

Willow River ISD #577
Willow River, Minnesota
Emergency Meeting of the Board of Education
Tuesday December 15, 2015 5:30 pm

1. Call to order by Chair Greg Bennett

2. Pledge of Allegiance

3. Roll Call

4. Approve agenda

5. Approve Dean of Students job description. (action)

6. Approve Memorandum of Understanding with WREA creating a K-12 Dean Position. (action)

7. Approve Gregg Campbell as K-12 Dean of Students effective December 15, 2015 to the end of the 2015-2016 school year.(action)

8. Adjournment

Willow River School District

Job Title: Dean of Students

Reports to: Principal/Designee

Date of Board Approval:

Work Year: School Year

DEFINITION

The Dean of Students assists building administrators in the daily functions that are necessary to provide a safe and positive environment for students and staff.

QUALIFICATIONS

Preference given to candidates whose major is in a field related to children or who have previous full-time experience in a position working with children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(per Minnesota Department of Education guidance)

- Monitors student attendance, handles day-to-day discipline functions, refers students to behavioral intervention programs, directs student activities, and oversees extra-curricular events on a limited basis as assigned.
- Serves as a school representative at regional and state events, assists in local and state testing, assists administration and counseling staff with enrollment of new students. Liaison between district and law enforcement.
- Serves as an active member of assigned committees and participates in other district committees as appropriate.
- Contacts parents, arranges and attends conferences, coordinates with administration or counseling staff to assist in student development and needs.
- Works on school projects, initiatives and state reports, as appropriate, and assigned by principal.
- Perform other duties as assigned.

Other Responsibilities:

- May be left in charge of the school in the absence of administrators as long as the duties and limitations cited here are honored.
 - Under no circumstances will the Dean of Students suspend/expel students or perform staff evaluations.
 - Oversight of Faculty and Staff will be limited to immediate needs and daily direction only, expressly following employee contracts.
 - No financial expenditures or authorization of purchases.
 - Contact Principal or Superintendent for activity, events or decisions that goes beyond those listed above.
 - During emergency situations follow protocol from crisis manual.

Memorandum of Understanding between Willow River Education Association and Independent School District 577, Willow River

Whereas, Willow River Education Association is the exclusive representative for the teachers employed by Independent School District 577 (Willow River); and

Whereas, Willow River Education Association and the School District have negotiated a collective bargaining agreement (“Master Agreement”) for the period of July 1, 2015, and June 30, 2017; and

It is hereby agreed that the Willow River Education Association and the School District that the School District will create a K-12 Dean of Students position, to be staffed by a Willow River Education Association member on special assignment. It is agreed upon that the member will receive additional compensation at a daily rate of \$16.76. If the position requires additional hours of service by the member outside the regular teacher work day; the Dean of Students shall be paid at their per diem hourly rate. This memorandum of understanding is for the remainder of the 2015-2016 school year, unless the School Districts terminates the position prior to the end of the year. If the Dean of Students position is terminated prior to the end of the year, the member shall remain employed at a 1.0 FTE in a position determined by the school district.

Willow River Education Association

ISD 577

B. K., Brent Kubis

President / Lead Negotiator

Chair

Date: 12/15/15

Date _____

2015 - 2016
NOTICE OF ASSIGNMENT

TO: Gregg Campbell
FROM: Scott Anderson
Superintendent
Willow River ISD #577

SUBJECT: Notice of Salary and Assignments

1. Your basic assignment for the 2015-2016 school year is:
HS Social Studies to December 15, 2015
Dean of Students to end of 2015-2016 School Year.

BA +10 4

8. Pursuant to the provisions of the Teachers' Master Agreement, your basic salary* for 2015-2016 is:

\$42760

3. In addition, you have been assigned the following extra assignment(s) for 2015-2016 at the rate of compensation listed below.

<u>Assignment</u>	<u>Additional Compensation</u>
Senior Class Advisor	Per Master Agreement
Dean of Students	Per MOU Agreement

Please notify me if there is a mistake on this form. The School District reserves the right to make any modifications or adjustments in these assignments prior to or during the school year.

*In those years where negotiations have not been completed, salary amounts will be adjusted to reflect any changes governed by the master agreement.