

**RICE LAKE AREA SCHOOL DISTRICT
BOARD OF EDUCATION
30 Phipps Avenue
Rice Lake, WI 54868**

Policy and Legislative Advocacy Committee Minutes

**Monday, November 6, 2023
5:30 PM
Board Room at Administration 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, Phil Henkel, Keven Jensen, Dianne Koser
Absent- NA
District Staff –Randy Drost, District Administrator
Others: NA
- III. **STATEMENT OF NOTICE:** Randy Drost announced that notice of the meeting was communicated by public notice as required by 19.84 of WI statutes.
- IV. Phil Henkel and Don Cuskey motioned to postpone the meeting to the time the BOE District Administrator Observation Committee is finished meeting. All present voting yes. Motion approved.
- V. **MEETING RECONVENED:** The meeting reconvened at 5:55 p.m.
- VI. **Approval of Minutes from Tuesday, September 5, 2023 [action]:** Phil Henkel and Don Cuskey motioned to approve the meeting minutes from Tuesday, September 5, 2023. All present voting yes. Motion approved.
- VII. **LEGISLATIVE ADVOCACY UPDATE:** The committee discussed the following items:
- Bills to be voted on coming out of the Senate Education Committee.
- VIII. **REVIEW THE FOLLOWING:** The committee reviewed the following policies:

Policy	Title
Policy #187	Public Participation at Board of Education Meetings (review) : The committee reviewed the current policy. An additional sentence will be added to item #4 to read, <i>“Through action taken by the Board of Education, this time may be extended to 45 minutes.”</i> The policy will go to the full Board as a first reading.
Policy #344.41	Promotion and Retention of Students in Grades 1-12 (review): The current policy will go back to the committee for further review.

Policy	Title
Rule #344.41	Promotion and Retention of Students in Grades 1-12 (review): The current rule will go back to the committee for further review.
Exhibit (1) #344.41	Promotion and Retention of Students in Grades 1-8 (review): The current Exhibit (1) will go back to the committee for further review.
Policy #521	Staff Conduct (review): The committee reviewed the current policy. The committee revised item #2 to read, <i>“Respect. Each person responds sensitively to the ideas and needs of others without dismissing or degrading them. Differences among people are respected and all members are able to accept both praise and constructive suggestions from others. While recognizing individual freedom, especially when in a position of authority, the rights of the group are respected.”</i> Item #3 will be revised to read, <i>“Responsibility. Each person has a sense of duty to fulfill willingly the tasks they have accepted or have been assigned. All work is conscientiously performed. Members feel comfortable asking for help and agree that they must be held accountable for their behavior. The primary responsibility of staff is to teach the subject matter.”</i> An item #8 will be added to read, <i>“Communication. Discussion with colleagues in an atmosphere of confidence and respect is important for building relationships, honoring points of view, and district function and morale.”</i> The revised policy will go to the full Board as a first reading.
Rule #521	Staff Conduct Guidelines (review): The committee reviewed the current rule. There were no recommended revisions.
Policy #521.3	Freedom of Speech (review): The committee reviewed the current policy. The last sentence in item #2 will be revised to read, <i>“Differences of opinion among district staff members should be expected and best handled with respectful discussion, which the district encourages.”</i> Item #3 will be revised to read, <i>“Staff members should take into account what effect insisting on exercising freedom of speech, versus, accepting some degree of regulation thereof, will have on their role as professionals, and on their ultimate effectiveness in the education process.”</i> The revised policy will go to the full Board as a first reading.
Policy #521.4	Solicitations by Staff (review): The committee reviewed the current policy. The first paragraph of the policy will be revised to read, <i>“Employees may not promote the sale of or act as an agent for the sale of goods or services to any student while on District property or at any District activity.”</i>

