



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

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

Monday, July 17, 2023

6:15 P.M.

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

❖ **CALL TO ORDER 6:15**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Sondra Rierson, Shannon Hansen, Stephanie Riske, Jamie Krueger, Keri Jepson*
- *Dean Marzofka, Danni Brauer, Michelle Johnson, Ryan Perterson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

❖ **AGENDA**

1. Discuss the addition of a Nutrition Program Director position. (Information/Action)
 - a. Ryan's thoughts- from a staffing situation, if there a need that is discussion we have. This seemed like we just wanted to just put the person in the role.
 - b. Struggling when looking at different job descriptions, roles and responsibilities couple of highlighted areas, wellness committee running was one of them (no need to create an extra position), HR items, past due student accounts, communication to the board.
 - c. Michelle and Ryan talked, the position that is there already, all of the roles and responsibilities are there. We have people in positions that should absorb all of the work that is listed above. We don't know what we don't know. This doesn't seem fiscally responsible. (This has nothing to do with the person at all.)
 - d. Michelle-The current person was looking for equitable pay. When Ryan and her looked at it, the staff member feels as if they are doing more. From what she sees coming from the staff member, she is doing a lot. It began as a proposal from her.

* 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*

- e. Ryan- seems like 2 separate requests: position or level adjustment based on rate of pay.
- f. Ryan- recommends waiting
- g. Stephanie- would it take things off of your plate Michelle?
- h. Current Manager should be doing the reviews for all of the people under her.
- i. Need to look at someone else to step into the Adhoc Wellness committee.
- j. Ryan- have seen other districts that do a stipend for leading the committee.
- k. Someone needs to follow up with the staff.

Motion to not adding a Nutritional Director position.- Krueger

Second- Hansen

Motion Carries

2. Discuss Hourly employee timekeeping process - there are concerns that hourly employee actual work time is not being captured consistently so that we are paying them accurately. (Information/Action)
 - Danni- Currently there is no punching in and out- it is a blanket time card that has their times on it.
 - Ryan- this is unique to education. It is an outlier in education that there is a time clock.
 - Sondra- we heard last year during our conversations with paras that they cannot write down their time.
 - Formal process for flexing is needed.
 - Line item topic for reinforcing expectations.
3. Discuss CESA 6 school site days - support we are contracting with CESA 6 on, if they are on-site, how often, etc. (Information/Action)

Michelle- CESA 6 has administrative coaching. Meet in person some of the times, or online. - Unaware if the contract has been signed.

Danni- last three years met once a month, most of the time online, once a quarter in house. Met with Stacy she was going to work with both Danni and Michelle. Unsure of where the process is at?

Danni- comprehensive leadership

Michelle- Rapid cycle and coaching

Dean is not being coached.

Danni- Contract with PT services 1xmonth PT assistant as little as 2 ½ days a month, School Psychologist, 1X month. No longer has 1x a month to help us. He is the only one that can do

* 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*

student testing. Talking to Debbie to help some more. IQ testing is needed to have in our back pocket.

Michelle- Nurse as well. Title III grant because we have so few they work on this piece. PD secondary struggling and secondary readers. This year content literacy and disciplinary literacy.

Sondra- Can use flow through money at the discretion of the admin team.

Jepson- potentially share with another district for a nurse. Lola has a PT nurse.

4. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the adjustment process. (Information/Action)

Current status, points are not inline due to the changes that were made in the stipend guide.

Ryan's thoughts: Has not read through everything yet. Based on his past experiences, when ACt 10 passed every district pretty much develop a points system. This is a process that is dying on the vine across the state right now. Strongly encourage the board to all us to look at a different model. Both districts he worked with eliminated these. Seen other systems that are loose but have a high level of specificity. Would like to dig in and see where we can go. Asked for experiences in Principals.

Danni-It is a hoop. Does not have the bandwidth to go through everything. Most of the teachers are going to do the good work anyway. The teachers that aren't that excited, they are going to find ways to get easy points. We have not ever gotten through a six year cycle. If I ask them if they want to do something for points they will. If I would ask them they would go anyways most likely.

