

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Join with Google Meet

meet.google.com/hfn-xkmv-vyp

Join by phone

(US) +1 318-373-3921 PIN: 646 405 642#

Date: April 14, 2021 _____

Time: 6:00 p.m.

Virtual Meeting

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance:

Timer: _____ **Recorder:** _____

1. Consider Endorsement of Revised Job Descriptions as Presented (Information / Action)
 - a. Guidance/Athletic & Activities/District Administrative Clerical Support
 - b. Library Paraprofessional
2. Consider Endorsement of the Revised 2021-22 School Year Calendar as Presented (Information / Action)
3. Consider Endorsement of Waupaca County Shared Social Worker Position for the 2021-22 School Year as Presented (Information / Action)
4. Consider Endorsement of the Eighth Grade Recognition Proposal as Presented (Information / Action)
5. Consider Endorsement of the Spring Choir Concert Proposal as Presented (Information / Action)
6. Consider Endorsement of the Spring Instrumental Concert Proposal as Presented (Information / Action)
7. Consider Endorsement of the Senior Walk/Breakfast Proposal as Presented (Information / Action)
8. Consider Endorsement of the LWHS Graduation Ceremony Proposal as Presented (Information / Action)
9. Consider Endorsement of a HS Student Job Shadow Proposal as Presented (Information / Action)
10. Consider Endorsement of the Spring Sports Recommendations Update as Presented (Information / Action)
11. Consider Endorsement of Pilot Paraprofessional Evaluation Rubric as Presented (Information / Action)
12. Policy & Human Resources Committee Planning Guide (Information)
13. Set Next Meeting Date: _____
14. Next Meeting Items:
 - a. Begin SY2021-22 Handbook Updates
 - b.
15. Adjourn



SCHOOL DISTRICT OF MANAWA

Job Description

GUIDANCE ADMINISTRATIVE ASSISTANT ATHLETIC & ACTIVITIES CLERICAL SUPPORT DISTRICT ADMINISTRATIVE CLERICAL SUPPORT

QUALIFICATIONS:

1. High School Diploma
2. Above average technology use skills
3. Knowledge of student information system
4. Exemplary interpersonal and intrapersonal skills
5. Positive and effective verbal and written communication skills (including telephone manners)
6. Ability to maintain confidentiality
7. Hold a valid driver's license
8. Ability to read and interpret a variety of documents, spreadsheets, and data files
9. Ability to handle multiple tasks and prioritize responsibilities independently
10. Ability to operate office equipment

JOB GOALS:

1. To assist the School Counselor in the daily operations of the guidance office.
2. To complete reporting for the Board of Education and the State of Wisconsin as assigned by the District Administrator.
3. To assist the Athletic & Activities Director in general office activities.

REPORTS TO:

Building Principal, District Administrator, Athletic & Activities Director

EVALUATED BY:

Building Principal with input from the District Administrator and Athletic/Activities Director

TERMS OF EMPLOYMENT:

12-month position - 28.75 hours per week or hours as assigned; Salary and benefits as determined by the Board of Education and Employee Handbook

PERFORMANCE RESPONSIBILITIES:

- Maintains confidentiality to the School District of Manawa
 - Promotes a positive image of the District at all times
1. Guidance Administrative Assistant
 - Prepare correspondence and reports, receive visitors, take telephone calls for the guidance office.
 - Update and create forms for guidance.
 - Follow up on requested records for students.
 - Print, date, stamp and emboss student transcripts with seal.
 - Mail transcripts and requested information to post-secondary institutions or prospective employers.

- Enter grades/credits for transferring students for Little Wolf High School and Manawa Middle School.
 - Create transcripts for new students who enter the district.
 - Update special education transcripts history so that exceptions relating to graduation requirements identified in the student's IEP are correct on the transcript.
 - Update data and make corrections in the student information system throughout the year.
 - Create new courses/sections for special circumstances in the student information system. (e.g. Start College Now, Early College Credit Program, PLATO).
 - Enter credit recovery course and driver education classroom summer school grades.
 - Run graduation requirement report.
 - Update, post to the district website, and print (on a limited basis when needed) the course of study guide once it is Board of Education approved.
 - Maintain and update all scholarship information on the District webpage and inform students via email.
 - Assist school counselor with getting Start College now applications for students.
 - Update and mail requested courses to colleges, and order necessary books and materials.
 - Enter Early College Credit Program grades.
 - Complete job-related training as needed.
 - Compile and input ACT test scores into the student information system.
 - Proctor testing as needed following required training.
 - Organize Senior Awards Night. Communicate with contributors for verification of scholarships. Print scholarship certificates, programs, and winners' list.
 - Compile information for high school awards (CWC, Presidents, ect.) and print award certificates.
 - Prepare and copy graduation inserts.
 - Print 8th grade recognition certificates and awards.
 - Assist with the calculation of Laude Points for seniors using GPA/Rank for principal approval.
 - Enter ACT scores into the student information system as they are to appear on the student transcript.
 - Assist in the maintenance of student cumulative files.
 - Assist with roll-over Skyward course/curriculum master.
 - Perform other duties as assigned.
2. Reporting (All reports are sent to one or more of the administrators for data accuracy and approval to submit the report.)
- Add/delete/maintain student enrollment system data and assign student WISEid as required.
 - Maintain enrollment numbers and prepare a monthly Board of Education enrollment report.
 - Complete CTEERS reports.
 - Prepare and file WISEdata: (Third Friday Count, Oct. 1, Discipline, Roster, Attendance, and Year-End.).
 - Create custom reports using the student management system tools.
 - Generate September Third-Friday PI 1563 Pupil Count.
 - Generate January Second-Friday Membership Report PI 1563 Pupil Count.
 - Process Open Enrollment Reporting as needed February through June.
 - Complete Open Enrollment Verifications in October and February.

