

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

**Date: May 8, 2023**

**Time: 5:00 p.m.**

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

**In Attendance: Reierson, Krueger, Riske, Fietzer, Dr. Oppor, Dr. LaVallee, D. Brauer, M. Johnson**

**Timer/ Recorder: Reierson**

1. Neola Update - Dr. LaVallee (Information / Action)
  - a. Review Neola Policy and Administrative Guidelines Volume 32, Number 1 Update Policy Revisions  
List of policies reviewed and endorsed or not endorsed - endorsed policies will be brought to the full Board. Motion By: Krueger, Riske. Motion carried.

Endorsed	Policy #
Yes	PO 0100
Yes	PO 0175
No	PO 2210
Yes	PO 2220
Yes	PO 2221
Yes	PO 2430
Yes	PO 3215
Yes	PO 4215
No	PO 5200
Yes	PO 5330
Yes	PO 5334
Yes	PO5410
Yes	PO 5430
Yes	PO 5512
No	PO 5517
Yes	PO 5771
Yes	PO 7434
Yes	PO 7440
No	PO 8405

Yes	PO 8420.01
Yes	PO 8450
No	PO 8453
No	PO 8600
Yes	PO 8800
Yes	PO 8802

- i. Technical Corrections  
  - Technical corrections still need to be reviewed.
- b. Policy Handbook Restructuring  
  - Example of the proposed combined policies to be forwarded to the Committee for review.

Motion to skip agenda items 2 thru 13 and put them on the next meeting agenda  
Motion by: Krueger, Riske  
Motion carried.

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. Consider the Endorsement of a 66.03 Agreement with the Weyauwega-Fremont School District for In-person Occupational Therapy as Presented (Information / Action)  
Motion by: Riske, Krueger  
Motion carried.
15. Set Next Meeting Date: Thursday, May 18, 2023 at 6:30 pm
16. Next Meeting Items:
  - a. NEOLA Technical Updates
  - b. Discuss combined policy restructure
  - c. Agenda items 2 thru 13 listed above
  - d. Consider Adding Policy Regarding Artificial Intelligence
  - e. Other
17. Adjourn  
Motion by: Krueger, Riske  
Motion carried at 7:45 pm