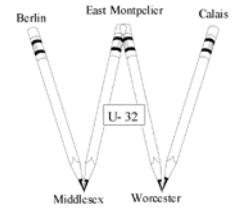


Washington Central Unified Union School District

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 4.27.21 4:30-6:30 PM

Present: Chris McVeigh, Dorothy Naylor, Christina Pollard, Aaron Boynton, Jody Emerson, Michelle Ksepka, James Garrity

- 1. Call to Order:** Chris McVeigh called the meeting to order at 4:33 p.m.
- 2. Approve Minutes of 4.12.21:** Christina Pollard moved to approve the minutes of April 12, 2021. Seconded by Dorothy Naylor, this motion carried unanimously.
- 3. Review Technology Policies:**
 - 3.1. F44 Password Management Policy:** Jim Garrity reviewed this policy. Dorothy Naylor spoke about the challenge of authentication for those who do not have reliable cell or internet service. The group agreed that this should be included in the body of the policy. Jim Garrity spoke about some of the password management challenges that are universal in technology, and the efforts of this policy to make passwords more secure, for all. **Dorothy Naylor moved to approve this policy, as edited tonight, for the WCUUSD Board's consideration and action. Seconded by Christine Pollard, this motion carried unanimously.**
 - 3.2. F45 Acceptable Use:** Michelle Ksepka noted that we already have a policy F45; so this policy will have a different ID number: F49. Jim Garrity reviewed the draft of this policy. He invited the input from WCUUSD administrators. Michelle Ksepka noted that teachers sign an acceptable use agreement upon hire but then might never think about it or look at it again. Jody Emerson suggested that we might want to merge with (original) Policy D3. Jim Garrity will consider D3 and compare it to the draft and the function of F49 and will bring this back to the committee at the next meeting. Chris McVeigh asked whether we want to leave the reason to search open ended, or whether we want to name some things that would trigger a search. Jody Emerson indicated that she does not have the capability or authority to search someone's personal computer, however, she can request that others do so if she has reason. Jim Garrity will change the language in the personal computer statement to make the circumstances clear (e.g. downloading information onto the network.) The verbiage: "could be discoverable" and "exfiltrate" were discussed. The term "exfiltrate" might not be known to everyone. Some discussion

followed around using a personal cell phone at school and accessing the network - does this make the device “discoverable”? Jody Emerson suggested that a notification be provided when devices access the network. Jim Garrity suggested, for example, once a day, when devices connect to the Wi-Fi, they are provided the notification. Jody Emerson noted, though, that if every device, whether personal or school, were required to answer the notification every day, it would be an imposition. Chris McVeigh suggested changing some of the language in the policy to be more direct and not as “suggestive,” such as using “search” versus “examination.” Jody Emerson suggested adding “educational purposes” to the passage that refers to “business purposes.” Jim Garrity will add definition for “service” and “nonservice” users. Some discussion followed around having the WCUUSD board consider some of the topics in this policy. Jody Emerson suggested that this policy be compared with Policy D3 before it goes to the board for a first reading. Suggestion to edit: *harassing or offensive materials: “inappropriate communications” to their manager* Jim Garrity spoke about the concept of “temporal nature” of communications. He asked the community to consider other verbiage to describe this concept. Chris McVeigh stated that we should clarify “identification” with U-32 regarding email communications.

3.3. B8 Electronic Communication Between Employees and Students: Jim Garrity reviewed this draft and invited input. He spoke about the idea of “non-school” communication. Jody Emerson suggested using the concept of the communication not being within the role of the employee. She noted that she is not comfortable with the time constraints in A.8. Suggested verbiage: “employment role related” e.g., around the idea: “if you are not a counselor, you should not be counseling students.” Chris McVeigh asked whether we had discussed previously about having some sort of parental permission for electronic communication between students and employees. He asked administrators whether there have been instances in the past when this instance has arisen. Jody Emerson stated that if there were instances they would not have been using school equipment, so it might have been difficult to enforce. She also spoke about instances, for example TA or coaches, who might text students on their cell phones. Some discussion followed about parents not being aware of these communications. Chris McVeigh suggested, for example, if staff members contact elementary age students, they should get parent or guardian permission, or from the building principal. Aaron Boynton asked whether there should be something in place to protect the teacher and allow due process. Jody Emerson indicated that the U-32 staff handbook describes acceptable forms of communication with students. Discussion followed around, for example, school based communication systems versus texting. Jody Emerson spoke about the difference between applying this policy to elementary school students and middle/high school students. She noted that middle school students are not allowed to have personal devices at school, so it might make sense to cut off the policy expectations after grade 8. Jim Garrity will edit this draft as discussed tonight. **Dorothy Naylor moved to approve this policy to the WCUUSD board for consideration, with the edits as discussed tonight. Seconded by Christina Pollard, this motion carried unanimously.** Jim Garrity noted that in the future he would like the committee to consider a social media policy. He would like to come back to the committee at a future date, with the future IT director, to discuss this.

4. Future Agenda Items:

4.1. School Choice Policy

4.2. Memorials Policy

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

Next Meeting: May 12, 2021 4:30-6:30

5. Adjourn: The meeting adjourned by consensus at 6:24p.m.

Respectfully submitted,

Lisa Stoudt, Committee Recording Secretary