

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

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Date: December 9, 2020

Time: 6:00 p.m.

Virtual Meeting

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

In Attendance:

Timer: _____

Recorder: _____

1. Revised PO7250 Commemoration of Exceptional Individuals/Groups (Information / Action)
2. Discuss Website Commemoration of “Famous” LWSH Graduates (Information / Action)
3. Consider Endorsement of Administrative Job Description (Action):
 - a. Technology Director/Webmaster
4. Consider Endorsement of Extension of Emergency Paid Sick Leave practices for COVID-19 related illness through June 30, 2021 (Information / Action)
5. Policy & Human Resources Committee Planning Guide (Information)
6. Set Next Meeting Date
7. Next Meeting Items:
 - a.
 - b.
8. Adjourn



Book	Policy Manual
Section	7000 Property
Title	Copy of COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS
Code	po7250
Status	Proposed to Policy & Human Resources Committee
Last Revised	December 8, 2020

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 deceased or 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.

Naming a Facility

The Board of Education has the ultimate responsibility for the naming of any District facility.

A. Written nominations may come from community groups or individuals and shall include the rationale for each nomination via a solicitation process as determined by the District Administrator.

B. New or existing facilities can be named or renamed as well as rooms or areas within facilities.

C. After receipt and review of any proposal, the District Administrator will form an ad hoc committee of stakeholders to review the request in a timely manner and may make a recommendation to the Board of Education of two finalists using the following criteria.

Evaluation Criteria for Naming Facilities Other than Schools/Areas within Facilities

Any proposal to name a major facility that is initiated by any individual or group other than the Board of Education shall be submitted in writing to the District Administrator. The District Administrator, working in conjunction with the ad hoc committee, shall review the proposal against the following evaluation criteria, which shall also be applied by the Board in evaluating any proposal:

1. The manner in which the proposed name reflects the mission, vision, or ideals of the District.
2. The extent to which the proposed name will have significant meaning to current and future members of (a) the primary persons who are served by the facility/area; and (b) the broader local community.
3. The extent to which any proposed name for a facility (or an area within a larger facility) is of special local significance to the primary activities conducted at the facility (or within the identified area).
4. The extent to which possible alternative names were identified and evaluated in connection with the proposal.
5. The extent to which possible alternative means of recognition were identified and evaluated in connection with the naming proposal.
6. For proposed names that are intended to honor an individual and/or that are the names of one or more people:
 - Has the person consistently exhibited exemplary moral character?
 - To the extent any facility or area of a facility might be named after a major financial contributor, without whom the facility or area would not have been possible, does the proposal equitable balance and provide a means of recognizing other important contributions to the project?

- Is the primary basis for the proposal the fact that the individual made an extraordinary contribution to the local school community? If so, is the proposal equitable to other individuals who have made a similar contribution to the school district or community in the past, or who may make a similar contribution in the future?
- If the proposal uses the name of a former student, is the primary basis for the proposal an attempt to recognize the individual's extraordinary accomplishments after completing his/her education and for which he/her education was instrumental?

The Board of Education, by a majority vote of a quorum, shall make the final decision based on the District Administrator's finalists' recommendations.

The District shall attempt to obtain the consent of the person or family when naming a facility, room, or area in a facility after a person.

Living Memorial Gift with Recognition

Memorial gifts intended to honor any person(s) and to be presented through or on behalf of the District may be accepted from individuals or groups. Memorials consisting of scholarships, awards, donation of instructional materials, and other "living" memorials such as trees, plants, etc. are preferred and permissible with the approval of the building principal with the concurrence of the District Administrator. Such a "living" memorial in the case of an outdoor school site location may be marked by an appropriate plaque installed so as not to protrude above ground level. Plaque characteristics (size, shape, message, etc.) must be consistent with standards for such items as determined and approved in advance by the building principal.

Traditional Memorial Only

In unique situations as determined by the majority of the Board of Education, a memorial plaque or marker honoring a specific individual or group may be unobtrusively mounted or displayed on District buildings or grounds. Plaque characteristics (size, shape, message, etc.) must be consistent with standards for such items as determined and approved in advance by the building principal. After ten (10) years of display, such memorials may be removed and returned to the family of the honoree. Nothing in these rules limits or prohibits the school practice of honoring individual competitors, coaches, sponsors, school teams, clubs, or group accomplishments.

Legal Wis. Stat. 118.27

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Last Modified by Melanie Oppor on December 8, 2020



Melanie Oppor <mopper@manawaschools.org>

Mention Joseph McCarthy--Second E-Mail

2 messages

R Mazzella <mazzella3030@gmail.com>

Wed, Nov 18, 2020 at 6:41 AM

To: Melanie Oppor <mopper@manawaschools.org>

Dear Dr. Oppor:

I'm sending a second E-Mail, as you seem to have missed my first one.

I'd like to see some mention of the late U.S. Senator Joseph McCarthy on the Little Wolf High Web page, as I believe he graduated from that school.

Yours truly,
Robert Mazzella

Melanie Oppor <mopper@manawaschools.org>

Wed, Nov 18, 2020 at 10:18 AM

To: R Mazzella <mazzella3030@gmail.com>

Hello Mr. Mazzella,

There have been many inspiring graduates of Little Wolf High School who have gone on to have an amazing impact on our world. I am taking your suggestion to the Board Policy and Human Resources Committee to see how they may want to address this topic. Thank you for your suggestion.

