



MEETING NOTES

Meeting Notes are not official until voted on by the Board of Education at its following Regular Meeting.

1. The meeting called to order at 6:30 p.m.
2. Members present: Mark Abate, Paul Lambert, Nada Long, Brian Perry, and Lisa Whiting
3. Everyone stood and recited the Pledge of Allegiance.
4. The superintendent recommended that the Board of Education adopt the agenda. Mr. Abate motioned, and Mr. Lambert seconded the motion to adopt the agenda.

Motion #1: Mrs. Long motioned to remove agenda item #6 (Resolution to Amend Appointment to Tolles Career & Technical Center Board of Education). Mrs. Long stated Policy BCA states that this item is to be considered at the annual organizational meeting in January. Mrs. Long wonders why this is a priority now instead of waiting until January and believes the Board has already met the obligation to stagger the board member term.

Motion #1: Mr. Perry seconded the motion to remove agenda item #6.

Mr. Lambert commented that he believes this agenda item will amend the resolution adopted at the organizational meeting in January 2021. Ms. Whiting added that she spoke to the district’s legal counsel. Our legal counsel recommends this amendment based on our approval of Tolles’ plan for staggering board member terms in December 2019. The plan that Tolles submitted to and was approved by the Ohio Department of Education (ODE) stated that the Hilliard Board of Education would appoint a board member for a one-year and then a four-year term.

Tolles Board of Education Membership Appointment Plan

Home District	Current Board Member	Current Term Expiration Ends	Proposed Appointment
London City	Curtis Brooks	12/31/2019	1/1/2020-12/31/2021 1/1/2021-12/31/2024
Madison-Plains Local	Mark Mason	12/31/2019	1/1/2020-12/31/2021
Hilliard City	Doug Maggied	12/31/2019	1/1/2020-12/31/2021 1/1/2021-12/31/2024
Fairbanks Local	Jaynie Lambert	12/31/2020	1/1/2021-12/31/2023
Jonathan Alder Local	Tom Bichsel	12/31/2020	1/1/2021-12/31/2023
West Jefferson Local	David Harper	12/31/2019	1/1/2020-12/31/2022
Dublin City	Tom Irelan* <small>*finished term for another board member</small>	12/31/2019	1/1/2020-12/31/2022

In January 2020, we adopted the resolution to appoint Doug Maggied to the Tolles board for a one-year term (1/1/2020-12/31/2020.) In January 2021, we adopted a resolution to appoint Doug Maggied for another one-year term, but it should have been for a four-year term (1/1/2021-12/31/2024). Since we will have three new board members beginning in January 2022, our legal counsel recommends that the amendment be adopted by the current Board members (who adopted the original resolution in January 2021).

Mr. Perry understands our legal counsel’s reasoning for recommending the amendment be voted on now but doesn’t see any issue waiting until the organizational meeting in January. Mr. Perry doesn’t think the board should act outside of the Policy BCA.

Ms. Whiting explained that our legal counsel reviewed our policies and the plan approved by ODE, and they believe it is appropriate to adopt the amendment now.

Motion #1: Mrs. Long and Mr. Perry voted yea on the motion to remove agenda item #6. Mr. Abate, Mr. Lambert, and Ms. Whiting voted nay. The motion failed.

Motion #2: Mr. Perry motioned to amend agenda item #7 to state that the Ski Club, not the entire school, requested the field trips. Mr. Lambert seconded the motion.

Motion #2: Mr. Lambert, Mrs. Long, Mr. Perry, Ms. Whiting, and Mr. Abate voted yea to amend agenda item #7. The motion was approved.

The Board of Education adopted the agenda as amended.

5. Cyber Security Presentation – Rich Boettner, Chief Technology Officer

Cyber security is a concern for any organization that has information on a network. Unfortunately, several school districts, not just big corporations, have been victims of cyberattacks. There are many types of attacks that can happen to a school district:

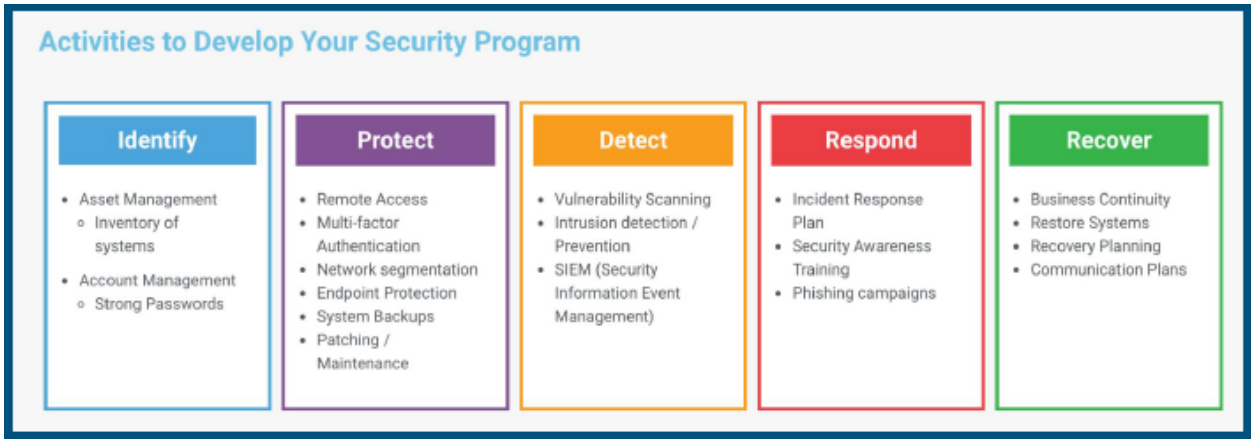
- Unauthorized Access to PII (personally identifiable information)
- Social Engineering (phishing). This can be accomplished through an email, a phone call, or even face-to-face.
- System Access Controls
- Malware
- Ransomware
- Recovery Costs (can be very substantial depending on the number and types of challenges)