- Process Tuition Waivers and Alternative Applications to the District.
- Complete Home-based Education Reporting (HOMER) updates to school counselors.
- Enter the Summer School Report using data provided by the summer school coordinators.
- Upload Annual Reporting data to include enrollment, attendance, and the school year calendar based on the “snapshot” data.
- Complete the Transportation Report due in July.
- Process the annual CRCD Federal Reporting of Financial Expenses and Wages using data provided by the Payroll/Accounts Payable Clerk.
- Complete the annual CRDC report regarding bullying and harassment.
- Check WISEdata daily and report warnings and errors with staff when information needs to be added/changed/verified.
- Submit CTE follow-up report in March-April.
- Attend the weekly webinar hosted by DPI for updates on WISEdata.

3. Athletic and Activities Clerical Support

- Assist Athletic/Activities Director in routine office functions to include, but not limited to: email communications, telephone communications, materials preparation, and the like.
- Assist with student emergency contact records maintenance for participation in co-curricular activities.
- Assist in updating the Code of Conduct, Coaches Handbook, and other related official district documents.
- Update and create forms for the guidance and athletic departments as needed.
- Work with the Athletic Director with the scheduling of officials and event workers and arranging transportation for the SDM athletic teams. Records must be entered into RSchool.
- Track student eligibility for co-curricular activities in a spreadsheet format.
- Maintain physical documentation that must be entered into Skyward and send parent reminders when student physicals are due.
- Prepare and duplicate programs, handouts, and other communication materials.
- Telephone referees for the coming week as a reminder and confirm they will be present.
- Assist in scheduling/maintaining the gym use/athletic complex calendar.
- Coordinate related services such as concessions, custodial support, etc. as needed for the success of scheduled events.
- Assist in filing incident reports for injured students or with the Business Manager for personnel injuries.
- Assist A.D. to plan, organize, and prepare materials for District student-athlete registration and physical documentation.
- Assist A.D. in preparing for coach orientation meetings.
- Assist with athletic fees collection and recordkeeping.
- Assist in sending out eligibility letters under direction of A.D.
- Generate athletic requisitions as needed for supplies.
- Other duties as assigned by the Activities Director.

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.



SCHOOL DISTRICT OF MANAWA

Job Description

LIBRARY PARAPROFESSIONAL

QUALIFICATIONS:

1. High School Diploma and ability to meet Title I School-wide Highly Qualified standards
2. Ability to assist with supervising the district's diverse youth population
3. Ability to understand and apply technology applications
4. Ability to and knowledge of proper lifting techniques for heavy objects

JOB GOALS:

1. Ensure that all students have access to learning resource materials.
2. Support students in learning optimally.

REPORTS TO:

Building Principals

EVALUATED BY:

Building Principals

TERMS OF EMPLOYMENT:

9-month part-time position - 28.75 hours/week

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.
- Understands the developmentally appropriate strategies to address the social-emotional learning needs of all learners.
- Utilizes positive reinforcement to monitor student behavior, refine skills, and build positive and healthy student relationships.
- Communicates clearly with students, staff, administration and community members.
- Follows library policies and procedures, especially as related to checking out items, and collecting fines and fees.
- Promotes and represents the library positively to staff, parents, and students under the direction of the Library/Media Specialist.
- Works well independently and as part of a team.
- Interacts positively with staff and students to clearly understand their information needs.
- Works with and assists with instruction of staff and students on computer applications such as:
 - Electronic catalog circulation program (Follett Destiny)
 - Google Apps for Education
 - Microsoft Office

