

**SCHOOL DISTRICT OF MANAWA
FINANCE COMMITTEE MEETING AGENDA**

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Amended

Date: May 9, 2022

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: Jepson (C), Fietzer, and Reiersen

In Attendance:

Timer: _____ **Recorder:** _____

1. Consider Approval of Legal Depositories for the School District of Manawa as presented (Action)
2. Consider Approval of Transportation Cost Increase (Information / Action)
3. MMS/LWHS Commons Furniture Addition (Information / Action)
4. LWHS/MMS Custodial Position - 2nd Shift (Information / Action)
5. School Finance 101 - The Funds and Fund Balance (Information)
6. Monthly Financial Summary (Information)
7. Consider Approval of Language for Letters of Intent and Memoranda of Understanding for Support Staff as presented (Information / Action)
8. Finance Committee Planning Guide (Information / Action)
9. Next Finance Committee Meeting Date: _____
10. Next Finance Committee Items:
 1. School Finance 101 - Zero-based Budgeting and the Revenue Limit Worksheet
 - 2.
11. Adjourn



Ms. Carmen O'Brien
Business Manager

School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 5/3/2022
Re: Legal Depositories

The legal depositories for the School District of Manawa shall be:

- First State Bank, New London, WI
- Premier Community Bank, Marion, WI
- American Deposit Management Co.
- BMO Harris Bank N.A.
- Associated Bank Green Bay N.A.

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
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 5/3/2022
Re: Transportation Cost Increases

The current contract with Kobussen Buses, LTD was signed in 2017 and runs through June 30, 2024. Page 7 of the contract describes the fuel clause as well as how subsequent years are/have been priced.

Current rates

Daily Route Rate	\$293.46
Mid-day Daily Route Rate	\$73.18
Trips	$\$86.90 + ((\text{Hours}-2) * \$42.63)$ First 2 hours Rate after the first 2 hours Example: Basketball goes to Manitowoc, driver logs 7.25 hours $\$86.90 + (5.25 * \$42.63) = \$310.71$

The SDM has 9 daily and 2 mid-day routes. The fuel clause states that each \$0.10 per gallon change in the high or low base fuel rate will increase or decrease the daily rate per bus by \$1.00 per day. There may be an opportunity to reduce one bus route for the 2022-23 school year.

Base Fuel Rate

	Low Base Rate	High Base Rate
Diesel	\$2.00	\$2.50
Propane	\$0.90	\$1.20
Gasoline	\$1.75	\$2.25

The fuel charge has been as follows for the past school year:

March	\$1,801
February	\$1,395
January	\$872
December	\$936
November	\$1,126
October	\$524
September	\$683





Ms. Carmen O'Brien
Business Manager

School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

According to the contract, subsequent years pricing (p. 7) are based on the National Consumer Price Index for all urban areas published by the U.S. Bureau of Labor Statistics (data sheet is part of the packet). There is a not to exceed 5% and not to be less than 2% increase per year. There is a clause that states that if the CPI is higher than 5%, the parties will enter negotiations. Per the contract, Mr. Joe Kobussen is asking to negotiate the appropriate percent change for the next school year (email #1 – March 23, 2022). The March CPI that Kobussen uses is at 8.6%. Mr. Kobussen is requesting an 8.5% increase (email #2 – April 28, 2022).

Since 2017-18, the daily route rate has increased from \$268.47 to \$293.46. All rates have increased by 9.3% increase over 5 years, this is an average of 1.86% each year.

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Carmen O'Brien <cobrien@manawaschools.org>

annual increase

1 message

Joe Kobussen <Joe.Kobussen@kobussen.com>

Wed, Mar 23, 2022 at 3:02 PM

To: Carmen O'Brien <cobrien@manawaschools.org>, Melanie Oppor <moppor@manawaschools.org>

Melanie and Carmen,

Our post COVID world is full of challenges. Finding staff is one of those challenges that is very real and similar for both of us. The pandemic, inflation and supply chain issues have increased the cost of doing business dramatically. Here are some examples of the challenges facing the school bus industry.

- Cost of buses have risen by 19% over the past two years, (6% in 2020 and 13% during 2021). Manufacturers are predicting an additional 7-12% before the end of 2022. Kobussen needs to replace at least fifteen percent of buses per year to stay current.
- Driver wages have risen by 18.8% over the last two years. Kobussen is currently looking at an additional 5.3% increase for drivers during the 22/23 school year to remain competitive in the market.
- Administrative and mechanics (when we can find them) wages continue to increase. Currently up over 10%.
- Parts and supplies (again when we can get them) are up 14.3%, tires alone have increased 15.4%.
- Overall insurance costs have increased due to the need for cyber security and molestation coverages, as well as the increase in values of buses and the costs of repair.

Right now, we are unsure where things are going or where we will end up. Per the section the section labeled Subsequent years pricing of the transportation contract, it states that there is a maximum increase of five percent, but should CPI increase above five percent we will negotiate the annual increase. The annual price is based upon CPI at the end of March, so we do not know what the CPI is yet, however at the end of February, the annual CPI was at 7.9% and trending upward.

We want to be up front and open regarding price escalation. Please contact me at your earliest convenience to discuss this further.

Thank you,

Joe Kobussen

920-766-0606 X 1124

W914 County Road CE

Kaukauna WI 54130



Members of:



Carmen O'Brien <cobrien@manawaschools.org>

contract

1 message

Joe Kobussen <Joe.Kobussen@kobussen.com>
To: Carmen O'Brien <cobrien@manawaschools.org>

Thu, Apr 28, 2022 at 9:36 AM

Carmen,

I have been reviewing contracts and the rates for next year. Per section the Subsequent Years Pricing in our contract, it states that, "Notwithstanding, the forgoing the adjustment per contract year shall not exceed five percent (5%) nor be less than two percent (2%). In the event the costing formula exceeds five percent (5%), the parties agree to enter into negotiations to determine the appropriate percentage change.." I have previously sent you an email detailing out some of the expense increases that we are experiencing at this time. Since then, we have seen even greater increases and are now looking at the majority of our expenses increasing between 15% and 20%.

At this time The CPI that our contract specifies is at 8.5%. We at Kobussen are aware of the challenges all school districts face at this time with funding. However, at this time we are forced to increase the 2022-23 transportation rates above the 5% stated in the contract. We at Kobussen are asking for the full CPI increase of 8.5% to stay at least close to half of the actual increases that we are experiencing. Please let me know your thoughts on this. Thank you.

Joe Kobussen

920-766-0606 X 1124

W914 County Road CE

Kaukauna WI 54130



Members of:



Follow us on Social Media!

www.Kobussen.com

School District of Manawa Pupil Transportation Contract - Kobussen Buses Ltd.

Pursuant to the provisions and limitation of Section 121.51 et seq., of the Wisconsin Statutes, it is hereby agreed upon between the School District of Manawa Board of Education, herein called the DISTRICT, and Kobussen Buses Ltd., herein called the CONTRACTOR, as follows:

1. DEFINITIONS

CONTRACTOR - Kobussen Buses Ltd.

DISTRICT - School District of Manawa, its agents or assigns.

Extracurricular Transportation: This is defined as athletic or extracurricular transportation during and/or outside of regular school hours, any other request for extracurricular transportation made by the DISTRICT, and extracurricular trips outside of regular school hours.

Field Trips: This is defined as student trips where a majority of the trip occurs during and/or outside of regular school hours.

Route: A bus route shall be defined as a school bus transporting up to a maximum load capacity of pupils within the DISTRICT to/and from regular bus stops and school buildings where the pupils have been assigned to attend school. A bus route operates once per day and may be made up of many runs. Some of the routes also serve private/parochial schools.

Run: A run is considered each time a bus is empty and starts another run to pick up students within the same day. This does not include extra-curricular or field trips.

2. INTERPRETATION:

Interpretations of this contract will be made by the DISTRICT'S Director of Transportation and Superintendent of Schools.

3. TERM: This contract shall be for a term of seven (7) consecutive years (or school terms), commencing on the first day of July, 2017 and ending on the 30th day of June, 2024 (see contract extension, below). The parties reserve the right to negotiate extension of future contracts.

4. CONTRACT EXTENSION

This contract may be extended by mutual agreement between the DISTRICT and the CONTRACTOR.

