

Policy and HR Committee Meeting Minutes
Wednesday, March 27, 2024
5:00 P.M.

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

❖ **CALL TO ORDER - 5:01 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Reierson, Jepson, Hansen*
- *Also present: Mr. Peterson, Riske*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
Email from 3/22/2024 noticed

❖ **AGENDA**

1. Policies / Administrative Guideline Updates per B.O.E.

a. PO 2413 Health Education

These revisions better align this policy (last revised in 2016) with more recent statutory changes reflected in Policy 2414 - Human Growth and Development, which includes notification requirements. No statutory notification requirements apply to the topics within this policy.

Motion to endorse PO 2413 revisions.

Motion by: Hansen, Jepson

Motion carried.

b. PO 6320

These revisions eliminate reference to policies that are no longer in the School District of Manawa Policy Manual.

Motion to endorse PO 6320 revisions.

Motion by: Jepson, Hansen

Motion carried.

2. NEOLA - Policy Update Vol. 33, No. 1

a. PO 7440 Safety and Security

This policy is revised to clarify the definition of metal detectors to include handheld wands. Also, school event supervisors are authorized to respond to school safety situations when an Administrator is not present as may be the case at after-school and/or evening events.

Motion to endorse PO 7440 revisions.

Motion by: Jepson, Hansen

Motion carried.

b. PO 7540 Technology

The policy is revised to incorporate security and usage procedures that had previously been in the administrative guideline into the policy.

Motion to endorse PO 7540 revisions.

Motion by: Hansen, Jepson

Motion carried.

c. **PO 7544 Use of Social Media**

These revisions clarify the public forum options available as to social media platforms/sites and add a prohibition of the use of such sites by staff or volunteers to communicate privately with students.

Motion to endorse PO 7544 revisions.

Motion by: Hansen, Jepson

Motion carried.

d. **PO 8120 Volunteers**

This policy is revised to include an option for Board members to serve as volunteer bus drivers under certain conditions consistent with recent statutory changes as a result of 2023 Wisconsin Act 26.

Motion to endorse PO 8120 revisions.

Motion by: Jepson, Hansen

Motion carried.

e. **PO 8310 Public Records**

This policy has been revised to highlight the responsibility of the District Records Custodian to provide notice of the public records policy, including identifying in said notice the positions that each district identifies as a local public office.

Motion to endorse PO 8310 revisions.

Motion by: Jepson, Hansen

Motion carried.

f. **PO 8330 Student Records**

This policy now includes an option for directory data available under FERPA but, as stated in the drafting note, it is unclear if it would be considered directory data under Wisconsin law and thus consultation with legal counsel is recommended.

Motion to endorse PO 8330 revisions.

Motion by: Jepson, Hansen

Motion carried.

g. **PO 8431 Preparedness for Toxic Hazards**

Revisions to this policy authorize the District Administrator to designate two required job titles in the District--the Toxic Hazard Preparedness Officer and the Chemical Hygiene Officer.

Motion to endorse PO 8431 revisions.

Motion by: Jespon, Hansen

Motion carried.

h. **PO 9130 Public Requests, Suggestions, or Complaints**

This policy is revised to include additional clarification of the procedure and options for review of classroom and, if options are selected, library materials.

Motion to Table PO 9130.

Motion by: Reiersen, Jepson

Motion carried.

i. **PO 9140 Citizens' Advisory Committees**

This policy is revised to account for alternative requirements for committee development in specific cases, for example, a committee to recommend curriculum revisions in human growth and development must be appointed by the Board and must include staff members.

Motion to endorse PO 9140 revisions.
Motion by: Jepson, Hansen
Motion carried.

3. NEOLA - Administrative Guidelines Update Vol. 33, No. 1
 - a. AG 5330 Administration of Medications - **Revision**
Motion to endorse AG 4330 revisions.
Motion by: Jepson, Hansen
Motion carried.
 - b. AG 5540 Relationship with Governmental Agencies - **Revision**
Motion to endorse AG 5540 revisions.
Motion by: Hansen, Jepson
Motion carried.
 - c. AG 7510C Supervision of Rented Facilities - **Revision**
Motion to endorse AG 7510C revisions.
Motion by: Jepson, Hansen
Motion carried.
 - d. AG 7530A Technology Equipment Security Procedures - **Rescind**
Motion to endorse rescinding AG 7530A.
Motion by: Jepson, Hansen
Motion carried.
 - e. AG 7530B Non School Use of District Equipment and Facilities By Students - **Rescind**
Motion to endorse rescinding of AG 7530B.
Motion by: Jepson, Hansen
Motion carried.
 - f. AG 7530C Cellular Phones - **Rescind**
Motion to endorse rescinding of AG 7530C.
Motion by: Hansen, Jepson
Motion carried.

- ❖ **FUTURE MEETING AGENDA ITEMS - Next meeting May 1, 2024.**
 - **Exploration of Salaried Business Office Position(s)**
 - **PO 9130 that was tabled and AG 9130A**
 - **PO 5540 - reference to SRO.**
 - **Review Coach job descriptions - have not been updated since between 2018-2020**
- ❖ **ADJOURN - Motion by: Jepson, Hansen. Motion carried at 7:00 pm.**