

**School District of Mishicot
Notice of Board of Education Meeting
Monday, June 22, 2026
Special Meeting
Elementary School Library
510 Woodlawn Drive
Mishicot, WI 54228
4:00 PM**

Agenda

- 1. Call to Order and Roll Call
- 2. Pledge of Allegiance
- 3. Approve Board Agenda
- 4. Action Items
 - A. Approve Updated Building Principal Job Description 2
 - B. Personnel
 - 1. Resignation
 - a. Justin Gerlach - Middle/High School Principal 6
 - 2. Hiring
 - a. Justin Gerlach - High School Science Teacher 7
- 5. Adjournment

Any person needing special services to address the Board of Education should contact the Board of Education Office at 920-755-4633 to receive help in making arrangements. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.



TITLE: Building Principal

DIRECTLY REPORTS TO: District Administrator

EVALUATION: Performance of this position shall be evaluated annually by the district administrator in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT: Full-time, Year Round

JOB GOALS:

Provide instructional leadership, administrative oversight, and operational management of the assigned school. Establish and communicate a clear school vision and action plan aligned to district goals, student achievement data, Board policies, state and federal requirements, and educational best practices. Foster a safe, positive, and engaging learning environment that promotes student achievement, staff growth, effective school operations, and strong partnerships among students, families, staff, and the community.

QUALIFICATIONS:

- Master’s Degree in Educational Leadership, School Administration, or related field.
- Valid Wisconsin Principal License or eligibility for licensure.
- Minimum of three (3) years of successful teaching experience.
- Training and/or experience in supervision, evaluation, and leadership of staff.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL FUNCTIONS:

Instructional Leadership, Data, and School Improvement

- Provide instructional leadership by establishing, communicating, implementing, and monitoring school improvement goals and instructional initiatives focused on improving student achievement and educational outcomes.
- Use student achievement, attendance, behavior, intervention, and course performance data to identify needs, establish priorities, monitor progress, and lead regular data reviews with staff and district leadership to adjust instruction, intervention, and school improvement efforts.
- Lead school-level curriculum implementation, assessment practices, grading and feedback practices, intervention systems, and continuous improvement efforts in collaboration with district leadership.
- Lead and monitor Professional Learning Community practices to ensure staff collaboration is focused on essential standards, common assessments, student learning data, instructional response, intervention/enrichment, and improved student outcomes.
- Plan and lead staff meetings, professional learning, and collaborative team structures aligned to school improvement goals, district priorities, and student learning needs.

Staff Supervision, Development, and Accountability

- Supervise, evaluate, and support the professional growth of certified and support staff in accordance with district procedures, employee handbooks, individual contracts, Board policy, and applicable law.
- Conduct formal and informal classroom observations and provide timely, actionable feedback to staff.
- Recruit, recommend, supervise, and support personnel within the assigned building.
- Establish, communicate, and monitor clear expectations for staff performance, student supervision, instructional practice, communication, and professional responsibilities.
- Address staff performance concerns directly, timely, and professionally, including documentation and follow-up as appropriate.

Student Support, Climate, and Safety

- Collaborate with assistant principals, counselors, student services staff, and other building and district leaders, where applicable, to ensure a positive, safe, inclusive, and orderly school climate, including effective oversight of student attendance, discipline, behavior, and due process procedures.
- Ensure the school maintains a clear, timely, and documented system of academic and behavioral interventions for students who are not meeting expectations, including monitoring follow-through by staff and adjusting supports based on student progress.
- Collaborate with student services personnel to support learning for all students.
- Lead serious student, staff, parent/guardian, and school safety matters with sound judgment, timely communication, appropriate documentation, and consultation with district administration when needed.

Operations, Compliance, and Resource Management

- Ensure school operations comply with Board policies, administrative procedures, employee handbooks, individual contracts, and applicable state and federal laws.
- Develop and manage the school budget in accordance with district procedures and priorities.
- Coordinate the effective use of personnel, materials, facilities, technology, and other resources to support student learning.
- Maintain accurate student and staff records while ensuring confidentiality and compliance with records retention requirements.
- Coordinate school scheduling, programming, and daily operations.
- Administer assigned district, state, and federal programs, including compliance, reporting, and implementation requirements.
- Collaborate with transportation, maintenance, and food service staff to ensure successful daily operations.
- Collaborate with the summer school administrator to promote a successful summer school program.

Communication, Relationships, and District Leadership

- Serve as a member of the district leadership team and participate in district-wide planning, decision-making, and improvement initiatives.

