

WILLIAMS BAY SCHOOL
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
Thursday, April 8, 2021

Board Members Present: P. Peyer and D. Woss
Absent: None
Administration Present: District Administrator Dr. W. White
Guests: None

I. CALL TO ORDER

Dr. White called the meeting to order at 5:00 pm.

II. REVIEW AND DISCUSS POSSIBLE CHANGES TO POLICY NUMBERS IN THE 500 SERIES.

Dr. White reviewed drafts of the following policies with changes noted:

Policy 522 Staff Conduct

Dr. White shared that this is a policy that many districts have. He felt this policy will reinforce a standard for staff conduct at and away from work.

Policy 522.1 Alcohol and/or Other Drug Use by Employees

Dr. White indicated he had added a section regarding the right of the district to require a drug test if there is reasonable suspicion the employee is under the influence. He added possession of drug paraphernalia and a section about involvement in grants and notifying district if any criminal conviction.

Policy 522.2 Tobacco/Nicotine/Electronic Cigarette Use by Staff

Dr. White shared that this would be a new policy. The district has a policy that prohibits student use and a policy that does not allow tobacco and electronic cigarettes to be used on school grounds by the public. Dr. White felt it would be appropriate for the district to adopt a staff policy.

Policy 522.4 Staff Ethics

Dr. White stated that he had added items that he believed would reflect the values and mission of the district.

Policy 522.6 Staff Information and Communication Technologies Acceptable Use Policy

The current policy is written to apply to students more than staff. Dr. White worked with Ms. Thiel, Mrs. Bixler, Ms. Durkin, and the administrators to rewrite this policy to apply to staff.

Policy 522.8 Staff Dress

Dr. White shared that this would be a new policy. He felt the re-written policy provides more clarity about expectations for professional dress by employees. This would be reflected in the employee handbook.

Policy 522.9 Possession or Use of Weapons – Staff/Employees

Dr. White shared that this would be a new policy. Based on reviewing other district's policies, he felt it would be good practice to have this policy.

Policy 523.1 Staff Physical Examinations

Dr. White shared that this would be a new policy. This draft policy was reviewed by the District's attorney and he felt this would be a good policy to have in place and shared it would be good practice to have new employees to take a physical.

Policy 524 Staff Gifts

Dr. White indicated he had revised this policy to provide more clarity based on language from other policies he reviewed.

Policy 525.1 Employee's Obligation to Report Criminal Record

Dr. White shared that this would be a new policy. The intent of this policy is to ensure safety of the district's students and staff and protect the district's resources and reputation.

Policy 528 Staff Conduct with Students

Dr. White shared that this would be a new policy. Dr. White felt this policy reiterates the expectation of appropriate interactions between students and staff. It aligns with the district's beliefs and values.

Policy 529.1 Family and Medical Leave

Dr. White shared that this would be a new policy that all other districts have and one that we should have in place. This policy reiterates the Federal and State Family and Medical Leave regulations.

Policy 531 Creation of Staff Positions and Job Descriptions

Dr. White shared that this would be a new policy. This policy documents that new positions and job descriptions are approved by the Board.

Policy 531.1 Criminal Background Checks

Dr. White shared that this would be a new policy. This policy reflects the District's practice to require criminal background checks on any employees, student teachers, or adults who has the potential to have unsupervised contact with students in the District.

Policy 533 Professional Staff Recruiting/Hiring

Dr. White added language that reflects the hiring and interviewing practices of the District.

Policy 537 Professional Staff Development

Dr. White revised the policy to make it more reflective of the District's current professional development practices.

Policy 538 Teacher Evaluation and Supervision

Dr. White revised the policy to make it more reflective of the District's current evaluation and supervision practices.

Policy 540 Employment of Personnel for Co-Curricular/Extra-Curricular Activities

Dr. White shared that this would be a new policy. This policy reflects how coaches and advisors are selected and the hiring process. Important points include:

- Any such appointment may be terminated by the District Administrator for any reason that is not arbitrary or capricious.
- No coach/advisor may begin employment with the District until the criminal background check is complete.
- Coaching/advising contracts shall be issued for each assignment and may only cover the period of one season of that assignment. There shall be no guarantee or reasonable expectation of any kind that a coach/advisor will receive an offer for the same position the following school year.
- Nonrenewal procedures are not applicable to coaching/advising assignments.

Policy 543 Support Staff Hiring/Recruiting

Dr. White added language that reflects the hiring and interviewing practices of the District for support staff.

III. SET DATE AND TIME FOR NEXT POLICY COMMITTEE MEETING

The committee did not schedule an additional meeting. This will be done when policies in the 600 policy series is ready for review.

IV. ADJOURN

The meeting was adjourned at 6:02 p.m.