

School District of Manawa

Special Board of Education Meeting Agenda

July 13, 2021

AMENDED



Join with Google Meet

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Join by phone

(US) +1 321-465-4932 PIN: 453 745 260#

1. Call to Order – President Johnson – **5:45 p.m.** – (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Unfinished Business: No Unfinished Business.
6. New Business:
 - a. Consider Approval of Staff Contracts for the 2021-2022 School Year as Presented
 - b. Consider Approval of Custodial/Food Service Position as Presented
 - c. Consider Approval of Custodial/Food Service Job Description as Presented
 - d. **Consider Approval of One Additional Alternative Open Enrollment Application for the 2021-22 School Year as Presented**
7. Next Meeting Dates:
 - a. July 13, 2021 Curriculum Committee Meeting - 6:00 p.m.
 - b. July 19, 2021 Regular Board of Education Meeting - 7:00 p.m.
 - c. July 27, 2021 Buildings & Grounds Committee Meeting - 4:30 p.m.
 - d. August 3, 2021 Policy & Human Resources Committee Meeting - 6:00 p.m.
 - e. September 7, 2021 Finance Committee Meeting - 6:00 p.m.
8. Adjourn

PLEASE NOTE: 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.

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.



Mr. Dan Wolfgram

Little Wolf High School Principal

Manawa Middle School Principal

School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram
Date: 7/9/2021
Re: 1.0 FTE Instrumental Music Teacher Recommendation – Kevin Plekan

This memo is to recommend Mr. Kevin Plekan for the 1.0 FTE instrumental music teacher for the 2021-22 school year.

Mr. Plekan comes to the School District of Manawa with a wealth of music education experience. He received his formal education from Lawrence University in Instrumental Education. He also holds a Master of Arts in Education with a major in Educational Leadership from Marian University. In addition to his instrumental certification, he also holds licenses in Choral Music (1511) and General Music - (1515).

Prior to coming to Manawa, Mr. Plekan taught at Lakeside Elementary School and Washington Elementary School in the Oshkosh Area School District where he was responsible for teaching general music to kindergarten through 5th grade. His reason for applying at Manawa was to return to his first love of teaching instrumental music. Previous experiences include a tenure at Jefferson ES, Maplewood MS, and Menasha HS, where he was in charge of a PK-12 instrumental program for 19 years.

Mr. Plekan has experience on stage as a vocalist and instrumentalist. He has been routinely involved with community theater and has worked in several productions with our current vocal music instructor Mrs. Gruman. He is well versed in both sound and lighting technology. As an instrumental teacher, Mr. Plekan has marched with his band in many parades and performed in multiple venues including Camp Randall. His awards include Menasha Schools Distinguished Service Award: (2005 and 2011), Menasha Rotary's "Citizen of Distinction" Award: (2005), and Teacher of the Year Recipient: Menasha High School (1999 – 2000). Menasha Superintendent Chris VanderHeyden states, "He is a rock star, and knows how to make a marching band rock and roll!"

Four candidates were interviewed at the initial interview and two candidates were moved forward to the administrative team interview. Mr. Plekan received the endorsement of both teams as well as vocal music teacher Carrie Gruman. I recommend Mr. Plekan without any hesitation.

School District of Manawa

800 Beech Street
Manawa, WI 54949

Phone: (920) 596-2525
Fax: (920) 596-5308

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

ManawaSchools.org



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School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien and Dan Wolfgram
cc: Dr. Melanie Oppor
Date: 6/30/2021
Re: Custodial/Food Service Job Description

Recommendation

I recommend creating a hybrid Custodial/Food Service position that will meet two needs across the district. This position would be a Part-time, School Year position working 28.75 hours per week.

Rationale

There is an opening for a 2.5 hours per day Food Service position. This position works from 10:15-12:45 each day serving and cleaning up at the Manawa Elementary School. It is usually hard to fill this type of position because of the low number of hours available.

At the Middle/High School, a full time custodial position was replaced with a 0.75 custodian and 0.25 maintenance position. This hire was made 6 months ago and after evaluating, we feel that there is a need to add custodial hours. We would propose 3.25 hours per day of this position allotted to custodian duties.

This hybrid position meets both District needs and offers an opportunity for employment that may be more enticing to a candidate.

