



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

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

**Wednesday, February 7, 2024
6:55 P.M.**

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

❖ **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. Consider endorsement of Staffing Requests
 - a. Review Memo
2. Discussion - Certified Staff Compensation Model Revision
 - a. Review Memo
3. NEOLA POLICY Updates - Vol. 33 No. 1 (Technical Corrections)
 - a. Policy 0171.4 - Treasurer (Technical Correction)

This revision includes cross-reference to any designee for the officer which may have been chosen in Bylaw 0152 - Officers, as well as any assignment of duties to appropriate staff.
 - b. Policy 2210 - Curriculum Development (Technical Correction)

This technical correction provides accurate statutory references.
 - c. Policy 2230 - Curriculum Course Guides (Technical Correction)

This technical correction provides clarity by specifying curriculum course guides so as not to be confused with high school course selection guides. Additionally, the option for maintaining such guides online is included.

* 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.



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

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

- d. Policy 3211 - Whistleblower Protection (Technical Correction)
The policy is revised by removing reference to state law as this reference is confusing given that there is no affirmative obligation and therefore no corresponding legal citation to include.
 - e. Policy 5461 - Children At-Risk of Not Graduating From High School (Technical Correction)
This policy has been revised to more clearly identify that a student is at risk for not graduating from high school if they are two (2) or more years behind their age group in at least one (1) basic skill level. The identified skills are math and/or reading.
 - f. Policy 8442 - Reporting Accidents (Technical Correction)
This technical correction provides more options for reporting accidents that are common practices within schools and Districts.
4. Policy & Administrative Guidelines for Review and Discussion
- a. Public Relations Program
 - i. PO 9120 & AG 9120A
 - b. Asbestos Management Plan
 - i. PO & AF 8431.01
 - c. Toxic Hazards Communication Program
 - i. PO & AG 8431
 - d. Harassment AG - Compliance Officer
 - i. AG2266)

❖ FUTURE MEETING AGENDA ITEMS

- Determine March Meeting Date/Time

❖ ADJOURN

* 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.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: February 26, 2024

Subject: Staffing Requests 24-25 School Year

Presenter(s): Ryan Peterson

I. Overall Content/Purpose:

This memo is submitted to bring your attention to staffing requests for the 2024-25 academic year.

II. Recommendation/Board Action Requested:

District Administration recommends the Board of Education approve the proposed staffing alterations (see A below) for the 2024-25 school year.

III. Point of Emphasis / Key Communication(s):

A. As a school system, there is a need to provide effective academic intervention services for our struggling students. Currently, we employ 1.5 FTE Interventionists district wide. These interventionists are funded with ESSER III monies that will expire September 30, 2024. The cost of these 2 positions is estimated to be \$175,000.

1. Administration recommends that the BOE continue supporting the Intervention positions for the 24-25 SY through Fund 10.

B. Medical Insurance costs will remain the same as the 23/24 SY. There will be 0% increase.

C. Dental & Vision Insurance costs will remain the same as the 23/24 SY. There will be a 0% increase.

D. Transportation costs will increase by an estimated 8% or \$50,000.

E. If approved, recalibrating all certified staff into the proposed compensation model will increase by an estimated 4% or \$125,500. Additional discussion is planned to evaluate the potential adoption of a new compensation plan.

F. \$325 per pupil increase for the 24/25 SY

IV. Contact for More Information:

Name: Ryan Peterson



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: February 26, 2024

Subject: Compensation Model - Certified Staff

Presenter(s): Ryan Peterson

I. Overall Content/Purpose:

This memo is submitted to bring your attention to the proposed revisions to the Compensation Model for all Certified Staff Members. The compensation model is designed to create balance and consistency in our pay structure in a way that is predictable with planned increases in compensation.

II. Board Motion Needed:

District Administration recommends the Board of Education approve the proposed Certified Staff Compensation Model for the the 24-25 school year..

