



Respectful, Responsible, Safe & Prepared

POLICY COMMITTEE MEETING MINUTES
March 27, 2023 – 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 Ron Brooks at 5:30 p.m. and he led the Committee in the Pledge of Allegiance.

Roll Call:

Present in the WHS Community Room: All members of the Committee were present (Chairperson Ron Brooks, Steve Klismet, and Molly McDonald). Additionally, Board members Stephen Johnson, Dale Feldt, and Patrick Phair were present.

Also Present:

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

Approval of Agenda:

Mr. Saari advised that the school nurses want to keep Policy 5340 as is and not include NEOLA's suggested revisions, so he asked that it be stricken from the agenda. A motion was made by Molly McDonald and seconded by Steve Klismet to approve the agenda as amended, striking Item VI.G. The motion carried unanimously.

Review of Board Meeting Norms:

The Board reviewed their collective commitments.

New NEOLA Policies:

Administrative Guideline _____ Crises/Threat Communication Expectations:

Mr. Saari advised that this is an Administrative Guideline (AG) coming before the Committee for approval because the Safety Committee suggested we should have a policy in place.

There was some discussion regarding paragraph #3 on what is considered to be a "small" crisis vs. a major crisis. Chairperson Brooks suggested that perhaps a small crisis would be an incident that a building principal could handle whereas a major crisis would be a shooter, fire, tornado, etc. It was also suggested that perhaps it depends on whether it is a building event vs. a District-wide event. Mr. Saari asked if the word "crisis" should be changed to "incident."

Regarding paragraph #10 relating to the Public Information Officer (PIO), the Committee requested that the parenthetical phrase "face of the District" be changed to "District Administrator or his/her designee," emphasizing that we have to control the narrative so there has to be only one point person. In particular, when the media is involved, that person has to be the District Administrator or their designee. Mr. Saari advised that everyone involved in the safety trainings knows that. He pointed out that is where paragraph #1 comes into play and we have those dialogues as to who is communicating with whom. For example, Principals share information with parents, but only the District Administrator (or their designee) speaks with the media.

Much discussion then ensued relating to paragraph #10.b. Many of the Committee/Board members did not like how 10.b. was worded and thought it sounded as if the PIO was not being truthful or transparent. Instead they suggested it should say something to the effect of that the PIO should represent the District in a positive light, in a professional manner, and be as transparent as possible regarding the situation. Chairperson Brooks pointed out that paragraph #8 already outlines what paragraph 10.b. is stating. Mr. Saari suggested that we could wordsmith it or delete it. Chairperson Brooks did not want it deleted, so the Committee asked Mr. Saari to wordsmith it.

Board member Patrick Phair asked if paragraph #11 should remain in the AG, and if so it should be answered instead of leaving it as open-ended questions. Mr. Saari advised that it needs to remain in the AG as is in order to reference it when needed, and the answers will change depending on the situation. The Committee was OK with leaving that paragraph as is since it is an AG and not a policy.

Policy 8802 Patriotic Activities and Observances:

Mr. Saari advised that this is a new policy created by NEOLA which actually was cut out of a different policy below (Policy 8800).

Some discussion was had regarding the reference to a “Moment of Silence” in the last paragraph. The Committee wanted to be sure this is separate from religious and symbolic situations, and Mr. Saari advised he works to ensure to separate the school environment from the outside of school events. It was suggested that the word “school” be added so that it would only pertain to the school community. Mr. Saari advised that the last paragraph could be deleted but NEOLA recommended the wording. The Committee decided to keep the last paragraph.

Updated/Revised NEOLA Policies:

Administrative Guideline 6423.2 Payment of Expenses:

Mr. Saari advised that this is a revision to an Administrative Guideline (AG) to increase the meal reimbursement rates to reflect current meal prices. He also shared the Conference Request Form employees need to complete and have approved prior to attending any conference.

He advised that incidentals refers to tips; therefore, the maximum reimbursement amount for meals and tips per day is \$64 when attending a multiple day conference, adding that receipts are still required.

Regarding the proposed increases to the individual meal expense limits, Mr. Saari advised he usually goes out to lunch at least once a week while attending meetings, lunches with prospective District families as well as new teachers, and the costs are higher at the local restaurants than what the current reimbursement limit allows. In addition, there are exceptions that we have to be cognizant of which is why he proposed the additional language – it would provide full reimbursement.

