

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

**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: Reierson (C), Hansen, and Krueger**

**In Attendance: Jepson, Riske, Oppor, Tohm, John Stephens, Steve Elliios, Holly Neumann, Lacey Moreno, Jackson, Sieverson, Leschke, Johnson, Stephens, Starr, Fietzer, Mier**

**Timer:Krueger Recorder: Krueger**

**Reierson:** Review of committee activity. All Board members can come to the meetings and ask questions as needed with items on the agenda. Only the three committee members will vote on the committee items.

1. Consider Endorsement of moving the subject of a School Resource Officer (SRO) to the full Board for a vote. (Information/Action)

Motion: Krueger Second: Hansen

Discussion:

Reierson asked for questions- explained the process of the funds per a question from Hansen.

Krueger- No questions

Fietzer- No one in the community has talked to him about the SRO. How do we know if this is successful, what is the issue that we are trying to solve with an SRO? He does not know what that is.

Reierson- turn it over to Michelle for Craig's question.

Johnson- Question is what are we trying to solve by adding a SRO. #1 proactive and positive relationships with our staff, students and community members. We can use them for workshops, vaping safety, PD, etc.

Oftentimes they will be out at buildings during lunch making a connection with students.

Building safe relationships.

Middle school secondary levels, for attendance plans with alignment with policy, to prevent truancy, the officer when it gets to be a certain part in the plan, there are proactive measures, you can have a meeting, not meant to be threatening, but the whole team asking why, student, parent guidance, principal SRO. Team develops a plan. She thinks that is worthwhile. Has worked with SROs in the past, went to homes with parent permission etc. There is a safety plan that

would be put in place, where there is a pattern that students see bullying title IX issue, the plan is with the whole team etc. Different kinds of plans.

Some of the worry is the disciplinary at the school, the SRO would only get involved that the activity is illegal. All other disciplinary things go through the Dean and myself. We are very thorough with investigations, and we do use a lot of their time up. We are utilizing the officers, but we are taking them from the community.

Other districts the SRO is very positive, students come to them with questions etc, or as a staff. Involved with sporting events, positive presence. Intervention time supervision time.

Krueger- asked if there are any plans with st pauls and MES. - Reclarified scheduling

The bulk of the time would be at the public school. No schedules have been determined. In the past she has worked with one SRO between 5 buildings. Most of the time they would be at the high school. If we need him, we can handle that.

Riske- also mentioned the mental health benefit with Jeff Bortle as well. The officers would be doing the same things as if they weren't in the school, in regards to the disciplinary action part of it.

Reierson- Asked Fietzer if his question was answered. To clarify, there is not a problem to solve, this is just a tool in the tool box.

Johnson- They are more of a resource and a pro-active source.

Fietzer-Mr. Starr has made himself known that he is for it, he hasn't been contacted by anyone in the district or constituents have reached out to him.

Reierson- cautioned having mental health advice coming from the SRO. We have to be looking at the licensure and the training to do so. We are looking at a police officer that would be directed at the legal aspects of items. We could be opening ourselves up to some liability.

Jepson- Talking about mental health, for the last several years we have heard over and over that the uniformed officers may make it worse with mental health. Concerns with using a police officer in a mental health situation vs the other mental health professionals we have on hand.

Johnson- response to Mrs. Jepson, you are right. The idea of an officer being a mental health counselor, is not necessarily true. Not that we are going to have the officer sit in as a counselor, it is part of a team that is building relationships and creating a positive environment. Students that feel welcomed and safe is important to students. This role would be part of a comprehensive team.

Starr- What you are saying though, we are not trying to turn them into a mental health individual. I have been working with Jason to build a rapport, I was caught being good program, token program. The idea is to get out and be in the public and not be afraid of the uniform. We are trying to build that rapport, that they will go to the SRO, the idea is that they would not be afraid or intimidated by them. The hope is they can extinguish a problem before it gets too far.

