

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

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AMENDED

Date: June 13, 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 **Endorsement** of the Reduction of One (1) Bus Route for the 2022-23 School Year as presented (Action)
2. Consider **Endorsement** of Transportation Cost Increase from Kobussen, LTD for the 2022-23 School Year as presented (Action)
3. Consider **Endorsement** of Food Service Meal and Milk Prices for the 2022-23 School Year as presented (Action)
4. Consider **Endorsement** of Food Service Vendors for the 2022-23 School Year as presented (Action)
5. Consider **Endorsement** of Purchase of Combi Oven for the Food Service Kitchen as presented (Action)
6. Consider **Endorsement** of Student Assurance for Student Accident Insurance for the 2022-23 School Year as presented (Action)
7. Consider **Endorsement** of Class and District Fees for the 2022-23 School Year as presented (Action)
8. Consider **Endorsement** of Athletic Trainer Agreement for the 2022-23 School Year as presented (Action)
9. Fund 46 Deposit (Information)
10. Monthly Financial Summary (Information)
11. Other Post Employment Benefits (OPEB) (Information / Action)
12. School Finance 101 (Information)
 1. Review The Funds and Fund Balance
 2. Zero-based Budgeting
 3. Revenue Limit Worksheet - page 1
13. Finance Committee Planning Guide (Information / Action)
14. Next Finance Committee Meeting Date: _____
15. Next Finance Committee Items:
 1. MMS/LWHS Commons Furniture Addition (Information / Action)
 2. School Finance 101 - Audit and Revenue Limit Worksheet p. 2
 3. Occupational Therapist Services for 2022-23 School Year
16. Adjourn



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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 6/8/2022
Re: Bus Route Reduction for the 2022-23 School Year

Recommendation

I recommend reducing bus routes by one (1) for the 2022-23 school year.

	2021-22	Proposed 2022-23
Regular home to school routes	7	6
Special Education/Wheelchair Accessible route	1	1
Amish School route	1	1
Mid-day (4K)	2	2

Rationale

This past spring, there were several times that an afternoon bus route was eliminated and riders were combined onto other routes due to a shortage of drivers. This led to a discussion between Jacob Elsner of Kobussen Buses, Ltd and me about the possibility of eliminating a route for the 2022-23 school year. The SDM is experiencing a period of declining enrollment. The district graduated 55 students in May 2022 and the 4K class has 31 students that will enter Kindergarten. At this same time Kobussen is experiencing a bus driver shortage. We feel that it would be mutually beneficial to both entities to reconfigure the bus routes and eliminate one.

Dr. Oppor and I met with Mr. Elsner at the end of May to explore the implications of moving from 7 regular daily routes to 6. Mr. Elsner shared that all of the remaining routes would be shifted so that the travel time and number of riders would be equal. With this change, pick up times would not be any earlier than 6:30 a.m. and the last drop off would not be later than 4:30 p.m. This past year, buses made 5 courtesy group stops within the walk zone within the City of Manawa. These stops will be monitored and some could possibly be eliminated depending on the availability of seating. This would be done with careful consideration to the entire family and the age of the students. Mr. Elsner assured the District that the Kobussen staff would be working throughout the summer to provide accurate routing information and would notify the District of any changes before the start of the 2022-23 school year.





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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 6/7/2022
Re: Transportation Cost Increases from Kobussen Buses, LTD

Recommendation

I recommend accepting the proposal from Kobussen Buses, LTD as written for a onetime only increase of eight percent (8%) for the 2022-23 school year.

Rationale

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

According to the contract, subsequent years pricing is based on the National Consumer Price Index for all urban areas published by the U.S. Bureau of Labor Statistics. 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 asked to negotiate the appropriate percent change for the next school year. The March 2022 CPI that Kobussen uses is at 8.6%. The April 2022 CPI is 8.2%.

Mr. Joe Kobussen asked for an 8.5% increase for the 2022-23 school year. The Manawa Board of Education counteroffered 8.0%. Mr. Kobussen agreed to the 8.0% increase. The proposed contract addendum is part of this packet.

For the 2021-22 school year, the District spent \$561,265.26 for total transportation costs. An 8% increase equates to \$44,901.22. The cost for one bus route for this past school year was \$51,355.50, not including the gasoline surcharge. If the District were to reduce by one route, that will more than pay for the increase in cost.





KOBUSSEN BUSES LTD.



Family Pride in Every Ride


Carmen O'Brien
Manawa School District
800 Beech Street
Manawa WI 54949

Dear Carmen:

This letter is to amend the existing contract between Kobussen Buses Ltd. and the Manawa School District; whereas the School District and Kobussen have an existing transportation contract that increases all rates annually with a maximum of five percent (5%). Due to the Consumer Price Index specified in the contract being at eight- and one-half percent (8.5%), this addendum will increase the 2022-2023 school year rates by eight percent (8%). This is a onetime only increase and future years rates shall be increased based upon subsequent years pricing in the existing contract. All other terms and conditions of the current contract remain as stated.

Allow us to show the Manawa School District the Family Pride in Every Ride.

Date; _____
Carmen O'Brien
Business Manager
Manawa School District



Date; 9/27/2022
Joe Kobussen
President
Kobussen Buses Ltd.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Carmen O'Brien

From: Brenda Suehs

Date: June 6th, 2022

Re: Recommendation for SY 2022-23

Meal & Milk Prices

I recommend that there be no changes to the meal and milk prices for the 2022-23 school year. Due to our District having a positive fund balance we are exempt from completing the PLE Tool and having to raise prices at this time.

Breakfast:

MES	MMS/LWHS	Adult
\$1.30	\$1.50	\$2.56

Lunch:

MES	MMS/LWHS	Adult
\$2.80	\$3.00	\$4.65

Milk:

District Wide \$0.40

School District of Manawa

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**Little Wolf High School
Manawa Middle School**

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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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Updates from the DPI School Nutrition Team (SNT)

Sunset of the Free and Reduced Price Lunch Expansion

(A similar message went out to District Administrators from DPI administration.)

Despite the strong support, and direct advocacy from State Superintendent Dr. Jill Underly for continuing free school meals for all children, USDA Food and Nutrition Service (FNS) has not received legislative authority to issue new nationwide waivers beyond SY 2021-22.

Throughout the pandemic, nutritious school meals have contributed to the health and well-being of students. Free meals mean higher participation in most cases, allowing students to thrive in the classroom. School Nutrition Professionals around the state developed creative ways to ensure students received the nutrition they needed throughout the pandemic, utilizing the nationwide waivers issued by the USDA.

