

School District of Manawa

Special Board of Education Meeting Agenda

April 18, 2023



Google Meet joining information

Video call link: <https://meet.google.com/vsi-utsc-hzv>

Or dial: (US) +1 857-309-5334 PIN: 384 080 008#

1. Call to Order – President Reiersen – **5:00 p.m.** – MES Board Room, 800 Beech Street Hybrid Meeting Format (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. Public Comment (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
6. Unfinished Business: None
7. New Business:
 - a. Confirm the Employment of the District and Business Administrator Candidate.
 - b. Consider Approval of the District Administrative and Human Resources Coordinator Job Description.
 - c. Consider Approval of the Hourly Salary for the District Administrative and Human Resources Coordinator Position.
8. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Contracts 2) Summary of Investigation
9. Board May Act on Items Discussed in Closed Session
10. 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 accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of the Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the

following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

© Neola 2020



Job title:	<i>District Administrative and Human Resources Coordinator</i>
Reports to:	<i>District and Business Administrator</i>
FLSA Status:	<i>Non-Exempt</i>
Management:	<i>No</i>
Date Last Reviewed:	<i>4.18.23</i>
Travel Required:	<i>0%</i>

Job purpose

Under the direction of the District and Business Manager the District Administrative and Human Resources Coordinator is responsible for maintaining confidentiality in staff support and basic human resource functions. As well as serves as the administrative liaison for Special Education, Information technology, and the District and Business Administrator.

Duties and responsibilities

Administrative Support

- A. Serve as receptionist for the District Office, greeting guests, directing requests, taking messages, etc.
- B. Monitor building security/visitor long-in/badges for visitors.
- C. Board of Education support to include; notice of meetings, preparation of meeting minutes, agendas, arrange travel, process election materials, updating documents as requested.
- D. Manage all software for SEEDS.
- ~~E. Complete bookkeeping of budgetary accounts for special education and curriculum.~~
- F. Complete all required DPI reports.
- G. Assist with paperwork as needed.
- ~~H. Assist the Technology Director in routine office functions to include, but not limited to: email communications, telephone communications, materials preparation, and the like.~~
- ~~I. Assist with athletic or technology device fees collection and recordkeeping.~~
- J. Assist in updating the Technology Plan, E-rate, and other related official district documents.
- ~~K. Assist staff with district computer application programs. (Currently completed by Dean M. & Jen K.)~~
- L. Assist in managing district social media platforms.
- M. Arrange staff gifts and condolences.
- ~~N. Maintain NEOLA correspondence, i.e.; policy and administrative guideline approved updates.~~
- O. Maintain mailing list and distribution of the Wolf Pack Express.
- P. Generate requisitions for the District Office including central office supplies.

- Q. Manage the OPAL open enrollment system and communications to parents as required by law.
- R. Process tuition waivers and alternative applications to the District
- S. Complete home-based education reporting (HOMER) and updates; provide information to principals,
- T. Sort and Deliver district mail.
- U. Other duties as assigned.

Human Resource Responsibilities

- A. Manage and execute the district Onboarding and Retention process.
- B. Serves as confidential point of contact for staff.
- C. Maintains district requisition process ensuring board approvals as necessary.
- D. Collaborates with district leadership to investigate any staff situations as they arise.
- E. Full cycle recruitment to include posting, advertising, background checks, physicals, reference verification, licensure, interviews, and the like.
- F. Arranging staff gifts as necessary.
- G. Provides necessary insight to staff in services and leadership building opportunities.
- H. Maintains staff handbooks in conjunction with the District and Business Administrator.
- I. Workers' Compensation Process to include all applicable OSHA filings and notifications.
- J. Manages Safety requirements as per applicable law.
- K. Manages Offboarding process.
- L. Maintain all applicable labor law compliance.
- M. Other duties as assigned.

Education and Experience

Experience: 1+ years in an administrative or Human Resources role required.

Education: High School Diploma or equivalent.

Preferred Experience: 2+ years' experience administrative or Human Resources support in a school setting. Associate degree in applicable field.

Supervision Responsibilities

None

Certifications

None

Skills

Language: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the District. Ability to read and write

English. Reading, writing, hearing, listening, and speaking effectively with the ability to analyze data.