Elliot- Michelle nailed it at the beginning of the conversation, a couple things I would like to add. As far as spreading the work across the schools, the High School and Middle school will have the most drama. Whether it is drugs etc. 99% of what we do in the middle school and high school is outreach. Elementary school reading books to kids, stranger danger, sitting in squad cars, etc. For a little kid in elementary school this could be positive. Security and presence is important, you want the public to know we are protecting the school. Getting kids to be able to trust the police and come to us for help. I work primarily in the middle schools, they come to us for advice or sharing of information. SRO program in New London is new. It has been 5 years and have seen good outcomes and also good prevention.

Jepson Clarity— Resident of the NL school district officer for 25 years.

Sieverson- I get called up in a reactionary response. Oftentimes we are in a holding pattern when I come up. There have been times where we have gotten together as a group to help address mental help. This is for the most part reactionary response. Our nearest response could be tied up and in the next county. Scheduling is hard, it is more fluid going from one thing to another.

Jepson- follow up for Johnson, confused by what you said. At the beginning of the conversations you said they would be involved in BCT's.

Johnson- I did not actually say that, but that is another benefit, this is where we.

Reierson- I need to stop you, we have to only involve officers when it is legal, I ran it past our legal.

Jepson- I am confused, are they only involved in a legal matter or not legal matter.

Sieverson- when they are saying getting involved it usually is a citation or etc. Confidentiality is the same, so we can share the same information. We have been in different situations, but not always taking legal action. There are a lot of times in a disciplinary meeting that the SRO is there, the school makes a decision, the education can come from the SRO. The last thing that we want is someone to take further and have a citation.

Reierson- We cannot give legal advice.

Sieverson- No we are not, we are explaining the consequences.

Johnson- Truancy is considered 5 or more unexcused absences, we go through so many levels before we bring an officer to that attendance meeting. If we do move towards truancy, we have to prove we have done all of the steps. With bullying, safety, those are legal things.

Jepson- Question for Sieverson- how many issues have we had in the last year that are actual legal situations have we had?

Sieverson- does not know specifically. There isn't a specific number. It is a few times a month. That there is a hallway full of students and parents, this is a multiple hour event. This can take half a day.

The vision with the SRO program, we hope not to have a lot of bigger situations.

Jepson- going back to Craigs original question, do we have any data? We have had 4 different SRO's over the years.

Sieverson- we don't have reliable information because it has been so long. Over the years it has been more productive, proactive, and numbers have gone down with departments that have SRO's. Getting with the school district trainer and doing things more consistent with the school's information. It is different with a SRO and a road officer. The bad videos are those that are from an inexperienced officer.

Tohm- Craig's question was benchmarking, how do we measure if it is working and not working, we can do attendance issues, truancy, discipline tracking. Vaping is an issue, so having someone in-house and parking lot coverage in the mornings and afternoons. There are a lot of students bringing up the concerns in the parking lot.

Sieverson- for tracking, each officer records it, and you can have the actual data and look at it from year to year.

Riske- one of the questions brought to me is what can it hurt to try it for a year. It is a one year thing, we have to vote on it annually to support this endeavor. How can it hurt to see if the program could impact our kids good or bad. Did we watch the video that the DBA is in with Appleton North and gave that perspective. I respect Dr. Oppor's opinion, but wanted to hear from him.

Jepson- I know we are short on time, in the board packet for the meeting, this is information from the past. Today Dr. Oppor you had sent us an email from, who did the information come from for the proposal for the cost.

Oppor- It was something that Seiverson came up with and I have copies available.

Sieverson- I wanted to give options, getting someone full time may be harder if this is a short term position.

Jepson- So this is better for the SRO for the future. 70% would be borne by the school district is the \$28k. Primary school day is where we need them, however we may want them here for a game etc., it is OT.

Sieversen- if it is someone retired(see info provided), we did put something in there to cover games, it will not be OT. We wouldn't stop having patrols come around.

Fietzer- Michelle Sieversen thank you, Kara I like the metrics. We are at the mercy of the constituents that need to vote on it. Please discuss it with me, we are going to have a vote coming up soon.

Reiersen- the way we are presenting this to the board is moving this to the full board to vote for. This does not define who we are moving forward. The full board will decide if we will move forward with the SRO or not. If we move forward with the SRO, we don't have to get someone from Manawa, we could solicit the county for someone as well. This is what Shiocton does. (per Jepson) If we are moving forward, who are we getting and what does that mean?

