

**Board of Education Regular Meeting**

June 18, 2020 7:00 PM

Walton-Verona Board of Education

via video conference

<https://bit.ly/wvboemeeting>

**Attendance Taken at 7:16 PM:**

Present Board Members:

Mr. Kyle Art

Ms. Megan Jones

Ms. Heather Stewart

Ms. Stacey Thornberry

Mr. David Turner

This meeting was presented via video conference on our school YouTube channel.

**I. Routine Business**

**I.A. Call to Order**

**I.B. Pledge of Allegiance**

**I.C. Roll Call**

**I.D. Approval of the Agenda**

**Order #20-1058 - Motion Passed:** passed with a motion by Mr. David Turner and a second by Ms. Stacey Thornberry.

**5 Yeas - 0 Nays.**

**II. Informational Items**

**II.A. Construction Report - attachment 1**

Dr. Baker discussed the construction report. He discussed a payment being held at the Early Childhood Center for additional checklist items. In addition, Dr. Baker shared an update on the track from Ehmet Hayes. There was some minor damage done during the removal of the asphalt that is being repaired. Dr. Baker discussed the work on the WVHS Security Vestibule. He states that this project is ahead of schedule with the final cleaning scheduled for July 18th. Dr. Baker discussed the RTU project at the high school and the tight schedule due to the use of the crane to move items on the roof of the building. Dr. Baker also discussed other various items going on at the district as well as the damage assessment from the storms that occurred in April.

**II.B. 2020-2021 WVUSD Data Security and Privacy Notice - attachment 2**

Jason Reis discussed the data security and privacy notice. The new addition this year is staff password changes. We will start doing those multiple times per year. Another change is geofencing. This only allows access to WV accounts within the United States.

## **II.C. Discussion of 2020-2021 School Year**

Dr. Baker discussed the 2020-2021 school year. Dr. Baker discussed the start of the school year following recommendations from the local health department, the department for public health, the CDC and KDE. Some of the recommendations are not feasible for starting school. Dr. Baker shared his outline on how to proceed as far as surveying staff members, parents and students to determine the best plan for a safe return to school. Based on this survey data, a committee comprised of school administration would write a preliminary plan for reentry. This preliminary plan would be shared with the community around July 7th or 8th in effort for the community to provide feedback. Based on this data, a final plan would be written and submitted for approval at a special board meeting on or around July 15th. Dr. Baker plans to stay on top of the NKY Health Department data every day to determine how the cases look in our community. Dr. Baker would also like to be able to provide parents options for virtual instruction as needed. Ms. Stacey Thornberry asked about how we would handle a situation where a student or staff member was diagnosed with COVID-19. Dr. Baker stated that this would need to be addressed in the plan. Mr. David Turner asked if we would require temperature checks. Dr. Baker stated that this would be something that he may ask parents to complete in the home, but it is something to consider. Mr. David Turner asked what guidance KDE is giving if a parent wishes to keep their student at home. Dr. Baker stated that he believes that this will be a decision that we can make locally. Dr. Baker spoke about masks and stated the difficulty to require masks for students.

## **II.D. Personnel**

### **II.E. Other**

Dr. Baker discussed racial discrimination and our district plan moving forward to address this issue. Dr. Baker also discussed the CARES Act funds that were allocated to our district. The funds will be used to purchase Chromebooks, which will allow our district to be 1:1 for all grades 5-12. The Chromebooks have a 4-year life span, so this will need to be readdressed in the future. Dr. Baker also stated that he has all administrators and directors submit their mileage for approval to him and that his own mileage is submitted to the board chair. Moving forward, he will be submitting his mileage to the board under the informational items so that it will be reflected at the board meeting. Mr. David Turner asked about the CARES Act funds and asked if there were other options for those funds aside from technology. Dr. Baker stated that there were other options, however he felt like his was the best option for our district. Ms. Stacey Thornberry asked if we received all of the devices that were issued during NTI. Dr. Baker stated that we did receive all devices back. Mr. Kyle Art stated that he agrees that this was the best option for these funds.

## **III. Recommended Board Motions**

### **III.A. Approval of Minutes - May 28, 2020**

**Order #20-1059 - Motion Passed:** Approval of Minutes - May 28, 2020 passed with a motion by Mr. David Turner and a second by Ms. Stacey Thornberry.

**5 Yeas - 0 Nays.**

### **III.B. Approval of Minutes - June 11, 2020**

**Order #20-1060 - Motion Passed:** Approval of Minutes - June 11, 2020 passed with a motion by Ms. Heather Stewart and a second by Ms. Stacey Thornberry.

