

Minutes of a October 11, 2021 School District of Manawa  
Policy and Human Resources Committee Meeting

The meeting began at 6:02 p.m. MES Board Room, 800 Beech Street  
Board Committee Members: J. Johnson (C), Pethke, Reiersen  
In Attendance: Reiersen, Pethke, Johnson, and Dr. Oppor  
Timer/Recorder: Pethke

1. Review of District Hiring Process - KPI IV. Engagement & Satisfaction A. Staff retention rate at 92% or higher - No action.
  - a. [Hiring Process](#) - WECAN all postings, Internal posting clarification of timeline then when would it be posted as an External posting
  - b. [Onboarding/Offboarding Process](#) - Bring back to November meeting
  - c. Policy 4120 - Employment of Support Staff - Bring back to November meeting
  
2. Consider Staff Engagement Opportunities- KPI IV. Engagement & Satisfaction E., F., and G. Staff, Parent, and Student Surveys - No action.
  - a. Review Staff Survey - Survey conducted in Summer of 2021  
Survey options tools - School Perceptions Survey, Gallup Q12, or a Google survey. School Perceptions has more options for feedback and it remains anonymous. Report for December meeting. Exit interviews are still a work in progress.
  
3. Review of Policies and Admin Guidelines Related to the Selection of Materials - No action.

Mrs. Krueger HS library provided information of books in the library or electronic books. Dr. Oppor will be in contact with NEOLA to see what other districts are doing or in written policies for the December meeting.

  - a. PO2522-Library Media Center - Review policy for December meeting
  - b. PO2240-Controversial Issues in the Classroom
  - c. PO9130-Public Requests, Suggestions, or Complaints - verbal and written requests by individual parents with the librarian if the parent does not want their child to read that particular book. File a formal complaint. Review policy for December meeting.
  - d. AG9130-Complaint Review Committee Procedures - Review policy at future meeting.
  - e. PO2414-Human Growth and Development - Bring the Human Growth and Development committee to include in with the Policy and Human Resources Committee at a future meeting.
  - f. AG252A-Selection of Instructional Materials - Review policy at a future meeting.
  - g. AG9130A-Procedures for Inspection of Instructional Materials - Review policy at a future meeting.

4. Consider Endorsement of Using a Cleaning Service Until a Custodial Position is Filled. Motion by Reierson/Johnson to investigate the costs for cleaning service in the interim for the need. Pethke abstained.
5. Consider Endorsement a Four-District Shared CAPP Services Mental Health Navigator Paid from ESSER Funds - Informational
6. Consider Endorsement of NEOLA Policy Updates Volume 30, No. 2 + Special Update - Tabled.
  - a. Discuss Policies 3120, 4120.04, and 4120 (Regarding relatives of BOE)
7. Consider Endorsement of NEOLA Administrative Guidelines Volume 30, No. 2 + Special Update - Tabled
8. Consider Endorsement of Revised AG5421A - Grading - Tabled
9. Consider Endorsement of Resuming COVID-19 Protocols - Administration sent to the staff for input and feedback and presented to the committee. Letter to all parents that covid has been identified, if the child has been already notified. Graph on the website suggestion. Dr. Oppor will see how this can be done.  
Motion by Reierson/Pethke to resume contact tracing; resume close contact notification via email, phone call, or Skylert. Parents may voluntarily quarantine in instances of close contact as long as the student remains asymptomatic. Motion carried.  
Motion by Reierson/Pethke to endorse working from home when quarantining due to a COVID-19 positive; those using FMLA; if quarantined voluntarily due to close contact for the following groups: Teacher - yes; but still need to pay for supervision, Admin. - yes, Secretarial/Clerical - yes; but offices must be open and staffed. Motion carried.
10. Review and Revise Policies and Administrative Guidelines per Handbook Review as Needed - Bring back to the November meeting
  - a. PO5516 - Student Hazing
  - b. PO5517.01 - Bullying
  - c. PO7540.03 - Student Technology Acceptable Use And Safety (When students receive a school email/Google account)
  - d. School Nurse References - Nurse/Paramedical
  - e. PO5513 - Care of Property (Fees or fines defined)
  - f. Other Policies/Administrative Guidelines Identified of Concern During the Handbook Review
11. Discuss Improvements to Health Visit Documentation - Informational
  - a. Skyward Types (locked)
  - b. Protocol Document Under Development - Health Room Visit Standards
12. Policy & Human Resources Committee Planning Guide - Informational
13. Set Next Meeting Date: November 1, 2021 6:00 p.m.

14. Next Meeting Items:

- a. Consider Extension of COVID-19 Sick Leave Benefits?
- b. Complete NEOLA Policy & Administrative Guideline Updates Volume 30, No. 2  
+ Special Update
- c. Update PO8510 - Wellness
- d. Other

14. Motion by Pethke/Reierson to adjourn at 7:58 p.m.