III. Point of Emphasis / Key Communication(s):

A. A Look inside of the proposed Model

1. Eliminate the Professional Advancement “Point” System
 - a) Utilize Educator Effectiveness Evaluations to promote professional growth.
2. System is designed with consistency and predictability as foundational principles:
 - a) Educator Impact: There are a number of inconsistencies within the current system that have had a negative impact on educators. At current time, wage equalization process has created significant imbalance in educator salaries without intentionality. These need to be addressed to stabilize salaries for all certified educators.
 - b) District: The proposed system will create consistent increases for educators that will allow for planning and predictability on a two year basis that is synchronized with the state budget.

B. Benefits with a Two year cycle (Same cycle as state budget)

1. Year 1 includes flat increase - (Base wage compensation)
Is proactive & predictable.
2. Year 2 includes percentage stipend (Not part of the base wage compensation)
Is responsive to budgetary constraints & determined by the BOE.

C. Starting Educator Pay - competitiveness

1. CESA 6 Schools (Comparables)
 - a) Average starting pay = \$44,720
 - b) Average high pay = \$77,188
2. Proposed starting pay = \$44,750
3. Top pay of the Salary Schedule (approximately \$75,000)

D. Longevity Stipend - provided for staff members that have given years of service to the School District of Manawa (*Not part of the base wage compensation*)

1. Starting at the end of the 2024/25 school year (Educator Contracts)
2. Years of service to the School District of Manawa:

Years of service - complete	Stipend
5 years	\$500
15 years	\$1000
25 years	\$2000

E. Education/Degree enhancer - As the school district continues to place highly qualified educators in classrooms, this will encourage staff to seek professional development in the field of education from an accredited university.

1. Staff members that have obtained an advanced degree (Master's or Doctoral) in education qualify for one level advancement on their base wage compensation(1 step on the schedule).

F. Financial impact

1. Current Certified Staff Salaries = \$3,101,217
2. New Compensation Model (Recalibration)
Cost = \$125,252 (every certified staff member will receive an increase)
Total Certified Staff Salaries = \$3,226,469

IV. Contact for More Information:

Name: __Ryan Peterson__

NEW HIRE	44750
----------	-------

		<i>Level Increase</i>	<i>Salary or Stipend Increase</i>
A		Base Pay	Established at Time of Hire
B		+1800	Salary Increase *
C		Variable	% Stipend (determined by BOE) *
D	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
E	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
F	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
G	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
H	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
I	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
J	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
K	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
L	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
M	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
N	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
O	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
P	1	+1800	Salary Increase
	2	Variable	% Stipend (determined by BOE)
Q	1	+1800	Salary Increase
TOP TIE R		Variable	Salary Increase \$450 % Stipend (determined by BOE)

**Only New Staff in good standing on Yearly Educator Evaluation are eligible for increase.*

ADVANCED EDUCATION DEGREE Enhancer:

Certified Educators that obtain a Master's or Doctoral Degree will be promoted to the next level on the compensation model.

LONGEVITY Bonus *(based on local years of experience)*

5 year - \$500

15 year - \$1000

25 year - \$2000

(To be implemented at the completion of the 24-25 school year .)



Book Policy Manual
 Section 0000 Bylaws
 Title Copy of TREASURER
 Code po0171.4
 Status Proposed to Policy & Human Resources Committee
 Adopted April 25, 2016
 Last Revised February 26, 2024

0171.4 - **TREASURER**

The Treasurer of the Board of Education shall be responsible for the following duties, which may be completed with the assistance of appropriate staff (X) or designee pursuant to Bylaw 0152 - Officers.

- A. apply for, receive, and sue for all money appropriated to or collected for the District and disburse the same in accordance with law;
- B. enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
- C. immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board in accordance with 120.12(7), Wis. Stats.;
- D. present at the annual meeting a written statement of all money received and dispersed by the District in the preceding year;
- E. perform other duties prescribed by statute or by the Board.

© Neola 200623

Legal 66.0607, 120.16, Wis. Stats.

Legal 120.16, 66.042 Wis. Stats.

Last Modified by Ryan Peterson on January 29, 2024



Book	Policy Manual
Section	2000 Program
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	February 26, 2024

2210 - CURRICULUM DEVELOPMENT

The District's curriculum and instruction programs shall be developed to support the District's mission, to align with adopted academic standards, and in accordance with State legal requirements. The Board of Education shall provide the resources to develop and implement the curriculum within the financial capabilities of the District.