We have been doing many things related to security for our students and staff. This year we are reviewing our practices to see where we need to improve. One of the many improvements made over the years is our backup system. If we get locked out of our data, we can go back many days to restore data without having to involve anyone outside of our network. In addition, we have made many improvements to our password policies, user accounts, and staff training.

In October, we kicked off a thorough review process:

- Phase 1 (Oct-Dec) – Assessment and Discovery (assess where we are and discover any new things we should be considering). We are working with a few organizations that are giving us feedback and recommendations.
- Phase 2 (Jan-Mar) – Evaluate Options and Tools
- Phase 3 (Apr-May) – Plan Rollout and Purchase
- Phase 4 (Jun and on) - Implementation

We are using two significant frameworks – National Institute of Standards and Technology (NIST) and Critical Security Controls (CIS). There are many areas of focus.



Phase 1 Actions:

We are focusing on research, network assessments, and learning, and identifying weaknesses. The Director of IT for the City of Hilliard is a member of the Ohio Cyber Reserve and recommended their team to help us with our review. The Ohio Cyber Reserve is a volunteer force under the command of the adjutant general. They help governmental organizations and school districts improve their cyber security.

We are also planning to use the self-assessment tools offered by K12 SIX and MS-ISAC. The K12 Security Information Exchange (K12 SIX) is the only national nonprofit organization dedicated to protecting the U.S. K12 community—including school districts, charter schools, private schools, and regional and state education agencies—from emerging cybersecurity threats. The Multi-State Information Sharing and Analysis Center (MS-ISAC) mission is to improve the overall cybersecurity posture of the nation's state, local, tribal and territorial governments through focused cyber threat prevention, protection, response, and recovery.

There are many vendors happy to sell us products to help us get better. For example, we currently work with CDWG and Cerdant. CDWG is a leading multi-brand provider of information technology solutions to business, government, education, and healthcare customers in the United States, the United Kingdom, and Canada. Cerdant believes that protecting your systems and your information shouldn't disrupt your operations. They help us manage our firewall and have made some recommendations on how to secure our information better.

Many web-based resources are available regarding security, including CoSN Ohio, a nonprofit agency that provides cost-effective instructional technology support, services, and software solutions to educational organizations. I, along with many technology directors around the state, am a member of CoSN Ohio.

Training is a high priority. Experience and research have shown that staff and employees are often the most significant risk factor for causing cyber security incidents. Many organizations state that 80% of cyber security incidents begin in a user's account or by the user. Therefore, additional training for all staff will begin this winter.

Desired Outcomes of this Review

- Robust cyber security plan and practices
- Incident response plan
- Well-trained staff
- Resilient network
- Secure systems and data

One of the essential practices we need to improve is documentation on our systems, what they do, and how they operate. It's imperative to have this documentation readily available in the event of an incident. This will require a lot of time and energy from our technology staff.

Our goal is to constantly continue to improve to identify, protect, detect, respond, and recover from cyber security incidents. In addition, through training, we hope to help staff recognize, avoid, and report threats.

One of the biggest challenges is between convenience and security. If it's convenient, it's most likely not secure, and if it's secure, it's usually inconvenient. So we have to find a balance between what is convenient for everyone and secure enough to protect us from cyber-attacks.

Ms. Whiting asked if we have an identified cyber security officer, and do other school districts have such a position? Mr. Boettner said that some of the large school districts in the state might have a cyber security officer. Still, in most school districts, that responsibility falls to the technology director, like himself. Ms. Whiting then asked if our technology department has enough staff to support a robust cyber security plan. Mr. Boettner responded that there is so much to do, and it gets more complex every day, but we are figuring it out as we go.

Mrs. Long asked if we have programs that limit access to help keep information secure. Mr. Boettner explained that we are constantly reviewing and changing who has access to the information they need for their job. Again, this is convenience versus security situation because staff will find out that they don't have access to something they think they should. For example, in the technology department, we have reduced the number of staff who have system-wide access to things. There are specified staff members who can change passwords but can no longer log onto a server as an admin.