Riske- Is that the job of the new DBA?

Reiersen- as a board we have to approve a JD and the amount of hours. Yes, someone has to come back to us with information. The administration has to do the JD, hours etc, then comes back to us for approval.

Riske- for clarification we will vote on Monday.

Leschke- Graduate. Wega, our SRO is deputized by the Sheriff, because our SRO is so well received, our SRO will respond out in the county within the district. We are now in a softened uniform, less of a duty belt, relaxed more. Once you build the relationships great things happen. They can participate in the program.

Reiersen- It is 7pm so we need to come to a vote.

**Motion by Krueger**

**Second by Hansen to endorse.**

**In favor, motion carries.**

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.

Hansen- Motion

Krueger- Second

Reiersen- Spelling and grammar errors Pg 4 section A Sheriff is spelt wrong. Grammar

Jepson- Truancy plan has to be based off of the county plan? I can't find anything for the county truancy meeting.

Oppor- there is a plan that ours is based out of. We met with Judge Nielson and have met here, representation from all of the districts in the county. Does not have dates.

Riersen- We have no central location to look at .

Oppor- Driven by policy that we must follow.

Jepson- Where is the policy for the county?

Reiersen- This is a problem that we can't compare.

Oppor- to the best of my knowledge we did not walk away with forms, discussion based, it was determined that if we do it consistently we are going to keep doing. We all do pretty much the same thing?

Reiersen- Are there meeting minutes we can look at?

Oppor- Each section is following the policy.

Reierson- to ensure we have everything, for us to self audit it, we would need to go to the state statute every month to ensure that this matches that exactly.

Oppor- That is what NEOLA does for us with the attendance policy. The policy is the what, the plan is the how. In the years I have been here, what we have done with attendance. If it is not consistent, we notice it with the numbers. Michelle and Danni have formed positive relationships with families to actually follow the plan.

Johnson- She has been working with Waupaca admin, she wanted to learn, they are the seat of the truancy committee. They have been sharing how their policy aligns to theirs. They have shared their policies etc.

Jepson- Michelle do you have the actual plan.

Johnson- I have been going off of policy and the handbook and working directly with Waupaca.

Jackson- talked to both Police Chiefs that are here, and there is no county one. Police officers are taking what the district is using.

Reierson- we need to take out any reference to the Waupaca County plan. Pg 8 line 1 access, Pg 9 line 1- needs correcting Pg 10 line 1 Appendix A, says without valid, wording did not sound right. Pg 12 official needs an S Pg 15 add the student D2 Pg 16 Appendix D3, Juvenile, needs a comma. Pg 18 in Requirements needs to be addressed.

Reierson- we are supposed to be reviewing this on a schedule and we have not. Will the adjustments be ready for Monday's meeting?

Oppor- All likelihood yes.

Tohm- If this is voted on and approved, what is the plan to put it into place with the attendance officer. If we ask three different staff we will get three answers for how to do attendance.

Reierson-The Attendance officer is the administrator within the school. The policy lays this out this way.

Krueger- this is an administrative issue.

Motion Carries.

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.'

Motion: Krueger

Hansen: Second

Reierson- The footer needs to be adjusted.

Oppor- cannot get it off.

Jackson- We can look at it tomorrow.

Reierson- pg 3A under communication— We are saying we are going to inform, which way are we doing it.

Oppor- I believe that it is in the Wolf Pack for public viewing.

Reierson- I have not seen it there. Website is where we would like to see people going. We have to identify who gets the training, and what the training is. That is something that should go on a training matrix. We have the policies, we need to do the training as well. Pg 4 flooring – Carpet cleaning...Where do we keep records of this cleaning? That would be with the janitorial staff. We need to have the documentation in a centralized place.

Oppor- this is just done out of routine. Essentially we do this the entire time.

Reierson- Pg 5 link no longer exists and needs to be fixed. Form with Appendix A do we use this form?

Oppor- No, we have not had an approved IEQ before.

Reierson- Are we going to be able to find this form separately, are we pulling the whole plan.