Waivers that are expiring include the following:

- Expansion of Area Eligibility
- Operation of the Seamless Summer Option in place of the National School Lunch Program during the school year resulting in free meals for all students
- Offering the Summer Food Service Program reimbursement rate for Seamless Summer Option meals served during the school year
- Waiver of meal pattern requirements

Free meals as part of the school day for all children puts them on a level playing field. It removes stigma associated with income levels and creates an environment where all students are ready to learn. Additionally, the cafeteria becomes a place of life-long learning of what constitutes a healthy, nutritious meal. For these reasons, the Department of Public Instruction continues to support the Support Kids Not Red Tape Act and advocate for congressional renewal of the expiring waivers. We encourage you to reach out to your congressional delegation to advocate for the renewal of nationwide waiver authority as well.

At this time, the USDA School Meal Programs will be transitioning back to the traditional Child Nutrition Program operations of the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program in school year (SY) 2022-23. DPI has requested statewide waivers under Section 12(l) of the Richard B. Russell

National School Lunch Act to obtain approval for certain flexibilities previously provided under the nationwide waiver authority.

In order to receive approval from the SNT, waiver requests must:

- facilitate the purpose of the program;
- include information about how the school food authority plans to notify the public about the proposed waiver; and
- not increase the overall cost of the Program to the Federal Government.

Additionally, the USDA Secretary cannot waive Federal reimbursement rates or the provision of free and reduced price meals. The DPI has been approved for 24 waivers for Summer 2022 and SY 2022-23. These waivers will help facilitate the transition back to the traditional operation of the Child Nutrition Programs. It will be very important to ensure USDA Free and Reduced Price Meal Applications are approved promptly and that Direct Certification is run often to get as many students the benefits they need as quickly as possible.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Carmen O'Brien

From: Brenda Suehs

Date: June 6th, 2022

Re: Recommendation for SY 2022-23

Vendors

I recommend that we renew our service contracts with our supply chain vendors: Performance Foods, Engelhardt Dairy, and Pan O' Gold for the 2022-23 school Year. We have had a great experience dealing with our current vendors, from the sales representatives to the delivery drivers who provide excellent service. We have been very satisfied with products, service, as well as pricing.

The contracts we have entered into with each of these companies allows us to renew the agreement for up to four (4) additional one-year periods.

With ongoing supply chain challenges, as well as truck driver shortages finding vendors with routes in our area has been difficult. Each of these companies have gone above and beyond to help ensure we have the products we need or a substitute available. We have had no problems with these vendors being staffed with the truck drivers necessary to make our deliveries happen.

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ManawaSchools.org



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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Carmen O'Brien

From: Brenda Suehs

Date: June 8th, 2022

Re: Recommendation for Replacement Combi Oven

I recommend going with Central Restaurant for the purchase of a replacement combi oven.

I have requested quotes from four companies: Central Restaurant Supply, Commercial Appliance, Warehouse Restaurant Company, and Performance Food Group Company. We did not hear anything back from Performance Food Group Company. The other three provided a variety of options from different sizes to alternative brands. We wanted to make sure we have something that would allow us to prepare food in similar quantities to meet our demands. We looked at comparisons of electrical and water hook up as well as dimensions to find a model that would replace our current unit without complications. We also looked at availability with supply chain problems some of these would not be available for another three to four months.

The Blodgett Combi model we received a quote on from Central Restaurant, is the comparable model for the unit we would be replacing. Size, installation requirements, and preparation capacity. The sales representative also states the unit is currently in stock.

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7750 Georgetown Rd • Indianapolis, IN 46268
Phone 800-222-5107 • Fax 800-882-0086

Quotation

Quotation# 12002002
Date 06/08/22
Customer# 691127
Page 1 of 1

MANAWA SCHOOL DISTRICT
515 E 4TH ST
MANAWA, WI 54949-9230

Ship To:
Little Wolf High School
515 E FOURTH ST
MANAWA, WI 54949

Remit Payment To: PO Box 78070 Indianapolis, IN 46278-0070

Quote Date	Quote Expires	Payment Terms	Customer PO	Contact	
06/03/22	06/17/22	TO BE DETERMINED		Brenda Suehs	
Product Consultant		Ship Via		Freight Terms	
John Cordill ext 8356		LTL***SEE NOTES BELOW***		FOB ORIGIN/PREPAID AND ADD	
Item	Product/Description	Quantity	Price	U/M	Extension
1	230-107-208V ><BLODGETT BCT102E-208V COMBI OVEN STEAMER, ELECTRIC, VOLTAGE 208V	1	24210.50	EA	24210.50
2	W002-SERVICES CHARGES FOR WORK PERFORMED BY CENTRAL RESTAURANT SERVICES ** Building Relationships...One Order at a Time! **	1	3800.00	EA	3800.00
Merchandise	Handling	Misc. Charge	Tax	Freight	Quote Total
28,010.50	0.00	0.00	1,366.51	635.14	30,012.15

Accepted By (Printed): _____ Signature _____ Date: _____

By signing above you are agreeing all product and totals are accurate. If purchase is to be made via credit card, signature by cardholder is required indicating authorization to charge card and process order. All prices above are in US dollars. All payments to Central are required to be made in US dollars. **** Upon Receipt of your Merchandise **** Please inspect your delivery carefully. In the unfortunate event that something is damaged or has to be returned, please call your product consultant. Please save all shipping cartons and packaging. Claims must be reported within 15 days of receiving your delivery. All returns are subject to inspection before a credit is issued and may be assessed a restocking charge. Please return defective items promptly to avoid being charged for the replacement item. Custom manufactured, special orders and used items are not returnable.

*** Central is OPEN until 8:00 pm (Eastern Time) ***



Electric Boiler Based Combi with
Touchscreen Control

BCT-102E

The BCT-102E offers an ideal meal capacity of 125-300 meals.

Exceptional Design for Exceptional Kitchens - the Blodgett Combi is characterized by quality and simplicity. It has a unique ability to combine form and function; beauty and functionality effortlessly blends together. It enables you to reach perfection every time and with every meal.

Cook the way you want - the Blodgett Combi touchscreen control lets you choose which kind of chef you want to be. You can cook manually and easily fine-tune your settings. Use pre-programmed recipes to ensure consistent, results every time. Or use the SmartChef feature which automatically selects the optimum settings for an effortless cooking process.



