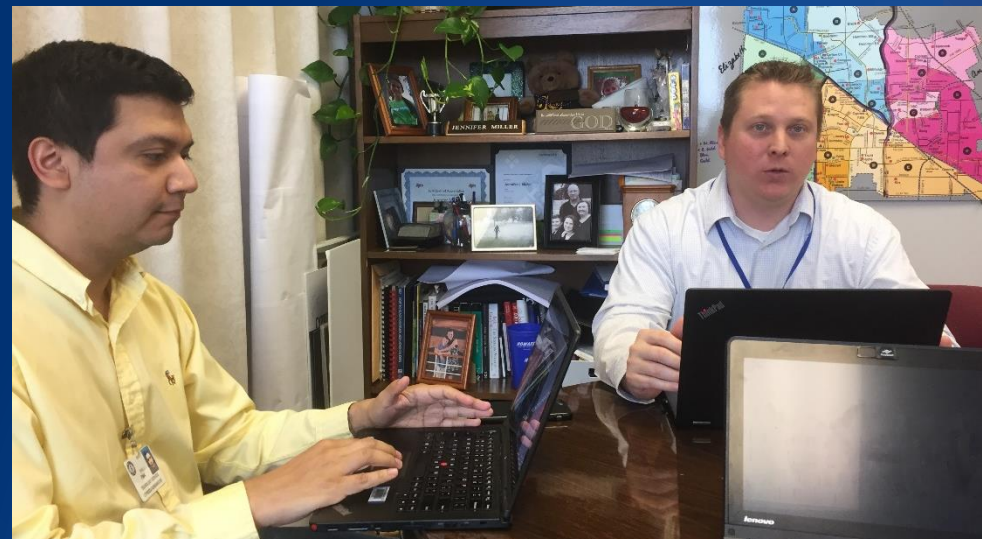




TLE Compilation Continues – Policies Developed and Processes Shared

Continued updates of policies and procedures also occurred during multiple meetings this week. **Eric Pina** continued reviewing procedures that needed updating from our Knowledgebase and shared this information with **Jennifer Miller** and **James Costello**. **Jennifer** and **James** reviewed each policy and updated as necessary. In several situations, the team researched service requests to ensure that the updated policies matched previous successful implementations.

The week ended with the State TLE meeting on **Friday, April 6, 2018**. Jennifer Miller was asked to lead the meeting in Frankie Jackson's absence. Three districts joined **James Costello**, **Eric Pina**, and **Jennifer Miller** to discuss their district's TLE journey. McKinney ISD, Leander ISD, and Cypress-Fairbanks ISD were the three districts in attendance. The trio of districts were able to learn from each other and find successful ways to complete multiple requirements. The current application deadline has been removed and now CoSN will accept TLE Seal applications continuously year round. This change will enable districts across the country to apply when they are prepared to submit.



Eric Pina

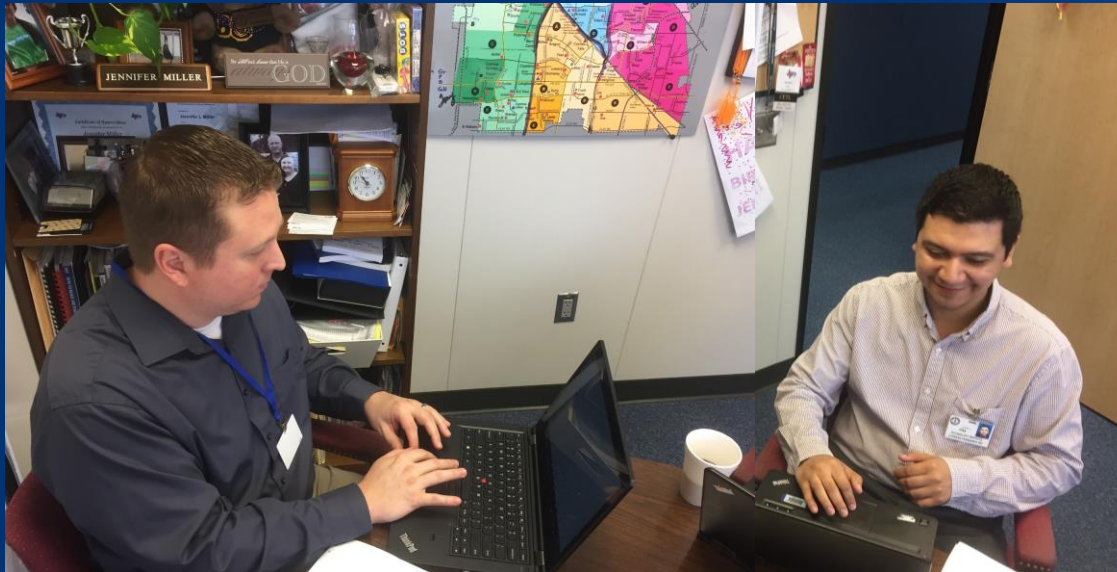
James Costello



TLE Compilation Continues – Disaster Recovery Review

On **Monday, April 2, 2018**, **Jennifer Miller**, **James Costello**, and **Eric Pina** met to discuss the best way to continue reviewing and preparing for the requirements of the TLE application. This week the team focused on compiling our final copy of our Disaster Recovery Plan. The team identified the 5 key elements that the current Disaster Recovery Plan will be updated to include. The plan will center around defining the scope, system information, support roles, system implementation and continued maintenance of the plan. Looking at systems with a new view and determining the absolute essentials of the plan helped out team to continue to the forward progress.

1. Plan
 2. Define System Information
 3. Define Support Roles
 4. Implement the plan
 5. Continually Update and Maintain
- Disaster Recovery Planning**



James Costello

Eric Pina



Cybersecurity Team visits the Nutrition Services Department



Eric Pina

Dr. Thomas Sneed

James Costello

Jennifer Miller, James Costello, and Eric Pina met with Dr. Thomas Sneed in the Nutrition Services Department on **Thursday, April 5th** to ensure all new team members are receiving the appropriate training needed for cybersecurity. Dr. Sneed reached out to the team to see if the new onboarding procedures could be linked in the KnowBe4 training platform. The KnowBe4 training is a standalone product. While at the Nutrition Services Department, Dr. Sneed took the team on a quick tour and showed us the training facility. This facility could be used to provide additional in person training.