

**SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Monday, February 26, 2024 5:00 p.m.
Frederic D. Frick Administrative Center
Boardroom
1019 McHugh Road
Holmen, Wisconsin 54636**

01. CALL TO ORDER

02. PLEDGE OF ALLEGIANCE

03. ROLL CALL & NOTICE OF QUORUM

Committee members present were Chris Lau, Lindsay Nied, Maggie Smith, Heather Franzini, Dr. Kristin Mueller, Betty Pfaff, and Joni Wittwer. Also present was Executive Director of Finance & Operations Julie Holman.

04. APPROVAL OF AGENDA

The agenda was approved by consensus.

05. PUBLIC PARTICIPATION

No one addressed the committee.

06. APPROVAL OF PRIOR MEETING NOTES

6.1 November 27, 2023 Policy Committee Notes

The November 27, 2023 Policy Committee Notes were approved by consensus.

07. POLICY REVIEW

7.1 6000 Finance

a. 6152 Student Fees, Fines, and Charges

Dr. Mueller explained po 6152 defines how the District handles fees, fines and charges. In relation to the District's DEI work, Dr. Mueller said it is important to note that the policy includes accommodations for waiving fees, fines, and charges for those unable to pay. Neola had a separate policy explaining the process for waiving fees, but the District will incorporate that in this policy and in procedures, rather than a separate policy. Qualification for free/reduced lunch can indicate the policy's severe financial need, but it can also be identified by the school social worker and Student Services.

The intent of this policy is to address more of the curricular fees, fines, and charges, but it could possibly address club fees, online ticketing, etc. For fees associated with co-curriculars and clubs, Fund 21 and the Random Acts of Kindness fund may also be used to assist students. If the social worker or counselor makes the Activities Director aware, they can provide a student with financial need a free online ticket to events. This provides the student access and does not draw attention to a different type of ticket.

If a student graduates with unpaid fees, fines, or charges, the District attempts to collect the money owed, but will not deny the student a diploma or walking at graduation for this reason. State law also does not allow for schools to withhold diplomas due to unpaid fees. If not paid by the student or their family, the amounts owed can be paid through the RAK account, angel fund for unpaid meal accounts, or written off by the District.

Field trip forms include a statement directing families to contact Student Services if they are unable to pay the fee for a field trip.

The committee recommended a sentence be added to the policy to note where more information can be found to request a fee, fine, or charge be waived. Families will be notified in the annual notices provided to contact the school Student Services Department. The following sentence will be added to the policy, “Refer to the Student/Family Handbook for information on requesting a waiver of a fee, fine, or charge.” The District will continue to work with administrators on how requests can be made.

The consensus of the committee is to advance po 6152 to the Board for a first reading with the additional sentence.

7.2 7000 Property - Julie

- a. 7300 Disposition of Real Property (*AR 690 School Properties Disposal*)
Executive Director of Finance & Operations Julie Holman explained policies 7300 and 7310 split up the District’s current AR 690. For po 7300, real property are items such as land, buildings, and building improvements. The policy guides how the Board disposes of real property, including retaining the right to reject any offer that is not in the best interest of the District.

The consensus of the committee is to advance po 7300 to the Board for first reading.

- b. 7310 Disposition of Personal Property (*AR 690 School Properties Disposal*)
J. Holman reviewed po 7310 as it relates to personal property, which can be tangible or intangible. The policy guides disposal depending on the circumstances (i.e., whether the property was purchased with federal funds) and value of the personal property. Language in the policy includes the sale of personal property to staff and/or students. Funds received from the sale of IT and Facilities personal property are returned to the department selling the personal property to offset cost of replacement.

The consensus of the committee is to advance po 7310 to the Board for first reading.

- c. 7450 Property Inventory (*BP 672.6 Inventories*)
J. Holman explained the District is required to maintain a list of capital assets and po 7450 guides the District regarding property inventory. J. Holman shared key points of the policy.

Buses are generally salvaged when the District disposes of them as they are generally too old and worn to be sold for any value as a vehicle.

The consensus of the committee is to advance po 7450 to the Board for first reading.

- d. 7455 Accounting System for Capital Assets (*BP 922 Facilities Funding*)
J. Holman shared po 7455 is closely related to po 7450 as it addresses the accounting system used for maintaining an accurate inventory.

The consensus of the committee is to advance po 7455 to the Board for first reading.

- e. 7530 Lending of District-Owned Equipment (*BP 658 Rental of District Property*)
J. Holman explained the District does not lend District-owned equipment. This does not include use of District facilities, which is addressed in po 7510 Use of District Facilities.

The committee discussed how the policy does not clearly define equipment, which may have been intentional to provide greater flexibility in interpreting the policy. The committee also discussed whether the policy prohibits staff and students from using District-provided devices for personal use. While it is not clear in this policy, it would be included in po 7540.03 Student Technology Acceptable Use and Safety and po 7540.04 Staff Technology Acceptable Use and Safety.

The consensus of the committee is to advance po 7530 to the Board for first reading.

7.3 8000 Operations

- a. 8710 Insurance (*BP 780 Insurance Management*)
J. Holman stated the District purchases necessary insurance to protect itself from major financial loss. This policy provides the broader categories of insurance, all of which are renewed each July 1.

The District uses different insurance companies for the various types of insurance because not all companies specialize in all necessary areas. The Insurance Center acts as the District's insurance broker and assists with bidding and claims management.

The consensus of the committee is to advance po 8710 to the Board for first reading.

- b. 8740 Protection of District Funds
To further protect the District, it holds necessary insurance for losses caused by fraudulent and dishonest action and has bonding for employees in positions that work with District funds.

The consensus of the committee is to advance po 8740 to the Board for first reading.

- c. 8900 Fraud
Policy 8900 addresses internal controls to reduce the risk of theft, embezzlement, and fraudulent acts.

The consensus of the committee is to advance po 8900 to the Board for first reading.

- d. 8310 Public Records (*BP 823 Access to Public Records and BP 824 Records Retention*)
Dr. Mueller reviewed po 8310, which replaces current policies 823 and 824. The State Public Records Board recently adopted a new schedule, which has resulted in changes that are addressed in this policy. The District will adopt the WI Public School District and Related Records GRS. Dr. Mueller explained that adoption of this schedule requires Board approval and submitting documentation regarding the adoption to the State Historical Society. Dr. Mueller reviewed several key points of the policy.

The consensus of the committee is to advance po 8310 to the Board for first reading.

- e. 8330 Student Records (*AR 347 Student Records*)

Dr. Mueller reviewed po 8330, which provides guidance on student records, including directory data. To provide additional opportunity to review this policy, po 8330 will be brought back to the March 18 Policy Committee meeting.

- f. 8330.01 Unauthorized Acquisition of Student Personal Information
The committee did not discuss this policy and it will be continued to the March 18 Policy Committee meeting agenda.
- g. 8350 Confidentiality
The committee did not discuss this policy and it will be continued to the March 18 Policy Committee meeting agenda.

7.4 9000 Relations

- a. 9700 Relations with Non-School Affiliated Groups (*AR 850 Distribution of Materials on School Premises and AR 881b Relations with Community Organizations*)
The committee did not discuss this policy and it will be continued to the March 18 Policy Committee meeting agenda.

08. CLARIFY/REVIEW ACTIONS & DISCUSSION

The committee is advancing ten policies for the Board for consideration. The remaining policies on this agenda will be brought back to the committee at an upcoming meeting.

09. ADJOURNMENT

The February 26, 2024 Policy Committee meeting adjourned at 6:34 pm.