5. GENERAL CONDITIONS:

A. The CONTRACTOR shall provide, furnish and be responsible for all costs, materials, labor and equipment necessary to transport all eligible public and private/parochial school pupils to and from their homes and their respective schools provided under this contract for the period of time indicated in this contract. Such cost, materials, labor and equipment include but are not limited to:

- All license fees
- All gasoline, compressed natural gas, diesel fuel, or any other type of fuel, oil, anti-freeze, brake fluid, transmission fluid, and any other such use and maintenance products
- All insurance premiums
- All garage maintenance costs
- All equipment maintenance costs
- The replacement cost of any and all vehicles and vehicle components
- All two-way communication equipment (required on all buses)
- All dispatch service operations, including personnel at a terminal/office located within the school district boundaries
- Salaries of drivers, office personnel and company executives, including overtime pay and fringe benefits
- All costs relating to the health examinations of drivers providing service under this agreement.
- All other costs that are attributed to the daily operation of school buses.

- Conducting criminal background checks on all new drivers and aides which are shared with the DISTRICT upon request to ensure that such personnel are not a danger to students or other passengers.
- Conducting drug and alcohol tests on all new drivers and aides, as well as reasonable suspicion and post-accident testing which test results are shared with the DISTRICT upon request. (See section 10)
- As determined by the DISTRICT, purchase, maintain digital storage, and install video systems to be used in all school buses. (See section 7 B)

The CONTRACTOR shall also make its buses available at all reasonable times to the DISTRICT for the purpose of transporting the DISTRICT'S pupils and teachers to other points and destinations for such special activity trips and extracurricular activities as may be requested and/or approved by the DISTRICT.

B. The CONTRACTOR assumes full responsibility and liability for compliance with any and all district policies, local, state, and federal laws and regulations applicable to the contractor and its employees including, but not limited to, compliance with the Occupational Safety and Health Act of 1970. The CONTRACTOR shall insure that all rules of the Wisconsin Department of Transportation and all Wisconsin Laws relating to transporting of students, drivers, vehicles, and insurance guarantees, and all Wisconsin Administrative Code regulations pertaining thereto are complied with.

C. Except as to matters on which action by the Board of Education is required by law, the DISTRICT shall be represented on matters relating to the transportation of pupils by the Superintendent of Schools, Director of Transportation (or their designee(s)), and all reports required are to be filed in the District office.

6. CANCELLATION:

A. In the event the CONTRACTOR shall default in the performance of the contract and such default shall continue without being cured or remedied to the satisfaction of the DISTRICT within three (3) calendar days after written notice itemizing the complaints of the DISTRICT has been mailed by certified or registered mail to the CONTRACTOR at its principal business office, the DISTRICT may, at its discretion, terminate the contract at a time to be specified by the DISTRICT in a separate written notice to be sent by the DISTRICT to the CONTRACTOR.

B. Upon cancellation, the DISTRICT may purchase all buses back from CONTRACTOR, that were sold to CONTRACTOR on June 29, 2017 at a depreciated rate. Depreciation shall be based upon a straight line 15 year depreciation schedule.

7. EQUIPMENT:

A. Number of Vehicles:

The CONTRACTOR shall furnish a sufficient number of buses to enable it to properly perform this contract. In addition, the CONTRACTOR shall provide a minimum of one standby bus (of the same type) for every seven vehicles (or major fraction thereof) contracted for regular bus routes. The CONTRACTOR, upon request shall provide a list of regular and standby buses by number, type, make, model, year, identification number, and seating capacity.

B. Contractor must maintain digital storage for a minimum of 10 days. Contractor must also manage these systems and randomly check a minimum of 15% of the routes per week during the school year.

C. Inspections: All vehicles used to transport students must pass all safety inspections required by federal and/or state governments. All defects or conditions discovered which require that vehicle be ordered "Out of Service" shall be corrected or removed to the satisfaction of the federal and/or state governmental agency before the vehicle is again used in the performance of this contract. CONTRACTOR shall exercise good faith in attempting to keep all buses in the highest standards of repair and maintenance. DISTRICT reserves the right to inspect, or to have inspected on its behalf, CONTRACTOR'S vehicles at any time; to be present during vehicle inspections, and to review driver records with the CONTRACTOR. CONTRACTOR hereby grants the DISTRICT the right to go on the contractor's premises to conduct inspections.

The CONTRACTOR shall provide the DISTRICT with the most current copies of all inspection reports on all buses used upon request.

D. Extracurricular Trips: Vehicles shall also be provided for extracurricular trips. Notice of requirements for bus service for extracurricular activities shall be issued to the contractor only by the Director of Transportation or the Director of Athletics. (or their designees) (See section 7A) The DISTRICT reserves the right to engage other contractors, use their

own or lease equipment to provide for non-athletic extracurricular transportation needs; or athletic transportation needs when nine (9) or fewer participants are included. No extracurricular or special activity trip (exclusive of rescheduled athletic events) shall be scheduled later than twenty-four (24) hours in advance of the time the bus is to pick up the group.

E. State and Federal Laws: This contract is contingent on current state and federal laws, if the laws change significantly Kobussen Buses Ltd reserves the right to renegotiate the contract. Examples of these law changes might be: requiring seat belts on all buses, mandatory sick pay, mandatory health benefits, minimum wage increases.

8. ROUTING:

The CONTRACTOR shall provide transportation to all public and parochial school children of the School District as directed by the DISTRICT. The CONTRACTOR shall submit to the DISTRICT a written proposal by the first week of August for all regular education 5K-12 bus routes, and the second week in August for 4K routes. The CONTRACTOR shall submit to the DISTRICT a written proposal for all regular summer school routes by May 1. These will be set up according to DISTRICT standards for length of ride, walking distances, three per seat (elementary), buses filled to capacity whenever possible, and any other pertinent data. The final routes shall be subject to approval by the DISTRICT. The CONTRACTOR shall run and/or double run its buses upon schedules and routes which will be prepared jointly by the Business Services Manager of the DISTRICT and the CONTRACTOR prior to the start of each school year. The Business Services Manager (or his/her designee), acting on behalf of the School Board, shall have the right to establish, alter or eliminate any route and the CONTRACTOR shall comply with such adjustments within 48 hours of notification thereof. The parties hereto contemplate intra-district transportation between schools and extracurricular trips outside of the School District to be performed at the direction of the Business Services Manager of the DISTRICT by the CONTRACTOR.

The CONTRACTOR and school personnel shall have the discretion and control of the loading and unloading of all buses. Schedules and riding times shall be established to conform to DISTRICT policy. Buses shall be scheduled so that students arrive at their school of attendance not more than forty-five (45) minutes or less than five (5) minutes before the commencement of class time. All bus riders will be delivered to their discharge point within eighty (80) minutes after their dismissal. The bus will not pick up at individual homes in concentrated population areas. Bus stops will be determined by the DISTRICT and the Director of Transportation through collaboration with the CONTRACTOR. Kindergarten pupils may be transported with pupils of other grade levels on morning and after school runs.

9. DRIVERS, BUS AIDES, and DISPATCHERS:

For the performance of this contract, the CONTRACTOR shall provide qualified drivers who are trained and licensed in accordance with the laws of the State of Wisconsin and the United States.

The DISTRICT Director of Transportation and Superintendent of Schools may request in writing the removal of drivers, bus aides, or dispatchers found to be unsatisfactory. Those bus employees considered unsatisfactory include, but are not limited to, individuals who violate the provisions of Board of Education Policy.

All buses used in the performance of this contract shall be operated by drivers employed by the CONTRACTOR who:

A. Have a valid Wisconsin school bus license to operate such a vehicle and shall have possessed a valid driver's license for at least three consecutive (3) years.

B. Are acceptable to the DISTRICT as indicated above. The CONTRACTOR shall provide the DISTRICT with a driver record abstract upon request. Driver abstract records shall be updated at least twice each year (no later than September 1 and January 15.) unless CONTRACTOR has system set up with issuing agency to provide abstracts each time there is a change to the drivers record. If this program is in place CONTRACTOR would then need to update driver record abstracts once each year.

C. CONTRACTOR shall require of its bus drivers serving under this contract, as a condition of employment, to take a physical examination, including a chest x-ray or tuberculin test, and to submit the physical examination of the report to the DISTRICT when required. If the reaction to the tuberculin test is positive, a chest x-ray shall be required. Freedom from tuberculosis in a communicable form is a condition for bus drivers to serve as a driver under the terms and conditions of this agreement (See Section 121.52(3)(a), Wis. Stats.) A physical examination report may be submitted on forms prescribed by the federal authority regulating motor carriers or the State Department of Transportation. A copy of

the physical examination report for other purposes within one year of the date of this contract may be substituted for the examination, if the report contains substantially the same information required by the State Department of Transportation.

D. Bi-annual physical examinations given by a licensed physician will be required of each driver. Written evidence thereof will be delivered to the CONTRACTOR upon request.