Policy	Title
	<p>The second paragraph will be revised to read, <i>“Solicitation of funds for gifts and/or flowers for sick or injured employees, retiring personnel, etc. are permitted, and are approved by the principal/supervisor of the school/department.”</i></p> <p>The revised policy will go to the full Board as a first reading.</p>
Policy #521.5	Staff Misconduct Reporting (review): The committee reviewed the current policy. There were no recommended revisions.
Policy #522.1	Staff Physical Examinations (revise): The committee reviewed the revised policy. There were no recommended revisions. The revised policy will go to the full Board as a first reading.
Policy #522.2	Staff Protection (revise): The committee reviewed the revised policy. There were no recommended revisions. The revised policy will go to the full Board as a first reading.
Policy #522.3	Protecting Employees from Bloodborne Pathogens (review): The committee reviewed the current policy. There were no recommended revisions.
Rule #522.3	Procedures for Protecting Employees from Bloodborne Pathogens (review): The committee reviewed the current rule. There were no recommended revisions.
Policy #522.4	Automatic External Defibrillator (revise): The committee reviewed the revised policy. There were no recommended revisions. The revised policy will go to the full Board as a first reading.
Policy #523	Staff Gifts and Gratuities (revise): The committee reviewed the revised policy. There were no recommended revisions. The revised policy will go to the full Board as a first reading.
Policy #524	Staff Involvement in Community Activities (review): The committee reviewed the current policy. There were no recommended revisions.
Policy #524.1	Staff Involvement in Political Activities (revise): The policy was tabled until the next committee meeting.
Policy #525	Personnel Records (revise): The policy was tabled until the next committee meeting.
Rule #525	Personnel Records Guidelines (recommend delete): The rule was tabled until the next committee meeting.
Policy #531	Certified Staff Positions (review): The policy was tabled until the

Policy	Title
	next committee meeting.
Policy #532.2	Unauthorized Leave (review): The policy was tabled until the next committee meeting.
Policy #533.1	Recruiting/Hiring Summer School Teachers (review): The policy was tabled until the next committee meeting.
Policy #534	Substitute Teachers (review): The policy was tabled until the next committee meeting.
Policy #535	Certified Staff Assignments and Transfers (review): The policy was tabled until the next committee meeting.
Policy #536.1	Resignation of Certified Staff (revise): The policy was tabled until the next committee meeting.
Policy #536.2	Dismissal of Certified Staff (review): The policy was tabled until the next committee meeting.
Policy #537.1	Certified Staff Orientation (review): The policy was tabled until the next committee meeting.
Rule #537.1	New Teacher Orientation Procedures (review): The rule was tabled until the next committee meeting.
Policy #539.1	Outside Employment of Certified Staff Members (review): The policy was tabled until the next committee meeting.
Policy #539.2	Tutoring (review): The policy was tabled until the next committee meeting.
Rule #539.2	Tutoring Guidelines (review): The rule was tabled until the next committee meeting.
Policy #541	Non-Certified Staff Positions (review): The policy was tabled until the next committee meeting.
Policy #542.1	Non-Certified Staff Contracts and Compensation (recommend delete): The policy was tabled until the next committee meeting.
Policy #542.2	Non-Certified Staff Leaves and Absences (recommend delete): The policy was tabled until the next committee meeting.
Policy #542.3	Non-Certified Staff Unauthorized Leave (recommend delete): The policy was tabled until the next committee meeting.
Policy #543	Non-Certified Staff Recruiting/Hiring (review): The policy was

