

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

Policy and Legislative Advocacy Committee Minutes

**Tuesday, July 25, 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. **Approval of Minutes from Tuesday, June 27, 2023 [action]:** Dianne Koser and Phil Henkel motioned to approve the meeting minutes from Tuesday, June 27, 2023. All present voting yes. Motion approved.
- V. **LEGISLATIVE ADVOCACY UPDATE:** The committee discussed the following items:
- Phil Henkel gave a legal update from WASB.
- VI. **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. The policy will go back to the committee for further review.
Policy #710	Support Services Goals (review) : The committee reviewed the current policy. There were no recommended revisions.
Policy #721	Buildings and Grounds Inspection (review): The committee reviewed the current policy. There were no recommended revisions.
Policy #723.4	Emergency School Closings (revise): The committee reviewed the revised policy. The first paragraph will be revised to read, <i>“The District Administrator or designee will determine whether or not to close school due to inclement weather after appropriate consultation with others (i.e. transportation supervisor, law</i>

Policy	Title
	<p><i>enforcement, etc.)."</i></p> <p>The second paragraph will be revised to read, <i>"Once the decision has been made to close schools, the communications plan will be put into effect immediately and will include notification of area television and radio stations."</i></p> <p>The last sentence of the third paragraph will be revised to read, <i>"Inclement weather days will be made up as required by statutes."</i></p> <p>The committee recommended the revised policy go to the full Board as a first reading.</p>
Rule #723.4	<p>Inclement Weather Procedures (revise): The committee reviewed the revised rule. Under the section titled, "Closing of Schools", the second sentence of the second paragraph will be revised to read, <i>"If they are closed prior to the opening of the school day, the radio and TV stations will carry the announcement as early as possible."</i></p> <p>Under the section titled, "Procedure for closing of Schools", item 1 (a) will be revised to read, <i>"The decision to close schools will be made at the earliest possible time by the District Administrator or their designee, using available sources of information regarding conditions."</i></p> <p>The committee recommended the revised rule go to the full Board as a first reading.</p>
Policy #730	<p>Buildings and Grounds Management (review): The committee reviewed the current policy. There were no recommended revisions.</p>
Policy #731	<p>Buildings and Grounds Security (review): The committee reviewed the current policy. The first paragraph will be revised to read, <i>"The District Administrator is directed to establish such rules and regulations as may be judged to enhance security as illustrated by but not limited to:"</i> Item #5 will be revised to read, <i>"Protecting against vandalism, burglary, and assault."</i></p> <p>Policy and Rule #860, Visitors to the Schools will be added to the cross references.</p>
Policy #731.3	<p>Building Key/Access Card Control (review): The committee reviewed the current policy. There were no recommended revisions.</p>
Rule #731.3	<p>Building Key/Access Card Control (review): The committee reviewed the current rule. There were no recommended revisions.</p>

Policy	Title
Exhibit #731.3	Building Key/Access Card Request Form (review): The committee reviewed the current exhibit. There were no recommended revisions.
Policy #732	Building and Grounds Maintenance (review): The committee reviewed the current policy. There were no recommended revisions.
Policy #732.1	Capital Outlay (review): The committee reviewed the current policy. The following sentence will be added to the end of the policy, <i>“The Board of Education shall maintain a five-year facilities and maintenance plan.”</i> The committee recommended the revised policy go to the full Board as a first reading.
Policy #733	Energy Conservation (review): The committee reviewed the current policy. The first sentence in the second paragraph will be revised to read, <i>“The District may participate in energy conservation programs approved by the Board of Education.”</i> The committee recommended the revised policy go to the full Board as a first reading.
Policy #740	Materials Resource Management (review): The committee reviewed the current policy. There were no recommended revisions.
Policy #742	Use of School Equipment off School Premises (review): The committee reviewed the current policy. There were no recommended revisions.
Exhibit #742	District Equipment Release Form (review): The committee reviewed the current exhibit. There were no recommended revisions.
Policy #743	Waste Management and Recycling (revise): The committee reviewed the revised policy. The committee recommended the revised policy go to the full Board as a first reading.
Policy #752	Use of District-Owned Vehicles (review): The committee reviewed the current policy. There were no recommended revisions.
Policy #780	Insurance Management (review): The committee reviewed the current policy. There were no recommended revisions.

Policy	Title
Policy #830	Use of School Facilities (revise): The committee reviewed the revised policy. The policy will go back to the committee for further review.
Rule #830	Use of School Facilities Regulations (revise): The committee reviewed the revised rule. The rule will go back to the committee for further review.

VII. **OTHER:** NA

VIII. **Next Meeting:** The next meeting is scheduled for Tuesday, September 5, 2023 at 5:30 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 #160, Board of Education Member Authority
 - Policy #187, Public Participation at Board of Education Meetings
 - Policy #610, Fiscal Management Goals
 - Policy #630, State and Federal Aid Eligibility Determination
 - Policy #640, State and Federal Aid
 - Rule #640, Guidelines for Application for Special Project Funds
 - Policy #653, Gate Receipts and Admissions
 - Policy #660, Management of Funds
 - Policy #661, Depository of Funds
 - Exhibit #661, Persons Designated to Signs Checks on Behalf of the District
 - Policy #663, Bonded Employees and Officers
 - Policy #664, Monies in School Buildings
 - Rule #664, Money Collection and Cash in School Buildings
 - Policy #670, Expenditures
 - Policy #672.4, Vendor Relations
 - Policy #674, Expense Reimbursements
 - Policy #675, Credit Card Use
 - Rule #675, Credit Card Use
 - Policy #681, Accounting System
 - Policy #682, Financial Reports and Statements
 - Policy #684, Audits
 - Policy #751.1, Use of Alternative Vehicles to Transport Students
 - Rule #751.1, Authorization of Alternative Vehicles and Drivers to Transport Students
 - Exhibit (1) #751.1, Alternative Driver/Vehicle Authorization Checklist (Employee driver using a privately owned vehicle for student transportation)
 - Exhibit (2) #751.1, Alternative Driver/Vehicle Authorization Checklist (Employee driver using a vehicle owned or leased by the District for student transportation)
 - Exhibit (3) #751.1, Alternative Driver/Vehicle Authorization Checklist (volunteer driver using a privately owned vehicle for no compensation)
 - Exhibit (4) #751.1, Medical Opinion Verification of Fitness to Drive Vehicle to Transport Students
 - Policy #830, Use of School Facilities

- Rule #830, Use of School Facilities Regulations
- Policy #851, Advertising and Promotions
- Rule #851, Advertising Guidelines

IX. **ADJOURN:** A motion to adjourn was made at 7:35 p.m. by Phil Henkel and seconded by Don Cuskey.

Minutes respectfully submitted by Randy Drost.