

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

**Google Meet joining information**

Video call link: <https://meet.google.com/cij-hrsu-hrf>

Or dial: (US) +1 424-523-0671 PIN: 291 700 191#

**Date: June 21, 2023**

**Time: 6:00 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. Consider Endorsement of moving the subject of a School Resource Officer (SRO) to the full Board for a vote. (Information/Action)
2. Consider Endorsement of SDM Truancy Plan as Presented (Information / Action)  
**\*Notes from previous meeting** -There are questions as to consistency in wording from Policy to Plan and need to remove Winnebago County reference in Explanation of Responsibilities.....State Statutes section.
3. Consider Endorsement of the Indoor Environmental Quality Plan as Presented (Information / Action)  
**\*Notes from previous meeting** -Multiple questions on origination date, what was revised in 2021, IEQ Coordinator wording, paint policy, etc. Plan needs to be cleaned up so that ‘The School Board will approve and support the IEQ Management Plan.’
4. Consider Endorsement of NEOLA Policy Revisions for: (Information / Action)
  - a. PO2330 - Homework -> need to review AG2330 to ensure consistency between the documents.
  - b. NEOLA staff merging and deletion Policies as presented.
5. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the equity adjustment process. (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. Discuss Orientation and On-Boarding Process (Information / Action)
10. 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?*

11. 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.
12. Discuss and propose an update to the mileage and reimbursement process. (Information / Action)
13. Set Next Meeting Date - \_\_\_\_\_
14. Next Meeting Items:
  - a. Consider Adding Policy Regarding Artificial Intelligence
  - b.
  - c.
  - d. Other
15. Adjourn