Mr. Saari further advised that this additional language would allow an individual to purchase a book at a conference without having a PO ahead of time and then submit the receipt for reimbursement. However, Board President Stephen Johnson advised that he has chosen not to expense any materials he has purchased to broaden his own knowledge, and doesn't believe School Board members should expense a purchase for their own individual knowledge. He added it is different if the purchase becomes school property and/or increases their ability to better serve on the Board, but it cannot be just germane – it has to do with being a Board member. Committee members were reminded that everything still has to be approved and this AG will guide that.

Several of the Committee/Board members suggested that the proposed increases to the specific maximum dollar amounts for reimbursement of meals be rounded up to an even number – Breakfast \$15 / Lunch \$20 / Dinner \$30, emphasizing that these are the maximums. Mr. Saari reiterated that the intent of the additional paragraph is to receive full reimbursement for meals even if it exceeds the dollar maximum listed above. Board member Feldt agreed that this additional language is appropriate for the District Administrator and Administrative team, but it should not be for the Board members. The Committee agreed to approve the addition of the two paragraphs and to increase the specific maximum dollar amounts for reimbursement of meals to \$15/\$20/\$30.

Policy 0100 Definitions:

In response to an inquiry, Mr. Saari advised that state statutes require that the District designate a newspaper for required publications.

Policy 0175 Association Memberships:

The Committee agreed that this is OK as is.

Policy 2221 Special Observance Days:

The Committee agreed that this is OK as is.

Policy 2430 District-Sponsored Clubs and Activities:

Chairperson Brooks advised that he and Mr. Saari talked about the recent lacrosse co-op situation and determined that this is not the policy where it needs to be inserted. Mr. Saari further advised that he is working on a separate, standalone policy regarding co-oping.

Policy 3215 Use of Tobacco and Nicotine By Professional Staff; Policy 5512 Use of Tobacco and Nicotine By Students; Policy 7434 Use of Tobacco and Nicotine On School Premises:

There was some discussion regarding the additional language in the third to the last paragraph. The Committee was advised that if it's medicinal, the nurses would administer it and work with the medical provider.

Policy 5771 Search and Seizure:

The Committee requested that "Dean of Students" be added to paragraph C.

There was also some discussion regarding the use of dogs and the damage that they can sometimes do to personal property. However, it was pointed out that the dogs are well trained so there shouldn't be an issue.

Policy 8405 Environmental Health and Safety Program:

Mr. Saari advised that Building and Grounds Supervisor Matt Vassar goes through an annual training on this.

Policy 8600 Student Transportation Services:

Discussion was had regarding the additional language relating to the use of video and audio surveillance on the buses. In response to an inquiry, Mr. Saari advised that the District does not immediately receive the surveillance when requested – we get the drive and then we are able to view the video. Several Committee members commented that the Board needs to have unrestricted access and unedited video/audio, and that the District should look into cloud-based video. Mr. Saari advised that the current contract with Go-Riteway provides that they have to provide the surveillance as requested. When a new contract is negotiated, this is all something we can discuss then. He added that the vans do not have surveillance, only buses; but they will look into the costs of adding surveillance in the vans.

The Committee requested that the last paragraph in the first section of the policy be revised by striking “It is strongly recommended that,” so the last paragraph should read: “The District will provide notification to parents regarding video and audio on District buses.”

The Committee was concerned with the language added in the second paragraph under the Vehicles and Driver Requirements section. After much discussion, the Committee determined that even with the best intentions, an administrator/teacher should never pick up a student, so the Committee agreed that this paragraph should be stricken entirely from the policy.

Policy 8800 Religious Activities and Observances:

Mr. Saari advised that this policy was created due to a recent Supreme Court decision. NEOLA revised it by pulling the patriotic paragraphs out and adding the new language, but the standard did not change. Mr. Johnson commented that NEOLA probably vetted this with their legal team so we need to be cautious if making any changes to it.

Revise Board Governance Process Policy I.J. Board Member Compensation and Expenses:

Mr. Saari advised that this policy was revised to reflect the meal reimbursement compensation revisions we just discussed in AG6423.2 above, adding that the last paragraph was stricken as it is no longer needed.

A motion was made by Molly McDonald and seconded by Steve Klismet to move the above listed policies, with the revisions made as discussed today, to the full Board for approval. The motion carried unanimously on a voice vote.

Adjournment:

A motion was made by Molly McDonald and seconded by Steve Klismet to adjourn the meeting at 6:45 p.m. The motion carried unanimously on a voice vote.