



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Monday, July 17, 2023
6:15 P.M.

**Board of Education Committee Members:
Reierson (C), Hansen, & Krueger**

❖ **CALL TO ORDER**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**
➤ *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

❖ **AGENDA**

1. Discuss the addition of a Nutrition Program Director position. (Information/Action)
2. Discuss Hourly employee timekeeping process - there are concerns that hourly employee actual work time is not being captured consistently so that we are paying them accurately. (Information/Action)
3. Discuss CESA 6 school site days - support we are contracting with CESA 6 on, if they are on-site, how often, etc. (Information/Action)
4. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the adjustment process. (Information/Action)
5. Consider Endorsement of Merging the Laude and Weighted Grade System. (Information/Action)
 - a. Review Policies for any needed revisions.
6. Consider Endorsement of the presented NEOLA policy deletions from the combined Staff policy changes (see 06/21/23 committee meeting packet). (Information/Action)
7. Consider Endorsement of the following Handbooks/Procedures for the 2023-24 school year (list of Handbooks can be found in the Special Board meeting file of 06/20/23): (Information/Action)
 - a. SDM Chromebook Program

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.



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- b. Information Technology Plan
- c. Coaches Handbook
- d. Cyber Incident Response and After Action
8. Consider adding a Transgender policy. (Information/Action)
9. Consider adding Policy regarding Artificial Intelligence. (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?*** (Information/Action)
11. Discuss creating a Daycare area within the District buildings. (Information/Action)
12. Discuss Orientation and On-Boarding Process. (Information/Action)
13. 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. (Information/Action)
14. Discuss and propose an update to the mileage and reimbursement process. (Information/Action)
15. Discuss Policy concerning electronics being used for District business and the ability of employees to purchase District owned electronics. (Information/Action)

❖ FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES



❖ ADJOURN

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