

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

Policy Committee Minutes

**Tuesday, March 14, 2017
5:30 p.m.
BOE/ADM Office**

MINUTES

- I. **CALL TO ORDER:** The meeting was called to order at 5:33 p.m.
- II. **ROLL CALL:** Present – Committee Members: Tami Alberg, Don Cuskey, Keven Jensen, Gary Spear
Absent- N/A
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 January 10, 2017:** Gary Spear and Don Cuskey motion to approve the committee meeting minutes from Tuesday, January 10, 2017. All present voting yes. Motion approved.
- V. **REVIEW THE FOLLOWING:** The board reviewed the following policies:

Policy	Title
Policy #652	Revenues from Investments (revise): The committee reviewed the revised policy. There was a recommendation to change the title of Business Manager to the Director of Finance and Operations in all district policies, rules, and exhibits so they are consistent. The committee recommended the policy go to the full board as a first reading with these revisions.
Policy #672	Purchasing (revise): The committee reviewed the revised policy. Randy Drost explained the recommendation from WASB to combine Policy #672.2 Quantity Purchasing and #672.3, Local Purchasing into the policy #672. In the first paragraph, it was recommended the paragraph be revised to read, “All purchases are to be made with the approval of the District Administrator and/or the Director of Finance and Operations within the limitations of the appropriate budget. Purchases shall be made from the person or firm offering the lowest responsible quotation.” There was discussion about adding language to hold building principals responsible for approval of purchases within their budget limitations. The sixth paragraph was revised to clarify the responsibility of the building principals purchasing items using their discretion to keep within budget. The

Policy	Title
	<p>paragraph will read, "All purchasing should be done through the Business Office in line with generally accepted business practices. The District Administrator and/or Building Administrators are free to purchase items on his/her own decision which were specifically approved in the budget, not to exceed the budgeted amount."</p> <p>By consensus, it was requested the last sentence in the policy be eliminated.</p> <p>The committee recommended the revised policy go to the full board as a first reading.</p>
Rule #672	<p>Purchasing Guidelines (revise): The committee reviewed the revised rule. Under the section titled, "Requesting Goods and Services (Requisitions)" it was recommended the third paragraph be revised to say, "Requests for purchase must be approved by the appropriate Administrator. The requests should then be forwarded to the District Administrator and/or Director of Finance and Operations for approval. All approved requests will then be sent to the Business Office for processing."</p> <p>It was requested the last section in the Rule be titled, "High School and Middle School Activity Account Purchases." In addition, it was requested that the last paragraph be revised to read, "Purchases for materials to be used by various school authorities who manage activity accounts are to be authorized by the Principal and a purchase order secured from the Principal's office, written on the school activity fund to cover the purchase." "All paperwork will then be forwarded to the Business Office in a timely fashion."</p> <p>The committee recommended the revised rule go to the full board as a first reading.</p>
Policy #672.2	<p>Quantity Purchasing (recommend delete): The committee reviewed the policy recommended for deletion. There were no recommended revisions. The committee recommended the policy go to the full board as a first reading for possible deletion.</p>
Policy #672.3	<p>Local Purchasing (recommend delete): The committee reviewed the policy recommended for deletion. There were no recommended revisions. The committee recommended the policy go to the full board as a first reading for possible deletion.</p>
Policy #731.1	<p>Locker Room Privacy (review): The committee reviewed the policy. It was recommended the last two bulleted items be combined. The combined language would read, "No person may use a cell phone, camera, video recorder or other devices to capture, record, or transfer a representation of a nude or partially nude person, or to take any other photo or video image of a person in a locker room, dressing room, or restroom at any time."</p> <p>The committee recommended the revised policy go to the full board as a first reading.</p>

Policy	Title
Policy #751	<p>Student Transportation Services (revise): The committee reviewed the revised policy. The last sentence under the “Vehicle and Driver Requirements” section will be reworded to read, “The District shall not purchase, lease, rent, use, or contract for the use of a motor vehicle for student transportation, other than a properly marked and equipped school bus or authorized motor bus, if the motor vehicle is designed to transport no more than ten passengers, including the driver.”</p> <p>The committee recommended the revised policy go to the full board as a first reading.</p>
Rule #751	<p>Student Transportation Guidelines (revise): The committee reviewed the revised rule. The committee recommended the revised rule go to the full board as a first reading.</p>
Policy #751.1	<p>Student Transportation in Alternative Vehicles (revise): The committee reviewed the revised policy. It was recommended the language in the second paragraph be consistent with the revised language in the rule. This paragraph will be revised to read, “Under no circumstances shall the District authorize a District employee or volunteer to provide student transportation using an alternative vehicle that (1) is manufactured to accommodate no more than ten passengers, including the driver; (2) does not have a sufficient number of permanently-mounted and forward-facing seats for each passenger; (3) is a homemade, street modified, or replica vehicle.”</p> <p>In addition, the committee discussed the development of a rule to clarify the process and also develop a process to track how we are following these guidelines. Randy will work on developing a rule.</p> <p>There was also the question of whether or not this policy is shared with coaches?</p> <p>The committee recommended the revised policy go to the full board as a first reading.</p>
Policy #821.5	<p>District use of Social Media (revise): The committee reviewed the revised policy.</p> <p>It was recommended the language under #4 be revised to match our directory notice language published at the beginning of the school year.</p> <p>A space was needed between #5 and #6.</p> <p>The committee recommended the revised policy go to the full board as a first reading.</p>
Policy #840	<p>Public Gifts to the Schools (revise): 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.</p>

Policy	Title
Rule #840	Guidelines for Accepting Gifts to the Schools (revise): The committee reviewed the revised rule. There were no recommended revisions. The committee recommended the revised rule go to the full board as a first reading.
Policy # 850	Public Solicitations (revise): The committee reviewed the revised policy. Randy will work on rewording the first three paragraphs of the policy. It was requested any reference to Business Manager be revised to Director of Finance and Operations. Also the very last paragraph in the policy will become #11 to go along with the other numbered items. The committee recommended the revised policy go to the full board as a first reading.
Rule #850	Guidelines for Lottery/Lottery-Type Activities (revise): The committee reviewed the revised rule. It was requested that any reference to Business Manager be revised to Director of Finance and Operations. The committee recommended the revised rule go to the full board as a first reading.
Policy #860	Visitors in the Schools (revise): 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 #860	Visitors to the Schools Procedures (new): The committee reviewed the new rule. By consensus, it was recommended #2 under letter C be eliminated. The committee recommended the revised new rule go to the full board as a first reading.

VI. **OTHER:** N/A

VII. **NEXT MEETING:** The next meeting is scheduled for Tuesday, April 11, 2017 at 5:30 p.m.

VIII. **ADJOURN:** A motion to adjourn was made at 7:06 p.m. by Don Cuskey and seconded by Tami Alberg.

Minutes respectfully submitted by Randy Drost.