**5 Yeas - 0 Nays.**

### **III.C. Approve Treasurer's Report**

#### **Month ending May 31, 2020**

Beginning Balance	\$5,804,156.99
Receipts	1,027,390.25
Expenditures	(1,148,178.82)
<b>Ending Balance</b>	<b>\$5,683,368.42</b>
General Fund	6,092,280.60
Fund 2	(250,591.01)
Other Funds	(158,321.17)
<b>Total All Funds</b>	<b>\$5,683,368.42</b>

**Order #20-1061 - Motion Passed:** Approval of the Treasurer's Report passed with a motion by Ms. Heather Stewart and a second by Mr. David Turner.

**5 Yeas - 0 Nays.**

### **III.D. Approve Orders of the Treasurer (bills)**

**Order #20-1062 - Motion Passed:** Approval of Orders of the Treasurer (bills) passed with a motion by Ms. Heather Stewart and a second by Ms. Stacey Thornberry.

**4 Yeas - 1 Nays.**

Mr. Kyle Art	Yes
Ms. Megan Jones	Yes
Ms. Heather Stewart	Yes
Ms. Stacey Thornberry	Yes
Mr. David Turner	No

### **III.E. Approval of 2020-2021 Depository Bond (Heritage Bank)**

**Order #20-1063 - Motion Passed:** Approval of 2020-2021 Depository Bond (Heritage Bank) passed with a motion by Ms. Heather Stewart and a second by Mr. David Turner.

**5 Yeas - 0 Nays.**

### **III.F. Approval of 2020-2021 Insurance Carriers for Fleet/Property/General Liability/Umbrella and Workers' Compensation**

**Order #20-1064 - Motion Passed:** Approval of 2020-2021 Insurance Carriers for Fleet/Property/General Liability/Umbrella and Workers' Compensation passed with a motion by Ms. Heather Stewart and a second by Mr. David Turner.  
**5 Yeas - 0 Nays.**

### **III.G. Approval of the 2020-2021 Walton-Verona Technology Plan**

Discussion:

Mr. David Turner asked how we could address technology needs in the home, specifically with respect to internet access. Jason Reis stated that both Spectrum and Cincinnati Bell had made offers to provide internet access at home. He stated that this is something that we would like to work on as a district to get connectivity in the home and to promote services that become available to meet those needs. Mr. Reis discussed the Brightbytes survey that was conducted by KDE, which provided data to our district giving us an idea of what is going on, from a technology standpoint, within the home. We plan to participate in another survey this year. Mr. David Turner suggested that resources be shared on our website and Facebook pages on how to access the internet. Mr. Kyle Art asked about reaching out to Cincinnati Bell and others regarding rural areas that do not have internet access at all. Mr. Reis stated that some districts use a type of hot spot to trouble shoot this issue. He discussed a potential fiber contract on the Walton Campus next year, which could lead to Cincinnati Bell being more willing to add internet availability to the area.

**Order #20-1065 - Motion Passed:** Approval of the 2020-2021 Walton-Verona Technology Plan passed with a motion by Ms. Stacey Thornberry and a second by Ms. Megan Jones.  
**3 Yeas - 2 Nays.**

Mr. Kyle Art	Yes
Ms. Megan Jones	Yes
Ms. Heather Stewart	No
Ms. Stacey Thornberry	Yes
Mr. David Turner	No

### **III.H. Approval of Multi-Function Device Contract with Prosource for July 1, 2020 - June 30, 2025**

**Order #20-1066 - Motion Passed:** Approval of Multi-Function Device Contract with Prosource for July 1, 2020 - June 30, 2025 passed with a motion by Ms. Heather Stewart and a second by Ms. Stacey Thornberry.  
**5 Yeas - 0 Nays.**



### **III.I. Approval of Pay Application 1 for Century Construction - WVHS Security Vestibule**

**Order #20-1067 - Motion Passed:** Approval of Pay Application 1 for Century Construction - WVHS Security Vestibule passed with a motion by Mr. David Turner and a second by Ms. Stacey Thornberry.

**5 Yeas - 0 Nays.**

### **III.J. First Reading of KSBA Policy Recommendations for 2020-2021**

**Order #20-1068 - Motion Passed:** First Reading of KSBA Policy Recommendations for 2020-2021 passed with a motion by Ms. Heather Stewart and a second by Mr. David Turner.

