

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

Google Meet joining information

Video call link: <https://meet.google.com/tzf-bgrk-eof>

Or dial: (US) +1 530-536-0043 PIN: 522 917 341#

Date: December 8, 2022

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: Reiersen (C), Riske, and Krueger

In Attendance:

Timer: _____ **Recorder:** _____

1. Update on School Resource Officer (Information)
 - a. Visit with St. Paul Principal
 - b. Next Steps
2. Consider Endorsement of a Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented (Information / Action)
 - a. Job Descriptions
 - b. Policy
 - c. AD Full-time Year Round Position to Include Super Sub. and Maintenance Duties
 - d. Other
3. Support Staff concerns (10/10/22 meeting) - Special Ed paraprofessional coverage (Information / Action)
4. Discuss Development of an Employment Orientation Process (Information / Action)
5. Create a Donations Policy (Information / Action)
6. Discuss Alternative Policy-Administrative Guideline Development Options (Information / Action)
7. Confirmation of Required Website Information is Complete (Information)
8. Confirmation of Required Posting and Notices are Complete (Information)
9. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01. (Information)
10. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators (Information / Action)
11. Set Next Meeting Dates:
12. Next Meeting Items:
 - a. School Nurse References - Nurse/Paramedical (Information / Action)
 - b.
13. Adjourn



SCHOOL DISTRICT OF MANAWA

Job Description

~~Athletic~~Activities Director

ESSENTIAL SKILLS:

1. Knowledge of the organization and operation of the athletic/~~activities~~, programs and events
2. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
3. Accurately follow verbal and written directions
4. Work well under pressure
5. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
6. Ability to lead and collaborate with diverse work teams
7. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgment and highly developed personal, analytical and communication skills
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

Working knowledge of and experience with the organization and operation of athletic programs.

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 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.
- 2.

REPORTS TO: District Administrator

EVALUATED BY: District Administrator

TERMS OF EMPLOYMENT:

10-month part-time position (August 1 to last day of spring sports season), no benefits, annual stipend determined by the Board of Education as recorded in the Salary and Stipend Guide **OR** Full time position for 10 months (paid as per the teacher contract) with a 90 hour summer contract at \$25 per hour with AD in combination with being a floating substitute, with benefits, annual base wage in the Salary Advancement Model.

PERFORMANCE RESPONSIBILITIES:

Supervises and Evaluates:

- Coaches ~~and Advisors~~

Job-Specific Responsibilities

The Athletic Director shall:

- Be held ultimately responsible in all matters pertaining to interscholastic athletic activities;
- Fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the Wisconsin Interscholastic Athletic Association (WIAA) and the Board of Education;
- Represents the School District of Manawa at state and area athletic director meetings (W.I.A.A., W.A.D.A., and C.W.C.);
- Keep a record available at all times regarding the latest up-to-date information on the eligibility of the current season sports squads including team managers.
- Direct and coordinate all activities of the Department of Athletics and be directly responsible to the District Administrator;
- Together with the Business Manager, approve all finalized athletic contest contracts;
- Prepare the total athletic budget for the District and present it to the Business Manager for formal adoption and oversee the requisition process to ensure budget integrity is maintained;

- Ascertain that all rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) are upheld and enforced;
- Assists in conducting the evaluation of all coaches in collaboration with the building principal and District Administrator using a preponderance of the documented evidence;
- Strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs;
- Secure a team athletic trainer for attendance at football games and wrestling matches and request ambulance service at football games;
- Ensure that all coaches and game workers are trained in emergency protocols;
- Arrange for the transportation and meals if needed for long trips or post-season participation of all District athletic teams;
- Check the readiness of all facilities for teams and spectators prior to game time;
- Establishes and maintains an athletic and activities master calendar and building use schedule;
- Schedules all athletic/activity events and practices in a manner which ensures equity;
- Ensures that all coaching staff are provided professional development on and are using best practices as per the professional literature (includes both in-district clinics as well as workshops/conferences);
- Ensures game workers are scheduled and are oriented to the duties for which they are responsible;
- Coordinate the planning of such events as athletic assemblies, Parents Night, Banquets, Homecoming Game, Booster Club Activities, etc. and clear them with the high school principal;
- Collaborate with the Student Council, Student Council advisor and high school principal on Homecoming related events;
- Prepare all game contracts, specifying the date, time, and location;
- Co-sign all game contracts with the Business Manager and keep them on file electronically;
- Make arrangements for physical examinations for candidates for athletic squads, after checking with the head coach;
- Employ and pay all contest officials and personnel involved in operating the contest;
- Issue all passes and complimentary tickets in coordination with the District Administrator;
- Regulate the use of the press box and the public address system;

- Arrange for ~~Set up~~ the playing of the National Anthem;
- Reconfirm the athletic contest, one week prior to the game date, with the visiting school and game officials;
- Make arrangements for emergency medical care;
- Be responsible for regulations concerning visiting scouts;
- Arrange for the ordering and the presentation of letters and other athletic awards;
- Handle all matters pertaining to radio/television broadcasts;
- Arrange for reconditioning of athletic equipment;
- Oversees the maintenance of all athletic fields and athletic gymnasium equipment and prepares the spaces as needed for practices and events;
- Oversee all ticket sales and the handling of ticket revenue;
- Oversees financial reports of all revenues and expenditures as generated by the Business Manager for all athletic contests;
- Confirm the handling of matters pertaining to insurance and processing of medical claims by the Business Manager;
- Involves stakeholders in a comprehensive diagnosis of the athletic program's strengths and weaknesses and writes a succinct, inspiring, results-oriented mission statement that wins staff and student buy-in;
- Monitors athletic programs and makes recommendations to the administration and school board regarding necessary changes;
- 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.



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 judgment 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. Uses 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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To: Board of Education
From: Dr. Melanie J. Oppor in collaboration with Dr. Abe El Manssouri, Gen Gunderson, Jeff Bortle, and Brad Johnson
Date: December 7, 2022
Re: Reconfiguration of Athletic/Activities Director Position

The purpose of this memo is to offer options for making the position more appealing to applicants and to make the position more manageable.

Option A: Athletic Director as a part-time stipend position.

Separate the Athletic Director and Activities Director positions. Activities will be overseen by the secondary principal as is already indicated in AG2430 - District-Sponsored Clubs and Activities as denoted below:

D. Operating Guidelines

The principal shall ensure that:

- 1. students participate in ways that do not interfere with their academic programs;*
- 2. the safety and welfare of the students is adequately safeguarded;*
- 3. all activities have proper faculty planning, direction, and supervision;*
- 4. faculty members work cooperatively so that some activities do not interfere with the operations of others;*
- 5. each activity is assessed continuously relative to its stated purpose and goals;*
- 6. building facilities and equipment are being used safely and as intended, and being maintained in proper condition.*

The Secondary Principal job description does not need to be changed as it already aligns with the administrative guideline under *Organizational Management: Monitors and provides supervision of all instructional programs, building space usage, and activities.*

Revise the Athletic Director position to include maintenance of fields and gymnasiums and preparation of the event space as needed (lining field, dragging field, etc.).

Option B: Athletic Director is combined with a “super” substitute position (example - fills substitute positions K-12 as needed) on a 10-month contract paid at the agreed upon wage rate on the Salary Advancement Model.

This option would provide full time employment for a candidate who is seeking a full-time job while offering the flexibility necessary to fulfill Athletic Director responsibilities. This position would be 60% (3 days a week) AD and 40% (2 days a week) floating K-12 substitute as needed. Up to 90 summer hours could be used at a rate of \$25 for AD responsibilities.