Professional staff, under the direction and supervision of the District Administrator or designee, shall be delegated the responsibility for proposing and developing a written, sequential curriculum plan for the District. The plan shall include those subject areas and grade levels as required by State regulations. Each subject area plan shall specify objectives, course sequence, course content, resources, a student assessment process, and an allocation of instructional time. Each plan shall include a program evaluation method that provides that the components of the plan shall be monitored continuously.

Communication and coordination among grade level and subject area staff members shall be emphasized on a four-(4)-year-old- kindergarten-through-grade-12 basis whenever curriculum is developed or reviewed.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals and ensure the possibility of their achievement;
- D. be consistent with 118.30, Wis. Stats., by incorporating State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilize a variety of learning resources to accomplish the educational goals;

- H. encourage students to utilize guidance and counseling services in their academic and career planning;
- I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides effective with the 2022-23 school year;
- P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. provide for multicultural education by including, at each level, courses or units that help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native Americans.

The District Administrator shall make progress reports to the Board periodically.

Innovative Instructional Design

The District Administrator may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's curriculum as approved by the Board.

Innovative Programs

The District Administrator may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals. Each such innovative program must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the Board.

The District Administrator shall report each such innovative program to the Board.

Unless the Board disapproves, the District Administrator may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the District Administrator to pursue actively State and Federal aid in support of the District's innovative activities.

Revised 4/27/20

Revised 4/25/22

© Neola 2023

Legal

118.01, 118.24,
118.30, 121.02(1)
(k) and (L), Wis.
Stats.
PI 8.001(6g)
PI 8.01(2)(L), PI
8.01(2)(K), PI
8.01(2)(k)(4)

Legal

118.01, 118.24, 118.30, 121.01(1)(k), 121.02(1)(L), Wis. Stats.
PI 8.01 (f) , PI 8.001(6g)
PI 8.01(2)(L), PI 8.01(2)(K)

Last Modified by Ryan Peterson on January 29, 2024



Book	Policy Manual
Section	2000 Program
Title	Copy of COURSE GUIDES
Code	po2230
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	February 26, 2024

2230 - CURRICULUM COURSE GUIDES

The Board of Education recognizes that the District must develop and maintain curriculum course guides in order to better accomplish learning results with students.

As appropriate to the course of study, each guide shall contain:

- A. the intended learning outcome(s), defined in terms of how the learning is applied;
- B. knowledge and skills needed to achieve those outcomes;
- C. appropriate materials and resources;
- D. suggested methods of instruction;
- E. evaluation criteria, standards, and methods which will confirm the extent to which learning outcomes have been achieved;
- F. a list of supplemental materials for the guidance of teachers.

The District Administrator shall be responsible for the preparation of curriculum course guides and shall establish administrative guidelines related to their preparation.

All new course guides and revisions of existing guides shall be submitted to the Board for approval before they are implemented.

Copies of all current curriculum course guides shall be kept on file ~~in the office of the District Administrator.~~ () in the office of the District Administrator () electronically.

© NEOLA 200523

Last Modified by Ryan Peterson on January 29, 2024



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of WHISTLEBLOWER PROTECTION
Code	po3211
Status	Proposed to Policy & Human Resources Committee
Adopted	May 16, 2016
Last Revised	February 26, 2024

3211 - WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. Pursuant to State law, the Board of Education expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor doing business with the Board, that creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a written report to their immediate supervisor.

If the alleged misconduct involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an employee pursuant to this policy, an investigation shall commence as soon as possible and shall be handled expeditiously.

© Neola 201423

Last Modified by Ryan Peterson on January 29, 2024



Book	Policy Manual
Section	5000 Students
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	February 26, 2024

5461 - CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board of Education shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained;
- B. two (2) or more years behind their age group in ~~basic skill level (math and reading)~~ at least one (1) basic skill level (math and/or reading);
- C. habitually truant;
- D. parents;
- E. adjudicated delinquents; and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade.