- Build and maintain positive relationships with students, families, staff, community organizations, and stakeholders.
- Communicate school goals, initiatives, achievements, concerns, and expectations through various communication channels, including newsletters, staff meetings, family communication, and Board reports.
- Prepare reports, presentations, and other documentation as required.
- Remain current with educational research, instructional practices, legal requirements, and professional trends.
- Perform other duties as assigned by the District Administrator.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his/her administrator(s) and/or supervisor(s).

REQUIRED SKILLS, ABILITIES, AND PERFORMANCE REQUIREMENTS:

- Strong instructional leadership and educational program knowledge.
- Knowledge of curriculum development, assessment practices, school improvement processes, and effective intervention systems.
- Ability to analyze data and use information to support decision-making, continuous improvement, and student achievement.
- Ability to lead effective Professional Learning Communities, including the use of collaborative team time, student learning data, common assessments, and intervention/enrichment planning.
- Ability to supervise, evaluate, mentor, and develop staff.
- Ability to establish expectations, monitor implementation, provide feedback, and hold staff accountable.
- Strong interpersonal, communication, conflict resolution, and relationship-building skills.
- Demonstrated leadership, problem-solving, and decision-making abilities.
- Strong organizational, planning, and time management skills.
- Ability to work independently and collaboratively as part of a leadership team.
- Ability to effectively manage multiple priorities and responsibilities simultaneously.
- Knowledge of applicable state and federal laws, regulations, and educational requirements.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Strong technology skills and ability to support technology integration within educational programs.
- Ability to remain calm and make effective decisions in stressful or emergency situations.

All employees, regardless of position, serve as role models for children enrolled in our school district as well as representation of our district as a whole. Therefore, staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling.

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to [25] pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK PARAMETERS

This position must follow standing routines, schedules, and procedures. All duties and responsibilities are to be performed in accordance with the rules, policies and procedures specified by Administration, the Board of Education, school handbooks, and state/federal law. Incumbent must be able to take direction from the supervisor and work cooperatively with students, parents, other staff members, and the general public.

DRUG-FREE WORKPLACE

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the School District of Mishicot.

NON-EXEMPT EMPLOYEE

No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment. No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment.

ROLE MODEL

The employee shall serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. The employee is responsible for helping instill in students the belief in and practice of ethical principles and democratic values.

ADA

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

EMPLOYEE NON-DISCRIMINATION

The Mishicot School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices or on the basis of transgender status, change of sex or gender identity.

RECEIPT OF JOB DESCRIPTION

I hereby acknowledge receipt of my personal copy of the School District of Mishicot Job Description for the position that I hold. I agree to read and carry out the provisions of the description.

I accept responsibility for reading and abiding by the job description. I also accept responsibility for contacting my supervisor or the superintendent if I have questions or need further explanation.

Employee Name

Date

Employee Signature



Mishicot High School & Middle School
660 Washington Street • P.O. Box 280
Mishicot, Wisconsin 54228
Phone: (920) 755-3281
Cell: (920) 629-6271
Email: jgerlach@mishicot.k12.wi.us

Justin Gerlach
High School & Middle School Principal

June 17th, 2026

Mr. Cory Erlandson
Superintendent
School District of Mishicot
660 Washington Street
Mishicot, WI 54228

Re: High School & Middle School Principal

Dear Mr. Erlandson & Board of Education,

Please accept this letter of resignation from my position as High School & Middle School Principal. Thank you for the support and opportunity to serve in this position. The impact of this position is profound to our students, families, staff, and to my own family, which is why I must pursue a new work - home - life balance. I believe in the work that we do here in Mishicot and I am honored to be a part of such an incredible and dedicated school community.

Sincerely,

Justin Gerlach



660 Washington Street • P.O. Box 280
Mishicot, Wisconsin 54228
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cerlandson@mishicot.k12.wi.us

Cory Erlandson – District Administrator

June 18, 2026

Dear Board of Education Members,

I am recommending the hire of Justin Gerlach for a high school science teaching position beginning with the 2026-27 school year.

Justin has served the School District of Mishicot as Middle/High School Principal and has demonstrated a strong commitment to students, staff, and the district. His background in science education, instructional knowledge, and care for students make him well-suited to return to the classroom in this role.

I recommend approval of Justin Gerlach as a high school science teacher for the 2026-27 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Cory Erlandson", written in a cursive style.

Cory Erlandson
Superintendent