E. Drivers shall have received behind-the-wheel school bus driving instructions. Regular drivers shall become familiar with their routes prior to actual operation with pupils in attendance.

F. All drivers and bus aides shall be instructed by the CONTRACTOR in definitive plans of action in emergency situations or breakdowns, as well as instructed in emergency bus evacuation drills. Every route shall perform a minimum of two (2) evacuation drills each year. This must be documented and documentation provided to the district upon request.

G. CONTRACTOR will hold a minimum of 6 monthly meetings where DISTRICT will provide staff to attend. CONTRACTOR and DISTRICT will work together to establish subjects to address during these meetings.

H. Individual drivers will be required to participate in DISTRICT-sponsored training to handle the emergency medical needs of specific students assigned to their bus. Once trained, the drivers will perform emergency medical procedures when required. (For example, drivers can be expected to administer an EpiPen injection to a student who has an allergy to bee stings).

H. CONTRACTOR shall require its bus drivers pass a criminal background check to the satisfaction of the DISTRICT.

10. DRUG AND ALCOHOL TESTING:

The CONTRACTOR will pay the cost of government mandated drug and alcohol testing for all the CONTRACTOR's employees and individuals being considered for employment for driving and maintaining buses under this contract and for reasonable suspicion testing or post-accident drug and alcohol tests of drivers who are driving or maintaining buses which transport students under this contract. The CONTRACTOR shall provide the results to the DISTRICT upon request.

11. BACKGROUND CHECKS:

The CONTRACTOR will pay the cost of criminal background checks for all the CONTRACTOR's employees and individuals being considered for employment for driving buses under this contract. The CONTRACTOR shall provide the results to the DISTRICT for approval for retention/hiring purposes.

12. STAFFING:

The CONTRACTOR shall provide a staff capable of administering the transportation program with minimal complaints. The CONTRACTOR shall address and attempt to resolve complaints before referring any complaints to the DISTRICT. A support staff must be appropriately trained and capable of insuring an efficient operation and prompt response to the DISTRICT. The CONTRACTOR, its staff, drivers or other employees shall not be deemed as agents, employees or officials of the DISTRICT, but rather as an independent contractor furnishing transportation services to the DISTRICT. Notwithstanding any law, rule or regulation, the DISTRICT shall not be considered a joint employer with the CONTRACTOR. In that regard, CONTRACTOR shall indemnify defend, and hold harmless, DISTRICT for liability of any claims or any type relative to such matter.

13. OPERATION:

Subject to such rules and regulations previously adopted by the DISTRICT and now in full force and effect or as may hereafter be duly adopted by the DISTRICT, the CONTRACTOR shall be responsible for exercising proper supervision over its operators and all passengers on its buses used in the performance of this contract. The CONTRACTOR shall provide spare buses to any point within the district within twenty (20) minutes from the time a bus becomes disabled, unless road or traffic conditions cause an undue delay. Failure to provide the specified service will result in the forfeiture of the daily rate for the disabled bus.

14. PUPIL DISCIPLINE:

The DISTRICT shall have written policies pertaining to discipline of pupils while being transported, and the CONTRACTOR shall recognize its responsibility to the DISTRICT for the maintenance of proper pupil discipline as an inherent factor to the safety of all persons aboard a school bus. The following guidelines shall be of assistance to drivers employed by the CONTRACTOR in determining procedures to be followed in maintaining acceptable pupil discipline:

- A. Bus drivers have a delegated responsibility for maintaining proper discipline on their buses.
- B. Pupil behavior problems which develop on buses will be referred to the CONTRACTOR or its delegated representative and the building principal for appropriate disciplinary action.
- C. The CONTRACTOR and building principal will counsel and work with pupils who have been referred by the driver.
- D. In general, the bus driver is not authorized to remove pupils from the bus, however, in serious circumstances when a pupil is endangering the safety of other riders, the student may be denied transportation privileges either at the bus stop or at school. If such action is taken, the driver must notify his/her supervisor at the first available opportunity and the supervisor shall notify the building principal immediately prior to such action.
- E. The building principal or his delegated representative may deny transportation to a pupil whose conduct endangers safety of others.
- F. The CONTRACTOR shall report all discipline problems to the District in a format that the District provides. The District agrees to follow through on each Bus Conduct Report in accordance with school board policy and applicable law on discipline.

15. PLAN FOR EMERGENCIES:

The CONTRACTOR shall develop an emergency plan for transporting pupils' home from school in the event of severe weather or mechanical failure in the schools' operating systems. The CONTRACTOR shall also periodically, at least two (2) times per year, advise and demonstrate for all bus riders the location and use of all emergency school bus exits. In the event of inclement weather, the DISTRICT shall determine district road conditions and advise the CONTRACTOR as to road safety prior to 5:30 a.m. on any given day in question. The Superintendent of Schools (or his/her designee) shall have the final authority to determine the transportation of pupils for any given time.

16. PAYMENTS TO THE CONTRACTOR:

The Contractor will submit an itemized invoice to the Business Services Manager for services rendered on a monthly basis. All invoices from the Contractor to the District must be thoroughly documented and are due on or before the 10th of each month for the previous month and payable by the District no later than the last day of the month. Payment shall be made pursuant to CONTRACT RATES on page seven (7) of this contract. DISTRICT will provide CONTRACTOR with a school calendar each year. School year shall not be less than 176 days per year. If school is held less than 176 days per year CONTRACTOR reserves the right to renegotiate contract rates.

17. INSURANCE:

The CONTRACTOR shall maintain general liability and auto liability insurance coverage in the amount of \$5,000,000 combined single limit for each accident. The DISTRICT shall be named as an additional insured party on the above policy. The CONTRACTOR shall maintain workers compensation coverage for all employees. All such insurance shall be obtained from an approved insurance carrier authorized to do business in the State of Wisconsin. Certificates of such insurance shall be filed at all times with the Director of Transportation during the period of this contract. Any policy cancellation by the Insurance Carrier shall be made only after a written advance notice of sixty (60) days to the DISTRICT. The DISTRICT may require increased liability insurance coverage and the CONTRACTOR shall provide such coverage. All costs for additional such coverage shall be passed through to the DISTRICT. Such insurance policy shall include coverage for the transportation of pupils, their parents or guardians, authorized chaperones, school district officials, faculty and employees and school doctor, dentists and nurse; (a) to and from school or school district and (b) in connection with any extra-curricular school activity authorized by or made in compliance with Section 121.54(7), Wis. Stats.

18. REPORTS:

The CONTRACTOR shall make such reports as may be required by the DISTRICT.

The CONTRACTOR shall file all reports required by the State Department of Public Instruction or other State Agency or by the DISTRICT, forms to be furnished by the Agency or DISTRICT.

19. INDEMNITY:

The CONTRACTOR shall defend, indemnify and hold harmless the DISTRICT and its employees from and against all suits, actions, legal procedures, claims and demands and against all damages, losses, costs, expenses, and attorney fees, in any manner caused by, arising from, incidental to, connected with, or growing out of, the performance of the contract. Notwithstanding any law, rule or regulation, the DISTRICT shall not be considered a joint employer with the CONTRACTOR. In that regard, CONTRACTOR shall indemnify defend, and hold harmless, DISTRICT for liability of any claims or any type relative to such matter.

20. AUTHORIZED PASSENGERS:

Only those pupils who are eligible for bus transportation or others with special authorizations determined by the DISTRICT shall be permitted to ride the buses provided by CONTRACTOR. Eligible pupils shall only ride the bus that transports them to and from their assigned school. For reasons of safety, the CONTRACTOR will assure the DISTRICT that no ineligible passengers ride the buses. School bus drivers are allowed to bring their own (preschool) children along on the bus providing there is space available. The driver and CONTRACTOR are responsible for these passengers.

21. EXCUSABLE NON-PERFORMANCE: The parties to the agreement shall be excused from performance hereunder during the time and to the extent that they are prevented from performing in the customary manner by act of God, fire, strike, or loss of transportation facilities by the Government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

22. SUBLET/ASSIGN:

The CONTRACTOR may not sublet, assign, or transfer this contract in whole or in part to any other person, firm, or corporation without prior written authorization from the DISTRICT. If the DISTRICT grants prior authorization, assignee must assume all responsibilities and requirements of this written contract.

23. COMMUNICATION: CONTRACTOR must provide functional two-way communication in all buses to provide continuous communication with a base of operations when buses are in use for the daily operation. This is to include some form of backup plan or system.