**5 Yeas - 0 Nays.**

### **III.K. Approval of Rob Hartman as Board Representative for Certified Evaluation Plan Appeals Committee**

**Order #20-1069 - Motion Passed:** Approval of Rob Hartman as Board Representative for Certified Evaluation Plan Appeals Committee passed with a motion by Mr. David Turner and a second by Ms. Heather Stewart.

**5 Yeas - 0 Nays.**

### **III.L. Approval of Caitlyn Sullivan as alternate Board Representative for Certified Evaluation Plan Appeals Committee**

**Order #20-1070 - Motion Passed:** Approval of Caitlyn Sullivan as alternate Board Representative for Certified Evaluation Plan Appeals Committee passed with a motion by Mr. David Turner and a second by Ms. Heather Stewart.

**5 Yeas - 0 Nays.**

### **III.M. Approval to enter into executive session pursuant to KRS 156.557(6)(c) - preliminary discussions relating to the evaluation of the superintendent**

**Order #20-1071 - Motion Passed:** Approval to enter into executive session pursuant to KRS 156.557(6)(c) - preliminary discussions relating to the evaluation of the superintendent passed with a motion by Ms. Heather Stewart and a second by Ms. Stacey Thornberry.

**5 Yeas - 0 Nays.**

### **III.N. Approval to return to open session**

**Order #20-1072 - Motion Passed:** Approval to return to open session at 10:37 PM passed with a motion by Ms. Megan Jones and a second by Mr. David Turner.

**5 Yeas - 0 Nays.**

### **III.O. Adjournment**

**Order #20-1073 - Motion Passed:** Approval to adjourn the meeting at 10:38 PM passed with a motion by Ms. Heather Stewart and a second by Ms. Megan Jones.

**5 Yeas - 0 Nays.**

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Chairperson

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Secretary

## Construction Report - Board Meeting 6/18/2020

### WV Early Childhood Center

Items remaining before final payment- still holding \$10,000.00 for items listed below. Some items have been removed, but payment will not be released until all items are completed.

- O&M closeout information \$2,500 Partial Completed
- Commissioning report / reseeding of the lawn \$2,500

### Walton Campus Paving

Waiting on paperwork from Riegler for BG4.

### Track – Phase 2

Field Report from Ehmet Hayes:

The following field report from our weekly on-site visit on June 8, 2020. This morning, Jeremy, Mike Riegler, and I met on site to review. Riegler has milled and removed the existing asphalt. You will see attached pictures showing the blacktop has been removed down to subgrade. You will also note Riegler has made a temporary road to the side of the decorative pavers to prohibit any potential damage. The milling efforts look good and they seem to be exercising care not to damage any of the curbing, newer turf, or the trench drains in the curved D areas. There is one area where they did damage the field lighting even though it was located, as it was slightly shallower than anticipated. This will obviously need to be repaired.

This week, they will be cutting the track down to subgrade, which is the removal of approximately 6-inches of soil material. Mt. Carmel, the cement stabilization contractor, will be on site the first part of next week. The liming and cement stabilization process should only take a day or two. By the end of next week, we should start to see installation of the stone base with drain tiles and by the end of June, the asphalt track. We are inviting Geotechnology, your geotechnical engineer, to monitor the lime stabilization and do a final inspection prior to blacktopping. Riegler has all of the storm lines and anything that intersects under the track marked. We walked the entire track this morning and see no issues.



In addition to the REH report I noted that there were a couple damaged drains on the north side of the track next to the D. I included a photo of the bleacher side going into the turn where the damage was.



### **WVMS Renovations**

Items remaining before final payment- still holding \$10,000.00 for items listed below. We are going through finishing up some of the final punch list items.

- O&M closeout information \$2,500 Partial Completed
- Reseeding of the lawn \$2,500
- Warranty HVAC Items

### **WV Athletic Complex Paving**

Pre-construction meeting has taken place and photos of the property were taken. Noted some of the issue we have there and are working on a plan for repairs to areas included in the project. Project is supposed to be taking place during the dead period which was cancelled. We might push back the project start date depending on the condition of the pavement during the track project. I will monitor it as we go along.

### **Walton-Verona High School – Security Vestibule**

Pay app 1 for this project is listed for a board approval. Ehmet and I have looked it over to ensure it is accurate with what is on site and completed along with the project so far. The project remains ahead of schedule. Final Clean is scheduled for July 18<sup>th</sup> as of now. Deadline is August 1<sup>st</sup> for completion. Drywall is going up and all rough in inspections are complete.

