

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

Policy Committee Minutes

**Tuesday, July 12, 2016
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- N/A
District Staff – Randy Drost, Superintendent; Paula Kodesh, School Nurse; Trisha Neuser, School Nurse; Barb Sparish, Director of Instruction and Learning; Susan Strouf, Director of Pupil Services

- 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 March 29, 2016:** Don Cuskey and Tami Alberg motion to approve the committee meeting minutes from March 29, 2016. 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): The committee reviewed the revised policy. The committee requested this policy along with the rule go to the BOE Negotiations Committee for review and revisions to make the administrator contracts and the policy/rule correspond. The BOE Negotiations Committee will provide a recommendation to the BOE Policy Committee for an upcoming meeting.
Rule #222.2	Voluntary Early Retirement Procedures (recommend delete): The committee reviewed the rule being recommended for deletion. The committee did not agree to delete this rule. The committee requested this rule along with the policy go to the BOE Negotiations Committee for review and revisions to make the administrator contracts and the policy/rule correspond. The BOE Negotiations Committee will provide a recommendation to the BOE Policy Committee for an upcoming meeting.

Policy	Title
Policy #223	Administrator Development Opportunities (revise): The committee reviewed the revised policy. It was recommended any language stating, “superintendent” be revised to say “District Administrator”. The committee recommended the revised policy go to the full board as a first reading with these recommended revisions.
Policy # 330	Curriculum Development and Evaluation (revise): The committee reviewed the revised policy. The committee recommended leaving the first paragraph in the policy and revising the third sentence to read, “Therefore, the Board of Education shall review and adopt a District curriculum which, to the extent possible, reflects the desires of the community, the needs of society, and the requirements of state and federal law”. The committee recommended the policy go to the full board as a first reading with these recommended revisions.
Rule #330	Curriculum Development and Evaluation Guidelines (recommend delete): The committee reviewed the rule recommended for deletion. There were no recommended revisions. The committee recommended the rule go to the full board as a first reading for possible deletion. Barb Sparish will rewrite this rule and present it to the BOE Policy Committee at their October meeting.
Policy #333	Parent Rights and District Programs/Activities (revise): The committee reviewed the revised policy. It was recommended the underlined language under #1(d) be deleted. The committee recommended the policy go to the full board as a first reading.
Policy #342.5	Gifted and Talented Program (revise): The committee reviewed the revised policy. The fourth paragraph reading, “ <i>the identification process and tools shall be responsive to factor such as, but not limited to, students’ economic conditions, race, gender, culture, native language, and developmental difference</i> ” was recommended to be deleted as it was a duplicate of the language already in #4. The committee recommended the policy go to the full board as a first reading with these recommended revisions.
Rule #342.5	Gifted and Talented Procedures (revise): The committee reviewed the revised rule. They recommended #5 be revised to read, “ <i>Within 30 calendar days of receiving consent to gather more information, a meeting will be held with all relevant staff members and parents to review the results of the information collected and determine eligibility for the Gifted and Talented Program.</i> ” This was revised from 60 calendar days to 30 calendar days. The committee recommended the rule go to the full board as a first reading with the recommended revision.
Policy # 343.2	Youth Options (revise): The committee reviewed the revised policy. It was recommended the language in #4 under the title of <u>Youth Options Courses through a Technical College</u> , regarding good academic standing, be added under the title of <u>Youth Options Courses through an Institution of Higher Education</u> as well. The committee recommended the revised rule go to the full board as a first reading with these recommended revisions.

Policy	Title
Policy #344.4	Grade Retention, Promotion, and Acceleration of Students (revise): The committee reviewed the revised policy. It was recommended that administration spend some time reviewing middle school data and revising this policy to be specific on retention criteria, specifically to hold 7 th and 8 th grade students accountable for completing assignments and making sure they are ready for the transition to high school. The committee shared the current policy allows for moving students ahead a grade even if they are not ready. The committee recommended the policy and rule be placed on hold until the process can be reviewed and the policy and rule can be revised if needed. This will be brought back to the committee at a future meeting.
Rule #344.4	Guidelines for Grade Retention, Promotion, and Acceleration of Students (revise): The committee reviewed the revised rule. The committee recommended the policy and rule be placed on hold until the process can be reviewed and the policy and rule can be revised if needed. This will be brought back to the committee at a future meeting.
Policy #344.41	Grade Advancement Grades 4 and 8 (recommend delete): The committee reviewed the policy recommended for deletion. The committee recommended the policy and rule be placed on hold until the process can be reviewed and the policy and rule can be revised if needed. This will be brought back to the committee at a future meeting.
Rule #344.41	Grade Advancement Implementation Procedures Grades 4 and 8 (recommend delete): The committee reviewed the rule recommended for deletion. The committee recommended the policy and rule be placed on hold until the process can be reviewed and the policy and rule can be revised if needed. This will be brought back to the committee at a future meeting.
Policy #344.42	Grade Advancement Kindergarten (recommend delete): The committee reviewed the policy recommended for deletion. The committee recommended the policy and rule be placed on hold until the process can be reviewed and the policy and rule can be revised if needed. This will be brought back to the committee at a future meeting.
Rule #344.42	Grade Advancement Implementation Procedures Kindergarten (recommend delete): The committee reviewed the rule recommended for deletion. The committee recommended the policy and rule be placed on hold until the process can be reviewed and the policy and rule can be revised if needed. This will be brought back to the committee at a future meeting.
Policy #344.5	High School Graduation Policy (revise): The committee reviewed the revised policy. It was recommended that all instances of E-portfolio be revised to read electronic portfolio . The committee recommended the revised policy go to the full board as a first reading with the recommended revisions.
Rule #344.5	Requirements for Graduation (revise): The committee reviewed the revised rule. It was recommended all instances of E-portfolio be revised to read electronic portfolio and in the diploma requirements E-Portfolio be revised to say Academic Career Plan , which will be required starting with the 2017-2018 school year. It was also recommended that in the diploma requirements

