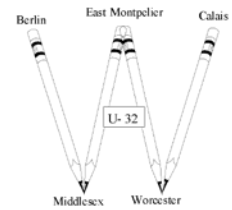


Washington Central Unified Union School District

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

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Bryan Olkowski
Superintendent



WCUUSD Policy Committee Meeting Minutes Approved 1.26.21 4:30-6:30 pm

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

- 1. Call to Order:** Chris McVeigh called the meeting to order at 4:35 p.m.
- 2. Approve Minutes of 1.12.21:** Dorothy Naylor moved to approve the minutes from January 12, 2021. Seconded by Jaiel Pulskamp, this motion carried unanimously.
- 3. Review of Technology Policies**
 - 3.1. F25 Access Control:** Under “Administrative Access” - “Privileged Access Policy” should be replaced by “Access Control Policy.” Jaiel suggested that a definition of “Access Control” be included in the policy. Jim Garrity suggested including this in the purpose of the policy - he considers “access control” to involve: authentication, authorization, control. Chris McVeigh explained that the first time the policy comes to the full board it’s for a reading; the second reading can be for adoption. This policy is ready for a reading at the full board.
 - 3.2. F40 Change Management:** Jim Garrity had made some changes to the policy in response to the lengthy discussion at the previous meeting. He had included definitions of: Standard Change, Normal Change, and Emergency Change. Chris McVeigh asked, does it clearly designate who is the arbiter when it comes to change. Jim Garrity had envisioned a change advisory board with principal or appointee from each school. He will share some language describing the change advisory board. Superintendent Olkowski suggested that Distributed Denial of Service (DDOS) be explained, as this is not a commonly understood term. Use consistent language: “Information Technology Department.” Under “Network,” strike the sentence that begins with “If a user requires....” (Strike the entire sentence.) In the “Changes NOT Related” section, change “corporate” to district” and eliminate “and Procedure.”
Superintendent Olkowski asked whether the membership to Change Advisory Board should be clearly delineated. Jim Garrity suggested: change advisory board *could* consist of the following: and could add “this is discretionary at the Superintendent’s direction.” Superintendent Olkowsi suggested that a definition

be included or a section to explain the “why” of establishing a Change Advisory Board. Discussion followed around the composition of the Change Advisory Board. Chris McVeigh asked, who will decide what is an “Emergency Change” and what the change would be? Some discussion followed around whether to define what constitutes a “crisis.” Maybe require a quick consultation with another member of the Change Advisory Board. However, Chris McVeigh noted that the other member would need to have some technology expertise as well. Jim Garrity suggested creating a *Zero Trust S.O.D. Policy (separation of duties)*. He will work on this policy before the next meeting. Change Advisory Board - will need to document the changes so that review is part of the process.

Chris McVeigh asked the committee - do we want to pass policies along to the full board one by one, when they are ready, or do we want to share them all at once so the context is understood? Jaiel suggested that it will take some time so it might be best to present them one at a time. Dorothy suggested, too, not putting too many at one time on the full board agenda, as it will be time consuming and may be overwhelming. The committee agreed to present policies in groups, e.g. one third at a time.

3.3. F41 Reasonable Care in Protecting Proprietary and/or Confidential Information: This policy is ready to go to the full board for approval.

3.4. F22 Data Retention and Storage:

Jim Garrity shared that one bulleted paragraph had been added to this policy regarding use of personal devices to access, for example, Infinite Campus. Some discussion followed around who should receive the documentation when staff accesses such records from their personal devices. Also, change *Infinite Campus* and *Canvas* to “student information system” and “learning management system.” Discussion followed around who has access to what, regarding student or personnel records. Jim Garrity and Michelle Ksepka will work on procedures for tech staff around clarifying this issue. Chris McVeigh suggested adding verbiage that indicates that technology expertise is not needed in this policy, re: “Superintendent or Superintendent’s designee.” Committee members agreed that for some policies, technology expertise will be needed to have decision making privileges while others it is not necessarily needed. Some discussion followed around “covered records” - especially around audio material. Chris McVeigh suggested that anyone that is audio recorded should have to provide their written consent for us to retain this record. A form would need to be created for this consent as well. Jody Emerson asked about the circumstances when snippets from video cameras on the school property are kept and retained related to student behavior incidents. Committee members agreed that those are different circumstances. Discussion followed around clarifying terminology around what types of information to be shared is “a big deal” versus “not a big deal.”

The following policies were not addressed at tonight’s meeting:

- 3.5. F43 Backups-pg. 13
- 3.6. D3 District Take Home device & Personal Device Policy-pg. 15
- 3.7. F44 Password Management Policy-pg.18
- 3.8. F45 Acceptable Use-pg.21
- 3.9. F47 Electronic Mail-pg.24
- 3.10. F48 Incident Response Policy and Plan-pg. 26

3.11. B8 Electronic Communication Between Employees and Students-pg.27

4. Future Agenda Items:

- 4.1.** E46 Memorial Policy
- 4.2.** C13 Homeless Students
- 4.3.** School Choice
- 4.4.** School Closure

The committee will meet on Monday, February 15th. Jaiel can only attend for part of the meeting, but Chris and Dorothy are available.

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

Respectfully submitted,
Lisa Stoudt, Committee Recording Secretary