CAPACITY

- ❑ Standard pan cassette with 3.35" (85mm) spacing holds eight full size sheet pans or sixteen 12" x 20" x 2-1/2" deep North American hotel pans
- ❑ Optional pan cassette with 2.56" (65mm) spacing holds ten full size sheet pans or twenty 12" x 20" x 2" deep Gastronorm pans

STANDARD FEATURES

- External detachable core temperature probe with multiple measuring points. User friendly location reduces strain on the probe
 - 21-1/2" (546 mm) stainless steel stand with runners & adjustable feet
 - Bright halogen lights for superior visibility
 - Built in external hand shower
 - Removeable cleaning chemical bottle shelf
 - 8 wire shelves
 - Left door hinge, field reversible with purchase of kit
 - Start-up inspection service by factory authorized service agent.
 - One year parts and labor oven warranty*
- * For all international markets, contact your local distributor.

www.blodgett-combi.com

42 Allen Martin Drive, Essex Junction, VT 05452 • Phone: (802) 658-6600 • Fax: (802) 864-0183

P/N 61206 Rev K (3/21)

OPTIONS & ACCESSORIES

(AT ADDITIONAL CHARGE)

- **Legs & Stands**
 - ❑ 21-1/2" tall stainless steel stand with runners & casters
 - ❑ Adjustable feet for table top installation
- **Banqueting Accessories**
 - ❑ Pan cassette with 2.56" (65mm) spacing
 - ❑ Pan cassette with 3.35" (85mm) spacing
 - ❑ Plate cassette with 2.56" (65mm) spacing holds 63 plates
 - ❑ Plate cassette with 3.35" (85mm) spacing holds 51 plates
 - ❑ Transport trolley, to move the cassette
 - ❑ Insulated thermal blanket with vent
- ❑ Additional core probe
- ❑ Extra wire oven racks
- ❑ Right hinge door
- ❑ Backflow preventer
- ❑ Extra year warranty

(AT NO ADDITIONAL CHARGE)

- ❑ Optional pan cassette w/ 2.56" (65mm) spacing & 10 wire shelves per section in lieu of standard cassette & shelves

OVEN OPERATION

- Built in steam generator produces pure, dry steam
- Easy to use touchscreen control stores up to 500 recipes with up to 15 steps each
- Multiple cooking modes include hot air, CombiSmart, retherm, steaming, low-temperature steaming, forced steaming, proofing, preheating
- CombiOptima automatically measures and controls the humidity level in the oven
- SmartChef automatic cooking provides presets for grilling, steaming, braising, browning and breaded products. Select your desired cooking result from rare to well done, and your surface appearance from light to dark.
- Manual or automatic cooling
- Automatic humidity pulsing
- Timed steam injection or instant steam on demand at any point in the cook cycle
- Rack timing for setting individual timers for each rack
- Advanced rack timing for managing multiple recipes of the same group simultaneously on separate racks, including managing recipes to finish cooking at the same time
- Reversible 9 speed fan for optimum baking and roasting results
- Programmable vent release allows for automatic venting if desired
- USB port for data and recipe transfer
- HACCP recording and documentation
- Automated CombiWash system features very low water and detergent consumption and no contact with chemicals. No proprietary chemicals required, see owner's manual for detergent guidelines.
- Automatic delimiting system



CONSTRUCTION

- 304 stainless steel exterior and interior
- Dual pane tempered viewing window with hinged inner glass for easy cleaning
- 2" (50mm) fixed drain in the bottom center of cavity
- Door mounted stainless steel drip tray reduces the risk of wet floors
- Separate water lines, for cooking and quench
- Automatic safety door stops in positions 110° and 180°
- Left hinge door is field convertible to the right side (with the purchase of conversion kit)
- Two step safety door latch. The first step stops the fan.

SHORT FORM SPECIFICATIONS: Provide Blodgett Combi model BCT-102E electric boiler based combination-oven/steamer. The BCT-102E has a pan cassette with 3.35" (85mm) spacing that holds eight full size sheet pans or sixteen 12" x 20" x 2-1/2" deep North American hotel pans. The optional pan cassette with 2.5" (65mm) spacing holds ten full size sheet pans or twenty 12" x 20" x 2" deep Gastronorm pans.

Unit has a 304 stainless steel exterior and interior. Oven door has a dual pane tempered viewing window with hinged inner glass for easy cleaning. Includes a built in external hand shower and separate water lines. Unit shall have bright halogen lights for superior visibility and an external detachable core temperature probe. Oven has two separate water lines for cooking and quench. You may choose to cook with pressureless steam, hot air, or combination of steam and hot air.

The touchscreen control stores 500 recipes with 15 stages each, in addition to pre-programmed recipes. Multiple modes include hot air, combi, retherming, steaming, low-temperature steaming, forced steaming, proofing, cooling, and preheating. CombiOptima automatically measures and controls the humidity level in the oven. The control allows for timed steam injection or instant steam on demand at any point in the cook cycle. Rack timing provides individual timers for each rack. Advanced rack timing allows for timing multiple recipes of the same group simultaneously on separate racks of the oven. Use SmartChef automatic cooking presets for grilling, steaming, braising, browning and breaded products. HACCP quality control, USB connectivity and automatic service diagnosis are included. Programmable vent release allows for automatic venting if desired. The reversible 9 speed fan provides optimum baking and roasting results. The automated combi wash system features very low water and detergent consumption and no contact with chemicals.

Includes one-year parts and labor warranty. Provide start-up inspection service by a factory authorized service agent. Provide options and accessories as indicated.

NOTE: The company reserves the right to make substitutions of components without prior notice.

POWER SUPPLY

VOLTAGE	KW	PHASE	AMPERAGE
208 VAC	27	3 PH	75 amp
240 VAC	27	3 PH	65 amp
480 VAC	27	3 PH	33 amp

Other voltages available, contact factory

This appliance uses a variable frequency drive, which can be known to product high frequency electrical noise. In some cases units must be hard wired. This avoids false positives on ground fault devices susceptible to errors from electrical noise. All installations must comply with local and national codes.

WATER SUPPLY

Good quality water feed is the responsibility of the owner. Water quality must be within the following general guidelines.

TDS: 40-125 ppm	pH: 7.0-8.5
Hardness: 35-180 ppm	Silica: <13 ppm
Chloramine: <0.2 ppm	Chlorine: <0.2 ppm
Chlorides: <25 ppm	

The best defense against poor water quality is a water treatment system designed to meet your water quality conditions. Blodgett offers optional water treatment systems.

Pressure

- 40 (min)-50 (max) PSI

Connections

- 2" drain connection - max. drain temperature 140°F (60°C)
- 3/4" garden hose cold water

DRAIN






The drain piping must consist of temperature resistant material, greater than 160°F, and be of adequate diameter not to cause flow restriction. Improper materials may deform and cause restrictions, thus affecting performance.

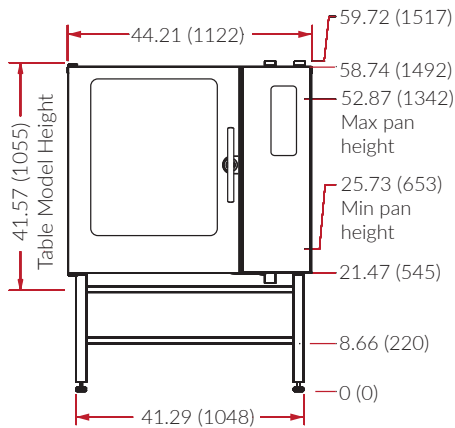
Appliance is to be installed with backflow protection in accordance with federal, state or local codes.