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	Civics Test be revised to read Citizenship Test . Under letter D, the language will read, "An Academic and Career Plan is required to include the following:" The committee recommended the revised rule go to the full board as a first reading with the recommended revisions.
Policy #345	Examination and Grading (revise): The committee reviewed the revised policy. It was recommended that #345.2 Virtual School Grading System be deleted from the cross references if policy #345.2 is approved for deletion. The committee recommended the revised policy go to the full board as a first reading.
Policy #345.2	Virtual School Grading Systems (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.
Policy #346	Assessment Program (revise): The committee reviewed the revised policy. There were no recommended revisions. The committee recommended the policy go to the full board as a first reading.
Policy #360.1	Interlibrary Loan (Resource Sharing) (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.
Policy #361	Selection of Textbooks and Other Instructional Materials (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 #361	Procedures for selection of Instructional Materials (revise): The committee reviewed the revised rule. It was again recommended all policies, rules and exhibits be revised to read District Administrator instead of Superintendent. The committee recommended the rule go to the full board as a first reading with the recommended revisions.
Exhibit (1) #361	Parent letter on the use of controversial materials and available alternate materials in the classroom (review only): The committee reviewed Exhibit (1). There were no recommended revisions. The committee recommended the Exhibit (1) go to the full board as a first reading.
Exhibit (2) #361	Request for Reconsideration of Instructional Materials (review only): The committee reviewed Exhibit (2). There were no recommended revisions. The committee recommended the Exhibit (2) go to the full board as a first reading.
Exhibit (3) #361	Checklist for School Media Advisory Committee's Reconsideration of Instructional Material-Nonfiction (revise): The committee reviewed the revised Exhibit (3). There were no recommended revisions. The committee recommended the Exhibit (3) go to the full board as a first reading.

Policy	Title
Exhibit (4) #361	Checklist for School Media Advisory Committee’s Reconsideration of Instructional Material-Fiction and Other Literary Forms (review only): The committee reviewed Exhibit (4). There were no recommended revisions. The committee recommended the Exhibit (4) go to the full board as a first reading.
Exhibit (5) #361	School Response to Complaint (revise): The committee reviewed the revised Exhibit (5). It was recommended the slash in #1 be removed. The committee recommended the Exhibit (5) go to the full board as a first reading with the recommended revision.
Policy #362	School Counseling Policy (revise): The committee reviewed the revised policy. There was a recommendation to revise the third paragraph to read, “The general goals of the District’s comprehensive school counseling program are two-fold: provide for student achievement and success and for increased student awareness of option available to them”. It was also recommended any instances of “guidance counselor” be revised to ready, “school counselor”. The committee recommended the policy go to the full board as a first reading with the recommended revisions.
Policy #411	Equal Educational Opportunities (review only): The committee reviewed policy #411. It was again recommended any instances of superintendent be revised to read District Administrator. The committee recommended the policy be on hold and reviewed again in October.
Rule (1) #411	Student Discrimination Complaint Procedures (revise): The committee reviewed the revised Rule (1). It was recommended all instances of superintendent be revised to read District Administrator. The committee recommended the rule be on hold and reviewed again in October.
Rule (2) #411	Transgender Students (new): The committee reviewed a draft of the new rule. The committee recommended this rule be on hold and reviewed again in October.
Exhibit (1) #411	Notice of Student Non-Discrimination Policy (review only): The committee reviewed the Exhibit (1). There were no recommended revisions. The committee recommended this exhibit be on hold and reviewed again in October.
Exhibit (2) #411	Student Discrimination Complaint Form (review only): The committee reviewed the Exhibit (2). There were no recommended revisions. The committee recommended this exhibit be on hold and reviewed again in October.
Policy #453	Student Immunizations (revise): The committee reviewed the revised policy. There were no recommended revisions. The committee recommended the policy go to the full board as a first reading.
Policy #462	Wisconsin Technical Excellence Scholarship (revise): The committee reviewed the revised policy. There was a recommendation to check into the December 15 th date in #6 to see if the date needed to be in there or could it

Policy	Title
	indicate the third Friday instead of including a date? Randy will look into this date. The committee recommended the policy go to the full board as a first reading with the recommended revisions.

- VI. **OTHER:** Randy asked the board about using WASB to review their policies again in August 2016. By consensus, the committee was ok with purchasing their services for a policy quick check. The committee will also use the developed policy database to determine which policies will need to be reviewed. Any urgent policies for review as determined by WASB will be added to the October agenda or we will schedule an earlier meeting if needed.
- VII. **2016-2017 Meeting Dates/Times:** The next committee meetings are scheduled for: Tuesday, October 11, 2016; Tuesday, January 10, 2017; and Tuesday, April 11, 2017; all to be held at 5:30 p.m. in the Board Room at the administration office.
- VIII. **ADJOURN:** A motion to adjourn was made at 7:46 pm by Don Cuskey and seconded by Tami Alberg.

Minutes respectfully submitted by Randy Drost.