

River Valley School Board – Policy Committee Meeting

Committee: Policy Date: May 2, 2022 Meeting Time: 5:00 pm Adjourn Time: 6:30
 Present: Kathy Jennings, Deb Nelson, Fred Iausly Sara Carstensen, Loren Glasbrenner

Agenda Item	Motion	2 nd	Discussion
N/A	Sara	Fred	Motion to accept proofs of notice. Passed unanimously on a voice vote.
Approval of minutes from April 4, 2022	Deb	Sara	Approved.
728 Mask Policy			Policy will be on the agenda every month to address concerns or changes necessary during the pandemic. No changes for discussion. No action.
661 Depository of Funds	Fred	Sara	Recommend to the Board for a 2 nd reading. Brian Krey reviewed policy – added language that all revenue received shall be deposited as required by law. No changes from 1 st reading.
661.1 Authorized Signatures	Fred	Sara	Recommend to the Board for a 2 nd reading. Brian Krey reviewed policy – no changes. No changes from 1 st reading.
663 Cash in School Buildings	Fred	Sara	Recommend to the Board for a 2 nd reading. Brian Krey reviewed policy and added language to say money collected shall be accounted for, and not left in an unsecure location overnight. One additional change since 1 st reading: removed language that stated secure funds shall be in a safe. Not all buildings have a safe.
664 Petty Cash Fund	Fred	Sara	Recommend to the Board for a 2 nd reading. Brian Krey reviewed policy and updated language to state the business manager shall determine the petty cash in each building, not the district administrator. No changes from 1 st reading.
666 Safety Deposit Box	Fred	Sara	Recommend to the Board for a 2 nd reading. Brian Krey reviewed policy - no changes. No changes from 1 st reading.
671.2 Tax Annuities Payroll Deductions	Fred	Sara	Recommend to the Board for a 2 nd reading. Brian Krey reviewed policy. Changed policy title from Tax Annuities to Payroll Deductions. Deleted old policy and updated language to reflect current practices for employee’s payroll deductions. No changes from 1 st reading.

673 Payment Procedures	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Brian Krey reviewed policy. Added language on approving invoices, advance payments for conferences, travel, etc and that the Board will receive a summary of all monthly payments. No changes from 1st reading.</p>
681 Financial Reports and Statements	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Brian Krey reviewed policy - no changes. No changes from 1st reading.</p>
682 Audits	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Brian Krey reviewed policy. Added language that the audit should happen after the close of the fiscal year and that the CPA shall be licensed. No changes from 1st reading.</p>
443 Rule 2 Appropriate Use of Seclusion and Physical Restraint	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Updated the title from Staff Use of Physical Force/Corporal Punishment, Seclusion and Restraint to Appropriate Use of Seclusion and Physical Restraint.</p> <p>The District's lawyer's reviewed this policy due to changes in the law. Lisa Kjos also reviewed. Existing policy was deleted and replaced with language based on these reviews. No changes from 1st reading.</p>
151.3 Administration in Policy Absence	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Current policy referenced emergency situations where action must be taken. The word "emergency" was removed, because action in the absence of policy may need to be taken in a non-emergency situation. No changes from 1st reading.</p>
171.2 Agenda Preparation and Dissemination	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Added language to clarify how an agenda item requested by the public or others may or may not get put on a Board agenda. It does not guarantee the item will be placed on the agenda but the new language states the requested agenda item may be put on a committee agenda prior to Board agenda. No changes from 1st reading.</p>
173 Executive Closed Sessions	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>Updated policy title from Executive Sessions to Closed Sessions. Items a through h in the existing policy were removed because they come from the statutes. Referenced statutes instead. No changes from 1st reading.</p>
183 Board Member Attendance and Voting Method	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>No changes. This policy was discussed in conjunction with Policy 183.1 (below). WASB Quickcheck had suggested making remote participation part of the permanent policy. Committee discussed only using remote participation to be allowed under an Emergency Order, not a regular practice. No changes from 1st reading.</p>

183.1 Temporary Policy for Board Member Attendance and Voting Method During the Emergency Order	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>No changes. Committee discussed only using remote participation to be allowed under an Emergency Order, not a regular practice. Instead of deleting this policy, keep it as a temporary policy in case its needed in the future, but not allowing remote participation as a regular practice. No changes from 1st reading.</p>
187 Public Participation at Board Meetings	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>WASB Quickcheck noted that it could raise claims pertaining to the First Amendment if the Board were to allow individuals to make positive statements regarding personnel or students, while refusing to hear complaints, so this sentence was struck: “However, the Board will not hear complaints concerning individual district personnel.” Note: Confidential and personal information/comments will still continue to not be allowed. No changes from 1st reading.</p>
190 Recognitions for Accomplishment	Fred	Sara	<p>Recommend to the Board for a 2nd reading.</p> <p>One addition since 1st reading: cross reference Policy 840 Gifts to District.</p>
343 Instructional Arrangements	Sara	Fred	<p>Recommend to the Board for a 1st reading.</p> <p>Removed language referring to staff/instructional staff. The District Administrator will be responsible for Instructional arrangements.</p>
344 Adult Education	Sara	Fred	<p>Recommend to the Board for a 1st reading.</p> <p>Updated the names of the programs and removed language relating to costs, as those can change on a yearly basis.</p>
221 Recruitment and Employment of District Administrator	Sara	Fred	<p>Recommend to the Board for a 1st reading.</p> <p>No changes.</p>
223.1 Administrator Evaluation	Sara	Fred	<p>Recommend to the Board for a 1st reading.</p> <p>Revised language to say the Board shall evaluate the performance of the District Administrator, not all the Administrators. The District Administrator evaluates the other Administrators and reports to the Board.</p>
225 District Administrator Evaluation	Sara	Fred	<p>Recommend to the Board for a 1st reading.</p> <p>No changes.</p>
332 Parent Rights in Relation to District Programs/Activities and Student Privacy	Sara	Fred	<p>Recommend to the Board for a 1st reading.</p> <p>WASB Quickcheck included language (6 bullet points) to be added into this policy about parent’s right to inspect instructional material, surveys, disclosure of student information, etc.</p>

341.1 Reading Instruction	Sara	Fred	Recommend to the Board for a 1 st reading. Added Reference to statute 118.016
342.3 Programs for Children-at-Risk	Sara	Fred	Recommend to the Board for a 1 st reading. Updated language to current practice. Revised “Progress Study Team” to “a building leadership team”
343.1 Lesson Curricular Plans	Sara	Fred	Recommend to the Board for a 1 st reading. Updated name of policy from Lesson Plans to Curricular Plans.
345.1 Grading System	Sara	Fred	Recommend to the Board for a 1 st reading. Included Pre-K in this process. Also added language to state “Specific grading practices shall be in the Student Handbook” and referenced the Handbook.
345.3 Promotion and Retention (including Kindergarten promotion)			Loren will do some more research – hold until next meeting
345.5 High School Graduation Requirements			Loren will do some more research – hold until next meeting
351 Summer School	Sara	Fred	Recommend to the Board for a 1 st reading. Removed legal reference to statute 66.30
362.1 Interlibrary Loan	Sara	Fred	Recommend to the Board for a 1 st reading. Added reference to statute 43.72
363 Guidance and Counseling Programs	Sara	Fred	Recommend to the Board for a 1 st reading. Added bullet point #10: Provide training in education for employment with includes academic and career planning. Added references to PI26 and statute 118.28(59)
Adjourn	Fred	Sara	Next meeting scheduled for June 6, 2022 at 5:00 in the Middle School Library.