



Respectful, Responsible, Safe & Prepared

POLICY COMMITTEE MEETING MINUTES
February 21, 2022 – 5:30 p.m.
Waupaca High School Community Room and [Live Stream](#)

Welcome and Call to Order:

The meeting was called to order by Committee Chairperson Patrick Phair at 5:28 p.m.

Roll Call:

Present in the WHS Community Room: All members of the Committee were present (Chairperson Patrick Phair, Mark Polebitski, and Steve Klismet). Additionally, Board members Stephen Johnson, Dale Feldt, Betty Manion, and Steve Hackett were present.

Also Present:

Present in the WHS Community Room: Ron Saari, Sandy Lucas, and Laurie Schmidt.

Approval of Agenda:

A motion was made by Mark Polebitski and seconded by Steve Klismet to approve the agenda as presented. The motion carried unanimously on a voice vote.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

NEOLA Policy 0167.6 Use of Electronic Mail (E-Mail) & Public Records (W166):

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 0167.6 Use of Electronic Mail (E-Mail) & Public Records (W166) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Board Policies for Review (Section 5000) – New NEOLA Policies:

NEOLA Policy 5113 Open Enrollment Program (Inter-District) (W423)

NEOLA Policy 5335 Care of Students with Chronic Health Conditions:

Because there is an eligibility process and not all students will qualify, Director of Student Services Laurie Schmidt requested that the word “will” be revised to “may” in both the second and third sentences of the first paragraph.

NEOLA Policy 5430 Class Rank:

Mr. Saari advised that there is a class rank for all students according to grade point average so we may have more than one valedictorian/salutatorian.

NEOLA Policy 5461 Children At-Risk of Not Graduating from High School:

Ms. Schmidt requested that because students enter and exit the program at different times, the second sentence of the third paragraph referencing the date of August 15th be stricken.

NEOLA Policy 5540.01 Investigations Involving Suspected Child Abuse:

Much discussion was had regarding who reports and investigates suspected child abuse as well as how that investigation is handled. Ms. Schmidt advised that all staff (not parents) are mandatory reporters and that person's information is not disclosed when making a referral or filing a report. There is a form on our website for staff to use in reporting suspected child abuse. Usually the referral will come from the person with the most information regarding a situation. If Waupaca County Child Protective Services becomes involved, there is only so much they can release to the District. In addition, if a student has a court record, we will work with our SRO's.

NEOLA Policy 5605 Suspension/Expulsion of Students with Disabilities:

Mr. Saari commented this policy specifically deals with students with disabilities.

NEOLA Policy 5722 School-Sponsored Publications and Productions

NEOLA Policy 5730 Equal Access for Non-District Sponsored Student Clubs and Activities

A motion was made by Mark Polebitski and seconded by Steve Klismet to move the following NEOLA Policies to the full Board for approval and adoption: 5113 Open Enrollment Program (Inter-District) (W423) as presented; 5335 Care of Students with Chronic Health Conditions as amended; 5430 Class Rank as presented; 5461 Children At-Risk of Not Graduating from High School as amended; 5540.01 Investigations Involving Suspected Child Abuse as presented; 5605 Suspension/Expulsion of Students with Disabilities as presented; 5722 School-Sponsored Publications and Productions as presented; and 5730 Equal Access for Non-District Sponsored Student Clubs and Activities as presented. The motion carried unanimously on a voice vote.

Board Policies for Review (Section 5000) - Waupaca / NEOLA Hybrid Policies:

NEOLA Policy 5451.01 Wisconsin Academic Excellence Scholarship (W461):

The Committee was concerned that this new policy may create a conflict if this becomes effective as of the March Board meeting as the process for this year would have already been completed. So it asked the Administration to advise the Board at its next meeting whether the language will cause problems this year and if so, the Board may determine that the policy should become effective for the 2022-2023 school year instead of immediately.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 5451.01 Wisconsin Academic Excellence Scholarship (W461) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Board Policies for Review (Section 6000) – Waupaca Policies (with little to no changes):

NEOLA Policy 6231 Annual Operating Budget (W620):

Committee Chairperson Patrick Phair suggested that routine reporting on where our ESSER Funds are being used should be included, but he was reminded that then we would have to amend the policy to remove that specific language when it no longer is relevant.

