

**RICE LAKE AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
700 Augusta Street  
Rice Lake, WI 54868**

**Policy Committee Minutes**

**Tuesday, January 10, 2017  
5:30 p.m.  
BOE/ADM Office**

**MINUTES**

- I. **CALL TO ORDER:** The meeting was called to order at 5:30 p.m.
- II. **ROLL CALL:** Present – Committee Members: Tami Alberg, Don Cuskey, Keven Jensen, Gary Spear  
Absent- NA  
District Staff – Randy Drost, Superintendent
- III. **NOTICE OF POSTING:** Randy Drost announced that notice of the meeting was communicated by public notice as required by 19.84 of WI statutes.
- IV. **Approval of Minutes from October 11, 2016:** Don Cuskey and Tami Alberg motion to approve the committee meeting minutes from Tuesday, October 11, 2016. All present voting yes. Motion approved.
- V. **REVIEW THE FOLLOWING:** The board reviewed the following policies:

<b>Policy</b>	<b>Title</b>
Policy #142.1	<b>Legal Services-Miscellaneous (recommend delete):</b> The committee reviewed the policy recommended for deletion. The policy language was incorporated into Policy #860, Visitors in the Schools, as recommended by WASB. Randy will contact WASB to ask about the language being incorporated into the harassment policy instead of the Visitors in Schools policy. The committee recommended the policy go to the full board as a first reading for possible deletion.
Policy #222.2	<b>Voluntary Early Retirement for Administrators (revise):</b> The committee reviewed the revised policy. There were no recommended revisions. The committee recommended the revised policy go to the full board as a first reading.
Rule #222.2	<b>Voluntary Early Retirement Procedures (recommend delete):</b> The committee reviewed the rule recommended for deletion. Gary Spear asked that the Rule not be deleted, but revised. After discussion, it was decided the language from the Administrative Contracts regarding early retirement will replace the current language. The committee recommended the revised rule go to the full board as a first reading.

Policy	Title
Policy #343.4	<b>Course Options Program (revise):</b> The committee reviewed the revised policy. After discussion, Randy asked to table the policy and rule until the April meeting to allow for him to get some clarification. The committee agreed to review this policy at the April meeting.
Rule #343.4	<b>Procedures for Handling Course Applications through Course Options Program (revise):</b> The committee reviewed the revised rule. Randy asked to table the policy and rule until the April meeting to allow for him to get some clarification and to review the rule and compare it with state statute and confirm dates within the rule. Under B, 3(d), it was recommended to revise the word “confirm” to read “conform”. The committee agreed to review this rule at the April meeting.
Policy #360.2	<b>Use of Copyrighted Materials (revise):</b> The committee reviewed the revised policy. There were no additional recommended revisions. The committee agreed the policy and rule will need to be reviewed by the committee frequently to remain compliant. The committee recommended the revised policy go to the full board as a first reading.
Rule #360.2	<b>Copyright Guidelines for Rice Lake Area School District (review):</b> The committee reviewed the rule. There were no recommended revisions. The committee recommended the rule go to the full board as a first reading.
Policy #370	<b>Co-curricular Activities (revise):</b> The committee reviewed the revised policy. There was a recommended revision to paragraph 2. The language “elementary school” and “(K-8)” will be deleted in the second paragraph. In addition, the language recommended for deletion in the last paragraph, “or from providing separate toilet, locker and shower facilities” will remain in the policy. The committee recommended the revised policy go to the full board as a first reading.
Rule #370	<b>Guidelines for Activities (revise):</b> The committee reviewed the revised rule. It was recommended that under #6, letter f. be deleted. Also, letter (i) will be revised to read, “Opportunities must exist for students to earn funds to substantially off-set the cost of the trip.” Letter (j) will be revised to read, “The activity does not require intensive coaching and preparation during classroom hours for a few students at the expense of many.” The committee recommended the revised rule go to the full board as a first reading.
Policy #411.3	<b>Student Harassment, Intimidation, and Bullying (revise):</b> The committee reviewed the revised policy. It was recommended the title and any reference to anti-bullying and anti-harassment be changed to just <b>bullying and harassment</b> . On page 2, the section titled, “Defining Intimidation” will be deleted. Also on page 2, under the title, “Bullying and Harassment by Students is Prohibited” in the first paragraph, the language, “who is at school” will be deleted. The committee recommended the revised policy go to the full board as a first reading.
Rule #411.3 (1)	<b>Student Harassment, Intimidation, and Bullying Complaint Investigation Rules (new):</b> The committee reviewed the new rule (1). It was recommended that any reference to anti-bullying and anti-harassment be changed to just

