

Rio Community School District

Elementary School
355 Lowville Rd.
Rio, WI 53960
920-992-3143 / Fax: 920-992-3012



Middle/High School
411 Church St.
Rio, WI 53960
920-992-3141 / Fax: 920-992-3157

Craig Vetter
Elementary Principal

Mark McGuire
District Administrator

Dana Tait
MS/HS Principal – Athletic Director

**Rio Community Schools
Board of Education Meeting
Monday, February 13, 2017, 6:30 PM
Rio Middle/High School -RM 142**

It is the mission of the Rio Community School District to provide a healthy, safe, and engaging environment in which each student participates in a high-quality education that he or she will use to grow as a person and become an active contributor to our community and the world.

- I. Call to Order/Pledge of Allegiance
- II. Verification of Meeting Notice
- III. Roll Call
- IV. Recognition of Visitors. This time provides the opportunity for public commentary. Visitors are welcome and are asked to state their names and addresses for the record.
- V. Approve Minutes from the January 23rd and February 7, 2017 regular meetings.
- VI. Action Items
 - a. Bills for Payment
 - b. Human Relations
 - i. Elementary Assistant Cook's Position
 - ii. Part-Time Early Childhood Educational Assistant
 - iii. Part-Time Educational Assistant - Elementary Library
- VII. Discussion/Information/Possible Action
 - a. Request for Land Detachment
 - b. Investment of Bond Proceeds
 - c. Financing for the Utility Task Vehicle (UTV)
 - d. Technology Committee Update
 - e. The Board will consider adopting certain policies and procedures, as identified by number and topic in **Appendix A, attached to this notice.**
 - f. The Board will consider expressly repealing certain policies, procedures, and forms/exhibits as identified by number and topic in **Appendix B, attached to this notice.**
 - g. The Board will consider amending and/or re-numbering certain existing policies, procedures, and forms/exhibits, as identified by number and topic in **Appendix C, attached to this notice.**
 - h. Maternity Leave Request
 - i. Legislative Report
 - k. Administrative Reports
 1. Mr. Vetter
 - a. Recent Spelling Bees
 - b. After School Maker's Club

- c. Forward Exam Training
- 2. Mrs. Tait
 - a. Civics Test
 - b. Measures of Academic Progress
- 3. Mr. McGuire
 - a. All-Area Board of Education Meeting
 - b. Upcoming Wisconsin Association of School Boards Events

VIII. Adjourn into closed session at **8:00 PM** according to Wisconsin State Statutes 19.85 (1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically: Personnel: (f) Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: and section 120.13(1)(c) Wisconsin Statutes. Specifically: 1. Conducting a student expulsion hearing 2. Considering an administrator contract matter.

IX. Reconvene into Open Session

X. Consideration and Potential Action on an Administrator's Contract

XI. Adjourn

Appendix A to the Notice of the February 13, 2017 Meeting of the School Board of the Rio Community School District:

Policies and procedures recommended to be ADOPTED by the School Board:

Proposed Policy/Rule Number and Title/Topic			Recommended Action
662.3	Policy	FUND BALANCE	ADOPT
664	Policy	HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES	ADOPT
665	Policy	FRAUD PREVENTION AND REPORTING	ADOPT
672	Policy	AUTHORITY TO MAKE PURCHASES AND ENTER INTO PROCUREMENT CONTRACTS	ADOPT
672.1	Policy	PROCUREMENT METHODS FOR SERVICES, SUPPLIES, EQUIPMENT, AND OTHER PROPERTY	ADOPT
<u>672.1</u>	<u>Rule</u>	<u>PROCUREMENT PROCEDURES IMPLEMENTING FEDERAL REGULATIONS</u>	<u>Adopt as a Board Rule</u>
672.2	Policy	STANDARDS OF CONDUCT IN PURCHASING AND CONTRACTING	ADOPT
<u>672.2</u>	<u>Rule</u>	<u>STANDARDS OF CONDUCT IN PURCHASING AND CONTRACTING</u>	<u>ADOPT as a Board Rule</u>
672.51	Policy	SUSPENSION AND DEBARMENT OF VENDORS AND CONTRACTORS	ADOPT
683	Policy	MANAGEMENT OF CAPITAL ASSETS	ADOPT
690	Policy	DISPOSITION OF DISTRICT PROPERTY	ADOPT