In addition, discussion was had relating to requiring Board approval when transferring funds. Mr. Saari advised that Board approval would be required when transferring large amounts from one big fund to another big fund, but if it is within the same accounting code, it would not need to come before the Board. In addition, it was noted that one draft of the NEOLA policy included the last two paragraphs relating to fund transfers (which is consistent with the current Waupaca policy) and another NEOLA draft did not. The Committee asked the Administration to get clarification from NEOLA and advise the Board at its meeting in March as to whether the correct policy language should or should not include the last two paragraphs.

NEOLA Policy 6144 Revenues from Investments (W652)

NEOLA Policy 6620 Petty Cash (W662):

Mr. Saari advised that the principals and their assistants are the custodians of petty cash in their buildings.

NEOLA Policy 6610 Student Activity Funds Management (W662.1):

Committee Chair Phair asked that the word “will” be revised to “may” in both places in the first sentence of the sixth paragraph so that the account isn’t automatically closed and the funds transferred for inactivity, as there may be extenuating circumstances as to why that activity or club was not active for 12 months. It was asked that the same be done for class accounts, but the Committee was advised that the DPI is cracking down on student class accounts remaining open, so it is necessary that the class officers create their own checking account for their remaining class funds.

The Committee also expressed concern relating to the handling and accountability of funds and making sure they get where they are supposed to be. Mr. Saari advised that the District has a cash handling process and procedure for our clubs and activities.

NEOLA Policy 6235 Fund Balance (W662.3)

NEOLA Policy 6630 Staff Cash Handling (W663)

NEOLA Policy 8900 Fraud Preventions and Reporting (W665)

NEOLA Policy 6420 Check Signing (W666)

NEOLA Policy 6521 Payday Schedules (W671.1)

NEOLA Policy 6325 Procurement Methods for Services, Supplies, Equipment and Other Property (W672.1)

NEOLA Policy 6450 Local Purchasing (W672.2)

NEOLA Policy 6440 Cooperative Purchasing (W672.3)

NEOLA Policy 7455 Management of Capital Assets (W683)

A motion was made by Mark Polebitski and seconded by Steve Klismet to move the following NEOLA policies to the full Board for approval and adoption: 6231 Annual Operating Budget (W620) as presented; 6144 Revenues from Investments (W652) as presented; 6620 Petty Cash (W662) as presented; 6610 Student Activity Funds Management (W662.1) as amended; 6235 Fund Balance (W662.3) as presented; 6630 Staff Cash Handling (W663) as presented; 8900 Fraud Preventions and Reporting (W665) as presented; 6420 Check Signing (W666) as presented; 6521 Payday Schedules (W671.1) as presented; 6325 Procurement Methods for Services, Supplies, Equipment and Other Property (W672.1) as presented; 6450 Local Purchasing (W672.2) as presented; 6440 Cooperative Purchasing (W672.3) as presented; and 7455 Management of Capital Assets (W683) as presented. The motion carried unanimously on a voice vote.

Board Policies for Review (Section 6000) – New NEOLA Policies:

NEOLA Policy 6800 System of Accounting (W681)

NEOLA Policy 6108 Authorization to Make Electronic Fund Transfers

NEOLA Policy 6110 Federal Funds:

Mr. Saari advised that the Grant Writer receives information from the individual looking for the grant or he may see something out there and will check with the teacher/administrator. If a grant is requested by a staff member, it has to be in alignment with our learning targets and curriculum and requires pre-approval by Administration.