24. BUS INVENTORY REPORT

CONTRACTOR will provide an updated bus inventory report upon request. (See section 7 A)

25. MODIFICATION:

The terms of this Contract represent the full and complete agreement between the parties. Should a state or federal law change have a substantial effect on any provision of this agreement, the parties agree to enter into negotiation in an attempt to reach an agreement concerning how such change in law affects the provisions of this agreement. Any adjustment made to a portion of the Contract through mutual agreement will not result in altering any other part or section of this Contract unless specifically and expressly stated. Compensation amounts noted in the contract rates will not be modified or renegotiated unless so allowed or requested by the DISTRICT. Any modifications made during the term of this Contract shall be made by mutual written agreement.

Contract Rates 2017/18

REGULAR EDUCATION BUS RATES

Cost per bus per day (AM & PM route)

\$268.47

<u>Noon (4K) Routes/Amish BUS RATES</u>	
Cost per bus per day mid-day	\$66.95
Cost per bus per day Amish shuttle	\$39.00
<u>SPECIAL NEEDS BUS RATES</u>	
Cost per bus per day (AM & PM route)	\$268.47
Cost per bus per day (mid-day route)	\$66.95
<u>CURRICULAR, CO-CURRICULAR, & FIELD TRIP RATES</u>	
Base Charge per trip per bus	\$79.50
Cost per hour	\$39.00

Fuel Clause:

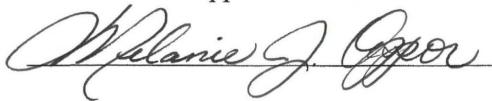
In the event the cost of gasoline and/or diesel motor fuel used to operate buses under this contract should go below a base rate of \$2.00 diesel or \$.90 propane or \$1.75 gasoline or above a base rate of \$2.50 diesel or \$1.20 propane or \$2.25 gasoline by \$.10, or more per gallon, the daily single bus rate shall be adjusted at the rate of \$1.00 per day, per bus for each \$.10 per gallon increase or decrease in said diesel and gasoline fuel. This adjustment shall not apply to the compensation for other than single runs, as hereinafter set forth. Any adjustments in rates shall be set forth in writing upon a rider to be attached to this contract. Extraordinary changes in costs will be negotiated and agreed upon by the Contractor and the District.

Subsequent years pricing:

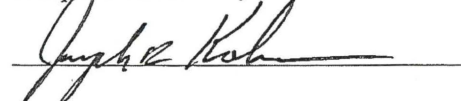
Prices for the subsequent years of the Contract will be adjusted up or down effective July 1 of the contract year, based on a National Consumer Price Index for all urban areas (U.S. Bureau of Labor Statistics). The change will be determined by multiplying the previous year's costs times the National Consumer Price Index (all urban consumers (current series) US City average and All items) percent change for the preceding twelve (12) months, commencing April 1 and ending March 31 of the year immediately preceding the contract year for which the change is to be implemented. Notwithstanding, the forgoing the adjustment per contract year shall not exceed five percent (5%) nor be less than two percent (2%). In the event the costing formula exceeds five percent (5%), the parties agree to enter into negotiations to determine the appropriate percentage change.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on this 22nd day of June, 2017, by

SCHOOL DISTRICT OF MANAWA
Dr. Melanie J. Oppor District Administrator



KOBUSSEN BUSES, LTD.
Joseph E. Kobussen, President



**CPI for All Urban Consumers (CPI-U)
12-Month Percent Change**

Series Id: CUSR0000SA0
Seasonally Adjusted
Series Title: All items in U.S. city average, all urban consumers,
Area: U.S. city average
Item: All items
Base Period: 1982-84=100
Years: 2012 to 2022

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2012	3.0	2.9	2.6	2.3	1.7	1.7	1.4	1.7	1.9	2.2	1.8	1.8		
2013	1.7	2.0	1.5	1.1	1.4	1.7	1.9	1.5	1.1	0.9	1.2	1.5		
2014	1.6	1.1	1.6	2.0	2.2	2.1	2.0	1.7	1.7	1.6	1.2	0.7		
2015	-0.2	-0.1	0.0	-0.1	0.0	0.2	0.2	0.2	0.0	0.1	0.4	0.6		
2016	1.2	0.8	0.9	1.2	1.1	1.1	0.9	1.1	1.5	1.7	1.7	2.1		
2017	2.5	2.8	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1		
2018	2.1	2.2	2.3	2.4	2.8	2.8	2.9	2.7	2.4	2.5	2.2	1.9		
2019	1.5	1.5	1.9	2.0	1.8	1.7	1.8	1.8	1.7	1.8	2.0	2.3		
2020	2.5	2.3	1.5	0.4	0.2	0.7	1.0	1.3	1.4	1.2	1.1	1.3		
2021	1.4	1.7	2.7	4.2	4.9	5.3	5.3	5.2	5.4	6.2	6.8	7.1		
2022	7.5	7.9	8.6											



School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 5/3/2022
Re: Cafeteria Furniture

I propose that updated furniture be added to the Commons space at the Manawa Middle School/Little Wolf High School (MMS/LWHS).

The Food Service department in conjunction with the MMS/LWHS would like to upgrade seating options for the middle/high school commons space. The District would pay for half the cost from Fund 10 and the Food Service department would pay for half the cost from the fund balance in Fund 50.

In January 2020, a vendor allowed the District to try a demo booth for the cafeteria. The students really liked the option and had to "reserve" it with Mrs. Suehs. Since, Mrs. Suehs has obtained a design layout from School Specialty with a quote for options (see packet).

I have divided up the design into 4 sections that could be purchased together or separately.

- Section 1 – 6 mobile booths (\$36,200)
- Section 2 – 6 high tables with stools (\$25,100)
- Section 3 – 5 radius mobile booths (\$52,400)
- Section 4 – table and chairs for the nook by the west entry (\$7,200)

Currently, the Fund 50 fund balance is at \$70,000 and the department projects adding another \$20,000 to this. I believe Food Service can safely spend about \$30,000-\$40,000 for furniture to upgrade the space. Fund 10 also has a fund balance that could be used.

I am meeting with another vendor to secure a quote for similar furniture options.

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Fax: (920) 596-2655

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Fax: (920) 596-5339

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Little Wolf High School

Manawa, WI



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Little Wolf High School

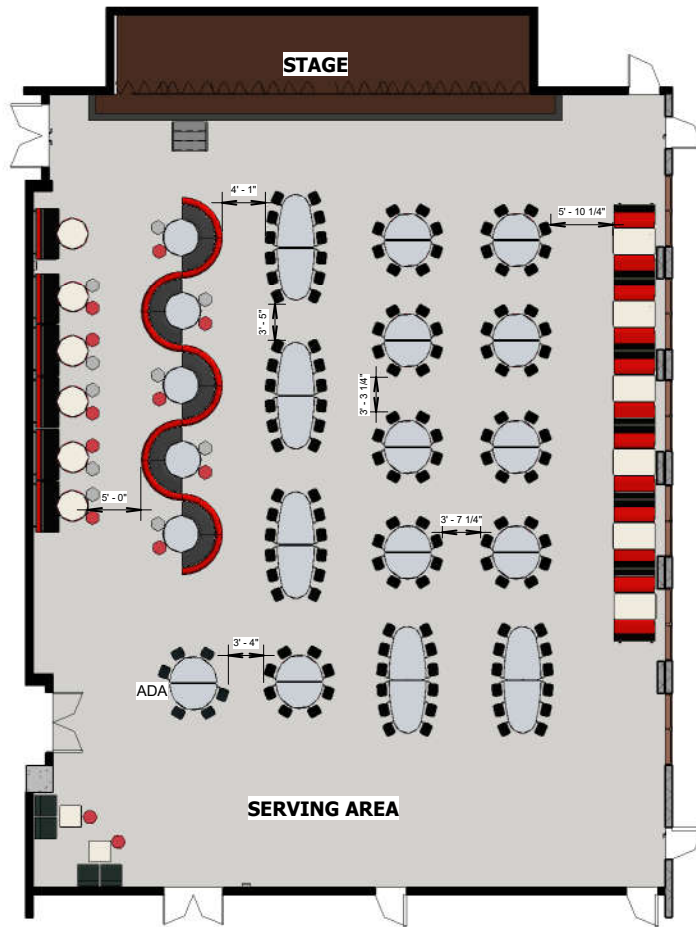
Cafeteria



No.	Description	Date
1	Revision A, LAE	3/15/2022

Cover Page

Project number	23517	101
Date	JAN 05, 2021	
Drawn by	EW	
Sales Manager	Dan Larter	
Scale		



① Seating Plan A
3/32" = 1'-0"

* Logos on Tables
Available with upcharges



Approvals:

As a client of SICO America, Inc. you are required to sign off on the below approval before moving your project to production. Production lead-time will not begin until the layout/design, all finishes, product bills of materials, quantities, etc. in the following design are approved by signature below and a valid purchase order is received.