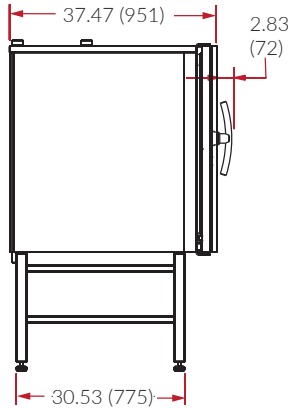
DIMENSIONS ARE IN INCHES (MM)

LEGEND

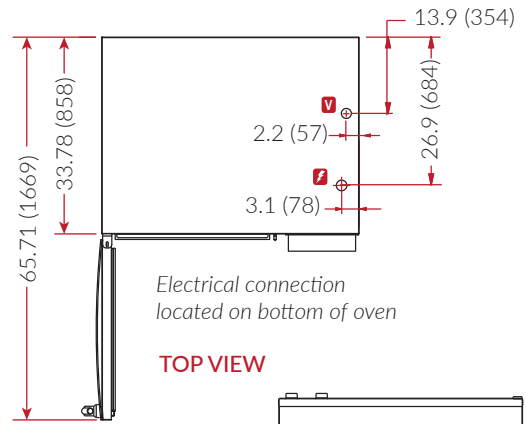
-  FILTERED WATER
-  UNFILTERED WATER
-  DRAIN
-  ELECTRICAL
-  VENT



FRONT VIEW

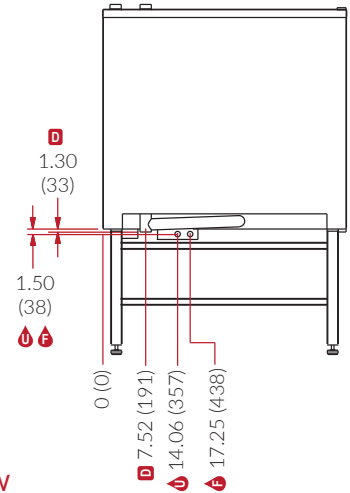


SIDE VIEW



Electrical connection located on bottom of oven

TOP VIEW



BACK VIEW

SHIPPING

WEIGHT

Oven	725 lbs (329 kg)
Stand	140 lbs (64 kg)

CRATE SIZE

Oven	40" H x 47" W x 48" D (1016 x 1194 x 1219 mm)
Stand	36" H x 42" W x 35" D (914 x 1067 x 889 mm)

DIMENSIONS & CLEARANCES

FLOOR SPACE

44.21" x 37.47" (1122 x 951mm)

UNIT HEIGHT

On standard stand	59.72" (1517mm)
Table model	41.57" (1055mm)

MINIMUM ENTRY CLEARANCES (per section)

Uncrated	37.47" (951mm)
Crated	40" (1016mm)

OVEN INSTALLATION CLEARANCE REQUIREMENTS

Kitchen Environment	Low temp.	High temp.*
Left Side & Back	2" (50mm)	2" (50mm)
Right (control) Side	2.8" (70mm)	16" (400mm)

* includes heat sources (fryers, hot plates, etc) placed on the control side of the combi

For servicing, Blodgett recommends maintaining at least 16" (400 mm) between the control side and walls or non moveable equipment.





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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 6/7/2022
Re: Student Accident Insurance

Recommendation:

I recommend purchasing student accident insurance from Student Assurance Services.

Rationale:

Student Assurance Services, Inc. in Stillwater, MN is our current provider. The policy and price quote remain the same as it was for the 2022-23 school year at \$3.25 per student. Currently our student count is at 577. The total cost to the district will be \$1,875.25.

Details about this policy are enclosed in this packet.

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Carmen O'Brien, Business Manager
Manawa School District
800 Beech Street
Manawa, WI 54949



2022-2023 Student Accident Insurance Renewal

Dear Carmen:

The enclosed information explains your school district's renewal for the 2022-2023 school year. Last year you selected our Standard Plan to cover all school sponsored and supervised activities.

2022-2023 Rates & Medical Benefits:

The renewal rate will have **No Increase** for the 2022-2023 school year. The medical benefits within your All-Pupil accident policy will have no changes as well

Voluntary Sports Coverage:

The Voluntary Sports Plan will have the same medical benefits and rates for families to select. Student Assurance Services now have the capability of having families purchase sports coverage through our website. If you conduct your sports registration online, we can provide you a PDF form that directs families to our website. Otherwise, we can continue to print/ship vol. sports forms.

Remember, your **Student Accident Plan** protects your school(s) in situations where families view the school district responsible for their student's injury regardless of fault.

As much as this coverage is a benefit to uninsured students and students whose health insurance has a high deductible, it is also an important asset when your administration/school board must resolve an unexpected student injury that occurs under the school district's supervision.

Complete the Renewal Applications & Payment:

An estimated billing invoice is enclosed. Your enrollment is based on the number provided to us last year. You may either pay from this billing, if it is correct, or enter the updated enrollment and adjust the billing accordingly.

Please complete and return the enclosed **Application Forms by July 15th, 2022**. **Your school district's payment should also be received by Student Assurance Services before the start of your new policy year (8-1-22)**. This enables us to prepare and begin claim service in a timely manner.

I appreciate your business and look forward to working with you next school year. If you have any questions/concerns about the renewal, please call me at (800) 328-2739 or sonnyh@sas-mn.com.

Sincerely,

Sonny Heinrich, Regional Representative
Student Assurance Services, Inc.

*Specializing in Accident Coverage for Students while:
Attending School – Playing Interscholastic Sports – Participating in Camps/Rec Programs/Youth Events
Toll Free: (800) 328-2739 – Fax: (651) 439-0200 – Email: sonnyh@sas-mn.com*

STUDENT ACCIDENT INSURANCE

Standard Group Plan

Policy GA-2200Ed.11-16

This group plan provides insurance benefits for medical expense arising from a school related accidental bodily injury. This insurance plan is designed to protect school boards, administrators, faculty and staff from claims which may be made by parents should their child be injured while under school supervision.

Administrators look upon this insurance plan as a public relations tool. Parents may benefit when their other health insurance plan includes a deductible or copay, the out-of-pocket portion of the medical bill may be paid by this insurance plan. If there is no other health insurance at home, this insurance plan becomes primary. The Medical Benefits and Exclusions apply to the Coverage Options below.

COVERAGE OPTIONS

GROUP SCHOOL-TIME COVERAGE (ALL PUPIL) - Maximum Benefit \$25,000 per Injury

Protects the student while:

- a) Attending regular school sessions.
- b) Participating in or attending school-sponsored and supervised extra-curricular activities.
- c) Traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extra-curricular activities in school-provided transportation.
- d) Coverage does not include participation in interscholastic high school sports

DEDUCTIBLE AND NO DEDUCTIBLE PLANS ARE AVAILABLE

NO-DEDUCTIBLE PLAN

This insurance plan has no deductible for each injury, and will consider benefits for covered expenses not paid by any other valid coverage.

