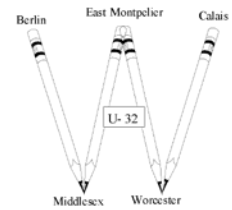


Washington Central Unified Union School District

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 December 8, 2020

Present: Superintendent Olkowski, Aaron Boynton, Michelle Ksepka, Chris McVeigh, Dorothy Naylor, Jaiel Pulskamp, Ellen Knoedler, Jim Garrity, Jody Emerson

- 1. Call to Order:** Chris McVeigh called the meeting to order at 4:34 p.m.
- 2. Approve Minutes of 11.11.20:** Dorothy Naylor moved to approve the minutes of November 11, 2020. Seconded by Chris McVeigh, this motion carried unanimously.

3. Information Security Policy Review and Discussion:

Jim Garrity explained that the goal of this policy is to create policy and procedure so that the IT practices are sustainable over time. Some discussion followed - should this be one overarching document with many policies? Committee members agreed that splitting this large policy into separate policies would be helpful. Chris McVeigh asked: who implements this policy? Some discussion followed around who is the *accountable party* and who is the *responsible party* regarding policies. Jim Garrity stated that the accountable party is IT for the most part, but in the device take-home policy, the school administrator is the accountable party.

Discussion followed around security on various devices. A lengthy discussion followed around the ticketing system in IT.

Jim Garrity stated that his two priorities to begin policy discussion around IT are:
-change management structure
-backups

The committee began discussion about how to break this big policy into separate policies.

Jody Emerson suggested putting the separate policies into the sections where they belong, within our VSBA policy template, as well as possibly having them all together in an IT policy booklet.

ACCESS CONTROL: (this might fall under Non-Instructional Operations)

The committee reviewed this draft.

Chris McVeigh suggested beginning with how this is currently practiced.

Michelle Ksepka: part of “onboarding” in HR; some access is provided when teachers come to new teacher orientation. Photo ID badges occur when staff goes to a school during school picture days (when Lifetouch comes.) Each school is responsible for giving out their keys. Different staff have access to different applications, depending on their position/ role; their credentials are created.

Jim Garrity stated that there is currently no way to audit, for example, who granted access to what, to whom.

Chris McVeigh asked, from principals, who should have access to buildings? Aaron Boynton - teachers and administrators, paras, custodians, office staff. He noted that service providers that are not in the building every day are not provided access. There are no keys/ cards/ access provided to outside organizations. Jody Emerson shared that U32 is the same, except she believes that some of the booster club members have access to a certain place in the building where their supplies are stored. Teachers may have limited access to the building on weekends. Discussion followed about teachers accessing their school buildings on weekends - should they notify the principal? Chris McVeigh indicated that he does not believe the principal should need to be alerted on the weekend. The swipe cards keep data of who has entered the building and when, however two of the buildings do not have swipe card access.

CHANGE MANAGEMENT:

Jim Garrity explained that the goal is to ensure that we are applying a standard method and procedure for changes to control IT infrastructure.

Jim Garrity stated that he thinks a Change Management group would be beneficial. He described identification of change as: what we are doing and why.

He explained the differences between normal, standard and emergency re: change.

DATA RETENTION AND STORAGE POLICY:

Jim Garrity explained the need for this policy, to ensure that data is controlled and meets all state and federal requirements (for example, how long to store records.) Some discussion followed about paper records and storage versus digital.

The committee will continue to consider this policy document at the next meeting, January 12 2021. (4:30 - 6:30)

4. Policy Update

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

5. Future Agenda Items:

6. Adjourn: The meeting adjourned by consensus at 6:28 p.m.

Respectfully submitted,

Lisa Stoudt, Committee Recording Secretary