Mathematical: Ability to calculate and provide strategic metrics as well as basic math.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to work with problems involving a few concrete variables in standardized situations.

Physical Demands

Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear				X
Taste or smell	X			

Lifting: This position may occasionally be required to lift up to 25lbs.

Vision: Requires close vision, distant vision, and depth perception.

Work Environment

Environmental Conditions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Noise: The noise level typical for the work environment of this job is moderate.

In addition to the essential duties and responsibilities listed above, all positions are also responsible for:

- Performing all work related tasks in a manner that is in compliance with all Federal, State, District policies and administrative guidelines and local standards and regulations.
- Adhering to District policies, procedures, and directives regarding safety and standards of workplace behavior in completing job duties and assignments.

Notice

All requirements are subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document in and of itself does not create an employment contract, implied or otherwise. The District retains the discretion to add duties or change the duties of this position at any time.

It is the policy of the School District of Manawa to provide equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, creed, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by state or federal law.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy throughout his/her employment in the District.

Approved by:	
Date approved:	
I understand my responsibilities.	
Date Signed:	

HR Generalist Support Coordinator I (OF13000038B)

Provides administrative support to one or more human resources functions, including recruiting, employee/labor relations, compensation, benefits, training, equal employment opportunity, and/or employee records. Processes HR department applications, including employment and enrollment applications; maintains attendance and employment records, and compiles statistics for various HR management reports. May conduct pre-employment screening interviews, check references and respond to routine questions on HR policy. Typically requires a high school diploma or its equivalent. Typically reports to supervisor or manager.

A01-Entry : Possesses a moderate understanding of general aspects of the job. Works under the close direction of senior personnel in the functional area. May require 0-1 year of general work experience.

54902 - Oshkosh,WI (ZIP Code) | All Industries | All FTEs

Data Source	BASE				TCC				BONUS TARGET		BONUS TARGET %
	25th	50th	75th	Avg	25th	50th	75th	Avg	50th	Avg	50th
Market Data	18.70	20.81	23.17	21.05	18.92	21.04	23.56	21.35	1.04	1.07	5.0

Data Source: Market Data | Currency: Local | Rate: Hourly | Age From 1 Apr 2023 | Aging factor: 0.0% | Effective Date 1 Apr 2023

Alternate Job Titles

HR Assistant I | Human Resources Assistant I

Level

Entry (I)

Experience

0-1 Years

FLSA Status

Typically Non-Exempt

Competencies/Skills

Compensation & Benefits | Employee Data Management | Employee Relations | Employment Authorization | Full-Cycle Recruiting | HR Policy Administration | HR Regulatory Environment & Compliance | Onboarding | Human Resource Management Systems (HRMS)

