

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

Policy Committee Minutes

**Tuesday, April 11, 2017
5:30 p.m.
BOE/ADM Office**

MINUTES

- I. **CALL TO ORDER:** The meeting was called to order at 5:32 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 Tuesday, March 14, 2017:** Don Cuskey and Tami Alberg motion to approve the committee meeting minutes from Tuesday, March 14, 2017. All present voting yes. Motion approved.

- V. **REVIEW THE FOLLOWING:** The board reviewed the following policies:

Policy	Title
Policy #222.2	Voluntary Early Retirement for Administrators (revise): Randy shared that this policy was in the process of being reviewed by legal counsel. This will be brought back to the next BOE Policy Committee meeting.
Rule #222.2	Voluntary Early Retirement Procedures (recommend delete): This rule is currently being reviewed by legal counsel. This will be brought back to the next BOE Policy Committee meeting.
Policy #341	Basic Instructional Program (revise): The committee reviewed the revised policy. The committee recommended the revised policy go to the full board as a first reading.
Rule #341	Elementary Time Allocation Requirements (recommend delete): The committee reviewed the rule recommended for deletion. Rather than deleting the rule, the recommendation was to revise the time allocations to include hours for each level (Elem., MS., and HS) and list what we currently have in place for basic areas; the percentage column would be removed. Include an “other” area. Randy will work on fixing up the section of the rule on time allocations to reflect what is currently in place. The committee recommended the revised rule go to the full board as a first reading.

Policy	Title
Policy #343.4	<p>Course Options Program (revise): The committee reviewed the revised policy. Under the second paragraph, this will be reworded to say, “The District will deny a resident student’s application to attend a course(s) in another educational institution under the “Course Options” program if:”</p> <p>On page one, the following paragraph will be revised to say, “The District shall pay costs for the course to the extent required by state law and the Wisconsin Department of Public Instruction. “Any costs incurred by the District for materials related to the course shall be the property of the District. The materials will be turned into the building principal at the end of the school year.”</p> <p>*At the April 24th regular Board of Education meeting, the revisions above were revised to read: “Any costs incurred by the District for materials related to the course shall be the property of the District. The materials will be turned into the building principal at the end of each term.”</p> <p>The committee recommended the revised policy go to the full board as a first reading.</p>
Rule #343.4	<p>Procedures for Handling Course Applications through Course Options Program (revise): The committee reviewed the revised rule. The lettering along with each heading will be removed (i.e. A, B, C, etc.)</p> <p>Under the section titled, “Resident Student Applications to Take Courses Outside the District” #1 will be revised to read, “Students who are seeking to take a course outside of the District under the “Course Options” program shall use the DPI-approved application form and shall initially submit the application form to the educational institution that is offering the course no less than six (6) weeks prior to the date the course is scheduled to commence. The educational institution offering the course is responsible for forwarding a copy of the application to the District, but the District recommends that the applicant contact the District to confirm that the District has, in fact, received a copy of the application.”</p> <p>On page 2 under #3, letter c, the word “shall” will be revised to say “may”.</p> <p>It was requested a timeline be developed for students looking to attend outside of the district, or to add in state statute timelines under this section. The language under number 4 will be revised to read, “If the application is denied, the applicant’s parent or guardian and the educational institution to which the application was made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial by the school board and notify the parent or guardian of the applicant’s right to appeal the denial to DPI.”</p> <p>The language under number 5 will be revised to read, “If the District notifies the applicant that his/her application has been accepted, then the applicant’s parent or guardian must provide written notice, within seven days, to the District confirming the student’s intent to attend the specific course(s). If this</p>

Policy	Title
	<p>confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the “Course Options” program.</p> <p>The committee recommended the revised rule go to the full board as a first reading.</p>
Policy #351	<p>Field Trips (review only): The committee reviewed the policy. There were no recommended revisions. The committee recommended the policy go to the full board as a first reading.</p>
Rule (1) # 351	<p>Overnight Student Trips Sponsored or Authorized by the District (revise): The committee reviewed the revised Rule (1). There were no additional recommended revisions. The committee recommended the revised rule go to the full board as a first reading.</p>
Rule (2) #351	<p>District Sponsoring and Authorizing Foreign Trips for Students (revise): The committee reviewed the revised Rule (2).</p> <p>In the first paragraph the words authorize and sponsor will be switched to read, “sponsor and authorize”.</p> <p>Under #1 the language will read, “In order to properly record the preparations performed by the District, the following informational documents should be created and presented to the District Administrator and Director of Instruction and Learning two (2) years prior to presentation to the Board of Education:</p> <p>By consensus, the committee agreed any trips already in the planning stage will not be required to follow this revised rule. Randy will talk to these teachers regarding the recommended change to this rule.</p> <p>Under #1, letter C, the first sentence will be removed. In addition, under #1, letter I will also be removed.</p> <p>Randy will work on developing a Rule (3), titled, “District Sponsoring and Authorizing Domestic Trips for Students”. The language will be similar to Rule (2).</p> <p>The committee recommended the revised Rule (2) go to the full board as a first reading.</p>
Exhibit (1) #351	<p>Parental Consent and Agreement for Foreign Travel (review only): The committee reviewed Exhibit (1). It was recommended Exhibit (1) be retitled as, “Parental Consent and Agreement for Foreign or Domestic Travel”. The committee recommended the revised Exhibit (1) go to the full board as a first reading.</p>
Exhibit (2) #351	<p>Memorandum of Understanding (review only): The committee reviewed Exhibit (2). It was recommended this Exhibit be revised to accommodate foreign and domestic travel. The committee recommended the revised</p>

Policy	Title
	Exhibit (2) go to the full board as a first reading.
Exhibit (3) #351	Authorization for Medical Treatment on Student Trip (review only): The committee reviewed the Exhibit (3). There were no recommended revisions. The committee recommended the reviewed Exhibit (3) go to the full board as a first reading.
Exhibit (4) #351	Field Trip Permission Form (revise): The committee reviewed the revised Exhibit (4). There were no additional recommended revisions. The committee recommended the revised Exhibit (4) go to the full board as a first reading.
Policy #442	Student Conduct (revise): The committee reviewed the revised policy. There was a request that the language throughout the policy be consistent using Student Code of Conduct or “the code” versus Code of Classroom Conduct. The committee recommended the revised policy go to the full board as a first reading.
Rule #442	<p>Student Code of Conduct (revise): The committee reviewed the revised rule. The title of the rule will be revised to be consistent with the policy, “Student Code of Conduct and Discipline.” Also, the language through the rule will be consistent with the policy to read either Student Code of Conduct or “the code”.</p> <p>On page 8, title # IV will be revised to read, “Long Term Placement Procedures”.</p> <p>The committee recommended the revised rule go to the full board as a first reading.</p> <p>In addition, there was a question as to when the student handbooks would be reviewed/approved by the Board. These will go to the board in June.</p>

VI. **OTHER:** NA

VII. **2017-2018 Meeting Schedule:** The next meeting was scheduled for Tuesday, May 9, 2017 at 5:30 p.m.

VIII. **ADJOURN:** A motion to adjourn was made at 7:27 p.m. by Tami Alberg and seconded by Gary Spear.

Minutes respectfully submitted by Randy Drost.