- Regular duties include:
 - Staff the library when the librarian is at the other building library.
 - Monitor student behavior in the library.
 - Assist students and staff in locating and using materials in the library media center by answering questions, gathering materials, and operating AV equipment.
 - Assist with instruction of staff and students regarding use of technology and library materials.
 - Assist library users to become proficient in using available online resources.
 - Encourage students and staff in using the library through supporting a range of library based activities.
 - Check books and other library materials in and out; shelve materials.
 - Pull books and other resources requested by staff for classroom use. Check-out and deliver requested materials to staff.
 - Process incoming periodicals and display for check-out.
 - Generate and deliver notices for overdue books and lost book fees.
 - Perform a variety of clerical duties, including processing and maintaining library media; entering records and files; maintain schedules for use of Chromebooks and library media center; and assemble packets and materials for students.
 - Organize resources for special library programs, such as maker spaces or monthly promotions.
 - Assist in conducting periodic inventories of book collection, materials, software and equipment as assigned; participate in ordering and maintaining supplies and equipment; store and discard materials according to standard procedures.
 - Assist librarian in maintaining physical appearance of the library; pick up litter and straighten chairs. Set up displays; create bulletin boards.
 - Repair materials in need of mending, binding, repairing. If beyond repair, discuss possible weeding and disposal of materials with the librarian.
 - Oversee use of photocopying/printing equipment.

- Performs related work as required.

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School District of Manawa 2021-2022 Calendar



JULY '21						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Contracted Teacher Floating Wk Days
New Curriculum Floating Wk Day

July 2 Independence Day Observed

AUGUST '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 25 New Teacher Orientation
Aug 26, 30 Teacher In-Service
Aug 31 All District Staff In-Service

Aug 31 Back to School Night 3:30-6:30

SEPTEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 1 First Day of School - Full Day
Sept 6 No School

21 student days

OCTOBER '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 28 Half Day & P/T Conf 12:30-7:30
Oct 29 No School

19.5 student days

NOVEMBER '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 24 Half Day
Nov 25-26 No School

19.5 student days
Nov 5 First Quarter ends (45.5 days)

DECEMBER '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 23-31 No School

16 student days

JANUARY '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 24 No School
Jan 24 Teacher In-Service/Records Day

20 student days
Jan 21 Second Quarter ends (45.5 days)

FEBRUARY '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 3 & 10 P/T Conf 3:30 - 7:30
Feb 21 No School
Feb 21 Teacher In-Service

19 student days

MARCH '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 7-11 No School

18 student days

APRIL '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Apr 15 No School
Apr 18 No School / 1st Make-Up Day

19 student days
Apr 1 Third Quarter ends (43 days)

MAY '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 28 Commencement
May 30 No School

21 student days

JUNE '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 1 Full Day
June 3 Last Day of School - Full Day
June 3 Teacher After School Records
June 6, 7, 8 Make-up Days or Add Minutes
4th Quarter 42 days

Wednesdays - 1 Hour Early Dismissal for Professional Development (marked in green)

176 Student Days

Pending BOE Approval 4/26/2021



School District of Manawa

To: Manawa Board of Education
From: Dr. Melanie J. Oppor
Date: April 13, 2021
Re: Onsite Social Worker

The purpose of this memo is to propose a partnership between the Waupaca County Department of Health and Human Services and the following partner districts: Iola-Scandinavia School District, Weyauwega/Fremont School District, Marion School District, and the School District of Manawa to share a 1.0 FTE social worker at an estimated cost of \$75,000 or about \$15,000 per member. The social worker would be onsite one day per week in the School District of Manawa. It is proposed that ESSER funds be used to pay for this position in the short term. An onsite social worker would provide social/emotional supports to students and their families. Additionally, the social worker would be the SDM/Waupaca County Department of Health and Human Services liaison for accessing additional wrap around services. The details of this collaboration will be forthcoming over the next several months. Please do not hesitate to contact me should questions arise. Thank you for your thoughtful consideration.

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

To: Dr. Melanie Oppor, Policy and Human Resources Committee
From: Dan Wolfgram
Date: 4/8/2021
Re: 8th-Grade Recognition Proposal

The purpose of this memo is to provide information and recommendations regarding the 8th-Grade Recognition. The event is scheduled for Thursday, June 3, 2021 at 2:00 p.m.

The guiding principles that shape this recommendation include:

1. Providing for the safety of our students, parents, and staff.
2. Limiting total exposure via a reduced capacity of attendees.

Background information: The Little Wolf High School Commons will hold a maximum capacity of 400 patrons, not including the stage. Due to the COVID-19 pandemic, the recommendation from the Waupaca County Department of Health is not to exceed 25% of capacity. Overall attendance shall not exceed a maximum capacity while still maintaining social distance for individuals and/or family groups. This would equate to approximately 100 patrons, not including the senior recognition attendees.

Attendee Logistical Information:

- Guests will utilize the Fitness Center Entrance.
- Students will be seated and socially distanced.
- Families will be seated in household pods.
- 2 guest tickets will be allotted per 8th-grader.
- Families will be excused once the event has concluded via tables and family pods.

Additional Considerations:

- All DHS COVID-19 recommendations pertaining to social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread.
- Commons doors to the outside will be propped open for the exchange of fresh air (weather permitting).
- This event will be live-streamed (free) so those who cannot attend in person will be able to watch via the School District of Manawa YouTube Channel.