Education

High School

Manage People

No

Reports To

Supervisor or Manager

Job Family

Human Resources

Job Function

Human Resources Generalist

Job Focus

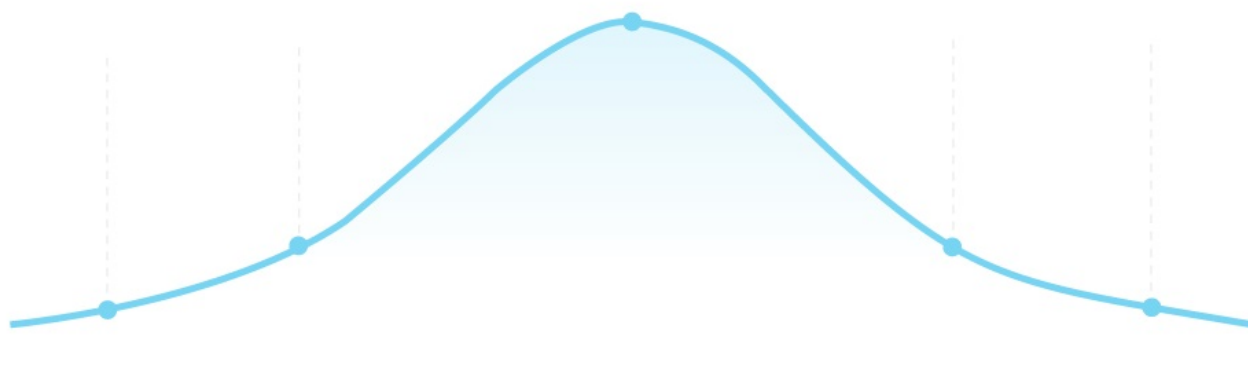
Human Resources Generalist

Certifications/Licenses

Base Salary *

54902 - Oshkosh,WI (ZIP Code) | All Industries | All FTEs

10%	25%	50% (Median)	75%	90%
16.78	18.70	20.81	23.17	25.32

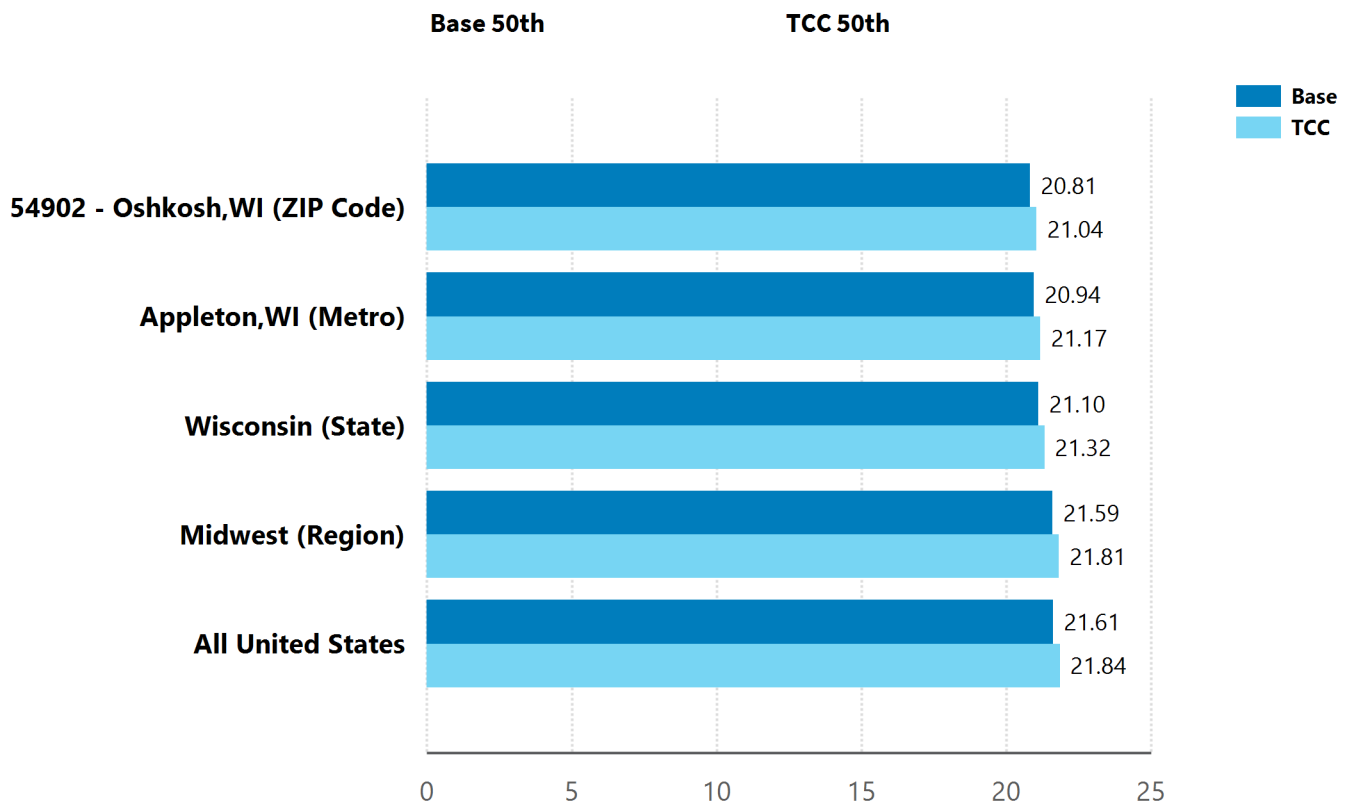


Geographic Roll-Up Report HR Generalist Support Coordinator I

Salary.com Market Analysis

Effective Date 1 Apr 2023		Base				TCC				Bonus Target		Bonus Target %
Geographic Roll-up	Data Source	25th	50th	75th	Avg	25th	50th	75th	Avg	50th	Avg	50th
54902 - Oshkosh,WI (ZIP Code)	Market Data	18.70	20.81	23.17	21.05	18.92	21.04	23.56	21.35	1.04	1.07	5.0
Appleton,WI (Metro)	Market Data	18.82	20.94	23.32	21.19	19.05	21.17	23.71	21.49	1.05	1.08	5.0
Wisconsin (State)	Market Data	19.08	21.10	23.47	21.50	19.25	21.32	24.00	21.81	1.06	1.09	5.0
Midwest (Region)	Market Data	19.15	21.59	24.26	21.90	19.28	21.81	24.67	22.14	1.08	1.11	5.0
All United States	Market Data	19.38	21.61	24.12	21.85	19.60	21.84	24.53	22.16	1.08	1.11	5.0

