

Minutes of  
C-FC Policy Committee  
Waumandee Bank Meeting Room – Fountain City  
June 4, 2019 at 5:00 p.m.

**Present:** Kalene Engel, Larry Cyrus, Lynn Doelle, Karen Knospe, Tom Hiebert and Steve Stoppelmoor.

**Call to Order:** Kalene Engel called the meeting to order at 5:00 p.m.

**Approval of Minutes from May 8, 2019:** Approved by consensus.

**Old Business:**

1. 458 School Wellness Policy Update: Tom has continued to pull information together and will work on identifying individuals who could serve on the committee to develop the Wellness Plan. He will provide the information to Michele Butler. Further action by the board on this policy will be deferred until the wellness committee is formed and begins its work.
2. 834 Facility Use Policy: Luke has provided some information to Kalene about groups who use the school and under what circumstances, the cost to the school and any monetary benefits received by the school. Given the importance of this topic to the school and community, this policy will be addressed by the full board in a regular or special meeting.

**New Business:** Committee members reviewed/discussed/recommended the following policies/rules/exhibits. In addition to fixing typos, the committee requested the following changes:

1. 225 District Administrator Evaluation: Tom provided thoughts/observations on portions of the policy. After discussion, a recommendation was made to change paragraph 2, sentence 1 to include written evaluations every 6 months during the 1<sup>st</sup> two years of employment, then yearly. The remainder of the paragraph would then be deleted as unnecessary. Kalene will contact Michele to let her know that one of the things the Board would like to work on collaboratively with her is the District Administrator job description, perhaps at the July retreat.
2. 330 Curriculum Development and Improvement: Approve as presented.
3. 342.3 Gifted and Talented: Approve as presented.
4. 343.2 Class Size: It was noted that the policy allows for flexibility in determining class sizes. Approve as presented.
5. 343.5 Online Learning Activities and District Online Courses: Approve as presented.
6. 345.6 High School Graduation Requirements: Add language to allow students to graduate early provided they have fulfilled all graduation requirements, as that does occur on occasion. Leave the phy-ed credit option and all other credit requirements as is, but allow curriculum director and guidance counselor to weigh in on this for possible modifications in the future.

7. 345.64 Physical Education Credit Option: Limit approved activities to WIAA sports and change individual who can approve sports for disabled children to principal. Eliminate reference to community-based sports.
8. 346 Student Assessment Program: Approve as presented.
9. 346 Exhibit Annual Notice of Student Assessment Information: Approve as presented.
10. 347.1 Student Directory Data: Kalene will check with WASB to see whether there are items that we must designate as student directory data. The committee prefers to eliminate date of birth, home address and phone number if possible. Kalene will change the last paragraph to allow for law enforcement to have greater access to information. Change opt out language to allow for yearly notifications to opt-out.
11. 361.1 Instructional Materials Selection: Approve as presented.
12. 361.1 Rule Complaint Procedure: Kalene will change the paragraphs on the top of page 2 to require School Board approval only if required by law.
13. 361.1 Exhibit Complaint Form: Approve as presented.
14. 363.3 Technology for Students with Special Needs (Assistive Technology): Approve as presented.
15. 411 Equal Educational Opportunities: Approve as presented.
16. 411 Rule Student Discrimination Complaint Procedure: Approve as presented.
17. 411 Exhibit 1 Public Notification of Student Nondiscrimination Policy: Approve as presented.
18. 411 Exhibit 2 Complaint Form: Approve as presented.
19. 411.1 Student Harassment & Bullying: Kalene clarified that this policy related to students and another policy at the 500 level would relate to employees. Members acknowledged the importance of having a strong bullying policy. Steve noted this is similar to the existing policy. Approve as presented.
20. 411.1 Rule 1 Reports by Students and Other Non-Employees: Approve as presented.
21. 411.1 Rule 2 Reports by Employees: Approve as presented.
22. 411.1 Rule 3 Responding to Reports of Bullying and Harassment Involving Students: Approve as presented.
23. 411.1 Rule 4 Board Guidelines for the District's Procedures, Services and Communications Related to Bullying and Harassment: Approve as presented.
24. 411.1 Exhibit Reporting of Bullying or Harassment Form: Approve as presented.
25. 411.2 Rule Procedures for Enrollment and Placement of Homeless Children and Youths: Approve as presented.
26. 411.3 Rule Procedures for Providing Transportation for Children in Out-of-Home Care (Foster Care): Approve as presented.
27. 850 Sales and Solicitations on School Property: Approve as presented.