Oppor- we can ask TaraLa to make a fillable PDF. And one from yesterday

Reierson- want to understand how we are going to use the form.

Jackson- Any forms that are on the staff page, she has printed options for them in the district office.

Motion Carries

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.

Policy 2330-

Reierson- Item H on AG- “Parents will be made aware of the academic guidelines”. Should we add this to the handbook where they can get the information?

Krueger agrees.

PO 3111-

Krueger- add back in Board of Education(Oppor real time changes)

PO3112- Reierson- Add the board of education Add per the student information system

PO3120- Reierson- Spelling error, applicant should add ‘s

Krueger- Add “Board of Education”

Jackson-Ensure JD’s have the required statement

PO3120A Can be combined with employment of staff

3120.01 Good

3120.04 Good

3120.06 Good

3120.07 Good

3120.08- Just plain staff not Professional Good

3120.10 Reierson add of Education Good

3121- Krueger add of Education Good

3122- Reierson- Compliance officers are not updated. Add Of education Good

3122.01 Krueger Add of Education Good

3122.02 Krueger add of EducationGood

3123- Reierson Add of Education Applicants and add ‘s compliance officer update Good

3124 Merge with 3124.01- Good

3125- Krueger add of Education

3130-Krueger- Can we make the verbiage the same for Support staff? Reierson to check with Mr. Macy to see why we have to do that. Good

3131 Add of Education- Check to make sure the How to Furlough is in the handbook.

Good

3121- Add of Education - Good

3139-Add of Education remove space- Good

3140- Add of Education also the delineation to deciding on whom decides not to rescind.-Good

3160- Changed to Add Education-Good

3161-Add of education- Good

3210-Good

3211- Add of Education Remove His/Her Good

3213-Add of Education- Good

Motion to move to 7

Motion- Hansen

Second- Krueger

Motion Carries

7.Approval Motion- Krueger

Second-Hansen

Motion Carries

3215-Add of Education- Good

3216-Add of Education- Good

3217-Add of Education-Good

3220- Add of Education-Good

3220.01 Merge with 3220- Good

3230-Add board of education members by conduct

Remove question mark in C- Good

3231-Add of Education-Good

3242- Add Education- Good

3243- Remove Professional and attain to attained- Good

3281-Good

3310- Make this all staff- Good

3340-Add of education- Good

3362- Add of Education- Update compliance officers- Good

3362.01-Add of Education-Good

3419-Good

3419.03- Add of Education- Good

3425-Add of Education-Good

3430-Add of Education- Good

3430.01- Add of Education - Double check FMLA compliance to HR Coordinator

position- Good

3430.05-Add of Education-Good

3431-Add of Education- Good

3440-Add of Education- Good

3531- Add of Education-Good

Motion to consider endorsement revision of policy 2330 homework and NEOLA staff merging policies

Motion:Krueger

Second: Hansen

Motion carries.

5. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the equity adjustment process. (Information / Action) Rierson asked Oppor about her ideas.
  - a. Oppor wherever they are at, I say we have them prorate points. If they got bumped to the top of the grouping, I would let them turn in what they have accumulated and just turn it in, and then they start fresh from where they are at. ie 40 per year is what we have gone within the past. When we launched this people were at various steps and then we just said do your 40 this year and then start fresh from there.
    - i. Over the next several years we may want to revisit this to make sure this is still relevant.
  - b. Reierson asked Oppor to write up her recommendations and put it into next month to have more discussion for July.

Oppor- if Ryan needs something in July he can call her.

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?--- **UPDATE- Waiting for MCR to take us off the list— we should get an official document.***
11. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's). Development of SOPs 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 - \_\_\_\_\_ – Waiting for Ryan to schedule\*
14. Next Meeting Items:
  - a. Consider Adding Policy Regarding Artificial Intelligence
  - b. Consider substitute pay and free lunch
  - c. Consider a transgender policy
  - d. Cover items not discussed from the June 21, 2023 meeting agenda
  - e. Other
15. Adjourn

Motion to adjourn Krueger

Second Hansen

Motion Carries at 9:17 pm