

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

Join with Google Meet

meet.google.com/xbp-bwmt-xnn

Join by phone

(US) +1 402-644-1731 PIN: 610 307 162#

Date: November 11, 2020

Time: 5:00 p.m.

Virtual Meeting

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance:

Timer: _____

Recorder: _____

1. Consider Endorsement of NEOLA Policy 8550 - Competitive Food Sales (Action)
2. Consider Endorsement of NEOLA Policy 8451 - Head Lice/Pediculosis (Action)
3. Review PO7250 Commemoration of Exceptional Individuals/Groups (Information / Action)
4. Consider Endorsement of Administrative Job Descriptions (Action)
 - a. Dean of Students
 - b. Secondary Principal
 - c. MES Principal/Special Ed. Director
5. Policy & Human Resources Committee Planning Guide (Information)
6. Set Next Meeting Date
7. Next Meeting Items:
 - a. Technology Director
 - b. Webmaster
8. Adjourn



Book Policy Manual
Section 8000 Operations
Title REVISED - COMPETITIVE FOOD SALES
Code po8550 - ?
Status Proposed to Policy & Human Resources Committee
Adopted November 21, 2016

8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

The food-service program shall be the sole provider of food and beverage items sold in all schools during food service hours and until thirty (30) minutes following each~~the last~~ lunch servicing period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies and guidelines. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules. Competitive food sales~~and~~ shall only be available between thirty (30) minutes following the breakfast period and (30) minutes before the first lunch period and following the last school lunch period and thirty (30) minutes after the close of the regular school day.

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Legal Title 7 C.F.R. 210.11

Last Modified by Steve LaVallee on October 14, 2020



Book	Policy Manual
Section	8000 Operations
Title	Copy of PEDICULOSIS (HEAD LICE)
Code	po8451
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016

8451 - **PEDICULOSIS (HEAD LICE)**

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day~~immediately~~. After treatment and upon returning to school, the child will be examined by the school health staff or principal. ~~The District practices a policy of "no live lice" or no nits as a criteria for return to school.~~ The District practices a policy of (X) "no live lice" -no nits [end of options]-as a criteria for return to school.~~(X)~~

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Last Modified by Melanie Oppor on March 4, 2019



Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS
Code	po7250
Status	Active
Adopted	November 21, 2016

7250 - **COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS**

From time-to-time, the Board of Education may wish to honor a person or a group by affixing a plaque or naming a school or District facility. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, state, or nation.

Any employee of the District thus honored must be no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

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Last Modified by Kayla Reichley on September 9, 2019



SCHOOL DISTRICT OF MANAWA

Job Description

DEAN OF STUDENTS

ESSENTIAL SKILLS:

1. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
2. Accurately follow verbal and written directions
3. Work well under pressure
4. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
5. Ability to lead and collaborate with diverse work teams
6. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
7. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
8. Capable of researching and creative problem solving
9. Maintain confidentiality and loyalty to the School District of Manawa
10. Promote a positive image of the School District of Manawa at all times

QUALIFICATIONS:

Experience, Education, and Licensure

1. Solid educational background including a Master's Degree in Educational Administration/Leadership preferred
2. Licensed by the Wisconsin Department of Public Instruction as a Professional Educator

Required Skills and Abilities

1. Process oriented
2. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
3. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
4. Ability to interpret and administer policies and procedures consistently and objectively
5. Communicate effectively, verbally and in writing, to a diverse audience
6. Plan, organize, and prioritize work
7. Remain flexible in order to adapt to changes in the work environment
8. Excellent time-management, problem-prevention, and problem-solving skills
9. Work accurately with close attention to detail
10. Advanced computer skills, including email, word processing and spreadsheets
11. Work effectively, professionally and tactfully with students, parents, staff, and the community
12. Possess a work ethic that includes neatness, punctuality and accuracy
13. Exhibit a professional, businesslike appearance and demeanor
14. Demonstrate the highest level of ethical behavior
15. Maintain confidentiality of sensitive information

16. Study and apply new state and federal laws and regulations
17. Develop relationships with key stakeholders

JOB GOALS:

1. Assists students in resolving interpersonal problems and conflicts.
2. Improves students' school and class attendance to support learning success.
3. Supports home/school communications to promote positive student conduct in school.

REPORTS TO: Secondary Principal

EVALUATED BY: Secondary Principal

TERMS OF EMPLOYMENT:

.25 FTE Stipend Position
Stipend to be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Supervises and Evaluates:

- This position does not allow the person to perform any administrative or supervisory duties, or to perform evaluations of teachers or other professional staff.

