



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 if endorsed.
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. EL Plan
 - d. Salary and Stipend Guide
 - e. Coaches Handbook
 - f. 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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**School District of Manawa
Meal Reimbursement
Effective 8/14/08**

You may be reimbursed for meals if:

You are staying overnight

- attach detail meal receipt to green reimbursement form

See reimbursable meal amount limits on the front top of this form.

If you have any questions, please feel free to contact one of the following regarding this issue:

Carmen O'Brien
Business Manager
School District of Manawa

Julie Prey
Payroll / Accounts Payable
School District of Manawa

SCHOOL DISTRICT OF MANAWA
Mileage Rate Updated 1/1/2023

MILEAGE REIMBURSEMENT

Name: _____

INSTRUCTIONS: Support all items claimed. See mileage table below. Submit as soon as possible to your building principal/supervisor for approval. Attach all detailed receipts to the back of this form.

Date	Explanation	# Miles	Total Expenses

 Building Administrator's Approval

of miles _____
 _____ x \$.655

 District Administrator's Approval

Mileage Total \$ _____

Account # _____

Requested Amt \$ _____

Mileage from Manawa to: (round trip) If your destination isn't listed, set your trip meter!
 Your reimbursement will be for mileage listed below or from trip meter - whichever is lower. If more than one employee is attending the conference, workshop or meeting you must carpool or use the District Van.

- | | | | |
|---------------|-----------------|------------------|----------------|
| New London 24 | Weyauwega 35 | Waupaca 30 | WI Dells 210 |
| Iola 32 | Clintonville 36 | Marion 38 | Neenah 88 |
| Shawano 75 | Appleton 70 | Stevens Point 80 | Eau Claire 300 |
| Oshkosh 100 | WI Rapids 100 | Green Bay 116 | Milwaukee 260 |
| Wausau 130 | Fond du Lac 140 | Madison 250 | |

Please Note**Meal Allowance for employees approved to stay overnight for conference/workshop/meetings is \$9 for Breakfast, \$10 for Lunch, and \$16 for Dinner. Employees will only be reimbursed for the above amounts. Please attach receipts to the back of this form.

SCHOOL DISTRICT OF MANAWA
EXPENSE/MEAL REIMBURSEMENT(Non-mileage)

Name: _____

INSTRUCTIONS: See meal allowances above.Support all items claimed. Submit as soon as possible to your building principal/supervisor for approval. Attach all detailed receipts to the back of this form.

Date	Explanation	Total Expenses

Building Administrator's Approval

District Administrator's Approval

Account # _____

Expenses \$ _____

Requested Amt \$ _____