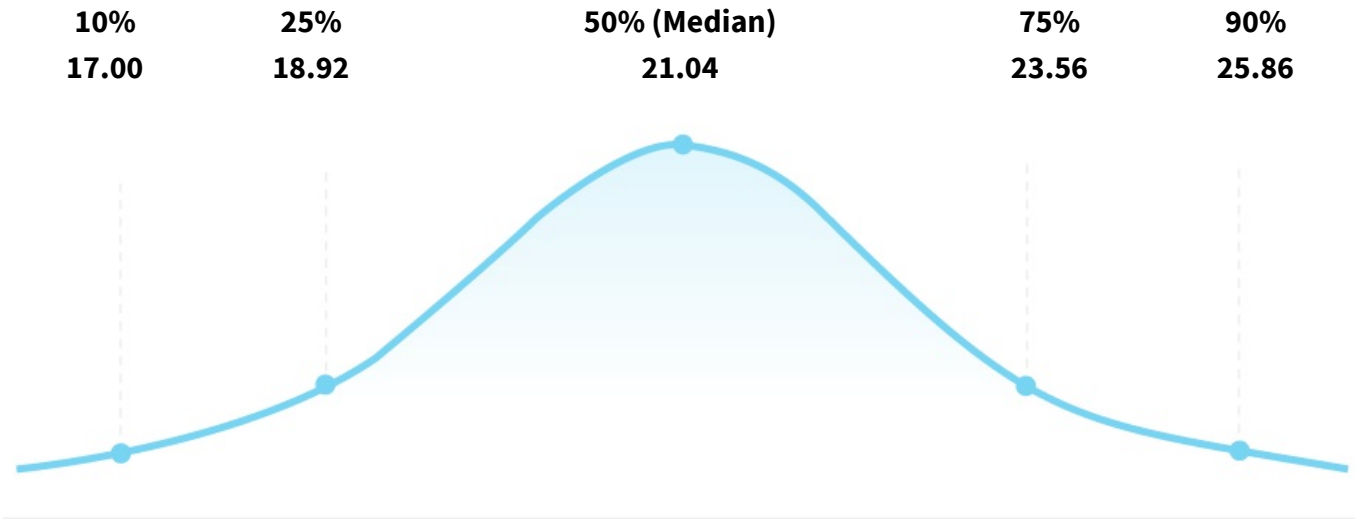
Job Comparison - Base VS TCC



Additional Data HR Generalist Support Coordinator I

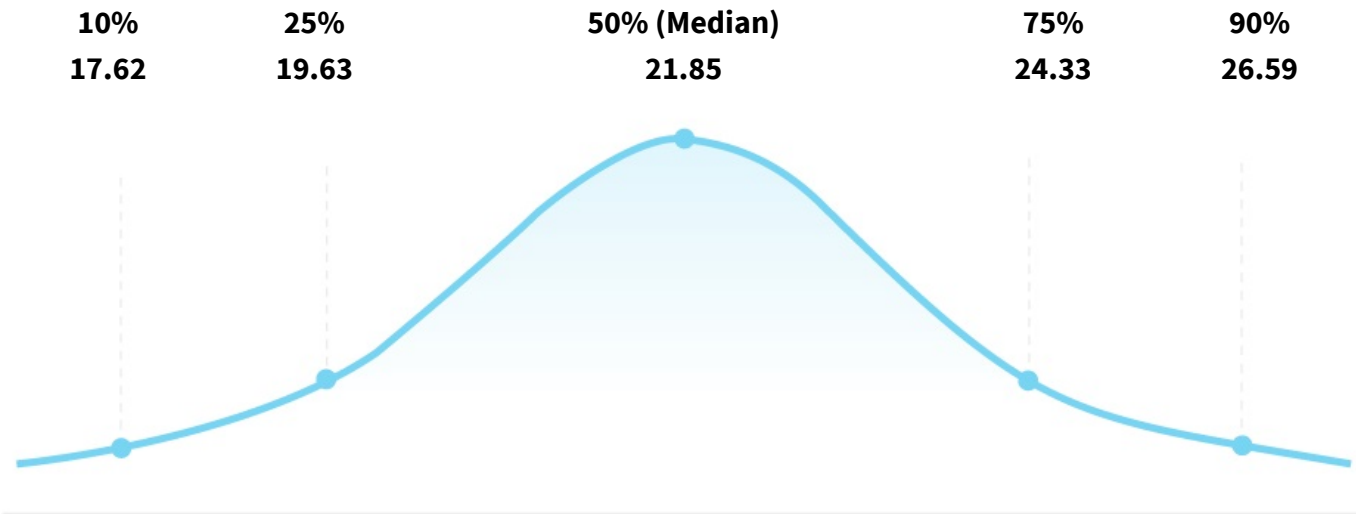
Total Cash Compensation

54902 - Oshkosh,WI (ZIP Code) | All Industries | All FTEs



Total Cash at Target

54902 - Oshkosh,WI (ZIP Code) | All Industries | All FTEs

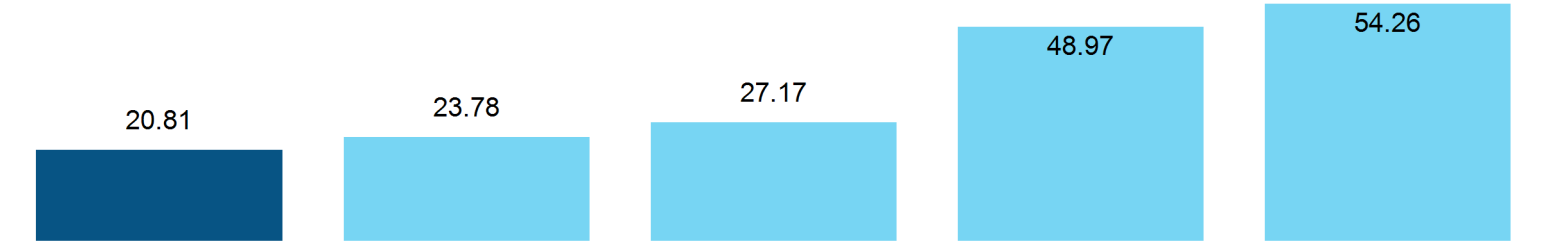


Career Progression Report

• BENCHMARK JOB TITLE

Entry (I)	Intermediate (II)	Senior (III-VI)	Supervisors	Managers
HR Generalist Support Coordinator I	Human Resources Assistant II	Human Resources Assistant III	Human Resources Supervisor	Human Resources Manager

• BASE 50TH (Local)



• YEAR EXPERIENCE

0 - 1	1 - 3	3 - 5	3 - 5	5 +
--------------	-------	-------	-------	-----

• DEGREE

High School	Associate	Associate	Bachelor's	Bachelor's
--------------------	-----------	-----------	------------	------------

• REPORTS TO

Supervisor or Manager	Supervisor or Manager	Supervisor or Manager	Manager	Director
------------------------------	-----------------------	-----------------------	---------	----------

