



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

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

Wednesday, October 4, 2023
6:55 P.M.

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

*BOARD OF EDUCATION MISSION STATEMENT: WE WILL REPRESENT OUR
COMMUNITY WHILE ADVOCATING FOR OUR STAKEHOLDERS BY DEVELOPING
STRONG POLICY AND PROVIDING DIRECTION FOR OUR FUTURE.*

❖ **CALL TO ORDER**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:*

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

❖ **AGENDA**

1. Policy Discussion
 - a. DRAFT Policy - Parental Rights Policy
 - b. DRAFT Policy - Transgender Policy
2. NEOLA Policy Updates - Vol 32 No 2 Technical Corrections
 - a. PO 5517.01 Bullying - was **Tabled** to Find Policy 3362.01 and 4362.01
 - i. PO 3362.01 Threatening Behavior Toward Staff Members
 - ii. PO 4362.01 Threatening Behavior Toward Staff Members
 - b. PO 7440 - Facility Security - was Tabled
 - c. PO 9700 - Relations with Non-School Affiliated Groups - was **Tabled**
(*revision*) Revision is made to the nondiscrimination verbiage to reflect the currently approved language.
 - d. PO 9700.01 - Advertising and Commercial Activities - was **Tabled**
(*revision*) Revision is made to the nondiscrimination verbiage to reflect the currently approved language.
3. NEOLA Policy Updates - Vol 32 No 2
 - a. PO 0164.1 Regular Meetings
(*rescind - info included in PO 0164*)

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- b. PO 0164.2 Special Meetings
(**rescind** - info included in PO 0164)
- c. PO 0165.1 Notice of Meetings
(**rescind** - info included in PO 0164)
- d. PO 0165.2 Change of Regular Meetings
(**rescind** - info included in PO 0164)
- e. PO 1623 / 3123 / 4123 Section 504/ADA Prohibition Against Disability
Discrimination in Employment
(**rescind** - info included in PO 8913)
- f. PO 3120.07 Employment of Casual Resource Personnel
(**rescind** - obsolete policy language)
- g. PO 4430.05 Nursing Mothers
(**rescind** - included in PO 8700 to cover all employee groups)
- h. PO 5250 Program or Curriculum Modification
(**rescind** - info included in PO 2451)
- i. PO 0164 Meetings
(**new policy**) This policy has been revised to incorporate all references to meetings, including regular and special meetings, into a single policy specific to Common/Union High School Districts. Additional optional language has been added to address virtual attendance. Recommended
- j. PO 5505 Academic Honesty
(**new policy**) This new policy is provided to address the topic of academic honesty but also to deal with the impact of emerging technologies that make engaging in academic dishonesty more accessible such as artificial intelligence.
- k. PO 5350 Suicide Prevention, Intervention, and Postvention for Death by Suicide
(**replacement**) This policy replaces the existing policy to account for significant revisions. The new policy includes general prevention provisions, including instructional elements, and also provides more procedures pertinent to specific student situations involving suicide intervention. This policy was developed with the assistance of suicide prevention experts.
- l. PO 0142.1 Electoral Process
(**revision**) This policy has been updated to clarify the requirements for a qualified elector to file a Declaration of Candidacy as well as the requirements for incumbents seeking re-election. The legal citations have also been updated. Recommended for consistency with statutes
- m. PO 0143.1 Public Expression of Board Members
(**revision**) This policy has been updated to include instances when Board members make statements to individuals or members of the community that may cause issues for the