DEDUCTIBLE PLAN

This insurance plan has a deductible for each injury, and will consider benefits for covered expenses in excess of the deductible. In determining the deductible, benefits provided by any other valid coverage will be considered first.

OTHER PROVISIONS

1. Group coverage becomes effective the first day of the regular school session (All Pupil), and expires 07-31-2023.
2. Group insurance rates specific to the School District are submitted as part of the cover letter.
3. This brochure is an illustration of coverage available.

Underwritten by:



Ameritas Life Insurance Corp.
Lincoln, Nebraska

MEDICAL BENEFITS

When injury covered by the Policy results in treatment by a licensed physician within 60 days from the date of injury, the company will pay the usual and customary (U&C) expenses incurred for covered services listed below, for expenses actually incurred within one year from the date of injury up to a **maximum of \$25,000 per injury**.

Our insurance plan would be secondary to all other valid coverage. A claim must be filed with other valid coverage first! This insurance plan does not cover penalties imposed for failure to use providers preferred or designated by the primary coverage.

Unless otherwise stated all amounts listed below are per injury.

PHYSICIAN'S SERVICES

- a) **Surgical Care** (surgeon, assistant surgeon, anesthesia) - U&C, up to \$2,500
- b) **Nonsurgical Care** (includes physiotherapy, 1 visit per day) - U&C, up to \$50 per visit, maximum 10 visits

HOSPITAL CARE

- a) **Inpatient Care**
 - Hospital Semi-private Room - the usual daily charges, up to \$500 per day
 - Hospital Miscellaneous Services (includes charges for registered nurse) - U&C, up to \$1,500
 - b) **Outpatient Care** (includes facility charges for day surgery and emergency room) - U&C, up to \$1,500
- Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under medical benefits**

RADIOLOGY SERVICES (includes x-ray, MRI, CT scan, bone scan, and charges for reading) - U&C, up to \$500

DENTAL TREATMENT (in lieu of all other medical benefits, for sound and natural teeth) - U&C, up to \$5,000

AMBULANCE SERVICES - U&C, up to \$500

ORTHOPEDIC APPLIANCES (when prescribed by a physician for healing; includes charges for durable medical equipment) - U&C, up to \$300

PRESCRIPTION DRUGS (take home) - U&C, up to \$300

REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS (when medical treatment is required for a covered injury) - U&C, up to \$300

LABORATORY SERVICES (Outpatient) - U&C, up to \$300

SHOTS AND INJECTIONS (Outpatient, in lieu of physician non-surgical care) - U&C, up to \$300

MOTOR VEHICLE INJURY - Same as any Injury, up to \$2,000

The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.

EXCLUSIONS

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws.
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder.

IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. Are-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy.

ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life	\$ 2,500	Double Dismemberment	\$10,000
Loss of an Eye	\$ 2,500	Single Dismemberment	\$ 2,500

This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific), and any applicable endorsement(s). This policy is considered term accident insurance and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice may be obtained on the website www.sas-mn.com.

STUDENT ACCIDENT INSURANCE
Voluntary Interscholastic Athletic Plan
Policy GA-2200Ed.11-16(ID)(KS)(LA)(MT)(NC)(ND)(OH)(SD)

PREMIUMS - Each Athlete - One time policy year premiums	
All Interscholastic Sports Grades 7-12 EXCEPT Senior High Football Grades 9-12	\$ 75
All Interscholastic Sports Grades 7-12 INCLUDING Senior High Football Grades 9-12.....	\$325
Senior High Football Grades 9-12.....	\$250

COVERAGE OPTIONS

This insurance plan provides benefits for covered medical expenses resulting from bodily injury caused directly by accident, independent of all other causes, sustained while the student is:

- a) practicing for or competing in interscholastic sports while under the supervision of a school employee, and
- b) traveling to or from such practice or competition in school provided transportation.

The Medical Benefits and Exclusions below apply to Coverage Options above.

MEDICAL BENEFITS - Unless otherwise stated all amounts below are per Injury

When injury covered by the Policy results in treatment by a licensed physician within 60 days from the date of accident, the Company will pay the usual and customary charges (U&C) incurred for covered services below, for charges actually incurred within one year from the date of injury up to the maximum benefit of **\$50,000** per injury. (In MT, NC benefits are payable after deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by other valid coverage). This policy will pay benefits regardless of other valid coverage, if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by other valid coverage. (This coverage is excess in KS and primary in MT, NC after the deductible and in ID, IL, SD) This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. (Penalties do not apply in KS)

PHYSICIAN'S SERVICES

- a) **Surgical Care** (surgeon, assistant surgeon, anesthesia) - 80% U&C, up to \$2,500
- b) **Nonsurgical Care** (including physiotherapy performed other than in a hospital) - U&C, up to \$50 per visit, maximum 6 visits

HOSPITAL CARE:

- a) **Inpatient Care:**
 - 1. Semi-Private Room - U&C, up to \$500 per day
 - 2. Hospital Miscellaneous Services - 80% U&C, up to \$2,500

b) **Outpatient Care:**

- 1. Facility Charges for Day Surgery - U&C, up to \$2,500
 - 2. Emergency Room and Hospital Miscellaneous - 80% U&C, up to \$500
- Note:** Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

X-RAY SERVICES (includes charges for reading) - U&C, up to \$250

LABORATORY SERVICES - U&C, up to \$250

DIAGNOSTIC IMAGING (MRI, CT scan, bone scan, includes charges for reading) - U&C, up to \$500

DENTAL TREATMENT (in lieu of all other medical benefits; for repair and/ or replacement of each sound and natural tooth) - U&C, up to \$250 per tooth (In SD, sound and natural is deleted)

AMBULANCE SERVICES - U&C, up to \$500

ORTHOPEDIC APPLIANCES (when prescribed by a physician) - U&C, up to \$250

PRESCRIPTION DRUGS (take home) - U&C, up to \$250

REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS (when medical treatment is required for covered injury) - U&C, up to \$250

MOTOR VEHICLE INJURY - U&C, up to \$2,500 (In KS, \$2,500 limit does not apply)

The Policy contains a provision limiting coverage to usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.

EXCLUSIONS

This Policy does not provide benefits for expenses resulting from:

- 1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
- 2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws. (In NC, benefits are excluded if the employee, employer or carrier is responsible or liable according to the final adjudication or a settlement order under state law)

- 3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder. (In ID, an insured must be participating as a professional)
- 4. In Kansas - No benefits are payable for accidental bodily Injuries arising out of a motor vehicle accident to the extent such benefits are payable under any medical expense payment provision (by whatever terminology used including such benefits mandated by law) of any automobile policy.
- 5. In Ohio - Reinjury if the insured participated in a covered activity against medical advice.

IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. A re-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy. (In OH, this provision does not apply)

ACCIDENTAL DEATH & DISMEMBERMENT BENEFITS

When injury covered by this policy results in the following specific losses within 180 days from the date of accident, the Company will pay indemnity in the amount (the largest applicable thereto) as specified below for any one injury, and shall be in addition to any other benefits for such accident. Loss of a Hand or Foot means loss by severance at or above the wrist or ankle joint. Loss of sight must be entire and irrecoverable.

Loss of Life.....	\$ 2,500
Loss of Both Hands, Both Feet or Sight of Both Eyes	\$10,000
Loss of One Hand, One Foot or Sight of One Eye.....	\$ 2,500

OTHER PROVISIONS

EFFECTIVE DATE is the later of: the Master Policy effective date; or 12:01 am following the date the enrollment form and premium are received by the School, the Company or its authorized agent.

TO FILE A CLAIM - Notify the school officials immediately. Obtain a claim form from the school or website www.sas-mn.com. Submit the completed claim form along with the student's bills to **Student Assurance Services, Inc.**

This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific) and any applicable endorsements. This policy is considered term accident insurance (except in ID) and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice and Certificate of Coverage may be obtained on the website www.sas-mn.com.

EXPIRATION DATE is the earlier of: (a) last day of the authorized season of the current school year; or (b) the Master Policy expiration date.

TO ENROLL - Complete an enrollment form ON-LINE or Mail to us directly (INFO on website and below). Make the check payable to **Student Assurance Services, Inc.** Return the completed enrollment form and premium payment to the School. Retain this brochure for your records.

G-3505(SP)



Administered by:
Student Assurance Services, Inc.
 P.O. Box 196
 Stillwater, Minnesota 55082

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

STUDENT ASSURANCE SERVICES, INC.

PO BOX 196 STILLWATER, MN 55082-0196

2022/2023 INVOICE

**Manawa School District
800 Beech Street
Manawa, WI 54949**

ALL PUPIL COVERAGE:

(*599 Students) x \$3.25 = \$ 1,946.75

TOTAL: \$ 1,946.75

THANK YOU



APPLICATION FOR STUDENT ACCIDENT INSURANCE

Manawa School District
800 Beech Street
Manawa, WI 54949

1. What is the first day of authorized sports practice? _____
2. What is the first day of the regular school term? _____ Last Day of School _____
3. Select the PLAN desired below. Complete the Enrollment and Premium sections.
 Effective Date: 8/1/2022 Termination Date: 8/1/2023

SCHOOLS THAT PROVIDE COVERAGE ON A GROUP BASIS PREMIUMS

A: GROUP COVERAGES

1. **Group Athletic Coverage:**
 Senior High Enrollment _____ Grades _____ \$ _____
 Junior High Enrollment _____ Grades _____ \$ _____

2. **Supplemental Coverage:** \$ _____

3. **Supplemental Coverage:** \$ _____

4. **All Pupil Coverages :** **Standard Plan (No Deductible)**
 Enrollment grades PK-12 _____ @ \$3.25 = \$ _____

5. **Other Activity Coverage:** \$ _____

6. **Other Activity Coverage:** \$ _____

TOTAL PREMIUM = \$ _____

SCHOOLS THAT OFFER COVERAGE ON A VOLUNTARY BASIS

B: VOLUNTARY COVERAGES: (See Brochure) Please Select an Option

1. **Voluntary Sports/Football Coverage:** - Online - Printed Forms _____
 Interscholastic Sports Participants Grades 7-12 # of student athletes (Fall/Winter/Spring)

2. **VOLUNTARY STUDENT COVERAGE:**
 Estimated Total Enrollment in grades PK-12 _____

PLEASE LIST ALL SCHOOLS IN THE DISTRICT WITH CORRESPONDING ENROLLMENTS (or attach list)

In order to take advantage of all policy provisions, student brochures must be distributed at registration for each interscholastic sport and at registration or no later than the first day of school for all students PK-12. It is agreed and understood that: **(applies only to voluntary coverages)**

- a. The school will offer coverage to all students in the school system.
- b. Football/Sports Coverage is available only if the school installs the Voluntary Student Coverage.
- c. A school official will complete the school's section of each claim form for school related injuries.
- d. For enrollment forms returned to the school: Premiums must be sent to the agent within 30 days of receipt; and a school official will date each premium envelope on the date received.
- e. **Only one student accident insurance plan will be offered by the school.**

WEBSITE ACCESS AGREEMENT

By signing this form you will be given access to the Master Policy, roster, and claim status information. This information should only be shared by those persons in the school administration. After we receive this application you will receive an email that explains how to access all of the information at our website.

Applied for by:

Print Name of School Official Telephone Number E-Mail Address

Signature of School Official Title Date

School Contact

If different than above Telephone Number E-Mail Address

Agent

Print Name Telephone Number E-Mail Address

Agent Mailing Address

Administered by and Mail to:



Student Assurance Services, Inc.
 P.O. Box 196
 Stillwater, Minnesota 55082

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.



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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 6/7/2022
Re: District and Class Fee

Recommendation

I recommend no change to the 2022-23 school year class and district fees.

Manawa Elementary School Fees	
District Fee	\$15.00
Class of 2030-2035 Fee	\$10.00

Manawa Middle School Fees	
District Fee	\$20.00
Class of 2027-2029 Fee	\$5.00

Little Wolf High School Fees	
District Fee	\$20.00
Junior Class of 2024	\$10.00
Sophomore Class of 2025	\$5.00
Freshman Class of 2026	\$5.00

If a family qualifies for Free or Reduced priced breakfast/lunch, the district fee is waived.

School District of Manawa
800 Beech Street
Manawa, WI 54949

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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

ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 6/9/2022
Re: Athletic Trainer Agreement

Recommendation:

I recommend continuing to contract with Orthopedic & Spine Therapy (OST) at 1000 Midway Road, Menasha, WI 54952 for athletic training services for the 2022-23 school year at a fee of \$400 for the year.

Rationale:

Physical Therapist, Ms. Jill Timm, is a member of the Manawa community and has provided athletic training services for several years. Coaches, athletes, and the SDM as a whole has been very satisfied with the services she provides. Ms. Timm will be present at Little Wolf High School one day per week for approximately 1 hour during the traditional academic year. She will also attend all home football game and wrestling competitions or arrange for other medical care if she is unable to attend. Other district requirements are outlined under letter F in the agreement and include advertising opportunities.

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ManawaSchools.org



/ ManawaSchools



/ ManawaSchools

Agreement for Services

AGREEMENT made effective this 6th day of June, 2022, between Orthopedic & Spine Therapy (OST) at 1000 Midway Road, Menasha, Wisconsin, 54952 and the Little Wolf School District ("the District"), 800 Beech Street, Manawa, Wisconsin, 54949.