**Next meeting date:** June 12, 2019 at 5:00 p.m.

**Adjournment:** 7:05 p.m.

**Minutes by:** Kalene Engel

Minutes of  
C-FC Policy Committee  
Waumandee Bank Meeting Room – Fountain City  
June 12, 2019 at 5:00 p.m.

**Present:** Kalene Engel, Larry Cyrus, Lynn Doelle, Karen Knospe, Rita Greshik, Tom Hiebert and Steve Stoppelmoor. (Steve and Karen left around 5:40 p.m.).

**Call to Order:** Kalene Engel called the meeting to order at 5:07 p.m.

**Approval of Minutes from June 4, 2019 meeting:** Approved by consensus.

**Old Business:** Kalene distributed Wisconsin Statute 118.03 which requires School Board approval of textbooks, so that revision will be made to 361.1 Rule. She also reviewed the policies that were being deferred until a later meeting, as listed below:

1. 458 School Wellness Policy
2. 458 Rule
3. 834 Facility Use Policy
4. 342.5 Rule Title 1 Parent and Family Engagement Policy Guidelines
5. 412.1 Full-Time Student
6. 423 Full-Time Public School Open Enrollment
7. 423 Rule Selection, Waiting List & Truancy Procedures
8. 431 Student Attendance
9. 431-Rule Student Attendance Procedures
10. 662.3 Fund Balance

**New Business:** Committee members reviewed/discussed/recommended the following policies/rules/exhibits with the following changes:

1. 333 Parent Rights in Relation to District Programs-Paragraph 4c-change “a school” to the District.
2. 333 Rule Student Privacy Protection Procedures-approve as presented
3. 333 Exhibit 1 Notification of Child’s Participation in Survey Revealing Private Information-approve as presented
4. 333 Exhibit 2 Child’s Participation in U.S. Dept of Education Funded Surveys-approve as presented
5. 342.1 Programs for Students with Disabilities-change paragraph two highlighted areas to without, otherwise approve as presented.
6. 342.5 Title 1 Programming-change 2<sup>nd</sup> paragraph to read, “The District is a school-wide model Title 1 school” and delete “insert relevant position and brackets from the 1<sup>st</sup> sentence of paragraph 3; otherwise approve as presented.
7. 342.8 Section 504 Plans and Services-Change “Special Education Director” to principal in paragraph 3, otherwise approve as presented.
8. 343.44 Part-Time Open Enrollment-Approve as presented. However, based upon a discussion of and interest in clarifying the difference between the new part-time open enrollment law and the ability of private/home school

children to take courses at C-FC, Rita will develop a separate policy for the latter.

9. 345.11 High School Class Rank-After a lengthy discussion on how many minimum semesters a transfer student would need to take at C-FC before being eligible for class rank or academic honors, the following plan was created: Kalene will check with Gretchen to find out of the transfer grades can be assigned grade points consistent with the C-FC schedule so that ALL grades can be factored into rank/honors; if so, there is no need to set a minimum amount of C-FC semesters. If that cannot be done, the policy will be modified to require 2 semesters at C-FC for class ranking purposes and 4 semesters at C-FC for academic honors.
10. 345.4 Promotion & Retention of Students Through 8<sup>th</sup> Grade-approve as presented.
11. 347 Student Records-Fix typo in paragraph 3; otherwise approve as presented.
12. 347-Rule Procedures for Student Records-fix typos on 347.1; delete bullets 1 and 3 under paragraph C.3; add “at least” to paragraph 4.b. Per Rita’s request, Kalene will ask Steve if he has or can create a rule or form so parents know how to request student records.
13. 363.2 Safe & Responsible Use of the Internet and Other Technology Resources-approve as presented.

**Next meeting date:** To be set at the June 27, 2019 Board Meeting.

**Adjournment:** 7:00 p.m.

**Minutes by:** Kalene Engel