Appendix B to the Notice of the February 13, 2017 Meeting of the School Board of the Rio Community School District:

Existing Rio policies and procedures in the Article-based numbering/coding system recommended to be repealed in full:

Rio Policy Number and Title/Topic		Recommended Action
Sections 301.1 and 301.2	Budget/Fiscal Year and Annual Budget Preparation	REPEAL
Section 301.3	Statement of Revenues and Expenditures (monthly reports)	REPEAL
Section 301.4 and 301.5	Depositories and Investments	REPEAL
Section 301.8, Part e. only	Student Activities Funds Management	REPEAL
Section 301.8, Part f. only	School Property Disposal Procedure	REPEAL
Section 301.8, Part g. and Part h. only	Purchasing/Leasing Overview; Purchasing Guidelines	REPEAL
Article 310	Asset Management	REPEAL
Section 303.2	Inventory of District Equipment and Supplies	REPEAL
Article 616	Student Activity Funds Management	REPEAL; DIRECT the administration to create an administrative rule consistent with new Policy 662.1 that addresses any procedural elements of from Article 616 that are not sufficiently addressed in Policy 662.1 but that reflect administratively useful procedures.
Article 201.6	District Auditor and Attorney	REPEAL

Appendix C to the Notice of the February 13, 2017 Meeting of the School Board of the Rio Community School District:

Existing policies and procedures coded under the “Article” classification that are recommended to be retained and renumbered and, in some instances, expressly classified as rules or exhibits:

Rio Policy Number and Title/Topic		Recommended Action
Section 301.6	Bonded Officers and Employees	RETAIN; RENUMBER as Policy 663
Section 301.7	Annual Audit	RETAIN; RENUMBER as Policy 684; AMEND to include the following additional sentence (adapted from repealed Article 201.6): “The District’s contracted auditors shall report directly to the School Board and shall perform their functions as needed in accordance with applicable laws and auditing standards.”
Section 301.8, Part a. only	Disbursements of District Funds; Use of Facsimile Signatures	RETAIN; RENUMBER as Policy 673
Section 301.8, Part b. only	Petty Cash Account	RETAIN; RENUMBER as Policy 662.2
Section 301.8, Part c. only	Payroll Procedures	RETAIN; RENUMBER as Policy 671; within the policy, DELETE the current list of authorized salary deductions in c.2 and REPLACE said list with the following language: <ul style="list-style-type: none"> a. Federal Income Taxes and FICA b. State Income Taxes c. Wisconsin Retirement System contributions d. Section 125 cafeteria plan deductions, including employee group insurance premium contributions and Flexible Spending Account contributions e. Employee elective contributions to the District-approved 403(b) plan f. Such other deductions as may be required under state or federal law (e.g., court-ordered wage garnishments) g. Such other deductions as may be separately authorized by the Board.
Section 301.8, Part d. only	Expense Reimbursement	RETAIN; RENUMBER as Policy 671.2
301.8-Exhibit	EXHIBIT: Notice to Bidders	DESIGNATE as an Exhibit under administrative control/authority. To the extent retained, RENUMBER as 672.1-Exhibit
Article 309	Investment of School District Funds	RETAIN; DESIGNATE as a BOARD RULE; RENUMBER as 652-RULE

Article 306	Annuity Agents and Companies	RETAIN; RENUMBER as Policy 671.3
Article 511	Depreciation Scale for Books	RETAIN; RENUMBER as Policy 656.1
Section 303.1	Insurance of Equipment	RETAIN; RENUMBER as Policy 780.1
None	EXHIBIT: Student Activity Fund Statement of Purpose	DESIGNATE as an Exhibit under administrative control/authority. To the extent retained, RENUMBER as 662.1-Exhibit.