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- Board and/or District if not made clear that those statements do not reflect the views of the Board or their colleagues on the Board. Recommended
- n. **PO 0144.3 Conflict of Interest**
(revision) Language has been added to this policy clarifying that Board members may not be a paid employee of the District. Also added is the statutory language that provides an opportunity for Board members to serve as unpaid volunteers. The appropriate legal reference has also been added. Recommended
 - o. **PO 1260 Incapacity of the District Administrator**
(revision) Language has been added to this policy to provide temporary authority for the Board President prior to the appointment of an Interim District Administrator when the current District Administrator is incapacitated. Recommended
 - p. **PO 3121 (1421 & 4121) Criminal History Record Check and Employee Self-Reporting Requirements**
(revision) The self-reporting requirement language in these policies have been revised for greater clarity. Recommended
 - q. **PO 3430.01 (1630.01 & 4430.01) Family & Medical Leave of Absence ("FMLA")**
(revision) This policy is revised to remove a potentially confusing reference to the status of full-time staff eligibility for FMLA based on the 1,250 work hours requirement for federal eligibility (this does not affect Wisconsin FMLA, which only requires that an employee be compensated for 1,000 hours in the previous year to be eligible for protected leave). While generally speaking a full time instructional staff member will be employed for more than 1,250 hours in the preceding year and does not track actual hours worked as an exempt employee, the law does not require that such employees be automatically considered eligible. There may be circumstances where an individual employee, perhaps due to leave taken in the preceding year, does not meet the requirement even though they may be full-time by contract. Adoption of this revision is strongly recommended.
 - r. **PO 2340 District Sponsored Trips**
(revision) The policy is revised to remove reference to non-district sponsored trips from language regarding the trip approval process. The policy language retains reference to the expectations concerning student solicitation for such trips as part of the policy, but moves it to the stand alone section. This provides a clearer process and delineation of different types of student trip opportunities that may arise in the school context. Recommended
 - s. **PO 2451 Program and Curriculum Modifications**
(revision) The policy language is revised to reflect the option, included in statute, for a designee of the Board to deal with such requests. Districts where this process has been delegated to a designee of the Board should adopt this revision to assure that the Board has formally provided for that process.
 - t. **PO 2521 Selection of Instructional Materials and Equipment**
(revision) This policy is revised to include a definition of "instruction materials" and "instructional equipment" to distinguish between the official curriculum materials provided

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to the students in alignment with the board approved curriculum, as opposed to teacher created lesson plans, assessment tools, worksheets, etc. that are not considered selected through the process described in the policy. Recommended

u. **PO 3139 & 4139 Staff Discipline**

(revision) This policy is revised to include resignation as being covered in either Policy 3140 or Policy 4140. Language has been added with regard to investigations involving potential criminal conduct and issuance of a "Garrity" warning in appropriate circumstances.

v. **PO 5113 Open Enrollment Program (Inter-District)**

(revision) The policy is revised to include additional definitions that are cross-referenced in Policy 5200 - Attendance. Additional language is included that specifies the authority to terminate open enrollment based on habitual truancy and reference to the procedural requirements found in regulations, Wis. Admin PI 36. Further, the provisions for termination in the case of open enrollment into a nonresident school district virtual charter school program as established by the Department of Public Instruction Guidance document, Bulletin 19-05 have been added. These revisions are strongly recommended to comply with procedural requirements.

w. **PO 5200 Attendance**

(revision) Revisions to the policy are made to clarify the types of student absences that require written approval, versus those that may be excused by phone call as is customary practice in many Districts. The policy clarifies that any absence for physical or mental condition (i.e. staying home sick) may be excused by a phone call. In circumstances that justify it, such as prolonged absences, the attendance officer may require a healthcare provider's written statement, which excuses the student for a maximum of 30 days. Separately, a parent may, by written notice, excuse a student for any reason for a pre-planned absence. The pre-planned absences for any reason (not limited to physical or mental condition) must be in writing and may not exceed 10 school days. Wis. Stat. 118.15(3)(c).

x. **PO 5215 Missing and Absent Children**

(revision) This policy is revised to clarify that consistent with state and federal programs providing for safety and assistance in the case of missing or absent children, the school will provide a safe and secure location for a child, even if not a student, during the school day until authorities can be contacted and take responsibility for the child. Current policy suggests access at any time to school buildings, even if not presently open.

y. **PO 5517 Student Anti-Harassment**

(revision) The policy is revised to better define the reference to the *Garrity* warning. A reference to the Neola-provided form has also been included.

z. **PO 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia**

(revision) The policy is updated to reflect the ever-changing and expanding scope of drugs and drug derivatives, particularly marijuana, CBD, and hemp, all of which are being continuously experimented with to create new and often unregulated compounds that have psychoactive effects. Schools are able to prohibit these substances, and this language is

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intended to provide an expansive definition to cover current versions and not yet known future versions.

4. Fundraising Policy Discussion / Request / Recommendation
 - a. PO 5830 Student Fundraising

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**



❖ **ADJOURN**

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