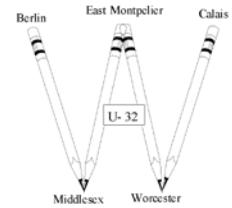


# Washington Central Unified Union School District

*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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Bryan Olkowski  
Superintendent



## WCUUSD Policy Committee Meeting Minutes Approved 5.25.21 4:30-6:30 PM

**Present:** Chris McVeigh, Dorothy Naylor, Michelle Ksepka, James Garrity, Jody Emerson, Bryan Olkowski, Aaron Boynton

**Others:** Ellen Knoedler, Hannah Brown

1. **Call to Order:** Chris McVeigh called the meeting to order at 4:33 p.m.
2. **Approve Minutes of 5.12.21:** Dorothy Naylor moved to approve the minutes from May 12, 2021. Seconded by Chris McVeigh, this motion carried unanimously.
3. **Technology Policies for Review**
  - 3.1. **First Reading for policy to be adopted on 6.23.21:**

**F44 Password Management:** Chris McVeigh asked about the language around “repeated violations...” He asked whether sharing passwords is included in this; Jim Garrity replied that it is. Chris McVeigh suggested to change the language to “may result in disciplinary action,” as he does not believe that policy can dictate that action. Jim Garrity will make that change. **Dorothy Naylor moved to bring this policy to the board, as edited, as discussed. Seconded by Chris McVeigh, this motion carried.**

**B8 Electronic Communication between Employees and Students:** Chris McVeigh asked about the reference to Act 5 in the language of the policy. Michelle Ksepka stated that this policy is from a model provided by VSBA. Superintendent Olkowski noted that Act 5 (S.3) (2018) refers to sexual exploitation of students. Chris McVeigh suggested adding language in the policy to refer to/ identify the legislation more clearly. Brief discussion followed. Superintendent Olkowski stated that this is a very important policy and it will be important to share with all staff, upon adoption. Chris McVeigh suggested: Section III (procedures) - include “which procedures shall be shared with the board,” and under: IV (enforcement responsibilities): include “along with a copy of the communication if possible” (after parentheses). Some discussion followed about whether it is possible to capture a copy of the communication in some cases. “In the event that an employee sends an inappropriate communication to a student.....” the committee would like to clarify that language.

Section V.C. Chris suggested substituting “Superintendent or designee” for “person” and adding: “The district shall first consult with its legal counsel before reporting any alleged criminal act to law enforcement.” Jody Emerson stated that sometimes when a report to DCF is made, we will report to law enforcement as well. She indicated that consulting with legal counsel before making that report could be not in the best interest of the child’s safety.

She spoke about instances that involve drugs or weapons or some cases around sexual conduct, when she feels it is necessary to make a report immediately.

Some discussion followed around this topic. Suggestion was made to change the language to “The district SHOULD first...” and add “unless emergency circumstances exist.” Jody Emerson stated that if she were in the situation she would want to be able to take action within 24 hours rather than waiting for legal counsel. She suggested using the language: Staff or students will consult with administration who will directly reach out to Superintendent. The committee agreed to change the language around Superintendent/ designee but not adding the language around seeking legal counsel. *Chris McVeigh suggested adding: Under “V,” adding a bullet “E” - Superintendent shall promptly inform the board chair when any report to AOE or law enforcement is made with regard to this policy.* Jody Emerson asked whether this could be a violation of privacy. It was agreed that names involved not be shared with the board chair - just the action of submitting a report with regard to this policy. The committee decided to make this a future agenda item - to discuss human resources responsibilities and how much should be shared with the board or board chairperson. The language above in italics is “on hold” for now, to discuss further. Superintendent Olkowski suggested creating separate verbiage around reports to DCF. He asked whether the board also wants to know reports related to HHB and Title 9. Chris McVeigh stated that he thinks this is useful information to report to the board on a regular basis. **Dorothy Naylor moved to bring this policy B8 to the board for consideration, reflecting the changes as discussed tonight. Seconded by Chris McVeigh, this motion carried.**

**D40 Acceptable Use:** Chris McVeigh suggested changing the language: deleting the rest of the sentence after “disciplinary action” under the section *Harassing or Offensive Materials*. **Dorothy Naylor moved to bring this policy D40 to the board for consideration, and to reflect the changes as discussed. Seconded by Chris McVeigh, this motion carried unanimously.**

### **3.2. Second Reading for Policy to be Adopted:**

**F40 Change Management:** **Dorothy Naylor moved to bring this policy to the board for third reading. Seconded by Chris McVeigh, this motion carried unanimously.** Some discussion followed around using the word “company” in policies – Jim Garrity suggested that he will change “company” to “district” or “entity.”

**F43 Backups:** **Dorothy Naylor moved to bring this policy to the board for third reading. Seconded by Chris McVeigh, this motion carried unanimously.** **D3 District Take Home Device & Personal Device:** **Dorothy Naylor moved to bring this policy to the board for third reading. Seconded by Chris McVeigh.**

Discussion: Chris McVeigh spoke about the paragraph under Use of Personal Electronic Devices. Discussion followed around the idea of confiscating personal devices. Chris McVeigh suggested that confiscation of a student’s phone would need to be connected to an incident related to the phone; additionally, in most cases, students would be entitled to fair warning. Some discussion followed around various scenarios. Jody Emerson provided insight based on her experience

at U-32. Agreed to remove the language at the end of the paragraph: “for privacy and security.” Some discussion followed around having a time frame around how long the device would be confiscated. Some discussion followed around how this policy aligns with the search and seizure policy. Chris McVeigh pointed out, for example, that the policy refers to staff and guests to the school and a larger population of people versus students alone. Chris McVeigh suggested that the committee take more time to review this policy at the next meeting. The committee decided to NOT bring this to the full board yet. This motion did not pass. Chris McVeigh had suggested adding language at the end of the policy to require the board to be notified before turning evidence (e.g. a device) over to law enforcement. Superintendent Olkowski explained why he did not feel that this was an appropriate requirement. **F47 Electronic Mail: Dorothy Naylor moved to bring this policy to the board for third reading. Seconded by Chris McVeigh, this motion carried unanimously.** **F48 Incident Response Policy and Plan: Dorothy Naylor moved to bring this policy to the board for third reading. Seconded by Chris McVeigh, this motion carried unanimously.**

#### **4. Review Policies**

**4.1. School Choice Policy:** Michelle Ksepka noted that she has received over 100 responses to the survey that was circulated - she will send a reminder to the communities to complete and return surveys. Chris McVeigh asked if Michelle can share with policy committee members the information that has been received so far (from the survey.) It will be included in the packet for the meeting.

**4.2. E46 Memorials Policy**

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

#### **5. Future Agenda Items**

**5.1. Anti-Racism**

**Next meeting: June 7 4:30 - 6:00**

Chris McVeigh thanked Dorothy Naylor for her work on the boards and on this committee.

**6. Adjourn: The committee adjourned by consensus at 6:33 p.m.**

Respectfully submitted,  
Lisa Stoudt, Committee Recording Secretary