

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

**Google Meet joining info**

Video call link: <https://meet.google.com/kxi-iupf-iwn>

Or dial: (US) +1 219-706-2374 PIN: 579 011 236#

**Date: January 11, 2023**

**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: Hollman (C), Riske, and Fietzer**

**In Attendance:**

Timer: \_\_\_\_\_

Recorder: \_\_\_\_\_

1. Consider Endorsing the Adoption of StudySync for Grades 6-8 English Language Arts as Presented. (Information / Action)
2. Consider Endorsing Change to Grade 6-12 Special Education Swimming Field Trip from Monthly to Weekly Outings as Presented. (Information / Action)
3. Consider Endorsing the Inspire Waupaca County Program to Xello at an Annual Fee of \$2,000 per Year. [Inspire Wisconsin - Waupaca County Connects](#) (Information / Action)
4. Begin Review of Curriculum Timelines and Processes (Information / Action)
5. Curriculum Committee Planning Guide (Information / Action)
6. Next Meeting Date \_\_\_\_\_
7. Next Meeting Items:
  - a. Continue Review of Curriculum Timelines and Processes
  - b.
8. Adjourn



**Students choosing to excel; realizing their strengths.**

Jan 9, 2023

To: Dr. Melanie Oppor, Curriculum Committee

Fr: Michelle Johnson

Date: 1/9/2022

Re: Study Sync Adoption Recommendation for ELA grades 6-8

The purpose of this memo is a proposal to adopt an English Language Arts resource from StudySync for grades 6-8 at Manawa Middle School for the second semester of the 2022-2023 school year as well as the adoption over the next three years. While triangulating data from Forward, iReady, and classroom achievement, the highest level of need for our students in literacy is vocabulary, comprehension in literature and comprehension of informational texts. Although the current resource, Lucy Calkins Units of Study for Reading and Writing provides beneficial mentor texts and lessons, Calkins resources do not meet current Science of Reading research proven best practices for our students today.

Current research surrounding the Science of Reading has determined that explicit grammar instruction and summative/formative assessment development, as well as extended/supportive resources to close the gap, are needed to better support exponential student growth. StudySync provides foundational, thematic units fusing together both the joy and science of reading as well as support for our English Language Learners. When researching evidence-based best practice at the middle school level, StudySync encompasses these specific areas as well as explicit instruction in grammar. According to EdReports (2021), StudySync “materials meet the (rigorous) expectation of alignment to the Common Core English Language Arts standards. Texts included are engaging and appropriate for the grade level. The materials include instruction, practice, and authentic application of reading, writing, speaking and listening skills, and language work.” To review the full Edreport, visit the following link: <https://www.edreports.org/reports/overview/studysync-ela-2021>.

## edReport Review:



2021  
**StudySync ELA**

PUBLISHER  
**McGraw-Hill Education**

ALIGNMENT ⓘ **Meets Expectations**

USABILITY ⓘ **Meets Expectations**

### **StudySync ELA Curriculum Resource Highlights:**

The following information are some pivotal StudySync highlights from the following publisher website: <https://www.studysync.com/products/ela>

- ★ Dr. Doug Fisher’s Literacy Research Development in Collaboration with StudySync:(Video interview)
  - <https://www.studysync.com/products/ela>
  -
- ★ Rigor and Relevance for Students and Teachers
  - <https://www.studysync.com/products/ela>
  -
- ★ Integrated Reading and Writing
- ★ StudySync’s unique blend of contemporary and classic literature comes together with
- ★ the program’s rigorous reading routines to dynamically instruct students toward
- ★ mastery.
- ★ **Embedded Skills Lessons**
  - Skill lessons ensure students build foundational language and comprehension skills, as well as reading, writing, and research on inquiry skills everyday.
  -
- ★ **English Language Learners**
  - Resources are organized around a first read, a close read, and an associated skill lesson. ELL skill lessons emphasize explicit vocabulary instruction, language acquisition, and reading comprehension.
  -
- ★ **Writing Process**

- Extended Writing Projects guide students through the process of writing multi-paragraph
- essays in a variety of forms. Explicit writing instruction through a combination of Writing
- Process and Skill lessons, guide students through the stages of Planning, Drafting,
- Revising, Editing, and Publishing.

★ **Assessments**

- Self, peer, and teacher evaluations are embedded in every unit lesson to provide teachers a wide variety of short and longer cycle formative assessment options. End-of-unit summative assessments combine progress monitoring tools and targeted lessons for re-teaching and remediation to meet the needs of all learners.

★ **Technology**

- StudySync Blast engages students with the most important issues in the world today. StudySync Blasts capture students' imaginations with short read/write assignments addressing real world topics. Whether the topic is the recent decline of the honeybee population, the impact of Brexit on the chocolate trade, or the relationship between social media and our social lives, Blasts provide a social learning experience that builds reading, writing and research skills on a platform mediated by teachers.