Potential Lateral Jobs HR Generalist Support Coordinator I

JOB	BASE 50TH (Local)	COMPETENCIES	* Show transferable competencies shared with current job
HR Generalist Support Coordinator I (current job) Focus: Human Resources Generalist	21.61	Compensation & Benefits Employee Data Management Employee Relations Employment Authorization Full-Cycle Recruiting HR Policy Administration HR Regulatory Environment & Compliance Onboarding Human Resource Management Systems (HRMS)	
HR Operations Clerk I Focus: HR Operations	21.11	Data Entry-Keyboarding Data Quality * Employee Data Management * HR Policy Administration * HR Regulatory Environment & Compliance Operations Support Human Resource Information Systems (HRIS)	
HRIS Clerk I Focus: HRIS	21.99	* Employee Data Management HR Metrics & Analytics * HR Regulatory Environment & Compliance Human Resource Information Systems (HRIS)	

Legend *

† Analysis based on at least this many orgs/incs that partially match the selected scope.

‡ Analysis based on all orgs /incs adjusted for selected scope.

Displayed as general business information only, not legal advice.

Note: All orgs/incs are at least the number specified.

Salary.com's compensation analysts strictly adhere to professional compensation standards and principles when pricing and analyzing jobs. Refer to the statement on Methodology for more information.

Glossary

Base Pay

The fixed portion of an employee's compensation, which is paid for the fulfillment of their job's essential functions. Base pay does not include differentials, premiums, overtime, benefits, or any pay elements other than the fixed salary.

Total Cash Compensation (TCC)

The combined value of an employee's base pay and their short-term incentive (STI) pay items, including bonuses, incentives, and commissions. Includes data for non-eligible incumbents.

Total Cash at Target

The combined value of an employee's base pay and the target % bonus for those eligible for a bonus.

Bonus Target

Short-term incentive (STI) pay items, including bonuses, incentives, and commissions paid out. Includes data for non-eligible incumbents. Salary.com calculates the Bonus Target by multiplying the displayed base salary by the national bonus target percent established for each position.

Bonus Target %

The bonus target % for those eligible for STIs.

Number of Organizations (often displayed as '# orgs')

The number of participating organizations used to produce pay data in the market data.

Number of Incumbents (often displayed as '# incs')

The count of best-matched individual job holders whose data was used to produce pay data in the market data.

Long-Term Incentives (LTI)

The dollar value of long-term incentives such as restricted stock units and stock options. Salary surveys typically report the LTI value as a percentage of Base Salary. The LTI dollar values shown in CompAnalyst are calculated by multiplying these percentages by the base salary amounts shown on the report. LTI values are based on the actual grant value, except in the case of appreciation-based awards such as Stock Options, which are discounted to present value using Black-Scholes methodology.

LTI Eligibility %

Long-Term Incentive Eligibility indicates the percentage of US incumbents that are eligible to receive a long-term incentive. The eligibility percentage shows how common it is for long term incentives to be provided to a specific position.

Where does the data come from?

The data in these reports represents Salary.com's market price for this job. The source of the data is Salary.com. All pay figures are expressed in local currency unless currency is adjusted in the product. Salary.com's team of compensation consultants establishes the market compensation data based on primary and secondary research, analysis, and a proprietary mathematical model.

In addition to using their own HR-sourced data, Salary.com identifies and purchases the most current compensation surveys covering the targeted jobs. All of the surveys are published by reputable compensation data firms and Salary.com. Crowd-sourced or employee-reported data is **not** used. Salary.com's compensation consultants match the job descriptions to the most comparable jobs (if any) from each available data source. Each job must be matched to multiple survey sources to be published in the Salary.com database. Salary.com compensation consultants create a composite (combined) view for each job and pay market, then adjust the data for any inherent biases in the source data.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

April 16, 2023

Wage Recommendation - District Administrative and HR Coordinator

The accompanying report outlines the wage recommendation for a HR Only coordinator, with no experience, which is what we are asking for.

It is advised the wage to be paid at the 50th percentile for HR Coordinator, \$20.81, the calculate of the recommended wage would be as follows:

- 75% of the scheduled work time would be Admin
- 25% of the scheduled work time would be HR

It is recommend we offer **\$17.56/hr** for this combined role.

President Reiersen and P&HR Committee

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



/ ManawaSchools



/ ManawaSchools