

**SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Monday, March 18, 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, Dr. Kristin Mueller, and Joni Wittwer. Excused were Heather Franzini and Betty Pfaff. Also present were Executive Director of Instructional Services Kim Edwards, Executive Director of Student Services Jill Mason, and Director of I&T Kathleen Stephany.

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 February 26, 2024 Policy Committee Notes

The February 26, 2024 Policy Committee Notes were approved by consensus.

07. POLICY REVIEW

7.1 2000 Program

a. 2340 District-Sponsored Trips ***UPDATE**

Dr. Mueller explained the changes to this policy include a minor change from the word “inspire” to “cultivate” and the addition of language regarding the trip approval process. The policy now differentiates between the various types of opportunities, including trips offered by third parties during non-school days. The third party trips are allowed, but do not go through the District approval process. The added language provides clearer guidance on these.

Maggie Smith noted the new language lists principal approval whereas the rest of the policy mentions Board or District Administrator approval. Dr. Mueller clarified the approval referenced in this section is not for the trip, but rather the principal’s approval of soliciting for the trip in school as a trip not approved by the District.

The consensus of the committee is to advance po 2340 to the Board for consideration as presented.

b. 2451 Program or Curriculum Modifications ***UPDATE**

Kim Edwards reviewed changes to po 2451 including when requests should be sent to the principal. The policy includes language about notifying families annually in handbooks and annual notices, which the District currently does.

The consensus of the committee is to advance po 2451 to the Board for consideration as presented.

c. 2521 Selection of Instructional Materials and Equipment ***UPDATE**

The changes to po 2521 include definitions for “instructional materials” and “instructional equipment” to differentiate between the official curriculum materials that align with Board-approved curriculum and teacher created lesson plans and materials.

The consensus of the committee is to advance po 2521 to the Board for consideration as presented.

7.2 5000 Students

a. 5113 Open Enrollment (Inter-District) *UPDATE

Jill Mason explained recommended updates to po 5113 include defining habitual truancy and listing it as an approved reason to deny or terminate interdistrict open enrollment. This is already established practice in the District, but is now more clearly stated in this policy. Jill noted that a great deal of intervention takes place before termination of open enrollment. The revisions also better align po 5113 with language used in po 5200 Attendance.

The consensus of the committee is to advance po 5113 to the Board for consideration as presented.

b. 5200 Attendance *UPDATE

Jill Mason explained the updates to po 5200 clarify the types of student absences that require written approval and when a healthcare provider’s written statement may be required. The updates to the policy align with what the District already does.

The consensus of the committee is to advance po 5200 to the Board for consideration as presented.

c. 5350 Suicide Prevention, Intervention, and Postvention *REPLACEMENT (replaces 5350 Student Suicide Prevention)

The proposed po 5350 replaces the previous policy with the same number. The policy includes additional information on prevention, intervention, and postvention that are more parent-, teen-, and student-friendly. Jill Mason stated the District is continually reviewing these processes and making improvements.

The consensus of the committee is to advance po 5350 to the Board for consideration as presented.

d. 5505 Academic Honesty *NEW

Kim Edwards and Kathleen Stephany presented the new policy of po 5505. The policy addresses the topic of academic honesty and discusses artificial intelligence as it relates to academic honesty. The policy also provides guidance on when to begin speaking to students about academic honesty.

The consensus of the committee is to advance po 5505 to the Board for consideration as presented.

e. 5517 Student Anti-Harassment *UPDATE

Proposed changes to po 5517 better define the reference of the *Garrity* warning.

The consensus of the committee is to advance po 5517 to the Board for consideration as presented.

f. 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia *UPDATE

Jill Mason explained updates to po 5530 reflect the constantly changing and expanding scope of drugs and drug derivatives, especially hemp, marijuana, and CBD. The proposed changes align with current District practices.

The consensus of the committee is to advance po 5530 to the Board for consideration as presented.

7.3 7000 Property

a. 7440.01 Video Surveillance and Electronic Monitoring *UPDATE

Kathleen Stephany reviewed proposed updates to po 7440.01 including providing clarification on the notification concerning video collected, the location of monitoring equipment, and storage and access to data collected.

The policy states laws regarding audio surveillance are unclear. The district only uses video surveillance in buildings and buses, but no audio surveillance.

The consensus of the committee is to advance po 7440.01 to the Board for consideration as presented.

b. 7540.08 Artificial Intelligence ***NEW**

Neola recommends the adoption of new policy po 7540.08 as it provides guidance on the use of artificial intelligence in schools. Kathleen Stephany stated there are benefits to AI in schools, when used appropriately, but when used inappropriately, may result in disciplinary consequences.

