



# School District of Manawa

## Policy & Human Resources COMMITTEE MEETING

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

**Wednesday, June 5, 2024**  
**6:45 P.M.**

Board of Education MISSION Statement: *We Will Represent Our Community while Advocating For Our Stakeholders by Developing Strong Policy and Providing Direction For Our Future.*

### **Board of Education Committee Members: Reierson (C), Emmert, Coyle**

*Notice is hereby given that School Board members who are not members of the **Policy and Human Resources Committee**, up to and possibly including all Board members, may attend the above-noticed committee meeting so as to constitute a quorum of the Board. However, the role of any Board member who is not a member of the above-identified committee is limited to information gathering and participation in the committee's discussion. The Board shall take no action as a governmental body as part of the committee meeting.*

#### ❖ **CALL TO ORDER**

#### ❖ **ROLL CALL - Verification of Quorum** ➤ *B.O.E. Members Present:*

#### ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] Email notification dated:

#### ❖ **AGENDA**

1. Discuss possible Board Retreat
  - a. To have one or not
  - b. Retreat topic focus
  
2. Discussion District/Business Office Position(s) pay structure
  - a. Hourly vs. Salary - Employee Feedback

\* 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*

3. Summer School, 2024
  - a. MEMO Staffing #'s (Enrollment)
4. Informational Update on Health Benefit Option
5. Policy Review - PO 2416 - Student Privacy and Parental Access to Information
  - a. Board Member question regarding opt out/opt in and legal compliance
  - b. Discussion regarding conversation with School District's Attorney
6. Administrative Guidelines
  - Editing 3000's and Rescinding 4000's to match Policy formatting.
    - a. AG3111A - Creating a Position
    - b. AG4111A - RESCIND
  
    - c. AG3111B - Verification of Employment Eligibility
    - d. AG4111B - RESCIND
  
    - e. AG3120A - Employment of School Personnel
    - f. AG4120 - RESCIND
  
    - g. AG3120C - Pre-Employment Interview Questions
    - h. AG4120C - RESCIND
  
    - i. AG3120D - Checking References of Applicants
    - j. AG4120D - RESCIND
  
    - k. AG3120.04 - Employment of Substitutes
    - l. AG4120.04 - RESCIND
  
    - m. AG3122.01 - Drug-Free Workplace
    - n. AG4122.01 - RESCIND
  
    - o. AG3123 - Section 504/ADA -Prohibition Against Disability Discrimination in Employment
    - p. AG4123 - RESCIND

\* 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*

- q. AG3141 - Criminal Background Check Procedure
- r. AG4141 - RESCIND
  
- s. AG3160A - Physical Examination
- t. AG4160A - RESCIND
  
- u. AG3160C - Board-Ordered Post-Offer Physical Examinations
- v. AG4160C - RESCIND
  
- w. AG3213 - Liability of Staff for Student Welfare
- x. AG4213 - RESCIND
  
- y. AG3220A - Evaluation of Staff
- z. AG4220 - RESCIND
  
- aa. AG3231A - Participation in Political Activities
- bb. AG4231A - RESCIND
  
- cc. AG4251 - Extra Duty (RESCIND)  
Guidelines/Process contained in Staff Handbook
  
- dd. AG3362A - Reporting Threatening Behaviors
- ee. AG4362A - RESCIND
  
- ff. AG3362.01 - Reporting Threatening Behaviors
- gg. AG4362.01 - RESCIND
  
- hh. AG3430.01 - FMLA Leave
- ii. AG4430.01 (RESCIND)
  
- jj. AG3430.01B - FMLA Recordkeeping Requirements
- kk. AG4430.01B (RESCIND)
  
- ll. AG3440A - Job-Related Expenses
- mm. AG4440A (RESCIND)
  
- nn. AG3440B - Use of Privately Owned Car for School Business

\* 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*

oo. AG4440B (RESCIND)

pp. AG3440C - Use of School Vehicle for School Business

qq. AG4440C (RESCIND)

7. **\*\*\*REMINDER\*\*\*** AG 9130A Procedures for Inspection of Instructional Materials  
Motion to endorse RESCINDING AG 9130A.

Motion by: Coyle, Emmert

Motion carried.

### ❖ FUTURE MEETING AGENDA ITEMS

- Handbooks
- July- Athletic philosophy and Coaching job descriptions
- August- Summer School Coordinator Review
- PI 8 Requirements:
  - Each school district board shall certify annually that every teacher, supervisor, administrator, and other professional staff member has been issued a valid certificate, license or permit by the department for the position for which he/she is employed before entering on duties for such position and that a copy of the valid certificate, license, or permit is on file in the district.
  - *Emergency nursing services*. A review and evaluation by the school board shall be made of the emergency nursing services program at least annually.

### ❖ ADJOURN

#### UPCOMING MEETING(S):

##### **Regular Board of Education Meetings**

- Regular **Board of Education** Meetings take place the 4th Monday every month.

##### **Committee Meeting Dates and Times may be altered (June, July, & August)**

- **Buildings, Grounds & Finance Committee** Meetings scheduled 2nd Wednesday every month.
- **Curriculum Committee** Meetings scheduled 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings scheduled 1st Wednesday every month.

\* 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.