Maximum Potential Attendees:

39 students

39 students x 2 guest tickets = 78

6 Staff: Dr. Melanie Oppor, Dan Wolfgram, Meria Wright, Brad Johnson, Tracy Breaker, Nate Ziemer, Dawn Millard

Maximum Potential Attendees: 123 persons

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School District of Manawa

To: Dr. Melanie Oppor, Policy and Human Resources Committee
From: Dan Wolfgram
Date: 4/8/2021
Re: Choir In-Person Performances with Limited Audience - Sunday, May 16

The purpose of this memo is to provide information and recommendations regarding in-person audience attendance at three (3) live musical performances. The performances would occur Sunday, May 16, 2021, for three (3) academic courses, 6th-choir, 7th and 8th grade combined choir, and high school choir.

The guiding principles that shape this recommendation include:

1. Providing for the safety of our student performers and directors.
2. Limiting total exposure via a reduced capacity of the audience.
3. Maintaining mitigation strategies that enable students to continue with in-person academic instruction.

Background information: The Little Wolf High School Commons will hold a maximum capacity of 400 patrons. Due to the COVID-19 pandemic, the recommendation from the Waupaca County Department of Health is not to exceed 25% of capacity. Overall attendance shall not exceed a maximum capacity while still maintaining a minimum of 6-ft. separation spacing for individuals and/or family groups). This would equate to 100 patrons.

Three academic performances, each 20 to 30 minutes in duration, spaced an hour apart to provide 30 minutes for proper sanitization protocol prior to the doors opening for the following concert.

- 6th Grade - 2 pm
- 7th & 8th Grade Combined - 3 pm
- High School - 4 pm

Tickets

- Indoor events - (concerts, plays, and musicals) Taking into account the number of students and directors results in each performer 2 tickets to distribute. The student or director may distribute their tickets to family members or SDM students. A single parent may bring a child using the available ticket, comply with the face-covering requirement, and remain seated in the family group. Attendees who live in the same household will be seated side by side.
- 10 individuals from the SDM will be allowed to attend. These individuals can consist of staff members, administrators, or Board members. *(It is expected that staff members from that pool will be available for any assistance associated with concert management.)*

Potential Maximum Persons:

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School District of Manawa

- HS Choir Concert: 20 singers + 40 guests + 1 Director, + 10 SDM staff = 71 Total persons
- 6th grade Choir: 23 singers + 46 guests + 1 Director + 10 SDM staff = 80 Total persons
- 7th and 8th Grade Choir: 53 singers + 106 guests + 1 Director + 10 SDM staff = 170 Total persons

Additional Considerations:

- All DHS COVID-19 recommendations on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread.
- The concerts will be live-streamed via the District's Youtube Channel, for those who are unable to attend.
- The concert will be voluntary for students in the synchronous learning platform and will be graded on their virtual submission to the instructor. An alternative assignment will be provided upon meeting with the director if they choose not to attend the performance due to safety concerns.
- There will be no concessions sold and carry-ins will not be allowed.
- Doors will open fifteen minutes prior to each concert start time. Audience members will be escorted to pre-assigned seats which will be socially distanced.
- All persons regardless of age will need to have an issued ticket and check-in at the entrance to the commons.
- All students on stage will be masked and socially distanced.
- Singers will enter, exit, and perform separated by cohort group. (Soprano, Alto, Tenor, Bass).
- Audience members will not be allowed into the performance venue until 15 minutes before the start of the performance. Family members and students will not be allowed to mingle after the concert.

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School District of Manawa

To: Dr. Melanie Oppor, Policy and Human Resources Committee
From: Dan Wolfgram
Date: 4/8/2021
Re: Instrumental In-Person Performances with Limited Audience - Sunday, May 23

The purpose of this memo is to provide information and recommendations regarding in-person audience attendance at three (3) live musical performances. The performances would occur Sunday, May 23, 2021, for three (3) academic courses, 6th-grade band, 7th and 8th grade combined band, and high school band.

The guiding principles that shape this recommendation include:

1. Providing for the safety of our student performers and directors.
2. Limiting total exposure via a reduced capacity of the audience.
3. Instituting mitigation strategies that enable students to continue with in-person academic instruction.

Background information: The Little Wolf High School Commons will hold a maximum capacity of 400 patrons. Due to the COVID-19 pandemic, the recommendation from the Waupaca County Department of Health is not to exceed 25% of capacity. Overall attendance shall not exceed a maximum capacity while still maintaining a minimum of 6-ft. separation spacing for individuals and/or family groups). This would equate to 100 patrons.

Three academic performances, each 20 to 30 minutes in duration, spaced an hour apart to provide 30 minutes for proper sanitization protocol prior to the doors opening for the following concert.