NEOLA Policy 6111 Internal Controls
NEOLA Policy 6112 Cash Management of Grants
NEOLA Policy 6114 Cost Principles - Spending Federal Funds
NEOLA Policy 6116 Time and Effort Reporting
NEOLA Policy 6120 Safety Deposit Box
NEOLA Policy 6146 Post Issuance Tax Exempt Bond Compliance
NEOLA Policy 6147 Debt Management
NEOLA Policy 6150 Tuition Income
NEOLA Policy 6220 Budget Preparation
NEOLA Policy 6230 Budget Hearing
NEOLA Policy 6320 Purchasing
NEOLA Policy 6330 Leasing School Property
NEOLA Policy 6460 Vendor Relations
NEOLA Policy 6470 Payment of Invoices
NEOLA Policy 6510 Payroll Authorization
NEOLA Policy 6670 Trust and Agency Funds
NEOLA Policy 6680 Recognition (W192)
NEOLA Policy 6700 Fair Labor Standards Act (FLSA)

NEOLA Policy 6830 Audit:

Mr. Saari advised that bids for the selection of a new auditor are sent out usually every 5-10 years.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move the following NEOLA policies, all as presented, to the full Board for approval and adoption: 6800 System of Accounting (W681); 6108 Authorization to Make Electronic Fund Transfers; 6110 Federal Funds; 6111 Internal Controls; 6112 Cash Management of Grants; 6114 Cost Principles - Spending Federal Funds; 6116 Time and Effort Reporting; 6120 Safety Deposit Box; 6146 Post Issuance Tax Exempt Bond Compliance; 6147 Debt Management; 6150 Tuition Income; 6220 Budget Preparation; 6230 Budget Hearing; 6320 Purchasing; 6330 Leasing School Property; 6460 Vendor Relations; 6470 Payment of Invoices; 6510 Payroll Authorization; 6670 Trust and Agency Funds; 6680 Recognition (W192); 6700 Fair Labor Standards Act (FLSA); and 6830 Audit. The motion carried unanimously on a voice vote.

Board Policies for Review (Section 6000) - Waupaca / NEOLA Hybrid Policies:

NEOLA Policy 6520 Payroll Deductions (W671.3/W671.3-R1):

Mr. Saari advised that employees can contribute to a private TSA but it has to be one of the organizations that we work with.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move NEOLA Policy 6520 Payroll Deductions (W671.3/W671.3-R1) as presented to the full Board for approval and adoption. The motion carried unanimously on a voice vote.

Board Policies for Review (Section 9000) – Waupaca Policies (with little to no changes):

NEOLA Policy 9130.01 Reconsideration of Library Materials (W871):

Mr. Saari advised that should there be a challenge, we have a process in place to see if we are going to keep that particular library material or not. The exact procedure is set out in this policy as well as in the Administrative Guideline.

NEOLA Policy 9150 School Visitors (W861):

The Committee expressed their concern regarding the incident last week resulting in a lockdown at WHS and if this policy deals with that type of situation. Mr. Saari advised that was a very unique situation. He added that all students have ID cards but are not required to show them upon entering the school building.

NEOLA Policy 9700.02 Distribution/Posting of Non-School Related Materials (W852)

NEOLA Policy 9700.03 Sales and Solicitations on School Property (W850):

The Committee expressed their concern regarding certain groups coming in and selling things to students, particularly to seniors for graduation.

A motion was made by Mark Polebitski and seconded by Steve Klismet to move the following NEOLA policies, all as presented, to the full Board for approval and adoption: 9130.01 Reconsideration of Library Materials (W871); 9150 School Visitors (W861); 9700.02 Distribution/Posting of Non-School Related Materials (W852); and 9700.03 Sales and Solicitations on School Property (W850). The motion carried unanimously on a voice vote.

Due to time constraints, the remainder of the Agenda (Section VIII.B, Items 1-13) will be brought forth at the next Policy Committee meeting scheduled for Monday, March 21, 2022.

Adjournment:

A motion was made by Mark Polebitski and seconded by Steve Klismet to adjourn the meeting at 6:50 p.m. The motion carried unanimously on a voice vote.