

# Policy and HR Committee

## Monday, August 14, 2023 Meeting Minutes

### 6:55 P.M.

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

❖ **CALL TO ORDER - 6:55 p.m.**

❖ **ROLL CALL - Verification of Quorum**

- B.O.E. Committee Members Present: Reierson, Hansen - Krueger excused
- Fietzer, Jepson, Riske, Peterson, Johnson also present

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

❖ **AGENDA**

1. Consider endorsement of proposal to reclassify Literacy Specialist position
  - a. Proposal to change Literacy Specialist to Administrative Position  
Motion to endorse changing Literacy Specialist to Administrative Position as presented: Reierson/Hansen  
Motion carried - Krueger excused
  - b. Existing Reading Specialist Job Description -> Administrative team will work on updating over the week to align with changes from Literacy Specialist to Administrative position.
2. Consider endorsement of the District At-Risk Plan (Phoenix Program)
  - a. District At-Risk Plan (Phoenix Program) Document  
Motion to endorse the District At-Risk Plan (Phoenix Program) document: Reierson/Hansen  
Motion carried - Krueger excused  
**\*\*NOTE\*\* - this review is required annually in August per PO5461 and 118.153 WI Stat. and P.I. 25**
3. Consider endorsement of Policies (NEOLA)
  - a. - s. Review Policy endorsements from P&HR Committee on May 8, 2023.  
Copies of Endorsed policies (need to be forwarded to the full B.O.E.)  
**PO7440 needs a technical change - enrollment to enrolled.**  
Motion to confirm endorsement of policies endorsed during the P&HR committee meeting on May 8, 2023: Reierson/Hansen  
Motion carried - Krueger excused

4. Discuss creation of a daycare program within the School District.

Discussion: Mrs. Riske shared some information of tours of other schools in the area with daycare programs. Suggestions that we start with before and after school programs. Mr. Peterson noted we can look at partnering with another group to help supervise the program or we can develop our own in-house teams. Mrs. Jepson asks that we have discussions with Little Lambs so that both endeavors are supported. Administrative team will continue to look at possible options.

5. Discuss Orientation and On-Boarding Process.
  - a. New Employee Onboarding Checklist
  - b. Background Check Form
  - c. Confidentiality and Acceptable Use Form
  - d. Technology Acceptable Use Terms

Discussion: Basic forms have been updated. Orientation and On-boarding checklist is detailed and notes that a process for 'If hired after in-service' - this process issue was noted on several exit interviews. Mrs. Reiersen is very happy with the progress.

6. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's).

Discussion: Mr. Peterson feels that as the District systems are developed the operating standards will be a part of the system. Several Board members noted that concerns were raised by support staff that they didn't know or understand various parts of their job when starting the position. Committee members asking that training gaps are minimized, and that SOP's might be an option. Administrative team will continue to develop the District systems.

7. Discuss the mileage and reimbursement process.
  - a. Previous Mileage & Reimbursement Form
  - b. Revised Mileage & Reimbursement Form

Discussion: Form is confusing. Mr. Peterson will see what other District's are using and how they are developing the meal reimbursement amounts for additional committee review.

8. Discuss weighted GPA / Laude change and ensure compliance with B.O.E. Policy
  - a. Policy 5430 - Class Rank - Policy appears to be okay with the weighted GPA/ Laude change.
  - b. Policy 5451.01 - Wisconsin Academic Excellence Scholarship

Discussion: PO5451.01 states using an unweighted GPA. Administration to confirm scholarship requirements and if a revision is needed to bring it forward to the full Board for approval. Committee would like any changes to be in place by the start of school so there is no confusion.

9. Follow-up discussion on topic from July 17, 2023 committee meeting - Transgender Policy creation.

Discussion: Mr. Peterson provided hard copy examples of Transgender policies from our legal team. Committee and Board members have the opportunity to review these examples before the next P&HR committee meeting.

❖ **FUTURE MEETING AGENDA ITEMS**

- **Transgender policy**
- **Policy and Administrative Guideline revisions**

❖ **ADJOURN**

Motion by: Hansen/ Reiersen

Motion carried - Krueger excused at 8:54 p.m.