An approval is required from the building/project owner and the SICO authorized dealer representative responsible for the project (unless no dealer representation is being provided).

Design Approved by (Owner):

Date: _____
Title: _____
Printed Name: _____
Signature: _____

Design Approved by (Dealer):

Date: _____
Title: _____
Printed Name: _____
Signature: _____

SICO EQUIPMENT LIST				
REQ'D	MODEL NO.	DESCRIPTION		SEATS
5	EDTT14A42RD??	ARMOR EDGE TABLE TOP, ROUND 42"D		
2	EDTT14A24SQ??	ARMOR EDGE TABLE TOP, SQUARE 24" x 24"		
5	EDTB1117R30B	CIRCLE TABLE BASE, 17"R, 30"H		
2	EDTB1130R30B	CIRCLE TABLE BASE, 30"R, 30"H		
10	EDBO11-E2-G???	MANHATTAN RADIUS BOOTH, FIBERGLASS SEAT & BACK, 2 SEATS EACH		20
24	EDSS11-A?????	REN DRUM STOOL, UPHOLSTERED		24
4	EDSS11-B?????	TYSON ARMLESS LOUNGE CHAIR, UPHOLSTERED		4
6	TRSS2TSD??02DS	36" ROUND, ADJ. HGT SOCIALIZER (29"-41"h)		
9	STTB	54"x 60" OVAL GRADUATE, TC-65, (30"h)	8 SEATS EACH	72
5	TTQ	42"x 120" COMMUNICATOR, TC-65, (30"h)	12 SEATS EACH	60
12	EDBO11-F2-????	ROCHESTER MOBILE SINGLE BOOTH, 48"	2 SEATS EACH	24
6	TUD22V00??02B	30" x 48" RECTANGLE MultiApp II TABLE		
6	EDBO11-F2-????	ROCHESTER MOBILE SINGLE BOOTH, 60"	2-3 SEATS EACH	15
1	TTE	ADA OVAL GRADUATE, TC-65, (30"h)		
		2 WC SPACES & 8 STOOLS EACH		8
		TOTAL SEATING CAPACITY:		227
		TOTAL UNITS REQUIRED:	97	



Little Wolf High School
Cafeteria



No.	Description	Date
1	Revision A, LAE	3/15/2022

Plan A Seating Layout		
Project number	23517	102
Date	JAN 05, 2021	
Drawn by	EW	Scale 3/32" = 1'-0"
Sales Manager	Dan Larter	



① 3D View 1



② 3D View 2



③ 3D View 3



④ 3D View 4



Little Wolf High School

Cafeteria



No.	Description	Date
1	Revision A, LAE	3/15/2022

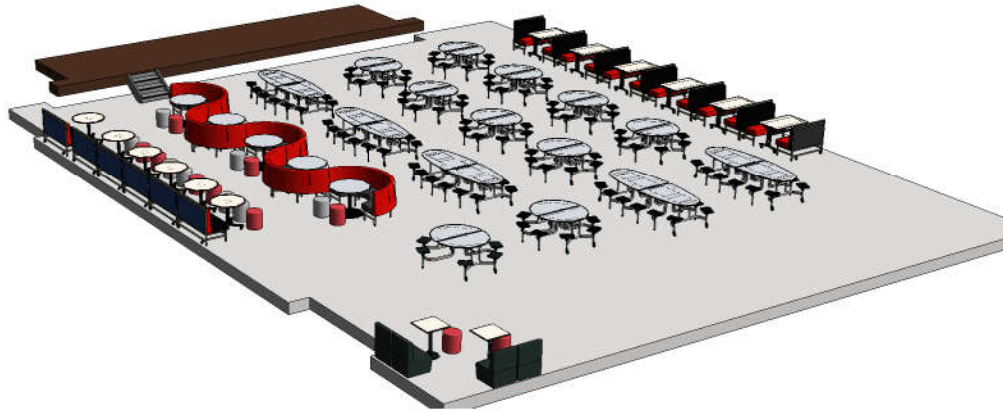
3D Views Plan A

Project number	23517
Date	JAN 05, 2021
Drawn by	EW
Sales Manager	Dan Larter

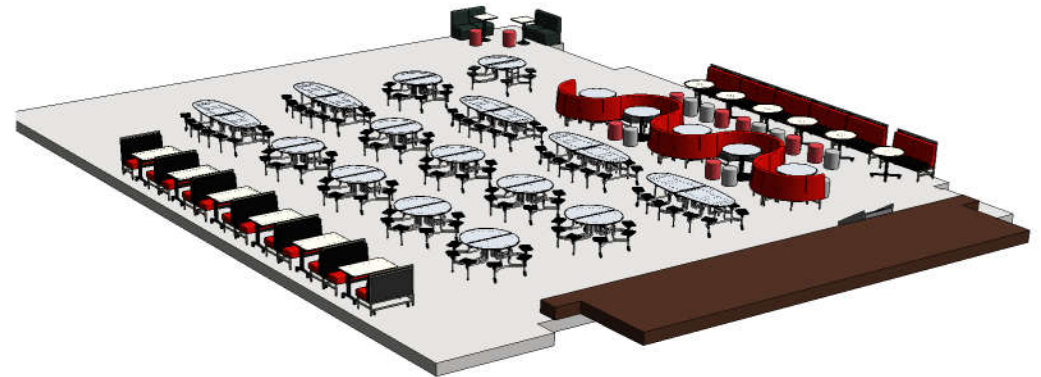
103

Scale

Overviews A & B



① 3D Plan A Overview



② 3D Plan A2 Overview



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Little Wolf High School

Cafeteria



No.	Description	Date
1	Revision A, LAE	3/15/2022

3D Overviews

Project number	23517	104
Date	JAN 05, 2021	
Drawn by	EW	
Sales Manager	Dan Larter	
		Scale

Color & Finish Options

* All color finish options not offered on all tables
 * Logos and custom laminates added to products at an additional charge



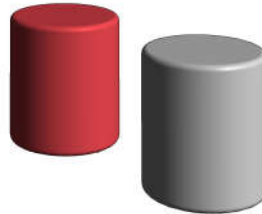
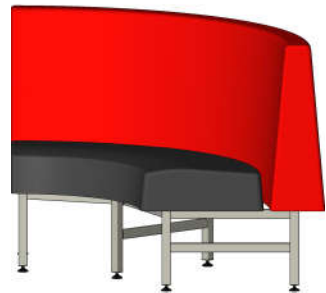
Rochester Single Booth 48" & 60",
Mankato Radius Booth



Graduate Oval



Communicator Table



Ren Drum stool in Fire and Fog fabrics



Hathaway Fabrics, Fog, Fire & Onyx



Multi App IIS Table



Socializer Table



High Rise Laminate



Flint Horizon Laminate



Red & Black Armor Edge, Black Stools



Fiberglass Gel Coat for Booth Seat & Back



Little Wolf High School

Cafeteria



No.	Description	Date
1	Revision A, LAE	3/15/2022

Specifications Page

Project number	23517	105
Date	JAN 05, 2021	
Drawn by	EW	
Sales Manager	Dan Larter	
		Scale

QUOTE

SSL Quote Number: Q-177490

Status: Approved

Quote Name:

Currency: USD

Created Date: 04-01-2022

Expiration Date: 06-30-2022

Customer Number: 281014

Requestor Name: Brenda Suehs

bsuehs@manawaschools.org

1 (920) 596 2505

Customer Program: AEPA

To place an order using this quote, contact:

Phone 888-388-3224

Email:

F&E_Orders_Quotes_Questions@schoolspecialty.com



Sales Rep Name: Kyle Matsen

Sales Rep Email: kyle.matsen@schoolspecialty.com

Sales Rep Phone: (920) 460-7176

Bill To: MANAWA SCHOOL DISTRICT

800 BEECH ST

MANAWA, WI 54949-8664

Ship To: LITTLE WOLF HIGH SCHOOL

515 E 4TH ST

MANAWA, WI 54949-9230

Lift Gate Truck Required:

Inside Delivery:

Installation: By Customer

Notes:

Quantity	SSL Item	Customer Item #	MFG Item	Item Description	Your Price	Extended Price
5			EDTT14A-42RD-XXXX	TOP, 42 DIA X 1.25 ROUND, MDF CORE, LAMINATE W/ ARMOR EDGE	\$405.35	\$2,026.75
2			EDTT14A-24SQ-????	TOP, 24 X 24 X 1.25 SQUARE, MDF CORE, LAMINATE W/ ARMOR EDGE	\$210.71	\$421.42
5			EDTB11-22R30B	CIRCLE TABLE BASE - 22IN DIA., 3IN DIA. COLUMN, FOR 30IN HEIGHT (TABLE),11X11 TOP PLATE. POWDER COAT: TBD (ASSEMBLY REQUIRED) HARDWARE AND INSTRUCTIONS INCLUDED	\$261.93	\$1,309.65
2			EDTB11-22X30B	TABLE BASE KIT, 22 X 22IN SPIDER, 3IN DIA. COLUMN, 11 X 11 TOP PLATE, 30IN HEIGHT (TABLE),BLACK TEXTURED FINISH, HARDWARE AND INSTRUCTIONS INCLUDED	\$167.18	\$334.36
10			EDBO11-E2-GXGX-XX	MANKATO 1/4 RADIUS BOOTH SEAT: FIBERGLASS BACK: FIBERGLASS	\$4,906.26	\$49,062.60
24			EDSS11-A??	REN DRUM STOOL, SPECIFY UPHOLSTERY FINISH	\$690.54	\$16,572.96
4			EDSS11-B??-??-??	TYSON ARMLESS CHAIR, SPECIFY SEAT AND BACK UPHOLSTERY AND LEG FINISH	\$1,266.76	\$5,067.04
6			TRS52TSD? ??02DS	36IN DIA ROUND X 29/41IN MULTIPLE HEIGHT . SPECIFY TOP COLOR WHEN ORDERING	\$852.70	\$5,116.20
9	1654988 E		STTB61G?? 02??CS_?	GRADUATE TABLE WITH 8 STOOLS OVAL 54 X 6030 HIGH CHROME LEGS STANDARD WILSONART LAMINATE WITH ACCENT GUARD - SPECIFY	\$1,503.84	\$13,534.56
5	1554586		TTQ61G??0 2??CS	COMMUNICATOR WITH 12 STOOLS ELLIPTICAL 42 X 120 30H CHROME LEGS SPECIFY COMFORT OR ROUND STOOL SPECIFY LAMINATE COLOR SPECIFY ARMOR EDGE COLOR SPECIFY STOOL AND CASTER COLOR	\$2,304.14	\$11,520.70
12			EDBO11-F2-GXGXXXXX	ROCHESTER 46IN MOBILE BOOTH SEAT: FIBERGLASS BACK: FIBERGLASS, LAMINATE BACK PANEL	\$2,574.50	\$30,894.00
6			TUD22WQ G??02B	MULTIAPP IIS TABLE: 30 X 48 RECTANGLE SHAPE. 29IN HIGH, BLACK POWDERCOAT FRAME AND LEGS, STANDARD WILSONART LAMINATE. GROMMETS NOT AVAILABLE ON THIS TABLE. SPECIFY TOP COLOR WHEN ORDERING	\$884.25	\$5,305.50
6			EDBO11-F3-GXGXXXXX	ROCHESTER 58IN MOBILE BOOTH SEAT: FIBERGLASS BACK: FIBERGLASS, LAMINATE BACK PANEL	\$3,040.59	\$18,243.54

Quantity	SSL Item	Customer Item #	MFG Item	Item Description	Your Price	Extended Price
1	1655956 E		TTE61G??0 2??CS..	ADA GRADUATE TABLE WITH 6 STOOLS-OVAL-54X60-30H-CHROME LEGS- SPECIFY TOP COLOR-SPECIFY EDGE COLOR-SPECIFY COMFORT SEAT OR STOOL-SPECIFY THREAD GUARD COLOR	\$1,386.03	\$1,386.03
138	1649363 E		8012..	ACCENT GUARD - SPECIFY COLOR	\$17.19	\$2,372.22

Subtotal \$163,167.53
Estimated Taxes \$0.00
Shipping & Handling \$0.00
Total \$163,167.53

Accept this quote by sending back your purchase order number or signing it electronically. For orders over \$5,000.00, please submit a hard copy of your Purchase Order.

Prices subject to change until all finish selections have been completed. Order will not be placed until all finish options are selected.

Signature:

Name:

Date:

Purchase Order Number:

Pack Slip Notes:



School District of Manawa
Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 5/3/2022
Re: LWHS/MMS Custodial position – 2nd shift

The second shift custodial position at the LWHS/MMS has been open since September 2021. The position is full-time and has a strong benefit package including enrollment in the Wisconsin Retirement System. Starting wage is in-line with similar positions in the area and there is the opportunity for wage increases each school year. Weekend work consists of checking the buildings approximately once per month during the winter; this usually takes about 1 hour. There is also the opportunity to work first shift when students are not present (i.e. in the summer and on breaks).

Options

- A. Raise the starting wage for custodians from \$13.75 to \$15.00 per hour. To be fair, the custodians that have been employed by the SDM should receive a \$1.25 increase to their wage. This would cost the District \$9,300 more each year than what is currently budgeted for.
- B. The lowest starting wage for support staff is \$13.25 per hour. The District could decide to raise that starting wage to \$15.00 per hour. All support staff wages could then be increased by a \$1.75, costing the District approximately \$70,000 more each year.
- C. Increase the base wage for each job category to \$15.00 per hour and increase the pay on an individual basis by job category. For example, the starting wage for a clerical support staff member is \$14.25, this would increase to \$15.00 per hour and all employees that are categorized as clerical support will receive a \$0.75 increase. The problem with this option is what to do with job categories that are at or over \$15 per hour. Another problem is that all entry level jobs for the District would start at \$15 regardless of category. The cost of this option would be \$40,800.

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Support Staff	
Job Category	Starting Wage
Clerical	
District Administrative Assistant	\$16.50
Financial Assistant	\$16.00
Building Secretary	\$15.00
Department Secretary	\$14.50
Clerical Support	\$14.25
Food Service	
Food Service Manager	\$15.00
Food Service Team Member	\$13.25
Paraprofessionals	
Special Education Paraprofessional	\$14.75
Instructional Paraprofessional	\$13.25
Custodial	
Building Custodian	\$13.75
Part-time Maintenance	\$14.00
Part-time Groundskeeping	\$11.75
Substitutes	
Custodian	\$11.50
Paraprofessionals	\$11.00
Food Service	\$11.00
Building Clerical	\$10.75



The Funds - Informational

Fund 10 General Fund includes all expenditures for the regular education program as well as administration, maintenance, insurance and utilities. Fund 10 also includes the net cost of Fund 27 (the budget for exceptional needs students). This fund controls the day-to-day operations of a school district and does not have any sub-funds. Over 80 percent of the district's total budget flows through this fund.

Fund 21 Special Revenue Trust includes revenues that are gifts or donations from parent teacher organizations, individuals, and/or businesses. Project Backpack, scholarships and the student activity accounts are run through this fund. This fund may carry a fund balance. The main purpose of this fund is to record donations so it does not impact state aid.

Fund 27 Special Education Fund contains all activities related to Special Education. Included are salaries and benefits, state/federal categorical aid, physical and occupational therapy, as well as flow-through and other grants related to Special Education. This fund cannot carry a deficit or fund balance. Since federal and state categorical aids (revenues) do not subsidize 100% of special education expenditures, approximately 60% of local dollars must account for any shortfall. The district transfers dollars from Fund 10 at the end of each fiscal year to balance a deficit. This is typical for every school district in Wisconsin.

Fund 38 Non-Referendum Debt Service accounts for all receipts and expenditures specifically for payment of long and short-term debt **within** the revenue limits. This is debt that was not approved through a referendum. A district can have up to a total of \$1,000,000 of debt without having a referendum. However, funds to pay for this debt must come from the fund 10 general operational fund of the district and may not be levied separately. The School District of Manawa currently does not utilize this fund.

Fund 39 Referendum Approved Debt Service accounts for all receipts and expenditures specifically for payment of referendum approved debt **outside** the revenue limits. This is debt for which a special referendum election is held. This is established if taxpayers agree to exceed the revenue cap for debt purposes via operational or capital building projects through borrowing. In November 2017 the district passed a \$12 million debt referendum for new construction and remodeling projects.

Fund 46 Long-Term Capital Improvement is used to save for future projects. Money may be deposited into this separate account to be used for future capital improvement projects. The District implemented this fund on September 18, 2017. Funds can be used five years after implementation towards items on the capital projects plan.

Fund 49 Other Capital Projects Fund can be used for special projects where dollars other than taxes are utilized. All construction invoices were managed through this fund.