Policy	Title
	<p><b>bullying and harassment.</b> The committee recommended the new rule go to the full board as a first reading.</p>
Rule #411.3 (2)	<p><b>Reporting Bullying/Harassment: Expectations and Procedures for District Employees (new):</b> The committee reviewed the new rule (2). It was recommended that any reference to anti-bullying and anti-harassment be changed to just <b>bullying and harassment.</b> The committee recommended the new rule (2) go to the full board as a first reading.</p>
Rule #411.3 (3)	<p><b>Responding to and Investigating Reports of Possible Bullying or Harassment Involving Students (new):</b> The committee reviewed the new rule (3). It was recommended that any reference to anti-bullying and anti-harassment be changed to just <b>bullying and harassment.</b> Under B. (1), “licensed staff member” will be revised to say, “an administrator”. Also, under B. (1) b., the language, “or designee” will be deleted.</p> <p>Also, B (2) will be revised to read, “<i>Post-Screening Investigation. When any report of bullying or harassment is investigated beyond the initial screening stage, the investigation shall be conducted by a building administrator or another administrator unless the District Administrator engages an independent outside party to conduct the investigation.</i>” The language under B (2) “or by a licensed staff member acting under the direction of an administrator” will be deleted. Any reference to a licensed staff member or designee will be deleted with the rule. The committee recommended the new rule (3) go to the full board as a first reading.</p>
Rule #411.3 (4)	<p><b>Board Guidelines for the District’s Procedures, Services, and Communications Related to Bullying and Harassment in the Schools (new):</b> The committee reviewed the new rule (4). It was recommended that any reference to anti-bullying or anti-harassment be changed to just <b>bullying and harassment.</b> On page 2, under the title, <b>Information/Notice</b>, (1), include examples of bullying behavior as provided by Gary Spear. Also, Randy indicated he would work on a process for a sign-off sheet with students and parents. The committee recommended the new rule (4) go to the full board as a first reading.</p>
Exhibit #411.3 (1)	<p><b>Bullying or Harassment Report Form (new):</b> The committee reviewed the new Exhibit (1). Item 5 on the form will be revised to read, “<i>WHO is being bullied or harassed? (Please provide name(s) of each individual you can identify as a possible victim/target.)</i>”</p> <p>The committee recommended the new Exhibit (1) go to the full board as a first reading.</p>
Policy #527	<p><b>Responsible use of Information Technology Resources by Staff (review):</b> The committee reviewed the current policy. There were no recommended revisions. There was a question as to why BOE Policy #821.5, District Use of Social Media, is separate from these policies and rules? The committee recommended the current policy go to the full board as a first reading.</p>
Rule #527 (1)	<p><b>Guidelines for Responsible use of Information Technology Resources by Staff (revise):</b> The committee reviewed the revised rule (1). There were no</p>

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	recommended revisions. The committee recommended the revised rule (1) go to the full board as a first reading.
Rule #527 (2)	<b>Guidelines for Electronic Communication by Staff (revise):</b> The committee reviewed the revised rule (2). There were no recommended revisions. The committee recommended the revised rule (2) go to the full board as a first reading.
Policy #652	<b>Revenues from Investments (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Policy #672	<b>Purchasing (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Rule #672	<b>Purchasing Guidelines (revise):</b> This rule was tabled. The committee will meet again in March to review the rule.
Policy #672.2	<b>Quantity Purchasing (review):</b> This policy was tabled. The committee will meet again in March to review the policy.
Policy #672.3	<b>Local Purchasing (review):</b> This policy was tabled. The committee will meet again in March to review the policy.
Policy #731.1	<b>Locker Room Privacy (review):</b> This policy was tabled. The committee will meet again in March to review the policy.
Policy #751	<b>Student Transportation Services (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Rule #751	<b>Student Transportation Guidelines (revise):</b> This rule was tabled. The committee will meet again in March to review the rule.
Policy #751.1	<b>Student Transportation in Alternative Vehicles (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Policy #821.5	<b>District use of Social Media (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Policy #840	<b>Public Gifts to the Schools (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Rule #840	<b>Guidelines for Accepting Gifts to the Schools (revise):</b> This rule was tabled. The committee will meet again in March to review the rule.
Policy #850	<b>Public Solicitations (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Rule #850	<b>Guidelines for Lottery/Lottery-Type Activities (revise):</b> This rule was tabled. The committee will meet again in March to review the rule.

Policy	Title
Policy #860	<b>Visitors in the Schools (revise):</b> This policy was tabled. The committee will meet again in March to review the policy.
Rule #860	<b>Visitors to the Schools Procedures (new):</b> This rule was tabled. The committee will meet again in March to review the rule.

- VI. **OTHER:** Don Cuskey and Gary Spear motion to table: policy #652; policy & rule #672; policy #672.2; policy #672.3; policy #731.1; policy and rule #751; policy #751.1; policy #821.5; policy and rule #840; policy and rule #850; policy and rule #860 until they can meet in March 2017. All present voting yes. Motion approved.
- VII. **NEXT MEETING:** The committee will schedule a special meeting for March 2017; the next regular committee meeting is scheduled for Tuesday, April 11, 2017 at 5:30 p.m. in the Board Room at the administration office.
- VIII. **ADJOURN:** A motion to adjourn was made at 7:31 p.m. by Gary Spear and seconded by Don Cuskey.

Minutes respectfully submitted by Randy Drost.