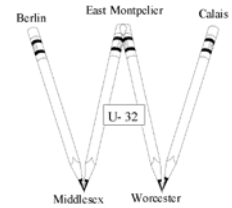


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

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Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Policy Committee Meeting Minutes Approved 9.14.21 4:30-6:30 p.m.

Present: Chris McVeigh, Lindy Johnson, Amy Molina, Michelle Ksepka, Ellen Knoedler, Scott Thompson, Jen Miller-Arsenault, Mark Kline, Amy Young, Tyler Smith, Aaron Boynton

1. Call to Order: Chris McVeigh called the meeting to order at 4:31 p.m.

He welcomed guests and asked if any amendments to the agenda were needed. None were suggested.

2. Approve Minutes of 6.21.21: Scott Thompson moved to approve the minutes of June 21, 2021. Seconded by Lindy Johnson. Discussion: Scott Thompson was not listed as present. This motion carried, with noted correction.

3. Technology Policies: Chris McVeigh stated that some of the technology policies are back on the agenda tonight as some staff members have expressed concerns with them as written based on the most recent work. He invited feedback from those present.

3.1. B8 Electronic Communication Between Employees & Students: Mark Kline referred to “statement of policy” in the orientation of new employees, some people had brought up the question of “how much is expected of me after hours?” There had been discussion about an expectation of being “on call” 24/7. He asked if the statement of policy implies such an expectation. Jen Miller-Arsenault indicated that she is new to this discussion but that she is aware of some concerns with some of the policies. She expressed that she has some broad questions and concerns with many of the tech policies as recently proposed. She shared that, regarding the statement Mark Kline had made, she has been hearing similar concerns in discussions with superintendents - finding the balance between expectations of teachers being available after hours versus responding to family attempts to communicate. Chris McVeigh shared that his understanding of the nature of the policy was to try to be clear about appropriate means of communication at certain hours. He noted that Jim Garrity, interim Tech Director, had presented a series of policies put together from other work he had done with businesses and districts. Michelle Ksepka shared that the version of B8 is the model policy from VSBA in June Of 2020. She shared that the other policies were smaller portions of a larger, very lengthy policy that Jim Garrity had provided for the committee’s consideration.

Chris McVeigh asked for Mark Kline to speak to the concerns that Jim Garrity had expressed around security issues related to technology.

Mark Kline stated that network, computer, device, account security are real concerns today - even much different from four or five years ago (e.g. due to ransomware). He noted that these policies help to address these concerns when the goal is to secure our network. Chris McVeigh asked whether Mark Kline feels that any of the policies create an unnecessary burden to users. Mark Kline replied that while these documents will need to remain dynamic as technology changes, he believes they are important in terms of security; however he believes some of the terms in the policies might be reconsidered. Lindy Johnson stated that the model policies from VSBA have been carefully crafted and vetted and she has a great deal of faith in those as resources. She feels that it is important, as we consider these drafts, to keep in mind whether or not they are VSBA model policies.

Jen Miller-Arsenault shared her concern that some of the language in the policies are so specific that they might be problematic as technology changes.

Amy Molina expressed concern that policies inherently are not and cannot be changed rapidly and easily. She asked whether we should consider which should be policy and which should be procedure.

Tyler Smith shared that he believes these policies are very different from any others that he has seen in his experience working on a school board and as a teacher. He suggested that they may be too geared toward business and not geared enough toward education. He asked whether the VSBA model policies had been considered before moving to such a broad departure. Chris McVeigh stated that he is not sure whether Jim Garrity had considered VSBA model policies when drafting the proposed policies. Michelle Ksepka explained that during the process she had shared with Jim Garrity when VSBA had provided model policies that were similar to those that were under consideration. Regarding B8, Amy Molina noted that when the Prevention of Harassment, Hazing and Bullying of Students is noted in the policy, then the policy that refers to Prevention of Sexual Harassment (related to Title 9) should be included. Some discussion followed around cross checking VSBA model policies with the policies as they are written. Michelle Ksepka will share with committee members which VSBA model policies correspond. Scott Thompson asked whether any of the language in the policy conflicts with the staff bargaining agreements.

3.2. D3 District Take Home Device & Personal Device Policy: Mark Kline suggested some edits to the policy for clarity. He suggested adding “or tech department” to “administrators” under the Daily Care and Maintenance section. Scott Thompson stated that he believes this part of the policy is actually procedure and should be separated from policy. Mark Kline noted that much of the policies as proposed contain procedural information. He suggested that the committee decide, overall, how to address this. Chris McVeigh asked for input from those present around this issue. Mark Kline suggested that the policy should be more general and that the procedures can be spelled out separately.

Lindy Johnson agreed that the policy should be shorter and more general and the procedures, more specific and detailed (and may be changed, ongoing, as needed.) Michelle Ksepka agreed and suggested that the Daily Care and Use information could be included in the commuter use agreement that students and parents access each year. Aaron Boynton reminded the committee that procedures are not the purview of the board, so each school could in effect change procedure.

Chris McVeigh stated that he feels that separating procedure from policy with adherence. He stated that while there is “policy about policy” that administrators are supposed to alert the board when they change procedure, he does have concerns with consistency and adherence.

