

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING
MINUTES**

Date: October 10, 2022

Time: 3:30 p.m.

Board Committee Members: Reierson (C), Riske, and Krueger

In Attendance: Reieron, Riske, Krueger

Timer/Recorder: Reierson

NOTE Agenda items only had discussion - no motioned actions taken. See discussion notes compiled by Committee members.

1. What do Support Staff Members hope will come out of the Support Staff meetings?

2. What are the good points concerning their jobs? What are areas of concern?

3. What is Support Staff job training like?

When does training happen?

How effective do Support Staff find the training?

4. How do Support Staff perceive the communication concerning their jobs and in general communication about District concerns.

5. Set Next Meeting Dates:

a. (P and HR only) October 31, 2022 at 5:00 p.m.

b.

6. Next Meeting Items:

a. Tabled items from October 4, 2022 Agenda

b. School Nurse References - Nurse/Paramedical (Information / Action)

c.

7. Adjourn

Motion by: Riske, Krueger

Motion carried at 4:40 pm

Discussion notes compiled by P&HR Committee members:

Key points shared by support staff

Training

Job Requirements are not known

Overlapping in duties

Miscommunications
Reporting
Reviews not getting completed
Training is huge
Some things are falling through the cracks
Skyward training was phenomenal
Where does my role start and another end
Who is their supervisor

Spec Ed:

Good training
Missing huge gaps 1:1 students not having coverage
Who do you go to for what

Office admin overlap on coverage and are duplicating coverage
Not all staff have had a meeting with Abe yet
What is being communicated versus what is being actually done are two different things
When rules change, there is no support given to the staff.. Ie when a child goes to the office for a phone violation, what do the office staff do with them?

Need to debrief and collaborate with immediate team when there is an issue- needs to be without students around
Communication is an issue
Support staff doesn't get communicated with the way that teachers do.

Basically reviews are a SWOT analysis

Plus'

Coworkers
Relationships with students
Some Admins are willing to listen to support staff

Minus'

Lack of appreciation for support staff. We feel like we don't matter

Feeling belittled
We do not have enough bodies
Still don't know their schedule
Working 35+hours a week

Too short on staff
NON PAID OVER TIME
Parents are not picking up on time
Step away for an hour a day for a break, there really isn't a break, they are always on and willing to help those that need it.
Any OT has to be requested in advance.

Carmen stated that it is clear that each support staff person has to be following the 28.75 hours a week for budget.

Person #4 being hired; will be hired for Special Ed, lunch and other coverage

Budget concerns cannot supersede the needs of our students.

Rounding rule versus pay to the minute needs to be addressed. Punching in as a whole, should not be a pre-populated time card, should realistically be a punchable card.

Training needs to be technical and soft in nature.

Start creating SOP's and work instructions.

2 week notice should be time for the person leaving to leave good training documentation for the incumbent. Suggested language changes to include in the policy that any Paid time off may not be used to extend a termination date.

When asked if the support staff would be open to additional meetings they asked if the meetings would be paid or unpaid. This concern needs to be addressed.