Throughout the pilot process, StudySync was embedded in both 6th and 7th grade under the instruction of Mr. Johnson and Mrs. Millard while 8th grade continued to utilize Lucy Calkins in the other for comparison purposes. Coaching, professional development and training within StudySync supported the pilot process throughout first semester.

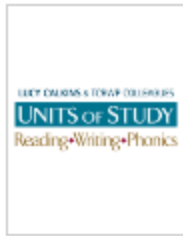
**Common Sense Education Reviews:**

Learning rating



*“Superb ELA resource features engaging activities, stellar support.”*

**Previous/Current Resources Overview: Units of Study Calkins**



2018  
Units of Study

PUBLISHER  
**Heinemann**

ALIGNMENT ⓘ

**Does Not Meet Expectations**

USABILITY ⓘ

**Not Rated**

Forbes article: **[“Problems with Lucy Calkins’ Curriculum Go Beyond Reading-To Writing”](https://www.forbes.com/sites/nataliewexler/2021/11/21/problems-with-lucy-calkins-curriculum-go-beyond-reading-to-writing/?sh=542509ea50c9)**  
<https://www.forbes.com/sites/nataliewexler/2021/11/21/problems-with-lucy-calkins-curriculum-go-beyond-reading-to-writing/?sh=542509ea50c9>

**Sold a Story Podcast:**  
<https://features.apmreports.org/sold-a-story/>

**Data Comparisons: Coming once the iReady Winter Universal Benchmark is Completed**

#### **Teacher Testimonials:**

##### **Mr. Johnson- (6th Grade ELA)**

From my experience, I think StudySync does a really nice job of hitting all the different skills that students need to become better readers and writers. It provides a database of quick mini lessons on these skills at the correct grade lexile level, while also providing the same skill lessons with a lower lexile level if necessary. I also like how it relates the skills lessons to the texts that StudySync uses for that part of the unit. This allows students to practice these skills and relate it to the texts that they are currently interacting with. It also provides first read lessons and close read lessons of a text that get students to analyze the text at a deeper level. Students then complete a writing prompt about the reading. StudySync is also very adaptable, and also has many other skill lessons in its library (grammar, spelling, parts of speech, etc.). I recommend the adoption of the StudySync program.

##### **Mrs. Dawn Millard- (7th ELA)**

After using StudySync since the start of the school year, I am really impressed with how well the reading and writing components are integrated throughout the program. I did not feel the same when using Lucy Calkins, as there were separate reading and writing units that were taught at different times during the year. Another aspect that I really like about StudySync is that there is so much material available and it is so easy to access. The program does a great job of prioritizing the material and lessons so I can make sure that I am covering all of the targeted skills and standards in the given amount of class time that we have for daily instruction as well as throughout the school year. There are many extra lessons available to choose from as needed to cover reading, writing, and grammar skills. I find the grammar lessons really necessary as I felt that we were missing that component with Lucy Calkins. Along with the digital aspect of the program, the lessons can be taught when students don't have their Chromebooks, as well. The skills and extra lessons can be printed off and given using paper and pencil. No matter what format I am using when teaching with StudySync, the assignments are focused and scaffolding is available which makes differentiating easier and more streamlined. I also like the lesson plans which are written using a good mix of whole-group, small-group, and individualized instruction. I would like to recommend that we move forward with the adoption of StudySync.



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**QUOTE PREPARED FOR:**

Manawa School District  
800 BEECH ST  
MANAWA, WI 54949-8664  
ACCOUNT NUMBER: 465709

**SUBSCRIPTION/DIGITAL CONTACT:**

Michelle Johnson  
mjohnson@manawaschools.org  
(920) 596-2525

**CONTACT:**

Michelle Johnson  
mjohnson@manawaschools.org  
(920) 596-2525

**SALES REP INFORMATION:**

Judy Fitzpatrick  
judy.fitzpatrick@mheducation.com  
614-849-2688

Section Summary	Value of All Materials	Free Materials	Product Subtotal
<a href="#">Grade 6</a>	\$3,491.18	(\$941.58)	\$2,549.60
<a href="#">Grade 7</a>	\$3,650.53	(\$941.58)	\$2,708.95
<a href="#">Grade 8</a>	\$5,177.08	(\$941.58)	\$4,235.50
<b>PRODUCT TOTAL*</b>	<b>\$12,318.79</b>	<b>(\$2,824.74)</b>	<b>\$9,494.05</b>
<b>ESTIMATED S&amp;H**</b>			\$416.11
<b>ESTIMATED TAX**</b>			\$0.00
<b>GRAND TOTAL*</b>			<b>\$9,910.16</b>