Job-Specific Responsibilities

- Facilitates behavioral data collection systems to monitor school-wide behavioral progress, improve behavioral program implementation, and identify students who are at-risk.
- Reviews the most recent trends in behavioral data in regular school-wide meetings to define new strategies and interventions that all school personnel need to implement.
- Serves as a resource of best practice methodologies for all staff who express concerns for student attendance, student development and/or discipline.
- Coordinates efforts with school counselors, alternative education staff and police officer(s), in meeting with students and parents to discuss improving student attendance and/or behavior.
- Consults proactively as well as reactively with families via conference or communication systems concerning student attendance and behavior.
- Confers with students and when necessary, makes appropriate referrals for guidance consultation and/or psychological testing.
- Assists in monitoring of and recommending changes to the School District of Manawa Code of Conduct and Student/Parent Handbook.
- Responds to student behavior concerns in a fair and timely manner and maintains records of disciplinary or referral actions taken and relays a summary of this information to the building principal as needed but not less than weekly.
- Makes recommendations for appropriate revisions of policies, administrative guidelines and school rules affecting student behavior and attendance.
- Assists in developing and administering the Honor Pass or other practices dealing with student behavior.

- Coordinates and executes the recognition and award programs.
- Communicates with parents and administration proactively to develop behavior plans.
- Assists in establishing rules governing students sent to the detention room.
- Facilitates the scheduling process for the secondary Response to Intervention Program (academic and behavioral).
- Makes referrals to the Building Consultation Team and participates in meetings as appropriate to develop student academic, behavioral, and/or attendance plans.
- Perform other duties assigned by the principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.



SCHOOL DISTRICT OF MANAWA

Job Description

SECONDARY PRINCIPAL

ESSENTIAL SKILLS:

1. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
2. Accurately follow verbal and written directions
3. Work well under pressure
4. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
5. Ability to lead and collaborate with diverse work teams
6. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
7. Oversee and/or assist in hiring, including developing job descriptions, job advertisements, interview questions, and screening and interviewing candidates and on-boarding new employees
8. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
9. Capable of researching and creative problem solving
10. Maintain confidentiality and loyalty to the School District of Manawa
11. Promote a positive image of the School District of Manawa at all times

QUALIFICATIONS:

Experience, Education, and Licensure

1. Solid educational background including a Master's Degree in Educational Administration/Leadership
2. Licensed by the Wisconsin Department of Public Instruction as a Principal (WI License 5051)
3. Licensed by the Wisconsin Department of Public Instruction as a Professional Educator
4. Successful experience as a principal preferred or other examples of leadership

Required Skills and Abilities

1. Process oriented
2. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
3. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
4. Ability to interpret and administer policies and procedures consistently and objectively
5. Ability to attract, train, motivate and lead a skilled team
6. Assign and supervise the work of others
7. Communicate effectively, verbally and in writing, to a diverse audience
8. Plan, organize, and prioritize work
9. Remain flexible in order to adapt to changes in the work environment
10. Excellent time-management, problem-prevention, and problem-solving skills
11. Work accurately with close attention to detail
12. Advanced computer skills, including email, word processing and spreadsheets
13. Work effectively, professionally and tactfully with students, parents, staff, and the community

14. Possess a work ethic that includes neatness, punctuality and accuracy
15. Exhibit a professional, businesslike appearance and demeanor
16. Demonstrate the highest level of ethical behavior
17. Maintain confidentiality of sensitive information
18. Study and apply new state and federal laws and regulations
19. Develop relationships with key stakeholders

JOB GOALS:

1. Used leadership, supervisory and administrative skills to promote the educational development of each student.
2. Administers Manawa Middle School and Little Wolf High School according to the policies of the Board and the administrative directives of the District Administrator.
3. Takes an active leadership role in planning, initiating, refining and evaluating the instructional and operational programs of the schools.

REPORTS TO: District Administrator

EVALUATED BY: District Administrator

TERMS OF EMPLOYMENT:

Full-time salaried position

Salary and benefits to be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Supervises and Evaluates:

- Secondary faculty, Dean of Students, the athletic/activities director, athletic coaches, and support staff to include secretarial, clerical, custodial, and paraprofessional personnel.

Job-Specific Responsibilities

Policy and Contract Administration

- Administer Board policies and employment agreements.
- Assist in the development of Board policies and procedures.

Leadership for Student Learning

- Leads the collaborative development and sustainment of a shared vision for educational improvement and works collaboratively with staff, students, parents, and other stakeholders to develop a mission and programs consistent with the district's plan.
- Leads the planning, implementation, support, monitoring, and evaluation of instructional programs that enhance rigorous and relevant teaching and student academic progress that lead to school improvement.
- Analyzes achievement data and instructional strategies to make appropriate educational decisions that improve classroom instruction, increase student achievement and improve overall school effectiveness.
- Connects initiatives and innovative strategies to maximize the achievement of each learner.