RECITALS:

1. The District desires to engage the services of OST for the purpose of providing the services of a Certified Athletic Trainer ("ATC") at the District's facility known as the Little Wolf High School during the 2022-23 school year.
2. OST is willing to provide the services of an ATC upon the following terms and conditions and the District is willing to engage OST on said terms and conditions.

For a good and valuable consideration, including the above Recitals, the parties agree as follows:

- A. The District shall provide all necessary supplies and equipment for the ATC.
- B. OST shall provide the District with the services of ATC at the District's High School facilities.
 1. All supervision of the ATC will be provided by OST. The ATC will meet minimum standards of job description and certification.
 2. OST shall obtain and maintain, at its sole cost and expense, professional liability insurance covering its employees.
- C. The District recognizes that it will pay judgment for damages and cost against its officers, employees and agents arising out of their activities while within the scope of their assigned responsibility in the athletic training program at Little Wolf High School.
- D. The ATC will provide the District with the following services:
 1. ATC will be present at Little Wolf High School one day per week for approximately one hour per day during the traditional academic year.
 2. ATC will be present at all home varsity and junior varsity football games, and home High School and Middle School wrestling competitions (or arrange for other medical care if unable to be present.)
 3. Presentations will be provided on Athletic Director's request for parents, coaches or faculty at Little Wolf High School.
- E. The term of this Agreement shall begin on this 1st day of August, 2022, and terminate on June 5th, 2023.
- F. The District shall pay to OST the sum of \$400 for services provided by OST.
 1. In addition, free of charge, OST signs will be placed on the football field and in the field house.
 2. Two announcements will be placed in the school newsletter acknowledging that athletic training room services are provided by OST.

- 3. Announcements, free of charge, to be placed in programs for all sports, acknowledging that athletic training services are provided by OST.
 - 4. Cash amount shall be payable \$400 on October 1, 2022. In the event that the district shall require the service of the ATC from OST for special athletic or sporting events, services for such special events shall be paid at the rate of \$25 per hours for said events, and must be requested at least thirty (30) days prior to the event.
 - 5. Annual Athletic Passes for 2 adults and 3 children.
- G. This Agreement represents the entire understanding between the parties regarding the subject matter hereof. This Agreement shall not be amended, altered or modified except by a written instrument signed by both parties hereto. The waiver by either party of any breach of the provisions of the Agreement shall not be deemed a waiver of any subsequent breach. This Agreement shall not be assignable by either party without the written consent of the other party.
- H. The District and OST agree there shall be no discrimination against students on the basis of the students' or ATC's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

The parties signed this Agreement effective the day and year first above written.

Orthopedic & Spine Therapy

Little Wolf High School


Jill Timm, PT, LAT

(Title)



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: 6/8/2022
Re: Fund 46 Deposit

In the 2021-22 school year budget that was passed in October at the Annual Meeting, \$50,000 was budgeted to be deposited into Fund 46, the long-term capital improvement trust fund. That deposit will be made this month into the savings account set up at First State Bank for this account. The deposit is not made until June to ensure no unforeseen expenses have been incurred and it allows the Board of Education the ability to repurpose that money if needed.

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ManawaSchools.org



/ ManawaSchools



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April 30, 2022

Monthly Financial Summary

	Revenues Month	Expenses Month	Revenues YTD	Expenses YTD	
Fund 10 - General	\$ 220,322.04	\$ 563,858.77	\$ 5,730,463.30	\$ 5,287,990.58	
Fund 27 - Special Education	\$ 9,653.48	\$ 84,697.62	\$ 179,149.46	\$ 736,519.34	
Fund 50 - Food Service	\$ 42,300.58	\$ 32,050.73	\$ 320,134.37	\$ 275,152.64	
Fund 80 - Community Fund	\$ 330.00	\$ 2,275.00	\$ 51,380.00	\$ 27,890.47	
			Interest to Date		Project Exp to Date
Fund 49 - Referendum (2018)	\$ -	\$ -	\$ 183,503.24	\$ 664,185.07	\$ 12,171,518.49
Demo Referendum Project	\$ -	\$ 935.00	\$ -	\$ 935.00	\$ 344,657.08
Debt Payments (Fund 39)	\$ -	\$ 475.00	\$ 1,109,282.95	\$ 816,617.56	\$ 20,342.92

Accounts	Balance	Interest Rate
General Checking	\$ 3,266,928.04	0.134%
General Money Market	\$ 5,173.52	0.010%
ADM Investment Savings	\$ 150,440.69	0.300%
Fund 21 Account	\$ 128,857.94	0.040%
OPEB	\$ 282,713.39	
Fund 46 - Savings	\$ 250,269.85	

\$ (28,391.00) 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	\$ 1,424,811.08	\$ 947,563.92	\$ 2,660,335.00
Mobile Home Tax	\$ 1,200.00	\$ 2,723.09	\$ (1,523.09)	\$ 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	\$ 2,413,840.88	72.42%	\$ 919,495.12
Benefits	\$ 1,446,389.77	\$ 1,433,810.00	\$ 1,040,885.64	72.60%	\$ 392,924.36
Purchased Services	\$ 2,207,983.45	\$ 2,538,717.00	\$ 1,267,142.95	49.91%	\$ 1,271,574.05
Non-Capital Objects	\$ 410,798.90	\$ 215,288.00	\$ 335,654.78	155.91%	\$ (120,366.78)
Capital Objects	\$ 233,594.24	\$ 103,200.00	\$ 92,431.79	89.57%	\$ 10,768.21
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	\$ 260,434.26	\$ 30,437.79	11.69%	\$ 229,996.47
TOTAL	\$ 8,339,755.44	\$ 8,634,806.26	\$ 5,287,990.58	61.24%	\$ 3,346,815.68

Fund 50 - Revenues	Monthly Total	2021-22 FYTD	2020-21 FYTD
MES Sales	\$ 872.90	\$ 6,501.05	\$ 5,141.80
MMS Sales	\$ 3,054.15	\$ 20,570.70	\$ 11,744.10
LWHS Sales	\$ 3,082.15	\$ 29,757.30	\$ 20,254.50
Catering	\$ 94.80	\$ 2,159.23	\$ 4,183.72
Aid	\$ 35,196.58	\$ 261,146.09	\$ 152,278.62
Total	\$ 42,300.58	\$ 320,134.37	\$ 193,602.74
Fund 50- Expenses			
Salaries	\$ 11,403.82	\$ 97,078.30	\$ 88,926.45
Benefits	\$ 3,715.82	\$ 35,090.55	\$ 33,861.96
Purchased Services	\$ -	\$ -	\$ -
Repair/Maintenance	\$ 704.00	\$ 12,325.38	\$ 679.87
Operational Services	\$ -	\$ 935.41	\$ 557.94
Employee Travel	\$ -	\$ -	\$ -
Fuel - Vehicle	\$ -	\$ 102.00	\$ 71.92
Commodity Charges	\$ 747.85	\$ 6,294.04	\$ 9,160.79
Central Supply	\$ 2,589.23	\$ 19,422.97	\$ 10,482.39
Food	\$ 12,890.01	\$ 103,887.44	\$ 78,870.25
Other Non-Capital Objects	\$ -	\$ 16.55	\$ -
Capital Equipment	\$ -	\$ -	\$ -
Total	\$ 32,050.73	\$ 275,152.64	\$ 222,611.57
	End June 2021	Rev-Exp FYTD	
Fund 50 Balance	\$ 118,273.00	\$ 44,981.73	



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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 6/9/2022
Re: OPEB

Recommendation:

I recommend investigating future use of Other Post-Employment Benefits (OPEB) to incentivize staff retention.

