

**SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Monday, September 25, 2023 5:00 p.m.
School Board Meeting Room
1019 McHugh Road
Holmen, Wisconsin 54636**

01. CALL TO ORDER

C. Lau called the meeting to order at 5:00.

02. ROLL CALL & NOTICE OF QUORUM

Committee members present were Chris Lau, Lindsay Nied, Maggie Smith, Dr. Kristin Mueller, Heather Franzini, Betty Pfaff, and Joni Wittwer. Greg Krueger and Stacy Lockington were also in attendance.

03. APPROVAL OF AGENDA

The agenda was approved by consensus.

04. PUBLIC PARTICIPATION

No one addressed the committee.

05. INTRODUCTIONS

Those in attendance introduced themselves and their role in the School District of Holmen community.

06. COMMITTEE MEETING DATES FOR 2023-24

Dr. Mueller reviewed the proposed Policy Committee meeting dates for the 2023-24 school year. The committee will generally meet the fourth Monday of each month, but there are a small number of exceptions. 2023-24 meeting dates (5pm-6:30pm): 9/25/23, 10/16/23, 11/27/23, 1/22/24, 2/26/24, 4/22/24, 5/28/24. The committee will decide at a later time if they will meet in December.

07. COMMITTEE PURPOSE

The School District of Holmen is transitioning to the Neola policy platform. The purpose of this committee will be to review policies in response to updates from Neola and other scheduled reviews. Various administrators will attend to discuss policies regarding their departments as needed.

08. COMMITTEE NORMS

Dr. Mueller reviewed norms for the committee.

09. POLICY REVIEW

9.1 7000 Property

- a. 7440 Facility Security (*AR 731 Facility & Transportation Security/Surveillance and AR 731.1 Criminal Damage to School Property*)

Dr. Mueller reviewed po 7440 with the committee. Greg suggested grammatical corrections to the first paragraph on Page 3. Joni asked if there was a previous requirement to provide an ID when visiting the school or picking up a student. Dr. Mueller added this is a procedural issue that can be addressed in guidelines. Dr. Mueller clarified that depending on the emergency, the SRO may not be the first police officer on site. The committee approved by consensus advancing po 7440 with the grammatical correction to the Board for consideration.

- b. 7440.01 Video Surveillance & Electronic Monitoring (*AR 731 Facility & Transportation Security/Surveillance*)

Executive Director of Information & Technology Greg Krueger provided a background of the District's surveillance system and referenced in po 7440.01. Dr. Mueller clarified that the District will not provide footage to individuals unless there is a subpoena or court order. She added that there is audio recording on buses to assist with correcting behavior. There is notification on buses stating this. Maggie asked if there is a cross reference for a policy addressing recording for research purposes. The current policy regarding conducting research is 345.2, which may be renumbered and linked to 7440.01. Greg clarified that regarding evaluation of virtual classes, the District may use the webcam to view the teacher providing the lesson. The consensus of the committee is to advance the policy to the Board for consideration. The renumbered policy 345.2 may be referenced in 7440.01 after it transitions to Neola.

9.2 8000 Operations

- a. 8120 Volunteers (*AR 815 School Volunteers*)

Dr. Mueller reviewed po 8120. The guidelines for volunteers are addressed in the volunteer handbook, which is continually updated. There was consensus to advance po 8210 to the Board for consideration.

- b. 8305 Information Security (*BP 724 Information & Technology Systems Security*)

The committee approved by consensus advancing po 8305 to the Board for consideration.

- c. 8315 Information Management

Policy 8310 is referenced in the policy but is not yet finalized. Policy 8310 is pending confirmation from the Wisconsin Historical Society whether they have record of the School District of Holmen adopting the schedule for retention. Policy 8315 is primarily driven by statute. There was consensus to advance po 8315 to the Board for consideration.

9.3 9000 Relations

- a. 9160 Public Attendance at School Events

In regards to the notification that will be added to information publicizing events, Dr. Mueller noted she is not aware of any issues in the past, but that the District may not have been made aware. This notification will ensure those attending know they will be provided with reasonable accommodations. Maggie Smith recommended changing the language in the last paragraph to make it person-first. She also recommended updating the statement to make it more plain language. Betty asked if there is any language about how far back photographers must be from events. This is not addressed in policy, but can be monitored by event workers. The committee approved by consensus advancing po 9160 to the Board for consideration with the suggested updates.

10. CLARIFY/REVIEW ACTIONS & DISCUSSION

The committee is sending all policies reviewed to the Board with minimal edits.

11. ADJOURNMENT

The Policy Committee meeting adjourned at 6:16 pm.