- Acquires and shares knowledge of evidence-based instruction best practices in the classroom.
- Works collaboratively with staff to identify student needs and to design, revise, and monitor instruction to ensure effective delivery of the guaranteed and viable standards-based curriculum.
- Generates, aligns, and leverages resources for the successful implementation of effective instructional strategies.
- Monitors and evaluates the use of diagnostic, formative, and summative assessment to provide timely and accurate feedback to students and parents, and to inform instructional practices.
- Provides collaborative leadership for the design and implementation of effective and efficient schedules that protect and maximize instructional time.
- Promotes professional development and instructional practices that incorporate the use of achievement data, and results in increased student progress.
- Demonstrates the importance of sustained professional development by participating in and providing adequate resources for teachers and staff for professional learning.
- Evaluates the impact of professional development has on the staff, school improvement and student academic progress.

School Climate

- Uses data and incorporates knowledge of the social, cultural, emotional, and behavioral dynamics of the school community to cultivate a positive, engaging academic learning environment.
- Models and collaboratively promotes rigorous expectations, mutual respect, concern, and empathy for students, staff, families, and community.
- Utilizes shared decision-making and collaboration to build relationships with students, staff, families, and community and to enhance positive school morale.
- Models and encourages intelligent risk-taking by students, staff, families, and community to promote growth, change, and innovation.
- Supports students, staff, families, and community through changes connected to school improvement.
- Implements and monitors a safety plan that manages situations in an effective and timely manner.
- Involves students, staff, families, and the community to create, sustain, and promote a positive, safe, and healthy learning environment.
- Implements and communicates best practices in school-wide behavior management that are effective within the school community.
- Listens to the concerns of students, staff, families, and community members in a visible and approachable manner.
- Respects and promotes the appreciation of diversity.

Human Resources Leadership

- Assign staff members to teach and supervise educational programs to maximize use of their teaching skills and educational backgrounds.

- Understands and participates in the selection of highly-effective staff in a fair and equitable manner based on school and district needs, assessment data, and local and state requirements.
- Supports formal building-level staff induction processes and informal procedures to support and assist all new personnel.
- Provides a mentoring process for all new and targeted instructional personnel, as well as develops leadership potential through personal mentoring.
- Properly implements the teacher and staff evaluation systems in accordance with local and state requirements, supports the important role evaluation plays in teacher and staff development, and evaluates performance of personnel using multiple data sources.
- Documents deficiencies and proficiencies through qualitative and quantitative data sources, provides timely formal and informal feedback on strengths and weaknesses, and provides support and resources for teachers and staff to improve job performance.
- Makes appropriate recommendations relative to personnel transfer, retention, promotion, and dismissal that is consistent with established policies and procedures and with student academic progress as a primary consideration.
- Maximizes human resources based on the strengths of teachers and staff members and provides them with professional development opportunities to improve student learning and gain self-confidence in their skills.

Organizational Management

- Demonstrates and communicates a working knowledge and understanding of the state's public education rules, regulations and laws, and school district policies and procedures.
- Establishes and enforces rules and procedures to ensure a safe, secure, efficient, and orderly facility and grounds.
- Monitors and provides supervision of all instructional programs, building space usage, and activities.
- Analyzes data to identify and plan for organizational, operational, or resource-related problems and resolves them in a timely, consistent, and effective manner.
- Secures, monitors, and allocates resources to maximize improvement aligned to the school's mission and goals through accepted policies and procedures.
- Implements strategies for the inclusion of staff and stakeholders in various planning processes and shares in management decisions, and delegates duties as applicable that will result in an effective school.

Communication and Community Relations

- Plans strategically for and solicits input to promote effective decision-making and communication when appropriate.
- Disseminates information in a timely manner through multiple channels and sources.
- Involves other stakeholders in a collaborative effort to establish positive relationships.
- Maintains visibility and accessibility to other stakeholders.
- Speaks and writes in a clear, effective, and appropriate manner.
- Collaborates and networks with district colleagues, the community and other stakeholders to effectively utilize the resources and expertise available.
- Advocates for students and acts to influence family, school, district and state decisions affecting student learning.

- Communicates long-and short-term goals and the school improvement plan to all stakeholders.
- Provides a variety of opportunities for parent and family involvement in school activities.

Professionalism

- Creates a culture of respect, understanding, sensitivity, and appreciation for students, staff, and other stakeholders, and models these attributes on a daily basis.
- Works within legal, ethical, and professional guidelines to improve student learning and to meet school, district, state, and national requirements.
- Models professional behavior and is culturally responsive to students, staff, and other stakeholders.
- Maintains and ensures confidentiality.
- Maintains a positive and respectful attitude.
- Maintains a professional appearance and demeanor.
- Provides leadership in sharing ideas and information with staff and other professionals.
- Works in a collaborative manner with all stakeholders to promote, support, and enhance the vision, mission, and goals of the school district.
- Contributes to, enhances, and supports the development of the profession.
- Assumes responsibility for their own professional growth and learning to positively shape school effectiveness.

Other Responsibilities

- Prepare reports as requested by the District Administrator.
- Attend local and state meetings as may be necessary to carry out his/her responsibilities.
- Perform such other duties as may be assigned from time-to-time by the District Administrator.

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