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SCHOOL DISTRICT OF MANAWA

Job Description

FOOD SERVICE - MES CUSTODIAN

QUALIFICATIONS:

1. High School Diploma
2. Education or experience in Food Service
3. Food Safety Certification
4. Professional communication skills
5. Ability to take direction
6. Ability to work in a team environment
7. Ability to work calmly and effectively under pressure
8. Ability to take initiative in resolving challenges
9. Friendly and positive attitude especially when serving food to customers
10. Must have knowledge and ability to perform proper lifting techniques along with a ladder and lift usage.
11. General maintenance and safety skills
12. Ability to be trained in first aid and medical administration of prescribed medications including epinephrine and glucagon.
13. Maintenance and custodial skills such as: Changing light bulbs, repairing sinks, toilets, water fountains, doors, flooring, classroom and office furniture, basketball hoops, maintenance equipment, etc.
14. Physical capabilities to perform functions over sustained periods of time inclusive of but not limited to walking, twisting, turning, climbing, shoveling, stooping, bending, lifting, and standing. Must be able to safely lift between 50 - 60 pounds.
15. Normal tolerance of (not allergic to) common maintenance/custodial chemicals.
16. Must be able to satisfy the required physical and chemical abuse testing.
17. Possess a valid driver's license.

JOB GOAL:

Follow all food safety requirements to provide healthy meals in a friendly manner to students and staff. The care, cleaning and general maintenance for district buildings. To keep buildings clean, safe, and welcoming to staff, students, and visitors.

REPORTS TO:

Food Service Manager, Building Principal

EVALUATED BY:

Food Service Manager, Building Principal

TERMS OF EMPLOYMENT:

- 9-month part-time position - 2.5 hours per day food service and 3.25 Middle School/ High School custodian, reports with students and as directed by administration
- Salary and benefits as determined by the Board of Education and Employee Handbook

PERFORMANCE RESPONSIBILITIES:

- Maintains confidentiality and loyalty to the School District of Manawa
- Promotes a positive image of the District at all times
- Aid in the preparation of menu items as needed on a day-to-day basis and as directed by the Food Service Manager
- Ensures food quality standards are met, from delivery to presentation of the final product
- Serves customers in a friendly, efficient manner
- Adheres to all statutes relating to the school nutrition program
- Assist in cleaning, sanitizing, and organizing food service areas as directed by the Food Service Manager
- Operates a variety of standard kitchen equipment
- Able to reach, bend, stoop, and frequently lift up to 35 pounds and occasionally lift/move up to 50 pounds
- Any other duties assigned by the Food Service Manager
- Works in harmony with the building principal, other custodians, students, and school personnel.
- Works in assigned areas and completes assigned tasks while working alone and with minimal supervision.
- Operates, or learns to operate, the following equipment: floor cleaning machines, power tools, snowblowers, pressure washer, toilet snake, hammer drill, various lifts, generator, truck, and other equipment that may be used in the cleaning and operation of the schools.
- Maintains a safe work/school environment.
- Reports to work on time. Written requests to alter work hours shall be made through and approved by the building principal in advance. Time cards shall reflect actual hours worked.
- Reports all safety or repair issues to the building principal.
- Performs custodial and light maintenance physical responsibilities over a sustained period of time inclusive of but not limited to walking, twisting, turning, climbing, shoveling, stooping, bending, lifting (on average 50-60 lbs.), sweeping, and standing.
- Completes inside tasks inclusive of but not limited to: sweeping, mopping, stripping floors, dusting, restroom sanitation, cleaning up spills, vacuuming, trash/recycling removal, equipment upkeep, window washing, boiler inspection, cleaning bleachers, cleaning stage (if applicable) checking building back-up systems and any other assigned maintenance tasks, cleaning/moving of furniture and/or room set-up, and event setups and takedowns. All tasks are to be carried out in a timely and efficient manner.
- Completes outside tasks including but not limited to: picking up debris, emptying garbage and recycling containers, trimming of trees and shrubs, sweeping walks, cutting grass, weeding, shoveling, and addressing and/or reporting unsafe areas/conditions.
- Demonstrates the ability to use technology including but not limited to: maintain an online calendar, send and respond to emails, fill out and submit requests to the Business Manager for supplies and materials, fill out and submit work orders and report information in the employee management software.
- Participates in training as directed to stay current in job responsibilities.
- Perform other duties as assigned by the building 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.

Alternative Application Open Enrollment - 7/1/2021						
*Approved						
Applying for Grade	RESIDENT DISTRICT	Currently Attending	SPEC ED		Informational SY2021 OE In/Alternative Apps.	Current Students
9	New London	Home Based	Y		Students PK-12	16
11	New London	New London	N		Less Seniors	-3
*Pending BOE Approval					Total to SY2022	13
* additional apps.	11	Weyauwega- Fremont	Waupaca High School	N	New Applications	3
					SY2022 OE in Possible	17
					Informational SY2021 OE Out/Alt apps	Current Students
					Students PK-12	102
					Less Seniors	-9
					Total to SY2022	93
					New Applications	11
					SY2022 OE in Possible	104