- 6th Grade - 2 pm
- 7th & 8th Grade Combined - 3 pm
- High School - 4 pm

Tickets

- Indoor events - (concerts, plays, and musicals) Taking into account the number of students and directors results in each performer 2 tickets to distribute. The student or director may distribute their tickets to family members or SDM students. A single parent may bring a child using the available ticket, comply with the face-covering requirement, and remain seated in the family group. Attendees who live in the same household will be seated side by side.
- 10 individuals from the SDM will be allowed to attend. These individuals can consist of staff members, administrators, or Board members. *(It is expected that staff members from that pool will be available for any assistance associated with concert management.)*

Potential Maximum Persons:

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School District of Manawa

- HS Band Concert: 30 instrumentalists + 60 guests + 1 Director, + 10 SDM staff = 101 Total persons
- 6th grade Band: 26 instrumentalists + 52 guests + 1 Director + 10 SDM staff = 89 Total persons
- 7th and 8th Grade Band: 36 instrumentalists + 72 guests + 1 Director + 10 SDM staff = 119 Total persons

Additional Considerations:

- All Board approved COVID-19 recommendations on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread.
- The concerts will be live-streamed via the District's Youtube Channel, for those who are unable to attend.
- The concert will be voluntary for students in the synchronous learning platform and will be graded on their virtual submission to the instructor.
- There will be no concessions sold and carry-ins will not be allowed.
- Doors will open fifteen minutes prior to each concert start time. Audience members will be escorted to pre-assigned seats which will be socially distanced.
- All persons regardless of age will need to have an issued ticket and check-in at the entrance to the commons.
- All students on stage will be masked and socially distanced.
- Instrumentalists will have bell covers on all wind instruments.
- Instrumentalists will enter, exit, and perform separated by cohort group. (woodwinds, brass, percussion).
- Audience members will not be allowed into the performance venue until 15 minutes before the start of the performance. Family members and students will not be allowed to mingle after the concert.

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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

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School District of Manawa

To: Dr. Melanie Oppor, Policy and Human Resources Committee
From: Dan Wolfgram
Date: 4/8/2021
Re: Senior Walk / Breakfast Proposal Friday, May 28

The purpose of this memo is to provide information and recommendations regarding the annual Senior Breakfast and Senior Walk.

The guiding principles that shape this recommendation include:

1. Providing for the safety of our students and staff.
2. Instituting Board of Education approved mitigation strategies that enable students to continue with in-person academic instruction.

Background information: For the past 5 years with the exception of 2020 due to Covid-19, the Little Wolf High School staff has cooked a farewell breakfast followed by graduation rehearsal and then the "Senior Walk". The Senior Walk began as a tradition to return to both Manawa Elementary School and St. Paul's to walk the halls and celebrate their accomplishment of graduating from high school. The parade of students, dressed in their graduation robes, would be led by the marching band as the school fight song is performed. This year's date is slated for Friday, May 28th. 62 seniors are slated to graduate on Saturday, May 29th.

Mitigation Strategies:

- Location - Little Wolf High School Commons. (7:30 - 8:30) Students would be seated at tables and be socially distanced while eating breakfast.
- Masking - All Board of Education approved COVID-19 recommendations pertaining to social distancing and masking will be adhered to.
- Following the graduation rehearsal, the Little Wolf High School Commons would serve as the staging area for the HS parade. (approximately 10:30 a.m.)
- Immediately following the HS parade, students would gather outside the Manawa Elementary School (MES) to organize. Seniors would parade around the exterior of the building on a designated route.
- MES students would be socially distanced, and would not make any physical contact such as "High-5's". (approximately 10:45)

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Students choosing to excel; realizing their strengths.

Little Wolf High School - 2021 Graduation Plan

Expected Overall Outcomes

- Graduation Date: Saturday, May 29, 2021, 11:00 AM
- Rain Date: Sunday, May 30, 2021, 1:00 PM
- Location: Football Field (MAC)
- 2-Day Rain Contingency Plan Sunday, May 30th, 1:00 p.m. Little Wolf High School Gymnasium.

The guiding principles that shape this recommendation include:

- Providing for the safety of our students, parents, community, and staff.
- Limiting total exposure via a reduced capacity of the audience.

Anticipated Attendance Breakdown:

- 62 senior students.
- 372 guests (6 guests x 62 graduates).
- 50 staff including Manawa Administration and Board of Education.
- No band and choir - Prerecorded processional, featured selections, and recessional.
- 2 Network photographers.

486 Maximum Total Attendees

Seating Arrangements:

- Graduates would occupy the bleacher seating and be socially distanced.
- Each graduate will be allocated 6 guest wrist-tickets.
- 8x8 quadrants will be marked on the field to indicate specific household pods for social distancing purposes. All families will be expected to furnish their own lawn chairs for seating.
- ADA accessible seating will be available on the track. Requests for handicapped seating need to be reserved on or before May 24 by contacting the school office.
- Staff, School Board, and Administration will be seated on the track and socially distanced.