Rationale:

Pre-2011, Other Post-Employment Benefits were funded and guaranteed through contract negotiations with the Manawa Education Association. At that time, the benefit included payment toward health insurance premiums for an allotted number of years after serving the SDM for a specific number of years.

A retirement/leave conversion benefit was added to the package offered to some administrators. This benefit allows that after working 5 or more years for the SDM and upon retirement (eligible for WRS benefits), the person may convert accumulated vacation or sick leave to a Benefit Conversion Plan at the rate of \$180 per day up to a maximum of 45 days. Essentially, this allows for the person to collect up to \$8,100 to be used for medical expenses if they have met the requirements.

A one-time retirement option was offered at the end of the 2019-20 school year that allowed any district employee to receive \$500 per month for up to 5 years or until the age of 65 to be used for health insurance premiums only. Currently, there is one retiree that will continue to be paid through December of 2024, or 24 more months. This equates to a \$12,000 liability.

As of May 31, 2022, the District holds investments valued at \$270,147.10. This money can only be used to fund retirement benefits for employees. With this committee's permission, I would like to explore options to begin to utilize this money to offer retirement benefits for employees.

School District of Manawa
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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

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: 6/9/2022
Re: Zero-based Budgeting

The School District of Manawa works under a needs-based budgeting process, also known as zero-based budgeting. This allows for every staff member to request items they need or want no matter the previous year's spending or the cost of the item. Those requests are evaluated based on the needs and benefits rather than history.

Each supervisor is allocated their spending provisions and will make choices based on the needs, wants, and vision for each building or department. Staff are encouraged to plan with their supervisor/principal for the purchase of capital objects (larger priced items). For example, if a teacher knows that the tables or desks in their room will need to be replaced in the next 2-5 years, they are encouraged to talk with their principal about a replacement plan. It may be easier to replace some each year rather than wait for there to be money available for the entire room.

Central-supply items are stocked by the building secretaries. If a staff member needs a supply that is not available, they simply ask the building secretary to order it. Staff are asked to budget for consumables or equipment that will be used by their classes and are included in their inventory. They need to also include any software licenses, registrations fees for themselves or their students, field trips, and other like expenses. Teachers may also allow for contingency funds for specific projects. A good example of this is to have a small contingency for food for a cooking project.

Every year I tell the staff that the Administration and the Board of Education are all committed to providing the resources needed to give students the best education possible - this may mean saying no to one thing so that we can say yes to something else, like any household budget. Zero-based budgeting is more work and takes more planning, but in the end, it is the best method to meet the needs of everyone.

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**DEPARTMENT OF PUBLIC INSTRUCTION
2021-22 REVENUE LIMIT WORKSHEET**

DISTRICT:	Manawa	3276
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DATA AS OF 10/15/2021, 7:00 AM

Line 1 Amount May Not Exceed (Line 11 - (Line 7B+Line 10)) of Final 20-21 Revenue Limit

2020-21 General Aid Certification (20-21 Line 12A, src 621)	+	4,451,438
2020-21 Computer Aid Received (20-21 Line 12C, Src 691)	+	2,940
2020-21 Hi Pov Aid (20-21 Line 12B, Src 628)	+	0
2020-21 Aid for Exempt Personal Property (20-21 Line 12D, Src 691)	+	6,295
2020-21 Fnd 10 Levy Cert (20-21 Line 14A, Levy 10 Src 211)	+	2,660,335
2020-21 Fnd 38 Levy Cert (20-21 Line 14B, Levy 38 Src 211)	+	0
2020-21 Fnd 41 Levy Cert (20-21 Line 14C, Levy 41 Src 211)	+	0
2020-21 Aid Penalty for Over Levy (20-21 <u>FINAL</u> Rev Lim, May 2021)	-	0
2020-21 Total Levy for All Levied Non-Recurring Exemptions*	-	251,008
NET 2021-22 Base Revenue Built from 2020-21 Data (Line 1)	=	6,870,000

*For the Non-Recurring Exemptions Levy Amount, enter actual amount for which district levied; (7B Hold Harmless, Non-Recurring Referenda, Declining Enrollment, Energy Efficiency Exemption, Refunded/Rescinded Taxes, Prior Year Open Enrollment Pupils, Reduction for Ineligible Fund 80 Expend, Other Adjustments, Private School Voucher Aid Deduction, Private School Special Needs Voucher Aid Deduction)

September & Summer FTE Membership Averages

Count Ch. 220 Inter-District Resident Transfer Pupils @ 75%.

Line 2: Base Avg:(((18+.4ss)+(19+.4ss)+(20+.4ss)) / 3 = 687

	2018	2019	2020
Summer FTE:	18	15	9
% (40,40,40)	7	6	4
Sept FTE:	699	677	667
New ICS - Independent	0.00	0.00	0.00
Charter Schools FTE			
Total FTE	706	683	671

Line 6: Curr Avg:(((19+.4ss)+(20+.4ss)+(21+.4ss)) / 3 = 663

	2019	2020	2021
Summer FTE:	15	9	13
% (40,40,40)	6	4	5
Sept FTE:	677	667	630
New ICS - Independent	0.00	0.00	0.00
Charter Schools FTE			
Total FTE	683	671	635

The Line 6 "Current Average" shown above is used for Revenue Limits. The average used for Per Pupil Aid does not include "New ICS - Independent Charter Schools FTE." The PPA average appears below after data is entered for 2021:

663

Line 10B: Declining Enrollment Exemption = 240,000

Average FTE Loss (Line 2 - Line 6, if > 0) 24

X 1.00 = 24

X (Line 5, Maximum 2020-2021 Revenue per Memb) = 10,000.00

Non-Recurring Exemption Amount: 240,000

Fall 2021 Property Values

2021 TIF-Out Tax Apportionment Equalized Valuation(estimate until Oct, 2021) 416,687,618

CELL COLOR KEY: Auto-Calc DPI Data District-Entered

Worksheet is available at: <http://dpi.wi.gov/sfs/limits/worksheets/revenue>

Calculation Revised: 8/5/2020. Rounding in Total FTE buckets.