

**Palmyra-Eagle Area School District
Curriculum and Policy Committee Meeting
Tuesday, December 6, 2022 - 5:30 pm
Palmyra-Eagle MS/HS School Community Center - 123 Burr Oak Street, Palmyra, WI
Meeting Minutes**

All meetings are subject to Wisconsin Statutes – Open Meeting Laws (19.81-19.98)

- I. **Call to Order:** The meeting was called to order by committee chair, Kristiana Williams, at 5:33 pm.
- II. **Roll Call – quorum (2) of this committee required to proceed**
 - A. **Attended:** Mitzi Roscizewski, Zachary Rutkowski and Kristiana Wililams
 - B. **Others Present:** Doris Parson, Tara LeRoy, Jean Reth, District Executive Assistant - Traci Plotz, HS/MS Principal - Kari Timm, EES Principal - Katie Robertson, Special Education/Pupil Service Director - KayLeigh Sockrider, Associate Principal - Joel Tortomasi, and Interim District Administrator - Todd Gray
- III. **Discussion and approval of agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Review of November 2022 Minutes:** The minutes from the November 1, 2022 meeting were reviewed and approved.
 - B. **Review and Discussion Regarding the 2021-2022 District Report Cards:** Discussion took place regarding the 2021-2022 District report cards. Kari was happy to see the increase in the Middle School Score, and that the High School score remains the same. Discussion took place regarding how the state views absenteeism and truancy, in regards to the report card and the Jefferson County Truancy Plan was explained.
 - C. **District Curriculum & Instructor Coordinator Update: Job Duty assignments:** Kari Timm reported that
 1. **New Teacher Mentor Program Update:** Kari Timm reported that Joel Tortomasi will be taking over as the elementary school coordinator and will work with Shelby Nickels to facilitate the program.
 2. **Science Curriculum & Pilot Project Update:** Kari Timm reported that she will be working along side Katie Robertson to facilitate the Science Curriculum Pilot. At this time Houghton Mifflin Harcourt (HMH) *Science Dimentions* does not work for the elementary or the 6th grade, due to the lack of interactive activities and the vocabulary used. The district has talked with HMH and we will be pivoting the elementary school to HMH's *Into Science* program. Online teacher access was available today and so is the kids access. We will need to do an additional training, with additional cost of \$800 due to the switch. There may be a need to purchase the Instructional Manuals as well. The 6th grade is piloting the McGraw Hill Science program, and 7th & 8th are piloting HMS *Science Dimensions*. The hope is to have purchasing plans in place by the 4th quarter.
 3. **AVID update:** Kari Timm reported that she has temporarily taken on the AVID training portion of the Curriculum & Instruction Directors position.
 4. **Administrative Plan Moving Forward:** Katie Robertson reported that Advanced Learners, Chelli Taylor will be coming back to help with the Southern Lakes Anthology.
 - D. **Review NEW Policies as Recommended by NEOLA**
 1. po1421 Criminal History Record Check and Employee Self-Reporting Requirements
 2. po2522 Libraries
 3. po5500.01 Conduct in Virtual Classroom
 4. po6147 Debt Management
 5. po6152.01 Waiver of School Fees or Fines
 6. po7440.03 Small Unmanned Aircraft Systems (sUAS)
 7. po7540.07 District-Issued Student E-mail Account

The committee has made a recommendation to move forward all policies, except 5500.01 Cnioducti n Virtual Classroom to the full board for a first reading.

E. Review Policy Updates as Recommended by NEOLA

1. Section 1000 Administration: po1130 Ethics and Conflict of Interest; po1422 Nondiscrimination and Equal Employment Opportunity; po1460 Physical Examination; po1623 Section 504/ADA Prohibition Against Disability Discrimination in Employment; po1662 Employee Anti-Harassment
2. Section 2000 Programs: po2240 Controversial Issues in the Classroom; po2260 Nondiscrimination and Access to Equal Educational Opportunity; po2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability; po2260.02 Services for Bilingual Students/English Learners, po2340 District-Sponsored Trips; po2414 Human Growth and Development
3. Section 3000 Professional Staff: po3112 Board-Staff Communications; po3122 NonDiscrimination and Equal Employment Opportunity; po3122.02 NonDiscrimination Based on Genetic Information of the Employee; po3123 Section 504/ADA Prohibition Against Disability Discrimination in Employment; po3131 Reduction in Staff; po3160 Physical Examination; po3230 Ethics and Conflict of Interest; po3231 Outside Activities of Professional Staff; po3340 Grievance Procedure; po3362 Employee Anti-Harassment
4. Section 4000 Support Staff: po4112 Board-Staff Communications; po4122 NonDiscrimination and Equal Employment Opportunity; po4122.02 NonDiscrimination Based on Genetic Information of the Employee; po4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment; po4131 Reduction in Staff; po4160 Physical Examination; po4230 Ethics and Conflict of Interest; po4340 Grievance Procedure; po4362 Employee Anti-Harassment
5. Section 5000 Students: po5113 Open Enrollment Program; po5410 Promotion, Placement, and Retention; po5511 Dress and Grooming; po5517 Student Anti-Harassment; po5517.01 Bullying; po5720 Student Activism
6. Section 6000 Finances: po6152 Student Fees, Fines, and Charges; po6325 Procurement - Federal Grants/Funds
7. Section 7000 Property: po7100 Facilities Planning; po7230 Gifts, Grants, and Bequests; po7440.01 Video Surveillance and Electronic Monitoring; po7455 Accounting System for Capital Assets
8. Section 8000 Operations: po8390 Animals on District Property; po8450 Control of Casual-Contact Communicable Diseases; po8451 Pediculosis (Head Lice); po8500 Food Service
9. Section 9000 Relations: po9500 Relations with Educational Institutions and Organizations; po9700 Relations with Non-School Affiliated Groups; po9700.01 Advertising and Commercial Activities

The committee has made a recommendation to move forward all policies, except po2414 Human Growth and Development to the full board for the first reading.

F. Review Policies Recommended by NEOLA for Deletion:

1. po2416.01 Parental/Police Access to Instruction Material Center Information (replaced by po2522)
2. po6145 Borrowing (replaced by po6147 Debt Management)

The committee has made a recommendation to move all forward to the full board for the first reading.

G. Review technical policy update as recommended by NEOLA (does not need to go to board for approval):

1. po1400 Job Descriptions

The Technical Policy update was reviewed, however, does not need to go to the board for approval.

V. Schedule next meeting: Tuesday, January 3, 2022 at 5:30 pm.

VI. Adjourn: The meeting was adjourned at 6:32 pm

Respectfully Submitted,
Traci Plotz
District Executive Assistant