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<b>Grade 6</b>					
STUDYSYNC CORE ELA STUDENT ONLINE 3 YEAR SUBSCRIPTION GRADE 6	978-0-07-906951-1	16	\$66.95	\$0.00	\$1,071.20
STUDYSYNC CORE ELA GR 6 STANDARD UNITIZED STUDENT BUNDLE 3 YR PRINT AND DIGITAL	978-0-07-907222-1	16	\$92.40	\$0.00	\$1,478.40
STUDYSYNC CORE ELA GRADE 6 TEACHER EDITION VOLUME 1	978-1-94-973923-7	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 6 TEACHER EDITION VOLUME 2	978-1-94-973930-5	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA TEACHER ONLINE 3 YEAR SUBSCRIPTION GRADE 6	978-0-07-906954-2	3	\$102.99	\$308.97	*Free Materials
STUDYSYNC CORE ELA GRADE 6 UNIT POSTER SET	978-1-97-012663-1	3	\$27.03	\$81.09	*Free Materials
<b>Grade 6 Subtotal:</b>				<b>\$941.58</b>	<b>\$2,549.60</b>
<b>Grade 7</b>					
STUDYSYNC CORE ELA STUDENT ONLINE 3 YEAR SUBSCRIPTION GRADE 7	978-0-07-906952-8	17	\$66.95	\$0.00	\$1,138.15
STUDYSYNC CORE ELA GR 7 STANDARD UNITIZED STUDENT BUNDLE 3 YR PRINT AND DIGITAL	978-0-07-907223-8	17	\$92.40	\$0.00	\$1,570.80
STUDYSYNC CORE ELA GRADE 7 TEACHER EDITION VOLUME 1	978-1-94-973924-4	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 7 TEACHER EDITION VOLUME 2	978-1-94-973931-2	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA TEACHER ONLINE 3 YEAR SUBSCRIPTION GRADE 7	978-0-07-906955-9	3	\$102.99	\$308.97	*Free Materials
STUDYSYNC CORE ELA GRADE 7 UNIT POSTER SET	978-1-97-012664-8	3	\$27.03	\$81.09	*Free Materials
<b>Grade 7 Subtotal:</b>				<b>\$941.58</b>	<b>\$2,708.95</b>
<b>Grade 8</b>					
STUDYSYNC CORE ELA STUDENT ONLINE 3 YEAR SUBSCRIPTION GRADE 8	978-0-07-906953-5	26	\$66.95	\$0.00	\$1,740.70
STUDYSYNC CORE ELA GR 8 STANDARD UNITIZED STUDENT BUNDLE 3 YR PRINT AND DIGITAL	978-0-07-907224-5	27	\$92.40	\$0.00	\$2,494.80
STUDYSYNC CORE ELA GRADE 8 TEACHER EDITION VOLUME 1	978-1-94-973925-1	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 8 TEACHER EDITION VOLUME 2	978-1-94-973932-9	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA TEACHER ONLINE 3 YEAR SUBSCRIPTION GRADE 8	978-0-07-906956-6	3	\$102.99	\$308.97	*Free Materials
STUDYSYNC CORE ELA GRADE 8 UNIT POSTER SET	978-1-97-012665-5	3	\$27.03	\$81.09	*Free Materials
<b>Grade 8 Subtotal:</b>				<b>\$941.58</b>	<b>\$4,235.50</b>

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<a href="#">Grade 7</a>	\$3,217.88	(\$941.58)	\$2,276.30
<a href="#">Grade 8</a>	\$4,489.93	(\$941.58)	\$3,548.35
<b>PRODUCT TOTAL*</b>	<b>\$10,791.79</b>	<b>(\$2,824.74)</b>	<b>\$7,967.05</b>
<b>ESTIMATED S&amp;H**</b>			\$62.72
<b>ESTIMATED TAX**</b>			\$0.00
<b>GRAND TOTAL*</b>			<b>\$8,029.77</b>

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Signature of School Official

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614-849-2688

Section Summary	Value of All Materials	Free Materials	Product Subtotal
<a href="#">Grade 6</a>	\$4,059.39	(\$1,092.99)	\$2,966.40
<a href="#">Grade 7</a>	\$4,244.79	(\$1,092.99)	\$3,151.80
<a href="#">Grade 8</a>	\$6,006.09	(\$1,092.99)	\$4,913.10
<b>PRODUCT TOTAL*</b>	<b>\$14,310.27</b>	<b>(\$3,278.97)</b>	<b>\$11,031.30</b>
<b>ESTIMATED S&amp;H**</b>			\$62.72
<b>ESTIMATED TAX**</b>			\$0.00
<b>GRAND TOTAL*</b>			<b>\$11,094.02</b>

