

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

**Policy and Legislative Advocacy Committee Minutes**

**Tuesday, September 5, 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, July 25, 2023 [action]:** Dianne Koser and Phil Henkel motioned to approve the meeting minutes from Tuesday, July 25, 2023. All present voting yes. Motion approved.
- V. **LEGISLATIVE ADVOCACY UPDATE:** The committee discussed the following items:
- A bill may be drafted to allow flexibility on the school start date.
- VI. **REVIEW THE FOLLOWING:** The committee reviewed the following policies:

<b>Policy</b>	<b>Title</b>
Policy #160	<b>Board of Education Member Authority (revise):</b> The committee reviewed the current policy. It was recommended that the first sentence under the section titled, “Access to Schools and District Operations” be revised to read, “A Board of Education member may make an unscheduled visit to a District facility during school hours, in a manner that does not interrupt or hinder ongoing school operations; however, visits to classes should be scheduled in advance with the building principal or District Administrator.” The committee recommended the revised policy go to the full Board as a first reading.
Policy #187	<b>Public Participation at Board of Education Meetings (review) :</b> The committee reviewed the current policy.
Policy #610	<b>Fiscal Management Goals (review):</b> The committee reviewed the current policy. There were no recommended revisions. The

Policy	Title
	committee recommended the policy go to the full Board as a first reading.
Policy #630	<b>State and Federal Aid Eligibility Determination (review):</b> The committee reviewed the current policy. There were no recommended revisions. The committee recommended the policy go to the full Board as a first reading.
Policy #640	<b>State and Federal Aid (revise):</b> The committee reviewed the current policy. It was recommended that any reference of “federal” be revised to “state and federal” throughout the policy. The last sentence of the policy will be revised to read, “ <i>Funds for educational purposes made available by the state and federal government will be accepted by the District as long as the conditions of their availability are in harmony with the purpose and policies of the District, and of the State Statutes, as well as community standards.</i> ” The committee recommended the revised policy go to the full Board a s first reading.
Rule #640	<b>Guidelines for Application for Special Project Funds (revise):</b> The committee reviewed the current rule. It was recommended that any reference of “federal” be revised to “state and federal” throughout the rule. The committee recommended the revised rule go to the full Board as a first reading.
Policy #653	<b>Gate Receipts and Admissions (review):</b> The committee reviewed the current policy. There were no recommended revisions. The committee recommended the policy go the full Board as a first reading.
Policy #660	<b>Management of Funds (revise):</b> The committee reviewed the revised policy. The committee recommended the revised policy go to the full Board as a first reading.
Policy #661	<b>Depository of Funds (review):</b> The committee reviewed the current policy. There were no recommended revisions. The committee recommended the policy go to the full Board as a first reading.
Exhibit #661	<b>Persons Designated to Sign Checks on Behalf of the District (revise):</b> The committee reviewed the revised exhibit. The committee recommended the revised exhibit go to the full Board as a first reading.
Policy #663	<b>Bonded Employees and Officers (revise):</b> The committee reviewed the revised policy. The policy will go back to the committee for further review.

<b>Policy</b>	<b>Title</b>
Policy #664	<b>Monies in School Buildings (revise):</b> The committee reviewed the revised policy. The committee recommended the revised policy go to the full Board as a first reading.
Rule #664	<b>Money Collection and Cash in School Buildings (review):</b> The committee reviewed the current rule. There were no recommended revisions. The committee recommended the rule go to the full Board as a first reading.
Policy #670	<b>Expenditures (recommend delete):</b> The committee reviewed the current policy. The committee recommended the current policy go to the full Board for possible deletion.
Policy #672.4	<b>Vendor Relations (revise):</b> The committee reviewed the revised policy. The committee recommended the revised policy go to the full Board as a first reading.
Policy #674	<b>Expense Reimbursements (revise):</b> The committee reviewed the revised policy. The committee recommended the revised policy go to the full Board as a first reading.
Policy #675	<b>Credit Card Use (revise):</b> The committee reviewed the revised policy. The committee recommended the revised policy go to the full Board as a first reading.
Rule #675	<b>Credit Card Use (revise):</b> The committee reviewed the revised rule. The committee recommended the revised rule go to the full Board as a first reading.
Policy #681	<b>Accounting System (review):</b> The committee reviewed the current policy. The committee recommended the policy go to the full Board as a first reading.
Policy #682	<b>Financial Reports and Statements (review):</b> The committee reviewed the current policy. The committee recommended the policy go to the full Board as a first reading.
Policy #684	<b>Audits (revise):</b> The committee reviewed the current policy. The first sentence will be revised to read, <i>"An annual audit of the accounts of the District shall be made by an independent certified public accounting firm selected by the Board of Education."</i>
Policy #723.4	<b>Emergency School Closings (revise):</b> The committee reviewed the revised policy. The policy will go back to the committee for further review.
Rule #723.4	<b>Inclement Weather Procedures (revise):</b> The committee reviewed the revised rule. The rule will go back to the committee for further