The District shall identify all children at-risk enrolled in the District. The District shall annually develop a plan describing how the Board will meet the needs of such students. Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" including the Grades 6-12 Phoenix Program shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the Building Consultation Team structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

The Board uses a Equitable Multi-Level System of Supports (EMLSS) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. EMLSS is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approach for general, at-risk, advanced learners, and special education student needs;
- B. a balanced assessment system;
- C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area that the student is enrolled in through systemic practices of EMLSS. Student capabilities will be identified for RtI using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain an EMLSS Continuum and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. An annual report concerning "children-at-risk" shall be made to the Board at the conclusion of each school year.

Revised 4/27/20

T.C. 11/16/20

Revised 4/25/22

T.C. 4/24/23

© **Neola 2022**

Legal 118.153, Wis. Stats.
 P.I. 25

Last Modified by Ryan Peterson on January 29, 2024



Book	Policy Manual
Section	8000 Operations
Title	Copy of REPORTING ACCIDENTS
Code	po8442
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	February 26, 2024

8442 - REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District Office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; **witness(es) of the accident;** and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this **mandate reporting requirement** may result in disciplinary action in accordance with applicable policy.

© Neola 2023

Last Modified by Ryan Peterson on January 29, 2024



Book	Policy Manual
Section	9000 Relations
Title	PUBLIC INFORMATION PROGRAM
Code	po9120
Status	Active
Adopted	November 21, 2016

9120 - **PUBLIC INFORMATION PROGRAM**

The Board of Education believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The District Administrator shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

Last Modified by Kayla Reichley on September 9, 2019



Book	Administrative Guideline Manual
Section	9000 Relations
Title	PUBLIC RELATIONS OBJECTIVES
Code	ag9120A
Status	Active
Adopted	July 16, 2018

9120A - **PUBLIC RELATIONS OBJECTIVES**

The purpose of the school-community relations program is to establish and maintain in the public mind both respect for the school system and confidence that it is providing the best possible education for the District's students in terms of intellectual, emotional, moral, social, and physical development.

To this end, parents and other District residents are to be kept informed regarding Federal/State regulations and District policies and guidelines.

The District Administrator shall be responsible for the District's public relations program which shall be designed to accomplish the following objectives to:

A. Explain in an understandable, approachable manner, the programs, achievements, and needs of the schools to:

1. parents,
2. local officials,
3. community leaders,
4. local business and industry,
5. community organizations,
6. special interest groups,
7. the community as a whole,
8. State and Federal agencies.

B. Obtain reliable, useful information regarding:

1. what residents expect from their schools;
2. what residents think their schools are accomplishing;
3. what residents would like to know about their schools;
4. what residents would like their schools to be doing differently.

- C. Anticipate potential problems caused by misunderstanding or lack of information and take steps to eliminate them before they happen to the degree possible.
- D. Operate meetings in accordance with law and as speedily and efficiently as circumstances permit.
- E. Use a variety of communication modalities.

Evaluation of Program

The public relations program shall be submitted to the Policy and Human Resources Committee for review and approval and shall be subjected to continuous evaluation by said committee.

© Neola 2002

Last Modified by Kayla Reichley on September 10, 2019



Book	Policy Manual
Section	8000 Operations
Title	ASBESTOS MANAGEMENT
Code	po8431.01
Status	Active
Adopted	November 21, 2016

8431.01 - **ASBESTOS MANAGEMENT**

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the District Administrator to ensure that the District satisfies its obligations to deal with asbestos building materials in any building leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the District Administrator to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

The District Administrator will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned.

© **Neola 2012**

Legal	20 U.S.C. 4011 et seq. Asbestos Hazard Emergency Response Act of 1986 (AHERA) Asbestos School Hazard Abatement Reauthorization Act of 1990 40 C.F.R. 763
-------	---

Last Modified by Kayla Reichley on September 9, 2019



Book	Policy Manual
Section	8000 Operations
Title	PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431
Status	Active
Adopted	November 21, 2016

8431 - **PREPAREDNESS FOR TOXIC HAZARDS**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property;
- D. design and implement a written communication program that:
 1. lists hazardous materials present on District property;
 2. details the methods used to inform staff and students of the hazards;
 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.;
- F. ensure that any staff member who applies pesticides on District property provides notification each year, prior to any application, to all parents and staff members 1.) that a pesticide is to be applied, 2.) the type of pesticide and its potential side effects, 3.) the location of the application, and 4.) the date of the application.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements promulgated by the Department of Health and Social Services.

