

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Tuesday, December 11, 2018  
5:00 PM

District Administration & Maintenance Center  
905 Bethel Circle  
Waunakee, Wisconsin 53597

**AGENDA**

- I. **ROLL CALL**
- II. **APPROVE AGENDA**
- III. **PUBLIC COMMENTS**
- IV. **POLICIES TO REVIEW**

A. Policy 671.2 Expense Reimbursement

Administration would like to modify the Expense Reimbursement Policy per experiences administrating this policy. Proposed changes to the policy are articulated in bold print.

B. Policies 411-Rule (1), 411 Rule (2), & 412/512 -- Complaint Procedures

These policies are being recommended for revision to align with practices. IN bold you will see the changes that indicate that if a complaint is an employee matter the complaint will be given to the Human Resources Director, and if it is a student matter the complaint will be given to the Student Services Director.

C. Policy 352-Rule (1) Field Trips Guidelines

Administration is requesting that the committee review the field trip policy as it relates to trips, particularly out of state travel.

We may have some members/parents of the dance team attend the meeting as their trip request to administration for travel to Florida was denied and not forwarded to the Board since it did not fit within the policy parameters for athletic team travel.

D. Seclusion and Restraint Discussion

After the seclusion and restraint report was shared with the Board this fall, a Board member inquired if we have a policy pertaining to seclusion and restraint. We follow state law and DPI guidelines, but do not have a specific board policy. Attached is a presentation that was shared with the Board, a tip sheet for staff, the required form that is filled out if a seclusion/restraint occurs, and a draft policy for

your review and consideration.

V. Discuss Third Party Policy Service

I would like to discuss with the Committee the process you would like to follow in reviewing a 3rd Party Policy Service like NEOLA or WASB. I recommend that I/we gather up-to-date information at the State Convention in January and then bring it back for discussion at a future meeting.

VI. **FUTURE MEETINGS**

Future topics for this committee include:

1. Social Media Policy
2. Student/Staff Incident/Accident Reporting
- A. Student Behavior and Discipline Policies
- B. Procedures for the Maintenance and Confidentiality of Student Records.
- C. Board Policy Development and Adoption Policies

VII. **ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”