Policy	Title
	review.
Policy #751.1	<b>Use of Alternative Vehicles to Transport Students (recommend delete):</b> The committee reviewed the policy being recommended for deletion. The policy will go back to the committee for further review.
Rule #751.1	<b>Authorization of Alternative Vehicles and Drivers to Transport Students (recommend delete):</b> The committee reviewed the current rule being recommended for deletion. The rule will go back to the committee for further review.
Exhibit (1) #751.1	<b>Alternative Driver/Vehicle Authorization Checklist (Employee driver using a privately owned vehicle for student transportation) (recommend delete):</b> The committee reviewed the current Exhibit (1) being recommended for deletion. The exhibit (1) will go back to the committee for further review.
Exhibit (2) #751.1	<b>Alternative Driver/Vehicle Authorization Checklist (Employee driver using a vehicle owned or leased by the District for student transportation) (recommend delete):</b> The committee reviewed the current Exhibit (2) being recommended for deletion. The exhibit (2) will go back to the committee for further review.
Exhibit (3) #751.1	<b>Alternative Driver/Vehicle Authorization Checklist (Volunteer driver using a privately owned vehicle for no compensation) (recommend delete):</b> The committee reviewed the current Exhibit (3) being recommended for deletion. The exhibit (3) will go back to the committee for further review.
Exhibit (4) #751.1	<b>Medical Opinion Verification of Fitness to Driver Vehicle to Transport Students (recommend delete):</b> The committee reviewed the current Exhibit (4) being recommended for deletion. The exhibit (4) will go back to the committee for further review.
Policy #752	<b>Use of District-Owned Vehicles (revise):</b> The committee reviewed the revised policy. The policy will go back to the committee for further review.

VII. **OTHER:** NA

VIII. **Next Meeting:** The next meeting is scheduled for Tuesday, October 24, 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 #521, Staff Conduct

- Rule #521, Staff Conduct Guidelines
- Policy #521.3, Freedom of Speech
- Policy #521.4, Solicitations by Staff
- Policy #521.5, Staff Misconduct Reporting
- Policy #522.1, Staff Physical Examinations
- Policy #522.2, Staff Protection
- Policy #522.3, Protecting Employees from Bloodborne Pathogens
- Rule #522.3, Procedures for Protecting Employees from Bloodborne Pathogens
- Policy #522.4, Automatic External Defibrillator
- Policy #523, Staff Gifts and Gratuities
- Policy #524, Staff Involvement in Community Activities
- Policy #524.1, Staff Involvement in Political Activities
- Policy #525, Personnel Records
- Rule #525, Personnel Records Guidelines
- Policy #531, Certified Staff Positions
- Policy #532.2, Unauthorized Leave
- Policy #533.1, Recruiting/Hiring Summer School Teachers
- Policy #534, Substitute Teachers
- Policy #535, Certified Staff Assignments and Transfers
- Policy #536.1, Resignation of Certified Staff
- Policy #536.2, Dismissal of Certified Staff
- Policy #537.1, Certified Staff Orientation
- Rule #537.1, New Teacher Orientation Procedures
- Policy #539.1, Outside Employment of Certified Staff Members
- Policy #539.2, Tutoring
- Rule #539.2, Tutoring Guidelines
- Policy #541, Non-Certified Staff Positions
- Policy #542.1, Non-Certified Staff Contracts and Compensation
- Policy #542.2, Non-Certified Staff Leaves and Absences
- Policy #542.3, Non-Certified Staff Unauthorized Leave
- Policy #543, Non-Certified Staff Recruiting/Hiring
- Policy #544, Substitute/Part-time Non-Certified Staff Employment
- Policy #545, Non-Certified Staff Assignments/Transfers
- Policy #549.1, Non-school Employment of Non-certified Staff
- Policy #663, Bonded Employees and Officers
- Policy #723.4, Emergency School Closings
- Rule #723.4, Inclement Weather Procedures
- 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
- Exhibit (2) #751.1, Alternative Driver/Vehicle Authorization Checklist
- Exhibit (3) #751.1, Alternative Driver/Vehicle Authorization Checklist
- Exhibit (4) #751.1, Medical Opinion Verification of Fitness to Drive Vehicle to Transport Students
- Policy #752, Use of District-Owned Vehicles
- 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 7:15 p.m. by Phil Henkel and seconded by Dianne Koser.

Minutes respectfully submitted by Randy Drost.