

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

**Policy Committee Minutes**

**Tuesday, May 9, 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: Don Cuskey, Abbey Fischer, Keven Jensen, Gary Spear  
Absent- NA  
District Staff – Randy Drost, Superintendent  
Others: Sarah Sprenger
  
- 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, April 11, 2017:** Don Cuskey and Gary Spear motion to approve the committee meeting minutes from Tuesday, April 11, 2017. All present voting yes. Motion approved.
  
- V. **REVIEW THE FOLLOWING:** The board reviewed the following policies:

<b>Policy</b>	<b>Title</b>
Policy #131	<b>School Board Elections (revise):</b> The committee reviewed the revised policy. There were no recommended additional revisions. The committee recommended the revised policy go to the full board as a first reading.
Policy #131.1	<b>Board Member Qualifications (revise):</b> The committee reviewed the revised policy. The second sentence in the policy will be revised to read, “An eligible elector must be a citizen of the United States, age 18 or older, and has resided in <b>the Rice Lake Area School District</b> for 28 consecutive days before any election.” The committee recommended the revised policy go to the full board as a first reading.
Policy #422	<b>Entrance Age (Admission to Kindergarten and First Grade) (review only):</b> The committee reviewed the current policy. There were no recommended revisions. The committee recommended the reviewed policy go to the full board as a first reading.
Rule #422	<b>Entrance Age Procedures (revise):</b> The committee reviewed the revised rule. Under #2, letter (c.) the second sentence will be revised to read, “The individual evaluation shall be conducted by a certified <b>Rice Lake Area School</b>

Policy	Title
	<p><b>District</b> school psychologist in conjunction with other appropriate District personnel.” In addition, under #3, letter (a.) will be revised to read, “Developmental norms will be used to establish a general level of maturation <b>commensurate with the level the student is seeking admission to.</b>” Also, under#4, letter (f.) the sentence will be revised to read, “Where a family’s request for early admission and/or for an exemption from the kindergarten-completion requirement has been denied, the parent/guardian is encouraged to continue to work with the District to monitor the student’s progress for potential eligibility for future <b>admission to the Gifted/Talented Program</b> or for other curricular or program adjustments.”</p> <p>The committee recommended the revised rule go to the full board as a first reading.</p>
Exhibit #422	<p><b>Kindergarten/First Grade Early Entrance Application (review only):</b> The committee reviewed the current exhibit. There were no recommended revisions. The committee recommended the rule go to the full board as a first reading.</p>
Policy # 442.1	<p><b>Student Dress (revise):</b> The committee reviewed the revised policy. The second paragraph from the bottom of the policy will be revised to read, “This policy and any additional school or activity rules established related to student dress shall be published annually in student <del>and staff</del> handbooks.” The committee recommended the revised policy go to the full board as a first reading.</p>
Policy #446.1	<p><b>Staff Use of Physical Force/Restraint and Seclusion (revise):</b> The committee reviewed the revised policy. Recommended revisions include:</p> <ul style="list-style-type: none"> <li>• Page 1, #4, at the end of the paragraph, #7 (<b>Seclusion and physical restraint shall be administered in a humane, safe and effective manner, and without intent to harm or create undue discomfort (physical or emotional)</b>)” will be incorporated into #4. Item #7 will then be eliminated.</li> </ul> <p>The committee recommended the revised policy go to the full board as a first reading.</p>
Rule #446.1	<p><b>Procedures for Using Seclusion and Physical Restraint Interventions (New):</b> The committee reviewed the new rule.</p> <ul style="list-style-type: none"> <li>• The last paragraph under Letter C will be moved to page 1 and placed after the first bullet under Letter A.</li> <li>• Under Letter C #3, the last sentence will be revised to read, “It shall not be used for staff convenience, student punishment, <b>or potential destruction of property.</b>”</li> <li>• Under Letter C #5, a sentence will be added to read, “<b>Consider the following options: quoting the DPI statutory language.</b>”</li> <li>• Under Letter C #8, the sentence will be revised to read, “The <b>designated</b> seclusion room/area used must be approved by the director of pupil services. It must meet the following minimum requirements:”</li> <li>• The two bulleted items under C #8 will also include the revision, “The <b>designated</b> room/area”.</li> </ul>

Policy	Title
	The committee recommended the new rule go to the full board as a first reading.
Exhibit (1) #446.1	<p><b>Seclusion/Physical Restraint Report (New):</b> The committee reviewed the new Exhibit (1). Recommended revisions include:</p> <ul style="list-style-type: none"> <li>• Developing another new form, Exhibit (2) for students who are not marked special education.</li> <li>• Under the section titled, “Follow up”, in the box under “Required Task”, revise the first item to read, “<b>As soon as possible or within 24 hours</b> after the seclusion and/or restraint, the principal (or designee) has notified the parent/guardian.</li> </ul> <p>The committee recommended the new Exhibit (1) go to the full board as a first reading as well as the new Exhibit (2).</p>
Policy #823	<p><b>Access to Public Records (revise):</b> The committee reviewed the revised policy. There was a change in the second paragraph from Business Manager to <b>Director of Finance and Operations</b>. The committee recommended the revised policy go to the full board as a first reading.</p>
Rule #823	<p><b>Access to Public Records Procedures (revise):</b> The committee reviewed the revised rule. Recommended revisions include:</p> <ul style="list-style-type: none"> <li>• Under #1, a. revise this to read, “Authority” means any of the following having custody of a record: The Board of Education, Board of Education Committees, <b>district administrator, central office administrators, and building principals.”</b></li> <li>• Under #1, c., revise the first sentence to read, “Record” means any material on which written, drawn, printed, spoken, visual, or <b>electronic</b> information is recorded or preserved, regardless of physical form or characteristics which has been created or is being kept by an authority.”</li> <li>• Under #1, c., eliminate the second sentence.</li> <li>• #2, a. and b. will be deleted.</li> <li>• Under #5, e. xi., Randy will contact WASB to reword this for better understanding.</li> <li>• Under #7, b. ii, correction to a word, from “tot” change to “to”.</li> </ul> <p>The committee recommended the revised rule go to the full board as a first reading.</p>
Exhibit (1) #823	<p><b>Notice to Public, Access to Public Records (revise):</b> The committee reviewed the revised Exhibit (1). There were no recommended additional revisions. The committee recommended the revised Exhibit (1) go to the full board as a first reading.</p>
Exhibit (2) #823	<p><b>Notice to Employees (revise):</b> The committee reviewed the revised Exhibit (2). There were no recommended additional revisions. The committee recommended the revised Exhibit (2) go to the full board as a first reading.</p>
Exhibit (3) #823	<p><b>Exiting Employee Records and Property Sign-Off Sheet (recommend delete):</b> The committee reviewed the Exhibit (3) recommended for deletion. There were no revisions. It was recommended something similar be developed</p>

Policy	Title
	under the 200's for district employees or be placed in the employee handbook. The committee recommended the Exhibit (3) go to the full board for possible deletion.

- VI. **OTHER:** The committee discussed having a WASB quick check completed before school starts. It was also requested the policy on grade advancement be reviewed, specifically languages advancing students from 8<sup>th</sup> to 9<sup>th</sup> grade, before school starts in the fall.
- VII. **2017-2018 Meeting Schedule:** The next committee meeting is scheduled for Tuesday, August 8, 2017 beginning at 5:30 p.m. in the Board Room at the Administration Office.
- VIII. **ADJOURN:** A motion to adjourn was made at 7:41 p.m. by Gary Spear and seconded by Abbey Fischer.

Minutes respectfully submitted by Randy Drost.