Fund 50 Food Service Fund includes revenues and expenditures related to food service. Included in this fund are salaries and benefits of food service employees as well as costs to purchase, maintain, or fix kitchen-related equipment. This fund is closely regulated by federal law and rules. Fund 50 must remain its own entity. Expenditures and revenues are closely monitored to fit the state statute requirements of the use of this fund. This fund can carry a balance but cannot carry a deficit.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Fund 60 Agency Fund was commonly referred to as Student Activity Funds. This fund has been dissolved and all assets have been moved to Fund 21.

Fund 70 Trust Fund includes assets held by the district as a trustee for individuals, private organizations, or other governments.

Fund 72 – Gifts & Donations not under control of the School Board. This included scholarships. This fund has been dissolved and all assets moved to Fund 21.

Fund 73 – Employee Benefit Trust Fund. This fund is created to establish a trust for formal pension plans, benefit plans, etc. The goal of this fund is to set aside funds for future unfunded liabilities.

Fund 80 Community Services Fund are funds collected and spent on programs for residents of the School District of Manawa but not regular instruction programs for the students and is **outside** the revenue limits. Our fund 80 includes the operation of the Middle School sports, and the Senior Tax Exchange Program (STEP). The STEP program is a program to help seniors in our district earn funds to help pay their property taxes by volunteering time in the schools in various programs. Fund 80 can borrow from the general fund, Fund 10. The Board has historically levied \$40,000 in this fund for services to our community. Due to an increase in participation in middle school athletics, Fund 80 had a deficit of \$4,497.29 in 2020-21. To ensure that all costs are covered in the 2021-22 school year, the Board of Education increased the Fund 80 levy to \$50,000, \$5,000 to cover the deficit and \$5,000 to cover the increased costs.

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Fund Balance - Informational

The Fund Balance is simply the difference between Assets and Liabilities. Cash is an asset and this number changes daily. At the end of each fiscal year (June 30th), the auditors calculate and report a school district's fund balance for that school year. It is also reported as a percentage of the total expenditures. This is NOT money that is in a separate account.

The majority of the District revenue comes from State Aid and Property Taxes. The first 15% of the total State Aid payment is issued in September and 25% is issued in December. The first Property Taxes are not received until January. From July 1st until those first payments are received (6 months of the fiscal year), the District is spending the fund balance. The fund balance nears zero at the end of November and often, at this time, short-term borrowing will be necessary to simply have enough cash to meet payroll. According to the Board policy and the Wisconsin Department of Public Instruction (DPI), the fund balance should be "an amount sufficient that short term borrowing for cash flow could be avoided and would also allow the district to set aside sufficient assets to realize its long range goals."

Starting in 2018, the SDM has not needed to short-term borrow. This is due in large part to qualifying for Sparsity Aid due to our declining enrollment. The district aid membership dropped below 745 FTEs in 2017-18, thus qualifying the SDM for this aid. The payment comes the following year at the end of September. The SDM qualified in 2017-18 and received the first Sparsity Aid payment in September 2018. Looking at the historical data, if the fund balance at the end of the previous fiscal year is at about 22% of the previous year's expenditures and the SDM continues to receive Sparsity Aid, the district will have enough fund balance to avoid short-term borrowing.

It is not beneficial to have more fund balance than what is needed, though. The State of Wisconsin calculates the total revenue limit for each school district. Depending on the demographics of the district, a portion of this total amount will come from the State and a portion from property taxes. The past few years, the portions are as follows:

Year	Total Revenue Limit	State Aid	Allowable Property Tax Limit
2017-18	\$7,888,804	\$4,524,841	\$3,363,963
2018-19	\$7,967,343	\$4,584,608	\$3,372,470
2019-20	\$7,622,217	\$4,323,683	\$3,288,784
2020-21	\$7,121,008	\$4,460,673	\$2,660,335*
2021-22	\$7,167,778	\$4,795,403	\$2,372,375*

*When voters pass a referendum, it allows the District to tax over the allowable revenue limit for that project

If a district does not use the amount of State Aid it has been designated, that aid amount will decrease the following year. This will cause the amount of the total revenue limit paid by property taxes to increase. This is a balancing act that all school districts play and is unique to each one.

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March 31, 2022

Monthly Financial Summary

	Revenues Month	Expenses Month	Revenues YTD	Expenses YTD	
Fund 10 - General	\$ 1,718,168.82	\$ 510,387.01	\$ 5,510,141.26	\$ 4,724,131.81	
Fund 27 - Special Education	\$ 35,436.81	\$ 77,033.49	\$ 169,495.98	\$ 651,821.72	
Fund 50 - Food Service	\$ 97,401.31	\$ 33,104.37	\$ 277,833.79	\$ 232,764.62	
Fund 80 - Community Fund	\$ 30.00	\$ 1,019.02	\$ 51,050.00	\$ 25,615.47	
			Interest to Date		Project Exp to Date
Fund 49 - Referendum (2018)	\$ -	\$ -	\$ 183,503.24	\$ 664,185.07	\$ 12,171,518.49
Demo Referendum Project	\$ -	\$ -	\$ -	\$ -	\$ 343,722.08
					\$ 21,277.92
Debt Payments (Fund 39)	\$ -	\$ -	\$ 1,109,282.95	\$ 816,142.56	

Accounts	Balance	Interest Rate
General Checking	\$ 3,731,513.52	0.087%
General Money Market	\$ 5,173.48	0.009%
ADM Investment Savings	\$ 150,403.60	0.160%
Fund 21 Account	\$ 124,214.48	0.040%
OPEB	\$ 303,005.68	
Fund 46 - Savings	\$ 250,269.85	

\$ (8,098.71) Change in Value from July 2021
\$250,000 invested in CD with ADM

Grants	Allocation	Carryover	Total	Claimed to Date	Outstanding Revenue
Fund 10					
ARP Homeless Children & Youth II	\$ 6,079.00	\$ -	\$ 6,079.00	\$ -	\$ 6,079.00
Carl Perkins (Tech. Ed)	\$ 6,468.00	\$ -	\$ 6,468.00	\$ -	\$ 6,468.00
ESSER II Fund	\$ 360,845.00	\$ -	\$ 360,845.00	\$ 277,128.98	\$ 83,716.02
ESSER III Fund	\$ 810,972.00	\$ -	\$ 810,972.00	\$ -	\$ 810,972.00
Title I - Public (Reading/Math)	\$ 98,831.74	\$ 12,455.91	\$ 111,287.65	\$ 9,767.39	\$ 101,520.26
Title I - Private (Reading/Math)	\$ 21,721.26	\$ 33,384.07	\$ 54,959.63	\$ -	\$ 54,959.63
Title II - Public (Professional Dev.)	\$ 21,419.27	\$ 17,677.69	\$ 39,096.96	\$ -	\$ 39,096.96
Title II - Private (Professional Dev.)	\$ 3,145.73	\$ 3,336.35	\$ 6,482.08	\$ -	\$ 6,482.08
Title IV - Public (Student Support & Enrichment)	\$ 8,745.04	\$ 9,406.56	\$ 18,151.60	\$ -	\$ 18,151.60
Title IV - Private (Student Support & Enrichment)	\$ 1,254.96	\$ -	\$ 1,254.96	\$ -	\$ 1,254.96
Fund 27					
Flow Through (SPED) - Public	\$ 180,042.28	\$ 39,594.90	\$ 219,637.18	\$ -	\$ 219,637.18
Flow Through (SPED) - Private	\$ 29,673.72	\$ -	\$ 29,673.72	\$ -	\$ 29,673.72
Preschool (Early Childhood) - Public	\$ 11,011.00	\$ 3,216.17	\$ 14,227.17	\$ -	\$ 14,227.17
Preschool (Early Childhood) - Private	\$ 847.00	\$ -	\$ 847.00	\$ -	\$ 847.00

Revenues	Budgeted	Collected to Date	Outstanding	2020-21
Property Taxes	\$ 2,372,375.00	\$ 1,268,403.41	\$ 1,103,971.59	\$ 2,660,335.00
Mobile Home Tax	\$ 1,200.00	\$ 1,365.06	\$ (165.06)	\$ 3,135.25
Athletic Event Admission	\$ 9,000.00	\$ 12,224.00	\$ (3,224.00)	\$ 4,845.50
Open Enrollment In	\$ 185,982.00	\$ -	\$ 185,982.00	\$ 126,073.00
Transportation Aid	\$ 20,000.00	\$ 12,045.00	\$ 7,955.00	\$ 23,718.00
Equalization Aid	\$ 4,785,653.00	\$ 3,110,674.00	\$ 1,674,979.00	\$ 4,451,438.00
Sparsity Aid	\$ 248,935.00	\$ 262,030.00	\$ (13,095.00)	\$ 272,553.00
Per Pupil Aid	\$ 492,688.00	\$ 491,946.00	\$ 742.00	\$ 509,754.00
High-Cost Transportation Aid	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 31,495.00