© **Neola 2015**

Legal 101.58 et seq, 254.162, 254.20, Wis. Stats.
 15 U.S.C. 2601
 20 U.S.C. 4022
 20 U.S.C. 4014
 20 U.S.C. 4011
 20 U.S.C. 4011 et seq.
 29 C.F.R. 1910.1450(b)
 OSHA Brief – Hazard Communication Standard: Safety Data Sheets

Last Modified by Kayla Reichley on September 9, 2019



Book	Administrative Guideline Manual
Section	8000 Operations
Title	WRITTEN HAZARD COMMUNICATION PROGRAM
Code	ag8431
Status	Active
Adopted	July 22, 2019

8431 - **Written Hazard Communication Program**

INTRODUCTION

As part of the District's overall safety and health program, the District has established this written chemical Hazard Communication Program. The Hazard Communication Program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard that includes the United Nations' Globally Harmonized System of Classification and Labeling. To the extent that the Program conflicts with the Standard, the Standard will govern.

The objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards. The Business Manager shall be responsible for maintaining compliance with this policy and shall serve as the "Safety Officer" referenced in this policy.

This Hazard Communication Program applies to all work areas where hazardous chemicals are known to be present both under normal conditions and in a foreseeable emergency. The safety officer has the responsibility for overall coordination of the Hazard Communication Program.

This Program outlines and describes how the following information will be organized and transmitted:

- A. List of hazardous chemicals known to be present in the workplace.
- B. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
- C. Safety Data Sheets (SDS's) for known hazardous chemicals in the workplace.
- D. Methods used to provide employee information and training.
- E. Methods used to inform employees of hazards of non-routine work.
- F. Methods used to inform contractor employees of any hazardous chemicals to which contractor employees may be exposed.

The Hazardous Communication Program is available for review by all employees upon request to their supervisor.

DEFINITIONS

The term "hazardous chemicals" means any chemical which is a physical hazard or health hazard.

Chemical physical hazard characteristics include substances which are:

- combustible
- compressed gases
- explosive
- flammable
- organic peroxides
- oxidizers
- pyrophoric
- unstable (reactive) or water reactive

Chemical health hazards includes substances which are:

- toxic or highly toxic
- irritants
- sensitizers
- carcinogens and those with
- target organ effect

CHEMICAL INVENTORY LIST

The safety officer has the responsibility to maintain an inventory list of known chemicals in the workplace. Any changes to the inventory list should be approved by the safety officer. The chemical inventory list is available to employees. Employees who have questions about the chemical inventory list should contact their immediate supervisor.

PRECAUTIONARY LABELING

A. Containers in the Workplace

The safety officer and building principal have the responsibility to ensure all known hazardous chemicals present in their building display a precautionary label stating:

- identity of the hazardous chemical(s)
- appropriate hazard warning(s)

In the event of an improperly labeled hazardous chemical container, a proper label will be requested, by telephone, and letter from the chemical supplier. Failure of a supplier to correct labeling deficiencies within sixty (60) days will result in suspension of use of the affected product.

All labels on incoming chemicals must not be defaced in anyway. Observation or other detection of defaced labels must be immediately reported to the building principal so appropriate labels can be applied.

B. Process Vessels

All plant process vessels which routinely store bulk chemical products shall be labeled in the following manner:

- name of contents (chemical and/or common name)
- identity of process lines served by vessel (if not obvious by machine arrangement)
- appropriate hazard warning
- National Fire Protection Association (NFPA) 704 M diamond, Hazard Identification

Where necessary, commercially available warning labels will be purchased. If no standard commercial labels are

available for a specific hazardous chemical, a proper label is prepared internally. Safety Data Sheets will provide the necessary information for hazardous warnings. The Building Principal is responsible for assuring that process vessels are appropriately labeled.

C. Temporary Storage Tanks

Temporary storage tanks including, but not limited to, blend tanks and holding tanks used for variable process chemical formulations normally do not have permanently fixed warning labels. To ensure employees know of the vessel content, formulation batch tickets are maintained which list the name of chemicals stored in specific vessels. The hazard warning is part of the label for temporary storage tanks and is located on the batch cards, or fixed on the storage tanks as part of the label. Employee having questions about labeling should contact their immediate supervisor.

