

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING MINUTES**

Date: April 10, 2023

Time: 5:00 p.m.

Board Committee Members: Reierson (C), Riske, and Krueger

In Attendance: Reierson, Riske, Krueger, Dr. Oppor, C. Fietzer, K. Tohm, D. Brauer, M. Griffin, L. Litchfield, M. Schuelke, M. Johnson

Timer/ Recorder: Sondra Reierson

1. Consider endorsement of Changes to the Current PTO Language in the Support Staff and Professional Educator Handbook as Presented (Information / Action)
Motion to endorse: Krueger, Riske
Motion carried.

2. Discuss and Consider Endorsement of Job Descriptions For: GUIDANCE CLERICAL SUPPORT/ATHLETIC & ACTIVITIES CLERICAL SUPPORT & DISTRICT HEALTH OFFICE SUPPORT SERVICES/CLERICAL PARAPROFESSIONAL as Presented (Information / Action)
Additional review of the Guidance Clerical job duties and paraprofessional job duties to be completed by M. Johnson and D. Brauer.
It appears that the District Health & Office support position has already been posted as a 28.75 hrs position.
Further discussion to be planned for the next committee meeting.

3. Review and Consider Endorsement of Proposed Changes to Policy 5460 - Graduation Requirements as Presented (Information / Action)
Motion to endorse Policy 5460 with the struck thru text restored: Riske, Krueger
Motion carried.

4. Discuss Access of the Board Clerk and President to Meeting Written Notification Process as Presented and Email Groups/Lists - to be in Compliance with PO0164.2 (Information / Action)
Dr. Oppor indicated that a request to have applicable Board member emails added to the groups listed within the document presented and the District website has been sent.

5. Discuss Maintenance Coordinator Position and Food Service Manager Assignment Options - Will be added to Staff and Program Changes as Needed (Information / Action)
Request that Dr. Oppor define the job duties required for the Maintenance Coordinator and Food Service Manager so that there can be further discussion as to potential staff assignments or staff additions.

6. Discuss Orientation and On-Boarding Process (Information / Action)
Director Krueger shared progress on outlines and the development of a District Administrative and Human Resources Coordinator job description..
President Reiersen shared that she is working on a Policy and Administrative Guideline training matrix for Administration, Professional Staff, and Support Staff
New and updated job descriptions to be reviewed and discussed at the next committee meeting.
7. Discuss Potential SRO Job Description as Presented (Information)
Job description appears to have repeats of activity- same action stated in another way.
Need to determine what we are trying to fix in order to develop a clear job description.
Need to determine what a work schedule would look like: school hours, after school and events, combination, etc. to determine job duties.
Need to understand the additional employment fees, such as Alice Training, etc.
Need to better define who the SRO works for/reports to.
Need to understand if it is appropriate for an SRO to give legal consultation to staff, students or parents.
8. Set meeting with St. Paul's school for potential SRO expectations (Action)
Dr. Oppor to contact St. Paul's to see if Tuesday, April 25, 2023 at 5:00 pm will work for a meeting to discuss potential SRO expectations.
9. Set meeting date for NEOLA review of the next update (Action)
Dr. Oppor to see if Tuesday, April 25, 2023 at 6:00 pm will work. If not, then see if Monday, May 8, 2023 at 5:00 pm will work.
10. Discuss what would need to be put in place to have a Daycare area within the District buildings (Informational)
D. Brauer has done some research already. She feels that there is space within the MES building to accommodate Daycare activities. She would like to visit 2 area school districts with Daycare facilities to see how they started and set things up. Director Riske has offered to go on the visits also.
Dr. Oppor will be sharing a website that has more information on requirements.
It is felt that there would be enough need within the community to support 2 facilities.
11. Define list of Board Member responsibilities that have been assigned to staff, i.e.; receipt of notices, issuing of notices, contract issuance, etc. - Needed to ensure coverage of responsibilities going into the 2023-24 school year. (Information)
Include in next meeting agenda.
12. Consider Endorsement of NEOLA Administrative Guideline Technical Changes as Presented (Information / Action)
Include in next meeting agenda. Forward any review information to Dr. Oppor prior to the meeting.

13. Consider Endorsement of NEOLA Policy Revisions for: (Information / Action)

- a. PO0171.1 - President
- b. PO5780 - Adult Student-Parent Rights
- c. PO9130 - Public Requests Suggestions or Complaints
- d. PO2330 - Homework

Include in next meeting agenda.

14. Set Next Meeting Date: Tuesday, April 25, 2023 at 5:00 pm and Monday, May 8, 2023 at 5:00 pm.

15. Next Meeting Items:

- a. Consider Adding Policy Regarding Artificial Intelligence
- b. Other

16. Adjourn

Motion to adjourn: Krueger, Riske

Motion carried at 6:45 pm.