Policy	Title
	tabled until the next committee meeting.
Policy #544	Substitute/Part-time Non-Certified Staff Employment (review): The policy was tabled until the next committee meeting.
Policy #545	Non-Certified Staff Assignments/Transfers (review): The policy was tabled until the next committee meeting.
Policy #549.1	Non-school Employment of Non-certified Staff (review): The policy was tabled until the next committee meeting.
Policy #751.1	Use of Alternative Vehicles to Transport Students (review): The policy was tabled until the next committee meeting.
Rule #751.1	Authorization of Alternative Vehicles and Drivers to Transport Students (review): The rule was tabled until the next committee meeting.
Exhibit (1) #751.1	Alternative Driver/Vehicle Authorization Checklist (Employee driver using a privately owned vehicle for student transportation) (review): The Exhibit (1) was tabled until the next committee meeting.
Exhibit (2) #751.1	Alternative Driver/Vehicle Authorization Checklist (Employee driver using a vehicle owned or leased by the District for student transportation) (review): The Exhibit (2) was tabled until the next committee meeting.
Exhibit (3) #751.1	Alternative Driver/Vehicle Authorization Checklist (Volunteer driver using a privately owned vehicle for no compensation) (review): The Exhibit (3) was tabled until the next committee meeting.
Exhibit (4) #751.1	Medical Opinion Verification of Fitness to Drive Vehicle to Transport Students (review): The Exhibit (4) was tabled until the next committee meeting.
Policy #752	Use of District-Owned Vehicles (revise): The policy was tabled until the next committee meeting.

IX. **OTHER: NA**

X. **Next Meeting:** The next meetings are scheduled for Tuesday, November 21, 2023 at 5:30 p.m. and Tuesday, December 12, 2023 at 5:15 p.m. in the Board Room at the Administration Office.

- **Upcoming Policies for review:** Policies that are up for review at the next committee meeting include the following:
 - Policy #524.1, Staff Involvement in Political Activities (revise)
 - Policy #525, Personnel Records (revise)
 - Rule #525, Personnel Records Guidelines (recommend delete)
 - Policy #531, Certified Staff Positions (review)
 - Policy #532.2, Unauthorized Leave (review)
 - Policy #533.1, Recruiting/Hiring Summer School Teachers (review)
 - Policy #534, Substitute Teachers (review)
 - Policy #535, Certified Staff Assignments and Transfers (review)
 - Policy #536.1, Resignation of Certified Staff (revise)
 - Policy #536.2, Dismissal of Certified Staff (review)
 - Policy #537.1, Certified Staff Orientation (review)
 - Rule #537.1, New Teacher Orientation Procedures (review)
 - Policy #539.1, Outside Employment of Certified Staff Members (review)
 - Policy #539.2, Tutoring (review)
 - Rule #539.2, Tutoring Guidelines (review)
 - Policy #541, Non-Certified Staff Positions (review)
 - Policy #542.1, Non-Certified Staff Contracts and Compensation (recommend delete)
 - Policy #542.2, Non-Certified Staff Leaves and Absences (recommend delete)
 - Policy #542.3, Non-Certified Staff Unauthorized Leave (recommend delete)
 - Policy #543, Non-Certified Staff Recruiting/Hiring (review)
 - Policy #544, Substitute/Part-time Non-Certified Staff Employment (review)
 - Policy #545, Non-Certified Staff Assignments/Transfers (review)
 - Policy #549.1, Non-school Employment of Non-certified Staff (review)
 - Policy #751.1, Use of Alternative Vehicles to Transport Students (review)
 - Rule #751.1, Authorization of Alternative Vehicles and Drivers to Transport Students (review)
 - Exhibit (1) #751.1, Alternative Driver/Vehicle Authorization Checklist (Employee driver using a privately owned vehicle for student transportation) (review)
 - Exhibit (2) #751.1, Alternative Driver/Vehicle Authorization Checklist (Employee driver using a vehicle owned or leased by the District for student transportation) (review)
 - Exhibit (3) #751.1, Alternative Driver/Vehicle Authorization Checklist (Volunteer driver using a privately owned vehicle for no compensation) (review)
 - Exhibit (4) #751.1, Medical Opinion Verification of Fitness to Drive Vehicle to Transport Students (review)
 - Policy #752, Use of District-Owned Vehicles (revise)

xii. **ADJOURN:** A motion to adjourn was made at 7:45 p.m. by Don Cuskey and seconded by Dianne Koser.

Minutes respectfully submitted by Randy Drost.