D. Portable Containers

All portable containers of hazardous chemicals require labeling. The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container, and are intended only for the immediate use by and remain the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the safety officer and building principal are responsible to see that labeling is done.

E. Piping Systems

Labeling of chemical pipes is not specifically required by the Hazard Communication Standard, but employees must be aware and informed of the contents in chemical pipes. This can best be accomplished by labeling all piping used to transfer the same hazardous chemicals. The latest American National Standard Institute (ANSI) Standard (ANSI 13.1-1981), Scheme for Identification of Piping Systems, is used as a guide for location and design of pipe labels.

Employees who have questions about piping systems labels and/or content hazards, should contact their immediate supervisor.

F. Product Containers Leaving the Workplace

All hazardous chemical containers that are shipped shall be labeled and shall include the following information:

- identity of the hazardous chemicals
- appropriate hazard warning(s)
- name and address of the chemical manufacturer or other responsible party

Special information on labels, tags or other markings will be consistent with the information contained on the Safety Data Sheet and similar information suggested in the American National Standard Institute (ANSI) Precautionary Labeling Standard (Z129.1-1982). The safety officer is responsible for coordinating the labeling program for containers leaving the workplace.

G. Update and Review

The safety officer responsible for reviewing the labeling system annually and updating it if necessary, changes in the labeling system will be transmitted to affected supervisors and employees. Employees who have questions about the precautionary labeling system should contact the safety officer or building principal.

SAFETY DATA SHEETS (SDS'S)

A. SDS Format

SDS's are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors.

The format of the 16-section Safety Data Sheet should include the following sections:

1. Section 1. Identification

2. Section 2. Hazard(s) identification
3. Section 3. Composition/information on ingredients
4. Section 4. First-Aid measures
5. Section 5. Fire-fighting measures
6. Section 6. Accidental release measures
7. Section 7. Handling and storage
8. Section 8. Exposure controls/personal protection
9. Section 9. Physical and chemical properties
10. Section 10. Stability and reactivity
11. Section 11. Toxicological information
12. Section 12. Ecological information
13. Section 13. Disposal considerations
14. Section 14. Transport information
15. Section 15. Regulatory Information
16. Section 16. Other information, including date of preparation or last revision

B. Obtaining SDS's

The buyer of any chemical is responsible for obtaining a SDS for chemical. The buyer shall also notify the safety officer, Business Manager, and building principal before purchasing any new chemical. A SDS should be available for every hazardous chemical listed on the inventory list. If a SDS is not available, the Buyer will use the following procedures to obtain SDS's:

1. The supplier will be contacted by telephone and letter, and all correspondence and communication documented as proof of effort to comply.
2. If a supplier should not satisfy the first written request within thirty (30) days, a second written request for a SDS should be sent to the supplier and the Department of Labor will be contacted if SDS is not received within fifteen (15) days.
3. All requests to suppliers and the Department of Labor including letters and telephones calls must be documented and maintained on file.

C. Review of SDS's

The safety officer is responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be transmitted to building principals so appropriate measures can be taken to inform affected employees.

If deficiencies exist or additional information is need concerning SDS's, the chemical manufacturer or supplier will be contacted to obtain necessary information.

D. SDS Maintenance

The safety officer is responsible for maintaining the SDS's.

The SDS's for chemicals and the chemical inventory list are maintained by the building principal in a notebook titled "Hazard Communication Program". These are accessible to employees during work.

If SDS's are not available or new chemicals in use do not have SDS's employees should contact their immediate supervisor.

A master copy of the SDS's and inventory list will be maintained by the safety officer.

E. New Chemicals

The buyer shall notify the safety officer and building principal before purchasing any new chemical. The safety officer must approve all new chemicals before use by employees. A SDS must be reviewed before the chemical is used.

F. Hazard Determination

The District relies upon the hazard determination and Safety Data Sheet supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility. Employees who have questions about Safety Data Sheets should contact their immediate supervisor.