He asked Mark Kline if he would be willing to go through and highlight what is more “procedural” in each policy draft, for the committee’s consideration. Mark Kline agreed to do that, and he noted that there are some technology department staff that might be interested in participating in some of this technology policy work. Jen Miller-Arsenault suggested that the committee can also have an annual review of policy/ procedure, to help allay the concerns around adherence/ consistency. Chris McVeigh suggested that it is important to keep the technology experts involved in the creation and review of policies and procedures that are related to technology. In regards to D3, Mark Kline noted that we are working toward having students involved in competitions around, e.g., detecting malware. He also stated that in some instances students do in fact install programs onto devices. The policy as presented does not appear to allow for this practice. He also noted that, regarding the language where replacement costs are the responsibility of staff or students, he is not clear how it is decided, and/ or how the costs are assessed. Chris McVeigh suggested language around “intentional or reckless” regarding damage. Aaron Boynton expressed concerns around the technology director being the one to determine some of these details, especially in elementary schools. Chris McVeigh suggested “tech director in conjunction with the building principal...”

Scott Thompson suggested the language: “Student or employee will normally be expected to pay for physical damage or lost equipment.” Chris McVeigh indicated that this language is too broad. Lindy Johnson suggested that having “intentional or reckless” in the language of the policy will be helpful to board members if an issue eventually comes to the board for consideration. Michelle Ksepka asked, what about *lost* equipment? Principal Boynton suggested that it might be a case by case basis when it comes to “lost” equipment. Tyler Smith asked for clarification around the last paragraph of under “Use of Personal Electronic Devices,” regarding confiscating devices. He asked why personal devices are included in this policy. He noted that the VSBA model policy does not refer to personal devices. He asked how policing personal devices helps to keep the network safe at our schools? Mark Kline explained that personal devices have vulnerabilities but are not as big a concern. He suggested that it might be more of an issue of helping people understand that using personal devices to conduct school business could be a security or privacy concern, e.g., if someone were to leave their device unattended or unsecure. Chris McVeigh suggested adding “using their personal device” to the paragraph after “has violated school district policies or procedures.” He suggested putting a time limit on the amount of time that the district can hold onto a confiscated device. Some discussion followed about whether or not law enforcement or other outside agencies would be involved if confiscating a staff member’s device were in question. Jen Miller-Arsenault suggested that the committee may be spending a great deal of time imagining scenarios that might happen very few, if ever, times. Michelle Ksepka asked about the language that refers to a “guest” and she wondered whether this should be under the purview of an administrator versus law enforcement. Amy Molina stated that she believes this type of policy is appropriate for students but for a guest she would involve the police.

Discussion followed around how much of this policy overlaps with, or falls under, the Search and Seizure policy. The committee agreed to remove “staff” and “guests” from the paragraph in question.

3.3. F49 Acceptable Use: Mark Kline suggested, on second paragraph, removing the reference to “four prong...” next paragraph: when referring to “Human Resources policies,” should we be more specific? Jen Miller-Arsenault suggested cross checking with the VSBA policies as a starting point. She would like to go back to the VSBA policies and see if they are working for us. Aaron Boynton agreed with Jen Miller-Arsenault. Mark Kline agreed with the plan to back up and start with VSBA model policies, and to consider the issue that had been discussed re: policy versus procedure. He indicated that he is not sure a “Change Management” policy is necessary in the public education realm, although it may be appropriate for the business realm. He noted that the technology department has practices in place related to the change management document.

3.4. F44 Password Management

3.5. F40 Change Management

3.6. F43 Backups

3.7. F47 Electronic Mail

4. Review Policies:

4.1. School Choice Policy: Chris McVeigh reminded the committee that they had earlier discussed setting up community forums for discussion around this policy. Jen Miller-Arsenault shared that the Finance Committee earlier today had discussed the possibility of creating forums. She suggested that before using the public forum for this topic, we consider the information from the survey and plan further into the future when we are very clear about the rationale - what feedback/ input are we asking for, and why are we asking it? Scott Thompson agreed with her suggestion. Chris McVeigh suggested adding this policy to the next committee agenda, in light of the late hour, so that the committee can address the Face Mask Policy tonight.

4.2. E46 Memorials Policy

4.3. Family Request to Remain in School at End of Year

4.4. Conflict of Interest

5. Face Mask Policy: Chris McVeigh asked whether the committee feels that we need to suggest a policy to the board? Jen Miller-Arsenault referred to guidance from VSBA, VPA and VSA; she asked that the board, rather than going the policy route, to give the authority to her as superintendent, to establish protocol around masking. She noted that the reality is that we are not getting a lot of resistance around mask wearing. She suggested that expressing board support at a board meeting is the path that provides the ability to move forward with flexibility to change as needed, to provide layers of safety, based on evidence and science. She does not feel that policy is needed as much as is the ability to be responsive. Michelle Ksepka noted that by the time a policy is adopted and formal (e.g., December?) the state of COVID-19 could change greatly. Chris McVeigh expressed his concern with the divergence between following the science on a national level versus following science on a local level. Scott Thompson suggested that Chris McVeigh, as chair of the Policy Committee, make a statement of confidence regarding Jen Miller-Arsenault at the next board meeting and let the board decide on action. Lindy Johnson stated that it is important to express our confidence in Jen Miller-

Arsenault as superintendent, as well as the entire team (e.g. COVID-19 Coordinator, nursing staff, administration).

6. Future Agenda Items

6.1. Anti-Racism

6.2. Commitment to Humanity and Justice Statement

6. Adjourn: The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Lisa Stoudt, Committee Recording Secretary