

**Hortonville Area School District**  
**Policy Committee Meeting Minutes: September 26, 2016**

1. The meeting was called to order by Chairperson Dana Ramshak  
Committee members in attendance were: Varsha Shah and Bob VanDenElzen  
Administrators present were: Dr. Heidi Schmidt, Dave Wuebben, and Todd Timm  
Others present were: Whitney McMullin, Tamie Neilson
2. Chairperson Ramshak confirmed that notice of the meeting was posted at the Greenville Elementary, Greenville Middle, North Greenville Elementary, Hortonville Elementary, Hortonville Middle, Hortonville High, Hortonville Public Library, Town of Greenville and the District website ([www.hasd.org](http://www.hasd.org)). Notice of the meeting was sent to the Post Crescent and Press Star.
3. Motion by Bob VanDenElzen and second by Varsha Shah to approve the Policy Committee minutes of August 8, 2016; motion carried.
4. Review and discussion on policies:
  - 2340 & 8640 – Field and Other District-Sponsored Trips
  - Bylaw – 0143.1 Public Expression of Board Members
  - Bylaw – 0152 Officers
  - Bylaw – 0164.2 Special Meetings
  - Bylaw – 0166 Agenda
  - Bylaw – 0167.5 Use of Electronic Mail
  - Bylaw – 0167.6 E-mail – Public Records
  - 1210 – Board – District Administrator Relationship
  - 1662 – Employee Anti-Harassment – Administration / 3362 – Employee Anti-Harassment – Professional Staff / 4362 – Employee Anti-Harassment – Support Staff
  - 2421 – Career and Technical Education Program
  - 2451 – Alternative High School
  - 2460 – Exceptional Education Needs – PULLED for further review (Lori Smits)
  - 2460.02 DELETE – Least Restrictive Environment Position Statement – PULLED for further review (Lori Smits)
  - 2700.01 – School Performance and Accountability Reports – NEW
  - 3120 – Employment of Professional Staff
  - 3122.01 – Drug-Free Workplace – Professional Staff / 4122.01 – Drug-Free Workplace – Support Staff
  - 3170.01 DELETE – Employee Assistance Program (EAP) – Professional Staff / 4170.01 DELETE – Employee Assistance Program (EAP) – Support Staff
  - 3210 – Staff Ethics – Professional Staff / 4210 – Staff Ethics – Support Staff
  - 3440 – Job-Related Expense Reimbursement – Professional Staff / 4440 – Job-Related Expense Reimbursement – Support Staff
  - 4310 – Freedom of Speech in Non-instructional Settings
  - 5200 – Attendance
  - 5230 – Release of Students to Authorized Persons - NEW
  - 5320 – Immunization
  - 5350 – Suicide Prevention – PULLED for further review (Wendy Neyhard)
  - 5830 – Student Fund-Raising
  - 6110 – Federal Funds
  - 6111 – Internal Controls - NEW
  - 6116 – Time and Effort Reporting - NEW
  - 6325 – Procurement – Federal Grants/Funds - NEW
  - 7310 – Disposition of Surplus Property

- 7450 – Property Inventory - NEW
- 8120 – Volunteers
- 8330 – Student Records

5. Bob VanDenElzen left the meeting at 6:30 pm.
6. Motion by Varsha Shah, second by Dana Ramshak to approve all policies and send to the full Board with the exception of Policy #2460, 2460.02 and 5350; motion carried.
7. Motion to adjourn the meeting by Varsha Shah, second by Dana Ramshak; motion carried at 6:55 pm.

Minutes Respectfully Submitted by,  
Dana Ramshak  
Chairperson