\$22,500			
Boiler Replacement*	CSDA		\$25,000			
Nurse/Office/Teacher Rm	RMMS		\$3,000	\$45,000		
Retaining Wall	CSDA		Study	\$160,000		
HVAC Controls	CSDA			\$30,000		
LED Lights	RMMS			\$25,000	\$4,500	
Fire Panel	CSDA			\$40,000		
Roof-Gr 2&3 (23,25,27,29,31)	RMMS				\$35,000	
Fire Panel	RMMS				\$40,000	
Roof-Gr 2&3/Pre-K (24,26,28,30)	RMMS					\$35,000
		\$20,000	\$252,500	\$300,000	\$79,500	\$35,000
<b>TOTAL</b>		<b>\$93,789</b>	<b>\$427,800</b>	<b>\$468,400</b>	<b>\$137,000</b>	<b>\$77,000</b>

\* Hot off the Presses - currently researching - crack just found; will have more in future

\*\* In FY20 explore sharing cost of fields upkeep with Town and/or those who use them (CSDA & RMMS)

\*\*\*Placeholder, 3 options coming in future

## 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 District Information Security Officer ("ISO") (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 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. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, 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. Information Security Officer.**

The Network Administrator and the Database Manager are hereby designated as the District's Information Security Officers (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 member of the full technology team (the ISOs, the Assistant Superintendent, and the Business Administrator) are the District's alternate ISO and will assume the responsibilities of the ISO when the ISOs are not available.

### **D. Responsibility and Data Stewardship.**

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. Data Managers.**

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. Confidential and Critical Information.**

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 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 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.

### **District Policy History:**

1<sup>st</sup> Reading: June 12, 2019

### **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*