

**SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
POLICY COMMITTEE
Wednesday, October 2, 2024 5:00 p.m.
Frederic D. Frick Administrative Center
Boardroom
1019 McHugh Road
Holmen, Wisconsin 54636**

01. CALL TO ORDER

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

02. ROLL CALL & NOTICE OF QUORUM

Committee members present were Chris Lau, Maggie Smith, Dr. Kristin Mueller, Nick Bakke, Caitlynn Hinytzke, Khadijah Islam, Katherine Lavelle, Betty Pfaff, and Eric Schmitz. Jill Mason, Kim Edwards, Kathleen Stephany, and Stacy Lockington were also present.

03. APPROVAL OF AGENDA

The agenda was approved by consensus.

04. PUBLIC PARTICIPATION

No one addressed the committee.

05. APPROVAL OF PRIOR MEETING MINUTES

5.1 September 9, 2024 Policy Committee Notes

The September 9, 2024 Policy Committee Notes were approved by consensus.

06. POLICY REVIEW

6.1 0100 Bylaws

a. 0164 Meetings

Dr. Mueller explained the updates proposed for po 0164 Meetings include flexibility in regards to virtual meetings, but makes it clear that Board members are expected to attend meetings in person. The changes reflect the Board's current practice.

Updates to po 164 Meetings were approved by consensus as presented.

6.2 2000 Program

a. 2261.01 Parent and Family Engagement in Title I Programs

Executive Director of Instructional Services Kim Edwards noted po 2261.01 Parent and Family Engagement in Title I Programs is required to be reviewed annually. The policy provides guidance on how the School District of Holmen engages parents in Title I programming and activities, as well as supports provided to parents. Upon review of the policy, there are no changes to make other than updating "parents" to "parents/guardians" as directed by the Committee at the September 4, 2024 meeting.

Updates to po 2261.01 Parent and Family Engagement in Title I Programs were approved by consensus as presented.

b. 2340 District-Sponsored Trips (Rescind 8640 Transportation for field and Other District-Sponsored Trips)

The Neola suggestion for po 2340 District-Sponsored Trips is to add language from po 8640 Transportation for Field and Other District-Sponsored Trips to po 2340 and then rescind po 8640. This change would maintain consistency across the pertinent policies.

Updates to po 2340 District-Sponsored Trips and the rescinding of po 8640 Transportation for Field and Other District-Sponsored Trips were approved by consensus as presented.

c. 2413 Health Education

K. Edwards noted that there are a lot of proposed changes in language from Neola regarding po 2413 Health Education, but no changes to current practice. Additionally, much of the language in this policy is repeated in po 2414 Human Growth & Development.

The committee requested the following changes be made to the policy.

- Add “or designee” to responsibilities assigned to the District Administrator.
- Realign the policy to flow more like the opt out form and statutes
 - Provide requirements and exemptions in a list format.
 - Make it clear what students and parents opt out of if they object.
 - Embed statutes in the text, rather than just listing at the top of the policy.
 - Change the order of the policy so instruction that is provided is before options to object.

K. Edwards will make the suggested revisions and bring back po 2413 Health Education to a future Policy Committee meeting.

d. 2415 Tutoring for Credit (rescind policy)

K. Edwards explained the District did not have this policy, but adopted the suggested policy during the transition to Neola. However, Neola is now recommending rescinding this policy because it is not necessary.

The committee approved by consensus rescinding po 2415 Tutoring for Credit.

e. 2460.03 Independent Educational Evaluation (IEE)

Executive Director of Student Services Jill Mason stated that with independent evaluations, the parents and District generally agree on a cost of evaluation services. The suggested updates to this policy address the rare situation when a parent asks for an evaluation service that exceeds the District’s cost criteria.

Updates to po 2460.03 Independent Educational Evaluation (IEE) were approved by consensus as presented.

f. 2522 Library Media Centers

K. Edwards and Dr. Mueller reviewed suggested changes to po 2522 Library Media Centers to better align the process for the reconsideration of school library materials to the process of reconsideration of instructional materials in po 9130. Changes to po 2522 include clarification that the initial person to contact regarding a request for reconsideration (the LMC Director), addition of a requirement for the person to review the materials they object to, added timelines that are more flexible, and removal of language stating the District Administrator’s decision is final by providing an appeal process to Board. Both po 2522 and 9130 state that materials cannot be reconsidered again for 5 years after a determination is made.

The committee requested Items A and B in the Reconsideration of School Library Materials section, be reworded to clarify the next step and use consistent language.

The committee approved by consensus the presented updates to po 2522 Library Media Centers with the requested changes.