### **Walton-Verona High School – RTU relocation**

Revised Timeline for the project is below. Thanks for the special meeting on this. It will help us get ready for the year and solve an issue that has been bugging our teacher for a while.

Special Board Action - Approval of Bid Documents	June 11, 2020
Out for Bids	June 12, 2020
Bids due	June 23, 2020; 10am
Special Board Action - Project Award (Date and time to be confirmed by Dr. Baker)	June 24/June 25, 2020
Construction Begins	June 26, 2020*

\*This date does not include time it may take for the Contractor to obtain the required HVAC permit before starting work

### **Other Items going on in the district**

1. Concrete work - Steps, sidewalk, and curbs at the elementary school are on the schedule to start mid-June. Pushed back due to wet weather.
2. Tennis courts are completed.
3. Indoor turf has been cleaned and disinfected.
4. Working on ventilation for the fieldhouse locker rooms. Roof curbs are being cut in while storm damage work is going on.
5. Working on Mobiles for classrooms next year. Fire alarm and tech side with Jason.

### **Damage assessment for the district**

Working on moving forward with damage assessment and insurance company from storms on 4/8/2020. I am assigned to perform the assessment on the property for our insurance company that is not allowed to site visit. I have assessed and emailed details and photos to Liberty Mutual. I have meet with three companies so far for repair quotes. Damage is listed below.

Update - All Fencing repairs are scheduled mid-July. High jump pit was approved for replacement through Kyle Bennett. Tree removal is scheduled for Early June (Has been pushed back a couple weeks). Borgman Athletics is approved for the replacement of goals on the practice fields and repair of main goal on football field in Aug. Lead time for the goals is causing this. All other items excluding bleacher replacements will be performed by a single GC pending approval with a start time in about two – three weeks. On the replacement bleachers we are trying to order them through our athletics vendor to try to get a little cash back for the athletic department for next year. Same goes for the High jump pit. Every little bit helps.

### **Elementary School – 15066 Porter Rd. Verona KY 41092**

- Mobile 9/10 – Siding, roofing, roof structure, small water damage inside
- Mobile decking – Multiple spots where decking will have to be replaced where it attached to awning
- Canopy for mobiles – Canopy was ripped off in multiple sections
- Mobile 1/2 – Siding damage, cracked windows (2), missing ac cover, roofing damage, small water damage inside

### **Athletic Complex – 2472 Verona-Mudlick Rd. Verona, KY 41092**

- Practice Fields - Field Goal Post (2), fencing
- Ticket booth - siding damage, wheels
- Tennis courts – Fencing, bleachers
- Baseball Field – Dugout shingles, shed roofing and shingles, screen in outfield
- Softball Field – Dugout shingles, screen in outfield
- Concession fencing – Black fence gate, two post and sections damaged, some hardware
- Green fencing around complex – Three sections
- Fieldhouse 2 – Gutter damage
- Caretaker house – Roofing damage, siding damage, light
- High jump pit padding – small tears in sides where they connect

### **Central Storage – 11 School Rd Walton, KY 41094**

- Large tree removal

### **High School – 30 School Rd Walton, KY 41094**

- Flashing around gym building, tree removal

WVUSD Data Security and Privacy  
2020-2021  
Walton-Verona Independent Schools  
Walton, Kentucky



<http://ww.kyschools.us>

## **Acknowledgments**

### **District Technology Staff**

Jason Reis, Director of Technology  
Angela Jackson, District Technology Teacher  
Bebe Thomas, Technology Assistant High School\Middle School  
Mindy Drohan, Technology Assistant Elementary School

### **Additional District Contributors**

Dr. Matt Baker – Superintendent  
Michelle Gregg, Director of Instruction and Support Services  
Robert Hartman, Director of Pupil Personnel  
Caitlyn Ryan Sullivan, Director of Student Support Services  
Kevin Ryan, Finance Director  
Tracy Bazsika, Technology Instructional Coach

### **High School Technology Committee**

Joanne Nesmith, Principal  
Adam Nash, Assistant Principal  
Kim Benne, Teacher  
Heidi Lindsay, Special Education Teacher  
Sarah Horn, Teacher  
Nikole Mahoney, Teacher

### **Middle School Technology Committee**

Eric Morwessel, Principal  
Amy Clancy, Teacher  
Patrick Luken, Teacher  
Melissa Wyatt, Teacher  
Joshua Couch, Special Education Teacher

### **Elementary School Technology Committee**

Lucas Patterson, Elementary Principal  
Heather Payne, Teacher  
Roseann Simmons, Teacher  
Amanda Menkedick, Special Education Teacher  
Rachael Powell, Teacher  
Christina Smith, Teacher

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## Purpose

Basic awareness of data security and privacy best practices. Notification to the local board that the district has reviewed and implemented best practices.