The consensus of the committee is to advance po 7540.08 to the Board for consideration with the addition of cross reference to po 5505.

7.4 8000 Operations

a. 8146 Notification of Educational Options ***UPDATE**

Kim Edwards stated updates to po 8146 reference the Class 1 notice requirement can be satisfied by posting on the District's website. The changes align with current District practice.

The consensus of the committee is to advance po 8146 to the Board for consideration as presented.

b. 8330 Student Records (*AR 347 Student Records*)

The committee began discussion on po 8330 at the February 26 meeting, but did not finish. The committee did not have any further questions on this policy.

The consensus of the committee is to advance po 8330 to the Board for consideration as presented.

c. 8330.01 Unauthorized Acquisition of Student Personal Information

Dr. Mueller presented po 8330.01 for implementation. The policy provides guidance in the event of a cyber attack or data breach. The District does have protocols in place for events such as this.

Maggie Smith noted the policy did not mention consulting legal counsel, but Dr. Mueller stated the District does contact counsel if there are questions. Each situation is different and the response may vary.

The consensus of the committee is to advance po 8330.01 to the Board for consideration as presented.

d. 8350 Confidentiality

This policy, po 8350, is driven by state and federal laws regarding keeping certain information confidential unless there is an appropriate reason to access. Kathleen Stephany furthered that the District will conduct staff training on confidentiality as it is not always clear confidential may be disclosed with some classroom technology or apps.

The consensus of the committee is to advance po 8350 to the Board for consideration as presented.

e. 8500 Food Services ***UPDATE**

Dr. Mueller shared changes to po 8500 include updating the USDA required nondiscrimination language and removing reference to redundant nondiscrimination language in the policy. The policy also addresses modification requests that are not medically-based.

The consensus of the committee is to advance po 8500 to the Board after unnecessary bracketed language is removed.

- f. 8531 Free and Reduced-Price Meals ***UPDATE**
An update of the USDA required nondiscrimination language is also the reason for updating po 8531.

The consensus of the committee is to advance po 8531 to the Board for consideration as presented.

7.5 0000 Bylaws

- a. 0142.1 Electoral Process ***UPDATE**
Dr. Mueller stated po 0142.1 has been updated to clarify the requirements for a qualified elector to file a Declaration of Candidacy and the requirements for incumbents seeking re-election. Legal citations were also updated in this policy.

The consensus of the committee is to advance po 0142.1 to the Board for consideration as presented.

- b. 0143.1 Public Expression of Board Members ***UPDATE**
Policy 0143.1 was updated to include situations when a Board member makes statements to individuals or members of the community that could cause an issue for the Board or the District if it isn't clear the Board member is speaking as an individual and not for the Board. This change was suggested by Neola.

The consensus of the committee is to advance po 0143.1 to the Board for consideration as presented.

- c. 0144.3 Conflict of Interest ***UPDATE**
Updates to po 0144.3 clarify a Board member cannot be a paid employee of the District, but can serve as an unpaid volunteer.

The consensus of the committee is to advance po 0144.3 to the Board for consideration as presented.

- d. 0164 Meetings ***REPLACEMENT** (replaces 0164.1 Regular Meetings, 0164.2 Special Meetings, 0165.1 Notice of Meetings, 0165.2 Change of Regular Meetings)
Policy 0164 places the information from policies 0164.1, 0164.2, 0165.1, and 0165.2 in one location.

The consensus of the committee is to advance po 0164 to the Board for consideration as presented.

7.6 1000 Administration

- a. 1260 Incapacity of the District Administrator ***UPDATE**
Dr. Mueller explained po 1260 has language added granting the Board President temporary authority to delegate someone to complete necessary actions until an interim District Administrator can be appointed or the District Administrator is no longer incapacitated.

The consensus of the committee is to advance po 1260 to the Board for consideration as presented.

7.7 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*)
Policy 9700 was carried over from the February committee meeting. This policy provides guidance for relations with non-school affiliated groups, such as businesses. PTO's are considered school-affiliated groups and not covered by this policy. Dr. Mueller reviewed each section of the policy.

The consensus of the committee is to advance po 9700 to the Board with the addition of "or designees" where approval by the District Administrator is required and add a reference to po 9700.01 in the first section.

08. CLARIFY/REVIEW ACTIONS & DISCUSSION

The committee is advancing all policies discussed to the Board for consideration. Minor changes will be made to three policies. Most of the policies discussed were those that were previously adopted and we have received suggested revisions from Neola. Two of the policies (po 5505 and po 7540.08) are new policies recommended by Neola.

09. ADJOURNMENT

The March 18, 2024 Policy Committee meeting adjourned at 6:04 pm.