Ryan- is it truly motivating staff? Could add language to come to an every other summer training for example.

Sondra- an opportunity to re-imagine this.

Ryan- we have to think about the content of the PD, not so much how we track and monitor this. Explore model, what are our needs and how do we leverage that.

Sondra- leave up to Admin on how to move forward.

5. Consider Endorsement of Merging the Laude and Weighted Grade System.

(Information/Action)

- a. Review Policies for any needed revisions.

- i. Graded AG need to add Weighted:AG 5421A Laude: AG 5430
- ii. General policy is there to grade
- iii. Sondra- We will have to pull the weighted description into this AG. Laude one we could talk about the weighted grading. Needs to be updated. Go to the AG first, then go back to the policy and then update. Course of study guide needs to be updated to reflect this. We can move forward

* 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*

with the merge, we need to update the AG to how it is defined. We may also need to come back with an addition to the course of study guide. Needs to spell out Weighted vs unweighted grading. Bring this back for the next meeting.

6. Consider Endorsement of the presented NEOLA policy deletions from the combined Staff policy changes (see 06/21/23 committee meeting packet). (Information/Action)
Krueger- Motion
Hansen- Second
Motion Carries
7. Consider Endorsement of the following Handbooks/Procedures for the 2023-24 school year (list of Handbooks can be found in the Special Board meeting file of 06/20/23): (Information/Action)
 - a. SDM Chromebook Program
Hansen- Motion
Krueger-second
Motion Carries
 - b. Information Technology Plan
Krueger- Motion
Hansen- Second
Motion Carries
 - c. Coaches Handbook– Request for full handbook, use of personal vehicles with transportation of students. If AD feels as if coaches will be transporting students the policies need to be followed. Keri- May be a good idea to share this again with full staff ie clubs etc. TABLED Ryan- this should be embedded in another handbook.
 - d. Cyber Incident Response and After Action
Krueger-Motion
Hansen-Second
Motion Carries
8. Consider adding a Transgender policy. (Information/Action)-Tabled based on current legal activities- Ryan to follow up with Mr. Macy.
9. Consider adding Policy regarding Artificial Intelligence. (Information/Action)
Michelle- wording to the student handbook, it aligns with plagiarism. ...This includes Under academic dishonesty. Can move the same verbiage to the policy. Parent/Student

* 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*

handbook this can live in. A couple of teachers are having students use AI and then they have them double check sources. Danni and Michelle work together to lay out in the handbook. Student handbook would like to come to the meeting for approval, however there were dress code conversations that need to be addressed. The teachers and admin needed time to work out the finite details. We need to be specific enough for the student and the parents.

10. Discuss compliance of Website based on July 2022 P&HR committee meeting notation ->> *Special note regarding Handbook Annual Review: Handbooks will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook (or plan as appropriate) is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval. **Has our legal responsibility been approved?** (Information/Action)*

Sondra- we need to understand how this is being processed .

Dean was a part of a phone call, he understood it was copy and paste. Conversation was several months ago.

OCR contact - Dean has the contact information will get to Ryan.

Dean on the federal side the primary push was the website access. Not necessarily content. Structure of website we were compliant as of April 2023. The website itself is compliant, the content is still in question. Ryan is going to talk to Mr. Macy. This is putting undue hardship on our district. Dean's understanding is that anything we needed to add to the website doesn't have to get translated.

11. Discuss creating a Daycare area within the District buildings. (Information/Action)
12. Discuss Orientation and On-Boarding Process. (Information/Action)
13. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's). Development of SOP's is important for supporting existing job duties and for supporting new employees who may be coming into new job duties. (Information/Action)
14. Discuss and propose an update to the mileage and reimbursement process. (Information/Action)

* 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*

15. Discuss Policy concerning electronics being used for District business and the ability of employees to purchase District owned electronics. (Information/Action)

Remaining items move to the next meeting.

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

➤ **TBD Ryan to follow up.**

❖ **ADJOURN**

Hansen Motion

Krueger Second

Motion Carries 8:35

* 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.