Best regards,
Melanie

Melanie J. Oppor, PhD

District Administrator
School District of Manawa

800 Beech Street
Manawa, WI 54949
Office: 920-596-2525

Make it a wonderful learning day!

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[Quoted text hidden]



SCHOOL DISTRICT OF MANAWA

Job Description

TECHNOLOGY DIRECTOR WEBMASTER

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. Minimum of Associate Degree in Computer Science or related field
2. Two years of experience working in a technical environment
3. Strong understanding of student and financial management systems and school district procedures
4. Experience managing and maintaining all Google tools
5. Familiarity with methods for integrating technology into curriculum
6. Familiarity with web design, software development, and database programming
7. Knowledge of wiring, cabling and server management
8. Familiarity with managing internal phone systems
9. Knowledge of school, district, state, and federal reporting requirements
10. Licensed by the Wisconsin Department of Public Instruction preferred

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. Demonstrate advanced computer skills
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. Provides oversight of the technology infrastructure of the District.
2. Supports instructional technology integration for all students and staff to enhance the learning environment.
3. Takes an active leadership role in planning, initiating, refining, evaluating, and implementing the technology applications of the District.

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:

Job-Specific Responsibilities

Administrative Computing

- Implement and oversee maintenance of the district's website.
- Assist staff in using the student information management system.
- Integrate disparate technology systems to increase automation and reduce manual tasks.
- Create custom solutions to issues. This may include software and database development.
- Serve as EPIC to support staff using the professional staff evaluation model.
- Follow and enforce the District's Internet and Acceptable Use Policy.

Network Operations

- Design, coordinate, manage, and maintain the district's technology/computer infrastructure.
- Maintain relationships with vendors and other partners to help maintain district systems.
- Serve as Google G Suite administrator.
- Ensure student and staff data is secure and remains private.
- Maintain network documentation.
- Maintain district software licenses and software renewal contracts.
- Develop and implement disaster recovery plans.

Teaching & Learning Technology Integration

- Encourage teachers to integrate technology in their classroom, support them when they try, and celebrate their successes.
- Grow capacity in teachers to use technology in their classrooms. Take part in professional development planning for all staff.
- Prepare software and web systems for use in classrooms.
- Support in the selection, implementation, and data analysis of assessments for screening and progress monitoring along with mandated assessments.

Budget & Planning

- Prepare, implement, evaluate, and update the district's long-term computer technology plan.
- Attend technology conferences, seminars and vendor presentations to keep up-to-date on emerging uses for technology. Share emerging technology trends with staff and integrate these opportunities into long-term planning.
- Work with the business manager to maintain the budget. Work with other administrators to ensure the budget aligns with educational goals.
- Manage District 1:1 device program.
- Develop and implement a long-term plan to maintain devices and the technology infrastructure.
- Coordinate equipment selection, purchase, installation and use.
- Removal of obsolete and worn out materials/equipment on a yearly schedule.
- Oversee the yearly e-rate process and raise funds through available grants.
- Maintain district-wide inventory of computer hardware and software.

Technology Support

- Maintain existing hardware and software applications.
- Help staff to effectively communicate using social media.
- Maintain a help desk system for staff, students, and families.

Webmaster

- Provide oversight and maintenance of the District web presence.
- Access new standards, technologies and trends, and formulate strategies and plans for enhancing the District's website(s).

- Produce a consistent visual image on the site(s) that is inclusive of all users by promoting uniform fonts, formatting, icons, images, layout techniques, and modularization to include maintenance of templates and image archives as needed.
- Enable and promote school staff and departments to publish their own pages on the web for the academic and business purposes of the District.
- Establish procedures and protocols on appropriate practice for publishing material on the web.
- Support creation of web-based applications using selected tools and technologies.
- Continuously monitor industry trends, technologies, and standards.
- Ensure all legal and regulatory requirements are maintained for the District's website.
- Assist with staff and student network accounts and trouble-shooting.
- Perform other duties as assigned.

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

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: 12/8/2020
Re: Emergency Paid Sick Leave Extension

I recommend an extension of Emergency Paid Sick Leave practices for COVID-19 related illness through June 30, 2021.

Rationale

The Families First Coronavirus Response Act (FFCRA) included two paid leave provisions, the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (E-FMLEA). These leave provisions became effective on April 1, 2020 and expire on December 31, 2020. EPSLA was enacted to encourage employees to stay home if they were ill to help stop the spread of the coronavirus.

If an employee needs to quarantine or isolate due to COVID-19 and is unable to work from home, EPSLA provides their regular full pay for up to two (2) weeks or ten (10) workdays. If a family member becomes sick and the employee needs to care for them, thereby rendering them unable to work or work from home, EPSLA provides for 2/3 of their regular pay for up to two (2) weeks or ten (10) workdays.

The EPSLA leave is above the existing banked sick leave benefit that an employee earns each year of service to the School District of Manawa. Employees do not have to exhaust personal sick leave before utilizing time under EPSLA. If an employee uses all the ten days provided by EPSLA, they may then use their banked sick leave to continue to be paid for time out sick. An employee that can work from home is paid their full rate of pay and not charged EPSL as long as they are able to perform their expected duties.

School District of Manawa

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Manawa, WI 54949

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Little Wolf High School Manawa Middle School

515 E. Fourth St
Manawa, WI 54949
Phone: (920) 596-2524
Fax: (920) 596-2655

Manawa Elementary

800 Beech Street
Manawa, WI 54949

Phone: (920) 596-2238
Fax: (920) 596-5339

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