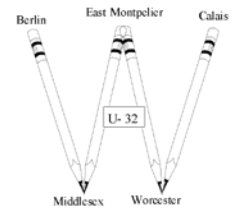


Washington Central Unified Union School District

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 3.30.21 4:30-6:00 pm

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

1. **Call to Order:** Chris McVeigh called the meeting to order at 4:32 p.m.
2. **Approve Minutes of 3.23.21:** Dorothy Naylor moved to approve the minutes of March 23, 2021. This motion carried unanimously.
3. **Review Technology Policies:**
 - 3.1. **F40 Change Management:** Jim Garrity had shared edited policies for the committee to consider. He had noted edits in red. Chris McVeigh suggested that a student serve on the CAB: Change Advisory Board. Jim Garrity explained that the Change Advisory Board serves to create accountability. Some discussion followed around whether this policy is “doable.” The committee discussed the history - there used to be a Tech Committee. Some of the similarities between what is currently in place and more explicit roles of a CAB were discussed. The committee discussed the value of having the agenda of the CAB shared with the full board - creating an agenda that is changed as needed; incorporating this language into the policy. Jim Garrity explained different scenarios that would be required to go through the CAB for approval. Chris McVeigh noted the need for clarity between changes to hardware versus changes to the network, in the policy. Will add language to ask the CAB chair for guidance as needed. Be sure within the policy that it is clear where “board” means CAB (and not WCUUSD Board).
Changes that were discussed tonight in this iteration of the policy:
 - sentence at end of network bullet
 - check in w/ member of CAB team as needed to comply with policy
 - agenda
 - student representative on the CAB
 - designation of alternate for CAB membership**Dorothy Naylor moved to bring F40 with the changes as discussed tonight, to the next WCUUSD Board meeting, for first reading. Seconded by Chris McVeigh, this motion carried.**
 - 3.2. **F43 Backups:** Jim Garrity had provided a draft policy. Chris McVeigh asked whether there is a clear statement that users may not store personal data files on WCUUSD

equipment. Jody Emerson and Aaron Boynton spoke about how a statement this explicit might affect the reality of their work situations. “Personal non-work-related” verbiage might help. Jody noted that staff will need plenty of advance notice as this is a substantial change in practice. Chris McVeigh suggested that it be clear that if staff store personal information, they do it at their own risk. Aaron Boynton reiterated Jody’s statement that staff would need a very explicit message and time in advance to adjust to this change. Jim Garrity suggested that this policy be enacted at the beginning of the 2021-22 school year. He anticipates that there will be questions that arise. Jim Garrity briefly reviewed General Storage Rules. **Dorothy Naylor moved to bring F43, with changes as suggested at this meeting, to the WCUUSD Board for first reading. Seconded by Chris McVeigh, this motion carried.**

3.3. D3 District Take Home Device and Personal Device Policy: Jim Garrity reviewed this policy draft. He explained that the IT Department monitors all activity on district devices, whether they belong to students or staff. Chris McVeigh asked, when a concern is raised, where is it shared? Michelle Ksepka noted that principals get notifications when Go Guardian is alerted. Chris McVeigh would like for the policy to indicate that administration will make the contact versus IT staff. He would like the language to be explicit in the policy. Bryan Olkowski noted that the policy can include language to explain that law enforcement seizing a computer or device, is required to go through the Office of the Superintendent. Chris McVeigh suggested that a copy of this policy be sent to all families. Jody Emerson indicated that this policy is included in the Acceptable Use agreement. She also noted that students do in fact post pictures of themselves to use as icons or for projects; she suggests that they not be required to get school permission as that permission is assumed. Some discussion followed around the second bullet under “Security, Filtering, and Monitoring.” (“Do not use district resources for political purposes, like trying to influence elections.”) The idea was posed to not allow using district email address for such purposes, rather than using district resources. This discussion will be continued at the next committee meeting, as time ran short.

3.4. F44 Password Management Policy

3.5. F45 Acceptable Use

3.6. F47 Electronic Mail

3.7. F48 Incident Response Policy and Plan

3.8. B8 Electronic Communication Between Employees and Students

4. Future Agenda Items:

4.1. School Choice Policy

4.2. Memorials Policy

5. Adjourn: The committee adjourned by consensus at 6:40 p.m.

Respectfully submitted,
Lisa Stoudt, Committee Recording Secretary