

**Regional School District #4  
Chester – Deep River – Essex – Region 4**

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**MINUTES FOR  
TECHNOLOGY COMMITTEE MEETING  
November 29,2018**

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**Called to order:** 3:30 pm

**Attended:** Cindy Sabia - Computer Teacher at JW, Ed Cook - community member, Geane Giordano - PE Teacher at CES, Jill Esernia - English Teacher at VR, Jonathan Corbett - Science Teacher at VR, Kim Johns - Network Technician at CES, Lon Seidman - EES BOE member, Renee Mitchill - Media Specialist at EES, Stephanie Conashevick - Kindergarten Teacher at CES, Tom Englert - CES BOE member, Pam Murphy - Director of Technology

**Discussion of current and needed technology policies:**

- Pam Murphy explained to the group that the Districts Security Committee had found deficits in the Technology policies for the District.
- She mentioned that the main focus of the technology committee for the next few months was to help create policies to present to the District Policy Committee for approval and acceptance.
- A list of needed policies was [handed out](#)
- Lon Seidman asked if there were regulations that the technology department was currently following. Pam will get the state regulations for the next meeting.
- Lon stated that the policies need to have enough flexibility to be changed if need be.
- Pam agreed and said that the policies will have a life cycle where there will be a review period.
- A handout for [Developing Technology and Security Related Policies](#) and a [Sample policy](#) was handed out
- Ed Cook discussed the process of creating a good policy. He mentioned that we need to prioritize what policies we should work on first. Security Awareness policy will be the first policy that is worked on as a committee.
- Pam will get a draft of the following policies: backup, media destruction and data retention, remote access, and vendor access.

**Setup dates for meeting:**

- January 3rd, 2019 @ 3:30 - Large Conference Room, Central Office
- March 7th, 2019 @ 3:30 - Large Conference Room, Central Office
- May 2nd, 2019 @ 3:30 - Large Conference Room, Central Office

**Meeting Adjourned:** 4:15pm