

Port Washington-Saukville School District



Employee Manual
Vision and Mission



2022-2023



Theory of Action

If we focus on **continuous school improvement planning** and we support the focus area by continuing to make **culturally responsive tier 1 instructional practices** a priority while focusing on **data-driven PLC** and grow the capacity of our leaders in the **best practices in coaching** while monitoring students achievement, social, and emotional success, and engaging stakeholders by coaching, providing timely professional development, and ownership of identified priorities, then we will achieve the goal of student success.

Welcome and Thank you!

CONNECTING PEOPLE TO THEIR FULLEST POTENTIAL

Here at PWSSD, it is a fundamental belief, supporting an innovative and creative culture which allows leaders to be vulnerable, courageous and curious brings forward the ability to thrive and succeed. We want to do everything we can to make you feel welcomed to the district. Thank you for choosing us to be part of your next journey.

“We educate all children to reach their greatest potential.”

Why Port Washington-Saukville School District?

PWSSD is built upon a student centered philosophy which builds everyone's ability to be a self-directed learner. Serving about 2,800 students and holding a 98% graduation rate. The district is committed to providing an experience that provides all staff and students the opportunity to succeed and reach their greatest potential through the use of cognitive coaching and adaptive strategies.

Below is a high level review at the work:

- [2022/2023 SCIP Foundation](#)
- [Ready for Rigor Framework](#)
- [Strategic Visionary Plan Results \(2022\)](#)
- [Teacher Effectiveness](#)
- [Academic and Career Planning](#)
- [Adaptive Schools](#)
- [Building Leadership Teams \(BLT\)](#)

BOARD POLICY

Please see the link [here](#) for all Board policies including but not limited too: Administration, Program, Professional Staff, Support Staff, Students, Finances, Property, Operations and Relations.

BYLAWS

Please see the link [here](#) for PWSSD School Board Bylaws including but not limited too: Powers and Philosophy, Functions, Organization, Meetings, Duties and Advocacy.

ADMINISTRATIVE GUIDELINES

Please see the link [here](#) for Administrative Guidelines including but not limited too: Administration, Program, Professional Staff, Support Staff, Students, Finances, Property, Operations and Relations.



This manual is a communication tool viewed as an artifact of the culture we believe at Port Washington-Saukville School District. We care about our staff and students and strive to provide an environment of open dialogue where everyone can feel psychologically safe with a sense of belonging to have courageous conversations and enhance their skillsets and values.

Now let's get the legal out of the way....

This manual has been prepared for informational purposes only. The district asks that all employees reference the board policies and administrative guidelines outlined and linked within this document for final provisions to guidelines and expectations. The provisions set forth in this manual may be altered, modified, changed or eliminated at any time by the School Board with or without notice. This manual supersedes any and all previous manuals given to employees, whether verbal or written.

The district makes every attempt to include staff opinions and voice in every decision needed. There will be times, quick decisions are a necessity based on the nature of that decision. The leadership team will make an educated decision and immediately communicate that decision with the why behind it. We would revisit and discuss decisions as a reflection exercise in order to help us grow as a district moving forward.





Mel Nettesheim

Director of Finance and Human Resources

- Human Resources, Budget, Payroll & Benefits, Food Service, Technology, Recreation, Facilities and Operations.

Brooke Uhlig

Finance and Payroll Coordinator

- Finance, Budget, Salary payroll, benefits (WRS, 403b, 457, life insurance)

Tanya Loose

Payroll Clerk

- Hourly payroll and timesheets, accrued time-off (vacation, personal, sick, etc.), TB assessment information, Employee portal access/instructions

Shelley Bugni

Human Resources Coordinator

- Human Resources, FMLA forms, Benefits (health, dental, vision, STD/LTD)

Carolyn Krechel

Administrative Assistant

- Risk Assessment videos, onboarding materials, AESOP/Frontline assistance

• General Information

- * [Attendance Information](#)
- * [Forms for Staff](#)
- * [FMLA Information and Forms \(All employees\)](#)
- * [Common FAQ's](#)

• Employee groups salary scales, benefits, retirement options, leave, expectations

- * [A: Salaried School-Year](#)
- * [B: Salaried Full-Year \(Administrators\)](#)
- * [C: Hourly School and Full Year](#)
- * [D: Temporary](#)
 - * Substitutes, Educational Assistant (E-0)
 - * Event workers
 - * Student workers
 - * Extracurricular and Extra Pay
- * [E: Non-Coded Hourly and Salary](#)

RECOMMENDED READINGS

The district promotes self growth and reflection. If any of the below readings interest you, please let your immediate supervisor or Human Resources know and a copy will be provided to you.

- Culturally Responsive Teaching & the Brain—Zaretta Hammond
 - * Teaching approach to culturally responsive instruction
- Culturally Proficient Learning Communities—Lindsey, D; Jungwirth, L; Pahl, J; Lindsey, R.
 - * Integrating the four Tools of Cultural Proficiency with the PLC framework
- The Adaptive Schools—Garmston & Wellman
 - * A sourcebook for development collaborative groups
- Cognitive Coaching—Arthur L. Costa & Robert J. Garmston
 - * Integrating the four Tools of Cultural Proficiency with the PLC framework

GROWTH MINDSET

In accordance with the District's core belief to help our team members reach their fullest potential, advance their skillset and values it is important that we spend time together to reflect on the goals not only for the district, but individual professionalism too.

Educator Effectiveness Model

District Goal (PPG): Throughout the 2022-2023 school year, all staff will work collaboratively to provide high quality tier 1 instruction that provides engaging and accessible grade level learning opportunities for all students. All collaborative work will be grounded in meaningful relationships, cultivating a sense of belonging, developing learning partnerships, and an awareness that self care (work/life balance) is a priority for all.

District Goal (SLO): By the end of the 2022-2023 school year, all students will be supported in their social emotional growth and will have made individually appropriate growth and/or progress toward essential grade level standards.

All staff will follow the educator effectiveness model, including administrators who will be evaluated annually through the models provided by Educator Effectiveness.

For an explanation of the model please see the link [here](#).



The 2022/2023 is offering an opportunity to be part of a few different committees. Please see below and follow the instructions on how to sign up if you are interested.

a. HR Sub-Committee

- [Description and Information](#)
- [Sign up here](#)

b. Wellness Committee (per policy and more)

- [Description and Information \(MORE TBD\)](#)
- [Sign up here](#)

c. Vision/Strategic Planning Committees

- [Description and Information](#)
- Sign up by emailing [Julie Dornburg](#)



Port Washington-Saukville School District

EQUAL OPPORTUNITY and CULTURALLY RESPONSIVE

Port Washington-Saukville recruits, employs, trains, compensates and promotes regardless of race, religion, ethnicity, national origin, sex, sexual orientation, disability, age, veteran status, and all the other fascinating characteristics that make us different and/or may be a protected status as required by applicable law. PWSSD conforms to the spirit as well as to the letter of all applicable laws and regulations.