6.3 9000 Relations

a. 9130 Public Requests, Suggestions, or Complaints

Dr. Mueller noted po 9130 Public Requests, Suggestions, or Complaints was brought back to discuss changes discussed at the September 4, 2024 Policy Committee meeting. The reconsideration process was updated to align with po 2522.

The committee recommended edits to the second added paragraph in the Guidelines for Matters Regarding Classroom Instructional Materials. The changes include changing a reference to the “Executive Director of Instructional Services” to “Building Administrator.”

The committee approved by consensus the presented updates to po 9130 Public Requests, Suggestions, or Complaints with the requested changes.

6.4 5000 Students

a. 5430 Class Rank

K. Edwards explained the changes recommended for po 5430 Class Rank provide direction in calculating GPA in various situations. The District utilizes an unweighted GPA. This policy is updated to incorporate the class ranking requirements districts must implement for students to participate in the University of Wisconsin System's Guaranteed Admission Program. The requirements for grade 11 class rank and notification to the top ten percent (10%) first applies at the end of the 2024-2025 school year, with guaranteed admissions in the 2025-2026 school year.

This policy is in place to provide transparency in how class rank is determined and when notification is provided.

The updates to po 5430 Class Rank were approved by consensus as presented.

b. 5460 Graduation Requirements

K. Edwards noted the only update to po 5460 Graduation Requirements was wordsmithing regarding the GEDO 2 alternative education diploma. The changes do not change practice, but add more of the guidance from DPI to policy.

The updates to po 5430 Class Rank were approved by consensus as presented.

c. 5505 Academic Honesty

Director of Information and Technology Kathleen Stephany reported changes to po 5505 Academic Honesty addresses the use of Artificial Intelligence.

The committee discussed retaining a reference to po 7840.08 Artificial Intelligence (AI) that was recommended for removal, but decided to approve the changes to po 5505 Academic Honesty as presented.

d. 5605 Suspension/Expulsion of Students with Disabilities - New Policy

J. Mason noted po 5605 Suspension/Expulsion of Students with Disabilities is a policy that will not be adopted. Rather, the language from po 5605 will be incorporated into po 5610 to keep relevant information in one policy.

e. 5610 Suspension and Expulsion

J. Mason explained the suggested updates to po 5610 Suspension and Expulsion clarify that the District will explore other available options before suspending or expelling a student. The changes also clarify timelines. Additionally, language from the proposed, but not adopted po 5605 will be included in po 5610.

The committee approved by consensus the changes to po 5610 Suspension and Expulsion with the addition of language from po 5605.

f. 5771 Search and Seizure

J. Mason presented proposed updates to po 5771 Search and Seizure. The policy notes an administrator will obtain consent before searching, unless there is an exception of a significant concern to safety. Administrators will also secure the assistance of the School Resource Officer, when needed. Additionally, a search of the student's person or intimate personal belongings will be conducted by a person of the student's gender. J. Mason explained more on the search process.

The committee approved by consensus the updates to po 5771 Search and Seizure as presented and with ensuring consistent use of the terms of "administrator" and "principal."

6.5 7000 Property

a. 7540 Technology

K. Stephany noted added language to po 7540 Technology addresses equipment security, retention, and loss. The updates also include additional language regarding the darkweb and introduction of malware and viruses. There was discussion as to whether the policy addresses how individuals can subvert controls, but it was noted that this would be addressed more in po 7540.03 Student Technology Acceptable Use and Safety.

The updates to po 7540 Technology were approved by consensus as presented.

b. 7540.05 Assistive Technology and Services

J. Mason stated the changes to po 7540.05 Assistive Technology and Services require that students with disabilities using assistive technology with recording devices must have the recording functions turned off. This measure is to protect the confidentiality of other students in the class.

The committee discussed if this policy impacts students with 504 plans and/or health plans. The student handbook addresses some of these concerns. Furthermore, the committee requested the following sentence be added to provide greater clarification, rather than the initially suggested language. "Assistive technology with external communication or recording functions must be disabled, except as provided by District-approved individualized plans." Another change proposed by the committee is to define IEP when it is initially used in the policy.

The committee approved by consensus updates to po 7540.05 Assistive Technology and Services with the changes discussed.

07. CLARIFY/REVIEW ACTIONS & DISCUSSION

The committee is advancing 15 of the policies discussed to the Board for consideration. K. Edwards will make the suggested edits to po 2413 Health Education and present the policy at an upcoming Policy Committee meeting. The next Policy Committee meeting will take place on December 4.

08. ADJOURNMENT

The October 2, 2024 Policy Committee meeting adjourned at 6:29 pm.