The graduation ceremony will be live-streamed on the Manawa YouTube channel for those unable to attend in-person. <https://bit.ly/SdmYouTube>

General Expectations for Students, Staff, and Guests:

- In advance of the event, senior families will be provided a copy of the Daily COVID-19 Screening Form and asked to abide by the Board of Education approved guidelines.
- All Board of Education COVID-19 requirements on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Once a family is stationary in their assigned household pod, masks may be removed. If at any time movement occurs outside of the household pod masks must be worn. Anyone unable to wear a mask per the guidelines will not be permitted to attend this event.
- Guests should utilize the high school parking lot located on the west end of the facility.
- All families will be expected to furnish their own lawn chairs for seating.
- Wristbands for admission will be mailed to families (maximum of 6) prior to the event based on need, ADA accessibility, and limited mobility needs. No wristband, no admission. Infants and toddlers (children under the age of 3) do not require a wristband and must stay within the family unit/household pod.
- Families will check-in at the entrance/ticket booth to the football field with the name of the graduate and their limit of 6 persons.
- Bathrooms will be accessible to the public. Door (H9) will serve as the access point to the high school and the locker rooms will be accessible for bathroom use.

Graduation Ceremony Procedures:

- Students would be lined up in 6-ft distancing increments for the processional on the ramp leading to the (MAC).
- Graduates will be seated and socially distanced on the bleachers.
- Speeches will be delivered live.
- Diploma Dispersal: When the name of the graduate is called, the graduate will go to the stage and receive the diploma jacket cover. Only one person will be allowed on stage at a time. Diplomas will be picked up by the students after the ceremony in the commons. No handshakes will occur between any school officials and graduates.
- Post Ceremony: Students will be admitted into the Commons one at a time following the ceremony to receive their official diploma, senior video, and return any borrowed stoles.

Inclement Weather Shelter Plan:

In the event that a weather event occurs where attendees need to take shelter, the Little Wolf High School basement would be utilized.

Outdoor guests would proceed to Door H9 located on the south exposure of the building and proceed to the basement first occupying the wrestling room, the former weight room, team locker/shower rooms, and downstairs hallways.

2-Day Rain Contingency Plan:

In the event that the weather forecast for the weekend is a 2-day rain event, and graduation cannot be held outside, the Little Wolf High School gymnasium would be the utilized venue under the following conditions. The decision of pivoting to this indoor event will be announced by 7:00 p.m. Friday, May 28.

- 62 senior students
- 124 guests (2 guests x 62 graduates)
- 3 staff: District Administrator Dr. Melanie Oppor, High School Principal Dan Wolfgram, Board President
- No band or choir; use of pre-recorded selections
- 2 Network photographers

191 Maximum Total Attendees (Reduced Capacity)

The graduation ceremony will be live-streamed on the Manawa YouTube channel for those unable to attend in-person. <https://bit.ly/SdmYouTube>

Seating Arrangements:

- Guests would be seated on the floor and in the bleachers and be socially distanced.
- Graduates would occupy floor seating and be socially distanced.
- School officials will be seated on the stage and be socially distanced.

General Expectations for Students, Staff, and Guests:

- In advance of the event, senior families will be provided a copy of the Daily COVID-19 Screening Form and asked to abide by the Board of Education approved guidelines.
- All Board of Education COVID-19 requirements on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unable to wear a mask per the guidelines will not be permitted to attend this event.
- Wristbands for admission will be mailed to families prior to the event based on need, ADA accessibility, and limited mobility needs. No wristband, no admission. Infants and toddlers (Children under the age of 3) do not require a wristband and need to remain seated in the household pod.
- Guests should utilize the high school parking lot located on the west end of the facility.
- Guests should utilize and check-in at the Fitness Center Entrance to the school with the name of the graduate.
- Bathrooms will be accessible to the public.

Graduation Ceremony Procedures:

- Students would be lined up in 6-ft distancing increments for the processional.
- Speeches will be delivered live.
- Diploma Dispersal: When the name of the graduate is called, the graduate will go to the

stage and receive the diploma jacket cover. Only one person will be allowed on stage at a time. Diplomas will be picked up by the students after the ceremony in the commons. No handshakes will occur between any school officials and graduates.

- Post Ceremony: Students will be admitted into the Commons one at a time following the ceremony to receive their official diploma, senior video, and return any borrowed stoles.

Inclement Weather Shelter Plan:

In the event that a weather event occurs where attendees need to take shelter, the Little Wolf High School basement would be utilized.

Guests would proceed to the stairwells located at the east end of the gymnasium and proceed to the basement first occupying the wrestling room, the former weight room, team locker/shower rooms, and downstairs hallways.



School District of Manawa

To: Dr. Melanie Oppor, Policy and Human Resources Committee
From: Janine Connolly, LWHS Counselor
Date: 4/9/2021
Re: High School Job Shadow Proposal for 4K

The purpose of this memo is to request approval for one high school student to do a job shadow with Mrs. Abbey in 4K one day per week for 30 minutes for the remainder of the 2020-2021 school year. This visit will take place on Mondays from approximately 12:00 pm-12:30 pm during the high school student's lunchtime. The parents of the high school student must approve this job shadow arrangement in writing.

Background information: In previous years, prior to the Covid-19 pandemic, high school students would do job shadowing with elementary or 4K teachers as part of their Academic and Career Planning process. This shadowing helped the high school students make decisions about future career paths in education.

