

## **Policy Committee Meeting - Regular Session – August 13, 2025**

**Committee Members Present:** Committee Chair, Jerry Metcalf, and Members Chaz Heinz, and Kim Johnson

**Others Present:** Josh Hetfeld, District Administrator

Jerry Metcalf, Committee Chair, called the Policy Committee Meeting of August 13, 2025, to order at 1:05 p.m.

The first order of business was to review the current status of Handbook revisions to align to the new Neola District policy updates.

2025-2026 MS/HS Student Handbook: The Committee reviewed recent revisions made by HS Principal Pete Schroeder to align the MS/HS Student Handbook with the new Neola policies. Recommendations were provided to enhance consistency and clarity, such as adding the names of policies listed in the Appendix to the Table of Contents. The committee also suggested including or referencing additional revised policies regarding parent rights, for example, access to instructional materials and options to excuse their children from instruction or surveys considered objectionable. The committee recommends adopting the revised MS/HS Student Handbook for the 2025-2026 school year with the discussed modifications.

2025-2026 Elementary Student Handbook: Updates to the Elementary Parent/Student Handbook are underway and will match changes in the MS/HS Student Handbook for policy alignment. The committee aims to complete its review and approve the updates by next week.

2025-2026 Employee Handbook: The Employee Handbook updates are underway and will align with revised Neola District policies where relevant. Pay schedules, including extra-curricular and substitute teaching, also need updating. The committee will review these changes at the September committee meeting.

The committee also agreed to utilize the Public Consultant Group (PCG) to provide a review of the updated Student Handbooks.

The committee discussed staff training for the updated District policies. The District Administrator will coordinate with principals to train relevant staff on the new District policy revisions.

The committee reviewed the District Public Notice Requirements and Procedures tracking worksheet, which was recently created by Jessica Jaskolka from Administration Staff. The worksheet compiles all required District Public Notices mandated by District policies, as well as State and Federal statutes, into a single reference. This document is currently being developed and is intended to support compliance with reporting requirements. Additional worksheets following this format will be used to track procedures and guidelines required by District policies.

The Committee reviewed the recent adoption of the WI DPI ELA Academic Standards during the full Board meeting held on July 21, 2025. Josh has been tasked to follow up and propose enhancements to the process, aiming for a more efficient and timely Board evaluation of academic standards and their integration with classroom curriculum and instructional practices.

The Policy Committee received a written review from the Public Consultant Group (PCG) regarding policy Series 2000 – Programs. The PCG notified the Policy Committee of instances where local peer school districts did not adopt certain Neola template policies or implemented specific changes. Unless otherwise noted, the Policy Committee recommends adopting the proposed policies as they align with current district practices or are recognized as standard practice. Minor revisions were suggested after reviewing the PCG comments; these are summarized below.

Policy 2105 – Mission of the District: PCG suggests benchmarking peer and best-practice schools to potentially update the District mission statement. The committee agreed to refer this to the Strategic Planning Committee.

Policy 2120 – Management restructuring and School Improvement: PCG suggests removing references to the Educational Philosophy as the committee agreed not to adopt *Policy 2110 – Statement of Philosophy*. The committee is in agreement and have removed references to Policy 2110 here and in several other policies for consistency.

Policy 2131 – Educational Outcome Goals and Expectations: PCG recommends removing or replacing first line of policy to be more consistent with *Policy 2105 – Mission of the District*. The committee agrees and recommends rewording the first line to be consistent with the Mission Statement.

Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunities: The PCG recommended ensuring the intended protected class are consistent between the different policies and for example, pointed out we missed “political beliefs” in our update of Policy 2260. The committee agreed and took further action and reviewed all main policies that use the same definition of protected classes and the following policies were reviewed and, in some cases edited, for consistency:

Policy 1442 – Nondiscrimination and Equal Employment Opportunity  
Policy 3142 – Nondiscrimination and Equal Employment Opportunity  
Policy 4142 – Nondiscrimination and Equal Employment Opportunity  
Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunities  
Policy 2411 – School Counseling and Academic and Career Planning

Policy 2510 – Adoption of Textbooks: The PCG asked whether this policy applies to electronic or digital textbooks accessed on student Chromebooks. The committee determined that the policy should include electronic or digital textbooks provided on student Chromebooks and suggested modifications to clarify its coverage of those materials.

The Policy Committee is recommending a final reading and adoption of all new District policies at the full Board meeting on August 18, 2025.

Subsequent to full Board adoption of all policies, the Policy Committee is recommending Committee reviews of Policy Series 7000 – Property and Policy Series 8000 – Operations.

The next Policy Committee meeting was not scheduled at this time.

The Policy Committee meeting of August 13, 2025, was concluded and adjourned at 3:45 PM

Respectfully submitted,



Jerry Metcalf  
Policy Committee Chair  
School Board Director