



# School District of Manawa

## Policy & Human Resources COMMITTEE MEETING

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

**Wednesday, November 1, 2023**  
**6:55 P.M.**

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

❖ **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. MS FFA Program - Advisor Memo
2. District Administrator Evaluation Process Discussion
3. Policy Direction/Discussion (1000's, 3000's, & 4000's)
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

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NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.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NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.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NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.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

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*NEOLA NOTES: This policy is rescinded and replaced by Policy 0164.*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

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This policy is added as a consolidation of existing policies found in Policy 1623/3123/4123, all of which have been rescinded in this update (noted above).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".*

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.*

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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.*

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.*

l. 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.*

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.*

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.*

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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.

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.

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.

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.

❖ **FUTURE MEETING AGENDA ITEMS**



❖ **ADJOURN**

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.

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