Rationale for Visit: Many high school students, especially juniors and seniors, are in the process of completing their Academic and Career Plans. Job shadowing is a vital part of this process. Some students are interested in pursuing careers in elementary or early childhood education. Observing and assisting teachers is an excellent way for students to gain knowledge and experience in this career field. Parent approval is gained and high school students sign out of the high school and into the elementary school for their visits. Additionally, high school students walk or provide their own transportation for these visits. A meeting with the student, cooperating elementary teacher, and high school counselor takes place prior to the visits to discuss and agree on expectations.

Logistical Information:

- High school student will sign out of the high school office and sign in and out of the elementary office.
- High school student will wear a mask at all times and employ all other mitigation strategies as requested by the teacher.
- High school student will go directly to the assigned classroom to maintain the cohort integrity.
- High school student will contact their cooperating teacher if he or she cannot attend a visit.
- High school student will complete the COVID-19 Daily Screening form prior to each visit.
- High school student will not participate in their weekly visit if he or she feels ill.

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School District of Manawa

To: Dr. Melanie Oppor; Policy and Human Resources Committee
From: Dawn Millard - Dan Wolfgram
Date: 4/8/2021
Re: Spring Sports Covid-19 Recommendations Update

The purpose of this memo is to provide information and recommendations regarding spring sports for the 2020-2021 school year. This recommendation includes HS and MS Track, Boys Baseball, Girls Softball, and Golf.

New updates appear in RED.

The guiding principles that shape this recommendation include:

1. Providing for the safety of our student-athletes, coaches, and officials.
2. Instituting mitigation strategies that enable students to continue with in-person academic instruction.

Background information: Boys Baseball and Girls Softball utilize Lindsey Park in the City of Manawa for its events, while the Manawa Athletic Complex (MAC) is used for track practice and home track meets. Golf uses Cedar Springs for practice and home events.

Masking:

- All WIAA and DHS COVID-19 recommendations pertaining to social distancing and masking will be adhered to.
- Baseball/Softball - Coaches and student-athletes must wear a mask when they cannot socially distance themselves. Masks will be worn in the dugout.
- Golf - Coaches and student-athletes must wear a mask when they cannot socially distance themselves.
- Track - Coaches and student-athletes must wear a mask when they cannot socially distance themselves. Competitors may remove their mask at the start of a running event and should replace the mask at the conclusion of the race if they are not socially distanced.
- If practices are moved inside due to weather, masks will be worn at all times.
- Due to the nature of spring sports being in an outdoor venue, fans will be asked to wear a mask and socially distance while in the bleachers or watching competition along the fence line. Household pods will be allowed to sit together but should socially distance from other fans/household pods. Household pods/fans will be allowed to remove their mask if staying stationary and socially distanced by at least 6 feet.

Additional Considerations:

- Students will not participate in practice or competition if they are feeling ill.
- Coaches will maintain accurate attendance of all student-athletes for practice and games.
- ~~There will be no concessions sold.~~
- **Concessions will be available with the following mitigation strategies in place:**
 1. **All food and drink available will be pre-packaged.**
 2. **The prices of the concessions will be rounded to the nearest whole dollar to avoid handling of change.**
 3. **Workers will be masked at all times and wear protective gloves.**
 4. **Signage reinforcing appropriate social distancing/spacing while waiting to be served will be posted.**
 5. **Hand sanitizer for patrons and event workers will be visible and available at the concession stand.**
- Sanitization of equipment between users will be embedded when equipment is shared.
- Each athlete will be required to have their own hydration/water bottle.

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- Dugouts will not be used for practice and athletes will be socially distanced. During games, softball and baseball players will wear masks when in the dugout.
- At the completion of the competition, students will not shake hands with opposing players.

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Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 4/13/21
Re: Paraprofessional Evaluation Rubric Pilot

The evaluation tool that has been used to give feedback to paraprofessionals is not effective. The tool does not make it clear which skills the evaluator is expecting during the individual's daily performance.

I am proposing that I pilot the use of an evaluation rubric for paraprofessionals at MES. The pilot will have 4 steps as outlined below.

1. I will meet with all paraprofessionals to give them a copy of the rubric and explain what it contains and how it will be used for their evaluation this year.
2. In May, all teachers who work with each paraprofessional will fill out a rubric and provide written comments and turn them into me. I will fill out a rubric for each paraprofessional. I will then take the preponderance of evidence to fill out one form.
3. Each paraprofessional will be asked to self-reflect with the rubric.
4. The paraprofessional and I will meet one-on-one to go over their self reflection and the evidence I received from teachers.

