

Policy and HR Committee Meeting Minutes

Wednesday, November 1, 2023

6:55 P.M.

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

❖ **CALL TO ORDER at 6:55 pm**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Reierson, Hansen. Krueger excused.*
- *Others present: Riske, Fietzer, Mr. Peterson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] -
confirmed by Mr. Peterson

❖ **AGENDA**

1. MS FFA Program - Advisor Memo

Motion to endorse the MS FFA Program with a \$315.00 stipend.

Motion by: Hansen, Reierson

Motion carried. Krueger excused.

2. District Administrator Evaluation Process Discussion

Discussed options for DA Evaluation. If we utilize the CESA 6 evaluation, it will be a part of our membership cost-not a direct additional fee. Discussed the ability to be able to somewhat customize the evaluation to meet our District's needs. Discussed holding the first evaluation discussion at the next regular BOE meeting if possible.

Motion to endorse moving forward with exploring the CESA 6 District Administrator Evaluation model.

Motion by: Reierson, Hansen

Motion carried. Krueger excused.

3. Policy Direction/Discussion (1000's, 3000's, & 4000's)

Discussion on how to address the Policies removed from our on-line manual without proper Board approvals.

Policies removed will be pulled back into our manual for further combining opportunities and official rescinding of unnecessary documents.

4. NEOLA Policy Updates - Vol 32 No 2

a. PO 0164 Meetings

(new policy)

NEOLA NOTES: 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

Motion to endorse PO0164 Meetings as updated during committee meeting.

Motion by: Reierson, Hansen

Motion carried. Krueger excused.

b. PO 0164.1 Regular Meetings

(rescind - info included in PO 0164)

NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.

c. PO 0164.2 Special Meetings

(rescind - info included in PO 0164)

NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.

d. PO 0165.1 Notice of Meetings

(rescind - info included in PO 0164)

NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.

(PO 0165.1 references Policy 8309 - Open Meetings for Non-Board Committees)

e. PO 0165.2 Change of Regular Meetings

(rescind - info included in PO 0164)

NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.

(PO 0165.2 references Policy 0166 - Agenda)

Motion to endorse rescinding PO0164.1 Regular Meetings, PO0164.2 Special Meetings, PO0165.1 Notice of Meetings, and PO0165.2 Change of Regular Meetings as presented.

Motion by: Reierson, Hansen

Motion carried. Krueger excused.

f. PO 8913 - Section 504 / ADA Prohibition Against Disability Discrimination in Employment

(new policy)

NEOLA NOTES: This policy is added as a consolidation of existing policies found in Policy 1623/3123/4123, all of which have been rescinded in this update (noted above). The consolidation of these policies will assure consistent verbiage and procedures for all covered groups of individuals and given that the policy covers accommodation requirements in addition to nondiscrimination, it also encompasses more operational considerations, therefore it fits in the 8000 section. In addition to consolidating the policies, the language of the policy has been revised in several ways, specifically: to clarify the mutual roles of employee and employer in the disability accommodation process (the so-called "interactive process"), to replace restrictive timelines in an investigation while noting that investigations are to be done as efficiently as practicable, but allowing for a more generally reasonable timeline, and finally to remove reference to a "hearing" that is in practice a meeting opportunity, as opposed to the connotations associated with the term "hearing".

Motion to endorse PO8913 - Section 504/ADA Prohibition Against Disability Discrimination in Employment as updated during committee meeting.

Motion by: Hansen, Reierson

Motion carried. Krueger excused.

g. PO 1623 Section 504/ADA Prohibition Against Disability Discrimination in Employment

(rescind - info included in PO 8913)

NEOLA NOTES: These policies are rescinded and now included as a single policy in this update. The new consolidated policy is listed as Policy 8913. Future updates will include a similar process for other such policies.

h. PO 3123 Section 504/ADA Prohibition Against Disability Discrimination in Employment

(**rescind** - info included in PO 8913)

NEOLA NOTES: These policies are rescinded and now included as a single policy in this update. The new consolidated policy is listed as Policy 8913. Future updates will include a similar process for other such policies.

i. PO 4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment

(**rescind** - info included in PO 8913)

NEOLA NOTES: These policies are rescinded and now included as a single policy in this update. The new consolidated policy is listed as Policy 8913. Future updates will include a similar process for other such policies.

Motion to endorse rescinding Policies PO1623, PO3123, and PO4123 all titled Section 504/ADA Prohibition Against Disability Discrimination in Employment.

Motion by: Reiersen, Hansen

Motion carried. Krueger excused.

j. PO 3120.07 Employment of Casual Resource Personnel

(**rescind** - obsolete policy language)

NEOLA NOTES: This policy is removed because it is not reflective of current practice or verbiage. Consultants retained by a district are not treated as "casual resources personnel", but rather via contract arrangements which are covered elsewhere in policy. The language is therefore obsolete and deletion is recommended.