Fund 10 Expenses	2020-21 FY Activity	2021-22 Budget	2021-22 FYTD Activity	Percent Expended to Date	Unexpended Balance
Salaries	\$ 3,321,788.20	\$ 3,333,336.00	\$ 2,120,297.30	63.61%	\$ 1,213,038.70
Benefits	\$ 1,446,389.77	\$ 1,433,810.00	\$ 923,725.56	64.42%	\$ 510,084.44
Purchased Services	\$ 2,207,983.45	\$ 2,584,766.23	\$ 1,143,949.55	44.26%	\$ 1,440,816.68
Non-Capital Objects	\$ 410,798.90	\$ 228,448.48	\$ 312,816.11	136.93%	\$ (84,367.63)
Capital Objects	\$ 233,594.24	\$ 112,893.78	\$ 88,168.45	78.10%	\$ 24,725.33
Debt Retirement	\$ -	\$ -	\$ -		\$ -
Insurance & Judgments	\$ 132,447.10	\$ 112,750.00	\$ 107,596.75	95.43%	\$ 5,153.25
Transfers (i.e. to Fund 27)	\$ 559,363.85	\$ 637,271.00	\$ -	0.00%	\$ 637,271.00
Other (Dues & Fees)	\$ 27,389.93	\$ 262,254.51	\$ 27,578.09	10.52%	\$ 234,676.42
TOTAL	\$ 8,339,755.44	\$ 8,705,530.00	\$ 4,724,131.81	54.27%	\$ 3,981,398.19

Fund 50 - Revenues	Monthly Total	2021-22 FYTD	2020-21 FYTD
MES Sales	\$ 777.55	\$ 5,628.15	\$ 4,466.90
MMS Sales	\$ 1,633.65	\$ 17,516.55	\$ 9,311.90
LWHS Sales	\$ 4,791.10	\$ 26,675.15	\$ 16,086.30
Catering	\$ 465.52	\$ 2,064.43	\$ 2,744.45
Aid	\$ 89,733.49	\$ 225,949.51	\$ 152,278.62
Total	\$ 97,401.31	\$ 277,833.79	\$ 184,888.17
Fund 50- Expenses			
Salaries	\$ 11,399.29	\$ 85,674.48	\$ 77,834.98
Benefits	\$ 3,720.81	\$ 31,374.73	\$ 30,208.22
Purchased Services	\$ -	\$ -	\$ -
Repair/Maintenance	\$ -	\$ 11,621.38	\$ 679.87
Operational Services	\$ -	\$ 935.41	\$ 557.94
Employee Travel	\$ -	\$ -	\$ -
Fuel - Vehicle	\$ -	\$ 102.00	\$ 71.92
Commodity Charges	\$ 794.57	\$ 5,546.19	\$ 9,160.79
Central Supply	\$ 647.03	\$ 6,496.45	\$ 2,559.33
Food	\$ 16,542.67	\$ 90,997.43	\$ 63,770.89
Other Non-Capital Objects	\$ -	\$ 16.55	\$ -
Capital Equipment	\$ -	\$ -	\$ -
Total	\$ 33,104.37	\$ 232,764.62	\$ 184,843.94
	End June 2021	Rev-Exp FYTD	
Fund 50 Balance	\$ 118,273.00	\$ 45,069.17	



School District of Manawa

May , 2022

NAME
ADDRESS
ADDRESS

Re: Letter of Intent – 2022-2023 School Year

Dear Ms. NAME:

In conformance with Wis. Stat. § 108.04(17), the purpose of this letter is to provide you with reasonable assurance of continuing employment with the School District of Manawa during the 2022-2023 school year. Pursuant to Wis. Stat. § 108.04(17), Unemployment Insurance benefits are not available to educational (school year) employees between school years if employees have reasonable assurance of continuing employment.

The District will attempt to place you in a position similar to the position you held during the 2021-2022 school year. Specific details regarding your employment for the 2022-2023 school year will be shared with you by approximately August 15, 2022. As a school year employee, you will be expected to report for work on August 23, 2022.

Please indicate your intent to continue employment with the District during the 2022-2023 school year by signing and returning a copy of this Letter of Intent to the District Office no later than June 15, 2022. Failure to timely return a signed copy of this Letter of Intent shall be deemed notice that you have decided to voluntarily terminate your employment with the District.

Be advised that all school programs are regularly reviewed, with recommendations regarding program changes and staffing needs made to the School Board. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions (e.g., school closure due to a pandemic), it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible. Please feel free to contact me should you have any questions.

Thank you for your continued commitment to the School District of Manawa.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to return to the School District of Manawa for the 2022-2023 school year.

(signature)

(date)

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



School District of Manawa

May , 2021

NAME
ADDRESS
ADDRESS

Re: Letter of Intent – 2022-2023 School Year

Dear NAME:

In conformance with Wis. Stat. § 108.04(17), the purpose of this letter is to provide you with reasonable assurance of continuing employment with the School District of Manawa during the 2022-2023 school year. Pursuant to Wis. Stat. § 108.04(17), Unemployment Insurance benefits are not available to educational (school year) employees between school years if employees have reasonable assurance of continuing employment.

The District will continue to keep you on the Substitute Teacher/Staff list, the same as during the 2021-2022 school year. The All District Staff In-Service is scheduled for August 23, 2022. Training will be available to you for on this day if you choose to attend. More information will be forthcoming in August.

Please indicate your intent to continue to be listed on the Substitute Teacher/Staff list with the District during the 2022-2023 school year by signing and returning a copy of this Letter of Intent to the District Office by June 15, 2022. A postage-paid envelope has been included for your convenience.

Be advised that all school programs are regularly reviewed, with recommendations regarding program changes and staffing needs made to the School Board. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions (e.g., school closure due to a pandemic), the number of substitute assignments will vary from year-to-year. Please feel free to contact me should you have any questions.

Thank you for your continued commitment to the School District of Manawa.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to return to the School District of Manawa for the 2022-2023 school year.

(signature)

(date)

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/ ManawaSchools



/ ManawaSchools



**SCHOOL DISTRICT OF MANAWA
MEMORANDUM OF UNDERSTANDING**

This **MEMORANDUM OF UNDERSTANDING** is entered into by and between the **SCHOOL DISTRICT OF MANAWA** (hereinafter the “District”) and **NAME** (hereinafter the “Employee”).

It is agreed that the District intends to employ the Employee and the Employee intends to accept employment with the District for the 2022-2023 school year (July 1, 2022 – June 30, 2023). Employment with the District is subject to annual review.

The Employee shall faithfully perform those duties and responsibilities as assigned by the District.

For services properly rendered, the Employee is to be paid the amount commensurate with the position the Employee is assigned, as outlined in the Support Staff Handbook. The Employee’s specific job assignment, wage, start date, end date and total weekly hours are as listed below:

Job Category	Clerical, Parapro, Custodial, Food	Job Assignment	
Regular Weekly Hours		Hourly Pay Rate	
Student Start Date	September 1, 2022	Student End Date	June 8, 2023
Report	<i>Daily, full-time per the District Calendar</i>		
<u>Additional Contracted Time</u> (paid)	All District Staff In-service and Back-to-School Night: August 23, 2022 Recognition and Appreciation Celebration: up to 2 hrs. if outside regular work time Additional required training: hours determined and pre-approved by administration *Time will be flexed to attend these events if outside of regular working hours		

Given Affordable Care Act parameters and District staff and program budget approvals, the Employee must adhere to his/her assigned hours. Any deviation from the daily and/or weekly work hours must be preapproved in writing by your building principal or supervisor. **The Employee will receive a specific daily schedule from the building principal or supervisor prior to the start of the school year.**

Except as specifically provided herein, the Employee shall be eligible for those benefits as outlined in the Support Staff Handbook.

This Memorandum of Understanding is subject to all applicable provisions of state and federal law as well as the rules, regulations, policies and directives of the District, now existing and as may be hereinafter enacted. The Employee further agrees to, in all respects, abide by and comply with the same.

The Employee’s employment with the District is made at the will of the District and may be terminated at any time for any or no reason. Because of budgetary constraints or other unknown factors and conditions, it may be necessary for the District to reduce positions (eliminate the position or reduce the hours). Should there be a change in your status you will be notified as soon as possible. **Please sign and return both copies of this Memorandum of Understanding to the District Office by June 15, 2022.**

Dated this 17th day of May, 2022.

Employee Signature

School District of Manawa representative