## Current & Relevant Legislation

### Federal

FERPA (1974) – Family Rights and Privacy Act

COPPA (1998) – Children’s Online Privacy Protection Act

CIPA (2000) – Children’s Internet Protection Act

Others – IDEA, PPRA, etc.

### State

Kentucky FERPA (1994 – KRS 160.700 et seq.)

Source: <http://education.ky.gov/districts/tech/pages/datacollection.aspx>

*“The Family Education Rights and Privacy Act (FERPA) limits disclosure of personally identifiable data except under certain conditions. KDE limits access to identifiable data but does promote use of aggregated data for analysis and research. Public data is available through the Open House site.*

*FERPA gives parents certain rights with respect to their children's education records. A school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. Contact the school your child attends for more information on how to review his/her education records.”*

House Bill 232 (signed into law April 10, 2014)

Source: <http://www.lrc.ky.gov/record/14rs/hb232.htm>

Called for the creation of KRS 365.734.

Prohibits the certain uses of student data by cloud vendors.

Defines “student data”

Requires cloud providers to certify in writing that they comply with the KRS.

House Bill 5 (signed into law April 10, 2014; effective January 1, 2015)

Source: <http://www.lrc.ky.gov/record/14rs/hb5.htm>

Called for the creation of KRS 61.931, 61.932, and 61.933

Defines “Personal Information” or “PII” (different from FERPA’s definition).

Requires school districts to establish “reasonable security and breach investigation procedures and practices”.

Outlines security breach notification procedures and timelines.

702 KAR 1:170 (filed with LRC August 13, 2015)

Source: <http://www.lrc.state.ky.us/kar/702/001/170.htm>

Authorized by House Bills 5 and 232.

Requires that the district acknowledge to its local board prior to August 31 of each year that it has reviewed the guidance of the KAR and implemented best practices.

## Data Security and Privacy Resources

Privacy Technical Assistance Center (PTAC)

Education Privacy Information Center

Data Quality Campaign

Fordham Center on Law and Information Policy

Kentucky Department for Libraries and Archives (Public School District Retention Schedule)

## Data Security and Breach Notification Best Practice Guide

House Bill 341

Source: <http://education.ky.gov/districts/tech/pages/best-practice.aspx>

Identify and document data (both electronic and hardcopy) that need to be protected.

Audit current access to data by various groups of people and make adjustments as needed.

Document data security measures and security breach procedures.

Provide awareness training with all staff who have access to confidential data.

## Main Causes of Data Breaches

1. Accidental sharing (email, website, paper, etc.)
2. Weak or stolen passwords
3. Loss or theft of employee device (USB drive, laptop...)
4. Phishing, clickbait
5. Application vulnerabilities – unpatched software
6. Hackers
7. Malware

## Current Measures to Prevent a Breach

- |  |  |
|--|--|
| 1. Staff password changes during school year       | 14. Statewide Product Standards  |
| 2. Require stronger passphrases for staff          | 15. Locked Data Center   |
| 3. Anti-Virus/Malware/Spam/Spyware Protection      | 16. Locked File Cabinets/Doors   |
| 4. Vulnerability Scanning                          | 17. Limited Access (Need to Know)  |
| 5. System Patch Management                         | 18. Removal of user accounts for staff no longer employed                |
| 6. Cloud/Offsite Resources                         | 19. Staff confidentiality training and planned security training         |
| 7. Active Directory/Group Policy Objects           | 20. Promoting with staff to collect less data and/or only what is needed |
| 8. Private IP implementation                       | 21. Random security audits for software, services and apps               |
| 9. Distributed Denial of Service (DDOS) Mitigation | 22. Ascent Underwriting CyberPro Insurance                               |
| 10. Web Filtration                                 | 23. Device screen time outs, account time outs, and limited permissions  |
| 11. Centrally Managed Firewalls                    |  |
| 12. Virtual Private Network Support                |  |
| 13. Secure File Transfer                           |  |

## Summary

We have continued to enforce the policies and procedures set last year. We continue to review and enforce those policies when reviewing or purchasing new systems or software. It is our intent to continue due diligence in protecting data that relates to staff, students and the business of the Walton-Verona Independent Schools.