Discussion that the NEOLA presented policy title does not match the policy title that we have had in our Policy Manual with the policy number of PO3120.07. Content appears to be all the same between documents.

Motion to endorse rescinding PO3120.07 Employment of (Casual) Resource Personnel.

Motion by: Reiersen, Hansen

Motion carried. Krueger excused.

k. PO 8700 Nursing Mothers

(**new policy**)

NEOLA NOTES: The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) expands the rights afforded nursing mothers that were previously provided to non-exempt employees to cover all employees. Neola is providing a combined policy to cover all employee groups to replace the current nursing mother policy (Policy 4430.05). The requirements are now in effect and, although the requirements only apply when an employee makes a request for space and time to express breastmilk, it is advisable to give consideration to how these rights will be administered when a request is made. For example, administrators are advised to consider what space will be suitable for use in each of the district's buildings, and how schedules can be managed, particularly in the case of classroom teachers. Doing so in advance of any request being made, will make the implementation easier when a request is received.

Discussion on PO3430.05 Nursing Mothers - Non-Exempt Employees - do we still need this policy or is it combined with the new PO8700 policy? It

appears that we do not need PO3430.05 with the wording within the new PO8700 Nursing Mothers policy.

Motion to endorse PO8700 - Nursing Mothers as updated during committee meeting.

Motion by: Reierson, Hansen

Motion carried. Krueger excused.

I. PO 4430.05 Nursing Mothers

(rescind - included in PO 8700 to cover all employee groups)

NEOLA NOTES: The Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) and the Pregnant Workers Fairness Act (PWFA) take effect in the next few months, and will cover all public school employers and most school employees. Previously this requirement only applied to non-exempt employees. In response, we are recommending that Policy 4430.05 be rescinded and the Board add a singular policy related to Nursing Mothers at Policy 8700 to cover all employee groups.

Motion to endorse rescinding PO3430.05 - Nursing Mothers - Non-Exempt and PO4430.05 - Nursing Mothers.

Motion by: Reierson, Hansen

Motion carried. Krueger excused.

m. PO 2451 Program and Curriculum Modifications

(revision)

NEOLA NOTES: 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.

Motion to endorse PO2451 Program and Curriculum Modifications as updated during committee meeting.

Motion by: Reierson, Hansen

Motion carried. Krueger excused.

n. PO 5250 Program or Curriculum Modification

(rescind - info included in PO 2451)

NEOLA NOTES: This policy is deleted as the content is included within Policy 2451 - Program and Curriculum Modifications.

Motion to endorse rescinding PO5250 Program or Curriculum Modification.

Motion by: Hansen, Reierson

Motion carried. Krueger excused.

o. PO 5505 Academic Honesty

(new policy)

NEOLA NOTES: 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.

Motion to endorse new policy PO5505 Academic Honesty as updated during committee meeting.

Motion by: Hansen, Reierson

Motion carried. Krueger excused.

p. PO 7540.08 Artificial Intelligence

(*new policy*)

NEOLA NOTES: This new policy is intended to address the potential impact of Artificial Intelligence (AI) in multiple district contexts as cross-referenced in the policy.

Motion to endorse new policy PO7540.08 Artificial Intelligence as updated during committee meeting.

Motion by: Hansen, Reiersen

Motion carried. Krueger excused.

q. PO 5350 Suicide Prevention, Intervention, and Postvention for Death by Suicide

(*replacement*)

NEOLA NOTES: This policy replaces the existing policy 5350 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.

Motion to endorse PO5350 Suicide Prevention, Intervention, and Postvention for Death by Suicide as updated during committee meeting.

Motion by: Reiersen, Hansen

Motion carried. Krueger excused.

5. Review of Administrative Guidelines

a. Fundraising Policy - Administrative Guidelines

b. Any review or action of AG's needed on other policies posted in this agenda.

Did not review during the 11/1/23 committee meeting.

❖ **FUTURE MEETING AGENDA ITEMS**

➤ **Review Administrative Guidelines associated with any of the recently updated Policies.**

➤ **Review Kobussen contract in relationship to/compliance with PO7440.01 and AG7440.01**

➤ **Continue review of NEOLA updates for Policies and AG's.**

❖ **ADJOURN**

Motion to adjourn by: Hansen, Reiersen

Motion carried at 9:21 pm. Krueger excused.

UPCOMING MEETING(S):

- Regular **Board of Education** Meetings take place the 4th Monday every month.
- **Building & Grounds Committee** Meetings take place the 2nd Wednesday every month.
- **Finance Committee** Meetings take place the 2nd Wednesday every month.
- **Curriculum Committee** Meetings take place the 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings take place the 1st Wednesday every month.