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Paraprofessional

Evaluation Rubric



Staff Member Name:

Evaluator:

Supports School Environment

	Distinguished	Effective	Developing	Ineffective
Environment Respect & Rapport	Interactions between Para and students are highly respectful, and reflect genuine warmth/caring. As a result of the direct support from the Para, students maintain high levels of civility among themselves.	Interactions between the Para and students reflect general warmth and caring, and are polite and respectful of the cultural and developmental differences among students.	Interactions between the Para and students are generally appropriate and free from conflict, but may be characterized by occasional displays of insensitivity or lack of responsiveness to cultural backgrounds.	Interactions between the Para and students are negative, inappropriate, or insensitive to the students' cultural backgrounds, and/or characterized by sarcasm, putdowns, or conflict.
Classroom Procedures	Para assists the teacher and students with the seamless operation of classroom routines and procedures.	Para assists the teacher and student with implementing classroom routines and procedures.	Para occasionally assists the teacher and students with implementing classroom routines and procedures.	Para fails to assist the teacher and students in the implementation of the classroom routines and procedures.
Managing Student Behaviors	Para is constantly monitoring student behavior and intervenes in a positive manner before behaviors escalate. Paras response to a student's misbehavior is sensitive to individual student needs. Para demonstrated a variety of strategies which reinforce positive student behavior. Standards of conduct are	Para demonstrates knowledge of strategies that reinforce positive student behavior, using a students individual or a class's behavior support plans appropriately and consistently. The Para's response to student misbehavior is appropriate and respectful to students.	Para has knowledge, and with support, is able to implement strategies that reinforce positive student behavior. While having this knowledge, the Para inconsistently uses this knowledge and skills to manage student behavior.	Para has limited knowledge and is unable to demonstrate a variety of strategies that reinforce positive students behavior. Para does not assist to resolve any behavioral issues which may arise.

Paraprofessional

Evaluation Rubric



	clear.			
Initiative - Independently innovates or finds and develops solutions.	Independently innovates or finds and develops solutions. Uses practical and logical thought to achieve solutions.	Takes initiatives on many of the tasks. Requires few directions.	Requires some directions or does not take initiative to complete tasks independently.	Does not initiate tasks or development of solutions on tasks. Does not create or discover solutions.
Schedule	Para takes initiative to support colleagues when schedules shift due to student or staff attendance or crisis situations.	Para is available in their designated class and prepared to work with teachers at all times.	Para exits the classroom often and is hardly prepared or available to work with teachers and students.	Para is not prepared to work with teachers or students. If Para is in a classroom, para is preoccupied with his/her cell phone - and/or Para spends more time outside the classroom. Para is not completing any classroom tasks.

Professionalism

	Distinguished	Effective	Developing	Ineffective
Attitude/Application to Work	Outstanding and positive attitude with enthusiasm. Very motivated and industrious.	Diligence in working and motivating.	Somewhat indifferent in attitude.	Unreliable. Shows lack of interest.
Punctuality	Arrives on time, leaves on time or late, takes breaks as prescribed, leaves adequate notice for scheduled absences.	Arrives on time, leaves on time, leaves adequate notice for scheduled absences.	Inconsistently arrives or leaves on time. Sometimes take breaks as prescribed. Sometimes gives adequate notice for scheduled absences.	Full excuses. Late on a regular basis, or leaves early. Takes frequent or long breaks. Not available during work hours.

Paraprofessional

Evaluation Rubric



<p>Adaptability - Is able to adapt to change. Is willing to accept constructive criticism.</p>	<p>Is able to adapt to change. Is willing to accept constructive criticism. Remains calm and effective in upsetting situations.</p>	<p>Is willing to be flexible to change. Is usually willing to accept constructive commentary. Usually remains calm and effective in upsetting situations.</p>	<p>Is sometimes willing to be flexible to change. Is sometimes willing to accept constructive commentary. Sometimes remains calm and effective in upsetting situations.</p>	<p>Struggles with flexibility to change, struggles to accept constructive commentary, struggles to remain calm and effective in upsetting situations. Requires a lot of improvement</p>
<p>Professional Relationships</p>	<p>Para's professional relationships with colleagues and administration are characterized by mutual support and cooperation. Para takes initiative in assuming a supportive and leadership role among faculty.</p>	<p>Para's professional relationships with colleagues and administration are characterized by mutual support and cooperation to meet the needs of the students.</p>	<p>Para maintains basic relationships with colleagues and administrations in order to fulfill required duties.</p>	<p>Para's professional relationships with colleagues and administration are negative or self-serving.</p>
<p>Initiative - Independently innovates or finds and develops solutions.</p>	<p>Independently innovates or finds and develops solutions. Uses practical and logical thought to achieve solutions.</p>	<p>Takes initiatives on many of the tasks. Requires few directions.</p>	<p>Requires some directions or does not take initiative to complete tasks independently.</p>	<p>Does not initiate tasks or development of solutions on tasks. Does not create or discover solutions.</p>
<p>Classroom</p>		<p>Para is available in their designated class and prepared to work with teachers at all times.</p>	<p>Para exits the classroom often and is hardly prepared or available to work with teachers and students.</p>	<p>Para is not prepared to work with teachers or students. If Para is in a classroom, para is preoccupied with his/her cell phone - and/or Para spends more time outside the classroom. Para is not completing any classroom tasks.</p>