Mr. Lambert asked if there is something that can detect/catch a phishing scam if someone clicks on the link. If so, does it see scams that happen outside of our network (i.e., a staff member using a district-supplied laptop at home)? Mr. Boettner answered that our firewall catches those types of things as they are known and cataloged. We also have content-filtering, which looks for and blocks potentially dangerous sites, but not everything is potentially blocked. For example, our students are always filtered regardless of where they are, but our staff members are filtered only when on our network. As part of this review process, we are looking at other tools to layer onto our email, like identifying spam and malware.

Mr. Lambert referenced an issue where bad links appeared in lesson plans in Canvas. Mr. Boettner explained that sometimes there are inappropriate internet sites or a good site recently changed to a bad site. We have two ways something can be filtered. First, a person can report a particular site, and we add it to our blocked list. Two, we have an algorithm that recognizes something as inappropriate and

blocks that site. In the particular instance you refer to; the site was an approved educational site that quickly changed to inappropriate.

Mr. Abate asked if we have regular audits by outside parties. Mr. Boettner replied that we do. In addition to the current review process, we use Cerdant, our firewall manager, to perform penetration testing. We use this practice regularly to look at our perimeter and identify whether a hacker can get into our network. We also have security assessments performed by different vendors regularly.

Mr. Perry asked if we maintain a blocked list for email addresses and if that database is accessible by staff? Mr. Boettner replied that he would have to investigate. He stated that the technology department receives two to three emails per week about phishing scams. We block the email addresses as we identify them, but there are new email addresses all the time.

Mr. Perry asked how our technology department identifies phishing scams. Mr. Boettner explained that they look for several things beginning with the email address. Most of the time, a scammer is spoofing an email address. Sometimes, a user's email account is compromised, meaning someone gained access to the user's login and password and sent messages through our email system. This has happened only a few times in the past ten years. There are some other key markers like misspellings, sometimes they ask you to do something, or they offer to give you something for free.

6. The Board of Education approved the following resolution:

Resolution to Amend Appointment to Tolles Career & Technical Center Board of Education

WHEREAS, the Tolles Career & Technical Center Board of Education (“Tolles”) joint vocational school district plan was amended to stagger the terms of its members;

WHEREAS, the amended plan was approved by the Hilliard City School District Board of Education (“Board”) and provided for the Board to appoint its appointee for a one-year term (January 1, 2020-December 31, 2020) and a four-year term (January 1, 2021-December 31, 2024);

WHEREAS, Hilliard City School District Board of Education appointed Doug Maggied for a one-year term from January 1, 2020 through December 31, 2020 and due to a clerical error a one-year term from January 1, 2021 to December 31, 2021;

NOW THEREFORE, the Hilliard City School District Board of Education amends the previously adopted January 11, 2021 appointment of Doug Maggied to be for a four-year term from January 1, 2021 through December 31, 2024, consistent with the approved joint vocational district plan.

7. The Board of Education approved the following trip requests:
 - a. Darby/Heritage Chinese Language & Culture Club, New York City – April 15, 2022
 - b. Bradley/Darby/Davidson Ski Club, Ellicottville, NY – January 22, 2022

8. The Board of Education approved the Utility Easement for proposed traffic control upgrade in front of Hilliard Bradley High School.

Mr. Cliff Hetzel explained some parents approached the district about the limited amount of traffic control signage on Walker Road. There were only two 20 mph speed limit signs with flashing lights for the entire school frontage from Roberts Road to Morris Road. We requested that Franklin County install additional signage throughout the school zone to remind drivers they are still in the designated school zone.

9. Discussion Topics

- a. Tolles Career & Technical Center

Mr. Stewart said that Dr. Hoadley has agreed to provide monthly updates. Mr. Stewart will include the most recent report in his email to the board this Friday. A few key points:

- The five-year forecast shows a positive cash balance through FY 2026
- Information about the new unmanned aviation program to begin next school year
- Awarded a \$126,000 Innovative Workforce Industry Partnership Grant
- Hired a new Director of Adult Education
- Monthly enrollment report (Out of the eleven high schools they serve, our three high schools are number 1, 2, and 3 in enrollment.)

- b. COVID-19 Update

As you are aware, we emailed parents saying things were looking hopeful in terms of easing mask requirements. However, COVID-19 cases in Franklin County and the district are on the rise. We received a notice today from Franklin County Public Health that they are seeing a 37% increase. Unfortunately, it wasn't easy to disaggregate our local numbers because of the holiday break last week. We will get a better sense of local data after the next two full weeks of school.

Ms. Whiting added that health officials are concerned about the new omicron variant and that an increase in case numbers began before the Thanksgiving holiday.

- c. The executive session scheduled for December 13 needs to be rescheduled. Mr. Stewart will email the new possible dates.

10. The meeting adjourned at 7:12 p.m.