

EVANSVILLE COMMUNITY SCHOOL DISTRICT
POLICY COMMITTEE MINUTES

A Policy Committee meeting was held Monday, December 12, 2022, at 2:30 pm in the District Board and Training Center.

Committee Members Present: Laurie Burgos, Ellyn Paul, Kathi Swanson. **Also present:** Emily Miller, UW graduate school observer.

Motion by Ms. Paul, second by Ms. Burgos, to approve the minutes of the November 7, 2022, meeting. Motion carried, 3-0 (voice vote).

Discussed current Policy #453.4 – Administering Medications to Students. This policy, as well as draft Neola policies and administrative guidelines PO5330 – Administration of Medications, AG5330 – Administration of Medications, and AG5330A – Drugs Administered on an Emergency Basis, and the Emergency Nursing Manual will be reviewed by the Director of Student Services, the Medical Advisor, and the School Nurse. Once that review is complete, the materials will come back for consideration by the Policy Committee.

Reviewed, discussed, and recommend adoption of the following Neola draft policies and guidelines related to Support Staff: PO4111 – Creating a Position; AG4111A – Creating a Position; AG4111B – Verification of Employment Eligibility; PO4112 – Board-Staff Communications; PO4120 – Employment of Support Staff; AG4120C – Pre-Employment Interview Questions; AG4120D – Checking References of Applicants; PO4120.01 – Job Descriptions; PO4120.04 – Employment of Substitutes; PO4120.10 – Job Sharing; PO4121 – Criminal History Record Check and Employee Self-Reporting Requirement; PO4122 – Nondiscrimination and Equal Employment Opportunity; PO4122.01 – Drug-Free Workplace; AG4122.01 – Drug-Free Workplace; PO4122.02 – Nondiscrimination Based on Genetic Information of the Employee; PO4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment; AG4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment; PO4124 – Letter of Reasonable Insurance; PO4130 – Assignment and Transfer; PO4131 – Reduction in Staff; PO4132 – Vacancies; PO4139 – Staff Discipline; PO4140 – Termination and Resignation; PO4160 – Physical Examination; AG4160A – Physical Examination; PO4161 – Unrequested Leaves of Absence/Fitness for Duty; PO4162 – Controlled Substance and Alcohol Policy for Employees that Transport Students; PO4210 – Support Staff Ethics; PO4211 – Whistleblower Protection; AG4170 – Substance Abuse; AG4179 – Staff Congress; PO4213 – Student Supervision and Welfare; AG4213 – Liability of Staff for Student Welfare; AG4231A – Participation in Political Activities.

Recommend addition of Neola draft policy related to Professional Staff: PO3162 – Controlled Substance and Alcohol Policy for Employees that Transport Students. This will recreate PO4162 for professional staff.

Reviewed, discussed, and recommend rejection of the following Neola draft policies and guidelines related to Support Staff: AG4120 – Employment of Support Staff; AG4162A – Implementing Guidelines Regarding the District's Alcohol and Controlled Substance Testing Policy; AG4162B – Handling of Test Results, Record Retention, and Confidentiality; AG4214 – Staff Gifts.

The following Neola draft administrative guidelines related to Support Staff will be reviewed by Ms. Burgos and brought back to another meeting of the committee: AG4220 – Evaluation; AG4251 – Extra Duty.

Next Meeting Date: January 9, 2023, at 2:30 pm.

Adjourn: Motion by Ms. Paul, second by Ms. Swanson, to adjourn. Motion carried, 3-0 (voice vote) at 4:33 pm.

Approved by Kathi Swanson, Chair, on January 9, 2023