EMPLOYEE TRAINING AND EDUCATION

Effective employee training and education is the most critical component of the hazard communication program. A properly conducted training program will ensure that employees are aware of hazards in the workplace and appropriate control measures to protect themselves. The safety officer coordinates the employee training and education program for the District.

A. Program Outline

All employees who work in areas where hazardous chemicals are used and/or maintained and those who may be exposed in an emergency are involved in the employee training and educational program. The program is presented in two (2) phases:

1. General Information Training

- explanation of the Hazard Communication Standard
- location and availability of written hazard communication program
- operations in the work area where hazardous chemicals are present
- general introduction of chemical hazards, labeling and Safety Data Sheet (SDS's)

General information training is administered by the safety officer during the initial orientation.

2. Specific Hazard Training

- location of hazardous chemicals in the work area
- discussion of methods and means of determining/detecting the presence/release of hazardous chemicals in the work area
- the chemical physical and health hazards in the work area
- explanation of internal labeling system
- hazard's associated with piping system
- review of appropriate work practices, personal protective equipment and emergency procedures
- access to safety and health information
- work area list of hazardous chemicals and Safety Data Sheets
- how to obtain additional information
- specific hazard training is administered by the immediate supervisor

All employees who receive general information and specific hazard training sign a training sheet as

documentation.

B. Re-Assigned/Transferred Employees

Employees re-assigned or transferred to other work areas will undergo a review of specific hazard training in their new work area. The building principal is responsible for scheduling and ensuring that this retraining session is conducted by the immediate supervisor, and initiated on the first day of employment in a new work area. Employees will be required to sign a transfer safety-training sheet.

C. New Hires

Whenever a person is hired for employment, hazard communication training and education will be provided at the time of their initial assignment. New employee training will be provided by the safety officer as part of new employee orientation at the time of initial employment and prior to handling hazardous chemicals. New hires will be required to sign a safety training sheet.

D. New Hazard

There are three (3) ways in which a new hazard may be introduced:

1. a new hazardous chemical may be brought into the workplace; or
2. a current hazardous chemical in use may expose additional employees in the same work area; or
3. a former non-hazardous chemical may begin to be used in a manner that is hazardous.

Whenever a new hazard is introduced, the immediate supervisor is responsible for providing specific hazard training to all affected employees prior to the introduction of the hazard.

The safety officer can provide assistance and guidance with new hazard training. Employees will be required to sign a new chemical training sheet.

NON-ROUTINE WORK

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work could be, but not limited to:

- floor stripping/coating
- building and structural repair
- maintenance activities during school shutdowns
- breaking and opening piping systems
- using internal combustion engines in enclosed areas

The following procedures will be used when employee perform non-routine work:

- A. The building principal will determine the need for non-routine work and the hazards associated with the work. The safety officer can provide assistance to determine the hazards involved.
- B. The immediate supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures/permits to follow. The training should be given each time prior to employees performing non-routine work.

CONTRACTORS

When contractors are working on District property they must comply with all OSHA standards and requirements, where applicable. The Hazard Communication Standard requires all contractors working on District property to be informed by the safety officer concerning applicable workplace hazardous chemicals which the contractor's employees may be exposed to while performing their work and of appropriate protective measures. This information is provided so contractor employers can properly train their employees. In addition, the contractor will inform the safety officer about hazardous chemicals that the contractor brings onto District property so that precautions can be taken.

AUDIT

The Hazard Communication Program will be audited at least annually by the Business Manager. A report will be generated from the review audit and sent to the building principal, the safety officer and the District Administrator. The building principal and safety officer are responsible for following up to see that supervisors take corrective action concerning recommendations resulting from the audit.

HAZARDOUS CHEMICAL USE IN SCIENCE, ART AND TECHNICAL EDUCATION CLASSROOMS AND LABORATORIES

- A. The safety officer shall coordinate and maintain a list of chemicals approved for classroom and laboratory use within the District (the "Authorized Use List").
- B. Before any new chemicals is used, it must be approved for instructional use and appear on this Authorized Use List.
- C. Chemicals not on the Authorized Use List are prohibited from use. Students and staff members found using unauthorized chemicals shall be subject to disciplinary action.

© Neola 2016

Last Modified by Kayla Reichley on September 10, 2019