

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

Google Meet joining information

Video call link: <https://meet.google.com/nwc-ekrf-uy>

Or dial: (US) +1 385-404-5234 PIN: 567 205 197#

Date: May 8, 2023

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

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

In Attendance:

Timer: _____ **Recorder:** _____

1. Neola Update - Dr. LaVallee (Information / Action)
 - a. Review Neola Policy and Administrative Guidelines Volume 32, Number 1 Update Policy Revisions
 - i. Technical Corrections
 - b. Policy Handbook Restructuring
2. Consider Endorsement of NEOLA Administrative Guideline Technical Changes as Presented (Information / Action)
3. Consider Endorsement of NEOLA Policy Revisions for: (Information / Action)
 - a. PO0171.1 - President
 - b. PO5780 - Adult Student-Parent Rights
 - c. PO9130 - Public Requests Suggestions or Complaints
 - d. PO2330 - Homework
4. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the equity adjustment process. (Information / Action)
5. Discuss Maintenance Coordinator Job Description as Presented (Information / Action)
6. Discuss Food Service Manager Job Responsibilities Assigned to Secondary Principal (Information / Action)
7. Consider Endorsement of Updated School Records Retention Schedule as Presented (Information / Action)
8. Discuss creating a Daycare area within the District buildings (Informational)
9. Define list of Board Member responsibilities that have been assigned to staff, i.e.; receipt of notices, issuing of notices, contract issuance, etc. - Needed to ensure coverage of responsibilities going into the 2023-24 school year. Discuss needed computer requirements and programs to support Board member responsibilities. (Information / Action)
10. Discuss Orientation and On-Boarding Process (Information / Action)
11. Discuss compliance of Website based on July 2022 P&HR committee meeting notation
->> *Special note regarding Handbook Annual Review: Handbooks will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the*

date that this handbook (or plan as appropriate) is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval. Has our legal responsibility been approved?

12. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's). Development of SOP's is important for supporting existing job duties and for supporting new employees who may be coming into new job duties.
13. Discuss and propose an update to the mileage and reimbursement process. (Information / Action)
14. Set Next Meeting Date _____
15. Next Meeting Items:
 - a. Consider Adding Policy Regarding Artificial Intelligence
 - b. Other
16. Adjourn