

# Washington Central Unified Union School District

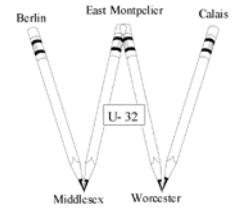
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*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

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Bryan Olkowski  
Superintendent



## **WCUUSD Policy Committee Meeting Minutes Approved 4.12.21 5:15-7:15 pm**

**Present:** Superintendent Bryan Olkowski, Michelle Ksepka, Jim Garrity, Chris McVeigh, Jody Emerson, Dorothy Naylor, Aaron Boynton, Christina Pollard

1. **Call to Order:** Chris McVeigh called the meeting to order at 5:21 p.m.
2. **Approve Minutes of 3.30.21:** Christina Pollard moved to approve the minutes of March 30, 2021. This motion carried unanimously.
3. **Review Technology Policies:**
  - 3.1. **D3 District Take Home Device and Personal Device Policy:** Jim Garrity introduced this draft policy. Chris McVeigh asked for input around the language indicating “It is expected that...” is that strong enough? Jody Emerson indicated that students are required to sign an acceptable use agreement. She believes that the content of this policy is covered in the agreement. Some discussion followed around the language around replacement costs. Sentence on page 3 of the policy draft: “Physical damage...” Suggested: “replacement fee consistent with the acceptable use agreement” “replacement fee equal to the cost to replace the equipment” The committee agreed to edit that sentence to read: *“Physical damage or lost equipment may cost a student or employee a replacement fee.”* Chris McVeigh asked whether we should consider putting language in the policy to differentiate between purposeful damage to equipment versus accidental. In the acceptable use policy, the school administrator determines the extent of damage. The committee agreed to leave the language in this policy vague and use the edited sentence as noted above. The committee recommended to bring this policy to the board. **Christina Pollard moved to bring this policy D3 to the school board, as edited tonight. Seconded by Chris McVeigh, this motion carried unanimously.**
  - 3.2. **F44 Password Management Policy:** Jim Garrity introduced this policy. He had crafted it based on resources from National Institute of Standards and Technology. Jody Emerson stated that this policy seemed very procedural. She wondered if the policy itself could be more vague and the procedures around password management could be updated as needed and as explicit as needed. Chris McVeigh asked whether this policy will compel a change in behavior. Jim Garrity stated that, for example, “Shared Passwords” is an area that needs change. The committee

agreed to revisit this policy at the next meeting, and consider a draft policy that is brief, the Standard Operating Procedure is more explicit.

- 3.3. F45 Acceptable Use:** Jim Garrity introduced this policy. Chris McVeigh asked whether this policy is consistent with what we already have in place. Jody Emerson stated that she believes it is probably consistent with the law; however this policy spells it out and makes it very clear to employees. Suggestion to eliminate “with or without consent” and simply state “without consent.” Chris McVeigh indicated that the entire statement about “no expectation of privacy” should be highlighted so that staff knows this very explicitly. Chris McVeigh asked, does there need to be a trigger, for a search like this? He would like to have language in the policy that explains what might cause such a trigger. Language should read “All searches of this nature will only be conducted with the approval of the Superintendent or the Superintendent’s designee.” Jim Garrity suggested creating a new policy about electronic searches at the district, to spell out clarity around this issue. Chris McVeigh asked staff members how they are currently notified about the potential of this type of search. Jody Emerson indicated that she believes it is part of the staff handbook and is reviewed during new staff training, but it is not something that is regularly discussed. Chris McVeigh suggested, “WCUUSD reserves the right, through decision by Superintendent or Superintendent’s designee, to turn over potentially illegal material to law enforcement for civil and or criminal action.” The committee discussed requiring subpoena or the consent of the parent provided for any student under 18 years old. Chris McVeigh asked, once a student turns 18, can a parent still provide consent for a search, or does it need to come from the student? The committee will revisit this policy with updated language after consulting legal counsel.
- 3.4. F47 Electronic Mail:** Jim Garrity explained that email is traditionally an unsecure platform. Bryan Olkowski spoke about the need to explain FERPA, HIPPA and FOIA within this policy. Chris McVeigh reminded him to change the language from “company” to “district.” Jody Emerson asked whether some of the policies could be included into one, for example, passwords and this email policy. Superintendent Olkowski indicated that if it is going to include language around FERPA, HIPPA and FOIA then it might be better as a “stand alone” policy. Dorothy Naylor indicated that she believes it is important for staff to be aware of the FERPA, HIPPA and FOIA details. She would advocate for the simplest way to get this information across to people. Christina Pollard agreed with Dorothy’s points. She suggested putting this information in more than one place as needed, to be sure that staff are aware: err on the side of providing more information/ protection. Chris McVeigh agreed with the idea of keeping this policy as a stand-alone policy, and to include the details around FERPA, HIPPA and FOIA as discussed, in other places of access. This policy will go, as edited, to the next board meeting, for board’s consideration. **Dorothy Naylor moved to forward this policy, as amended, to the WCUUSD board for consideration. Seconded by Christina Pollard, this motion carried.**
- 3.5. F48 Incident Response Policy and Plan:** Jim Garrity reviewed this policy. **Dorothy Naylor moved to forward this policy to the WCUUSD board for consideration. Seconded by Christina Pollard, this motion carried unanimously.**
- 3.6. B8 Electronic Communication between Employees and Students:** The committee will discuss this policy at the next meeting.

4. **Future Agenda Items:**
  - 4.1. School Choice Policy
  - 4.2. Memorials Policy

Superintendent Olkowski brought up the idea of having a policy to address enrollment in the middle of the school year. The committee will address this at a future meeting.

**Next Meeting: April 27, 4:30 - 6:30**

5. **Adjourn:** The meeting adjourned by consensus at 7:13 p.m.

Respectfully submitted,  
Lisa Stoudt, Committee Recording Secretary