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605  
Email: orders\_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 11/30/2022

ACCOUNT NAME: Manawa School District

EXPIRATION DATE: 01/14/2023

QUOTE NUMBER: JFITZ-11302022061445-001

ACCOUNT #: 465709

PAGE #: 1



Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
<b>Grade 6</b>					
STUDYSYNC GRADE 6 STUDENT ONLINE 6 YEAR SUBSCRIPTION	978-0-07-686776-9	32	\$92.70	\$0.00	\$2,966.40
STUDYSYNC GRADE 6 TEACHER ONLINE 6 YEAR SUBSCRIPTION	978-0-07-686775-2	3	\$153.46	\$460.38	*Free Materials
STUDYSYNC CORE ELA GRADE 6 TEACHER EDITION VOLUME 1	978-1-94-973923-7	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 6 TEACHER EDITION VOLUME 2	978-1-94-973930-5	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 6 UNIT POSTER SET	978-1-97-012663-1	3	\$27.03	\$81.09	*Free Materials

**Grade 6 Subtotal: \$1,092.99 \$2,966.40**

<b>Grade 7</b>					
STUDYSYNC GRADE 7 STUDENT ONLINE 6 YEAR SUBSCRIPTION	978-0-07-700847-5	34	\$92.70	\$0.00	\$3,151.80
STUDYSYNC GRADE 7 TEACHER ONLINE 6 YEAR SUBSCRIPTION	978-0-07-700848-2	3	\$153.46	\$460.38	*Free Materials
STUDYSYNC CORE ELA GRADE 7 TEACHER EDITION VOLUME 1	978-1-94-973924-4	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 7 TEACHER EDITION VOLUME 2	978-1-94-973931-2	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 7 UNIT POSTER SET	978-1-97-012664-8	3	\$27.03	\$81.09	*Free Materials

**Grade 7 Subtotal: \$1,092.99 \$3,151.80**

<b>Grade 8</b>					
STUDYSYNC GRADE 8 STUDENT ONLINE 6 YEAR SUBSCRIPTION	978-0-07-700850-5	53	\$92.70	\$0.00	\$4,913.10
STUDYSYNC GRADE 8 TEACHER ONLINE 6 YEAR SUBSCRIPTION	978-0-07-700851-2	3	\$153.46	\$460.38	*Free Materials
STUDYSYNC CORE ELA GRADE 8 TEACHER EDITION VOLUME 1	978-1-94-973925-1	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 8 TEACHER EDITION VOLUME 2	978-1-94-973932-9	3	\$91.92	\$275.76	*Free Materials
STUDYSYNC CORE ELA GRADE 8 UNIT POSTER SET	978-1-97-012665-5	3	\$27.03	\$81.09	*Free Materials

**Grade 8 Subtotal: \$1,092.99 \$4,913.10**

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QUOTE DATE: 11/30/2022

ACCOUNT NAME: Manawa School District

EXPIRATION DATE: 01/14/2023

QUOTE NUMBER: JFITZ-11302022061445-001

ACCOUNT #: 465709

PAGE #: 2



Because learning changes everything.®

**QUOTE PREPARED FOR:**

Manawa School District  
800 BEECH ST  
MANAWA, WI 54949-8664  
ACCOUNT NUMBER: 465709

**CONTACT:**

Michelle Johnson  
mjohnson@manawaschools.org  
(920) 596-2525

VALUE OF ALL MATERIALS	\$14,310.27
FREE MATERIALS	(\$3,278.97)
<b>PRODUCT TOTAL*</b>	<b>\$11,031.30</b>
ESTIMATED SHIPPING & HANDLING**	\$62.72
ESTIMATED TAX**	\$0.00
<b>GRAND TOTAL</b>	<b>\$11,094.02</b>

**SUBSCRIPTION/DIGITAL CONTACT:**

Michelle Johnson  
mjohnson@manawaschools.org  
(920) 596-2525

Comments:

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

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ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting [www.mheducation.com](http://www.mheducation.com) (or [www.mhecoast2coast.com](http://www.mhecoast2coast.com)).

School Purchase Order Number: \_\_\_\_\_

\_\_\_\_\_  
Name of School Official (Please Print)

\_\_\_\_\_  
Signature of School Official

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

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PAGE #: 3

~~Monthly~~ Weekly

Beth Trice

School District of Manawa

Field Trip/Transportation Permit Form

Field Trip Permit Forms must be submitted at least two weeks in advance. School day trips must return to school no later than 2:45 p.m. to coordinate with dismissal and bussing schedules.

Reminder - Overnight and Water Related trips require BOE approval. Plan approval at least two months in advance.

Trip Name Swimming Trip Grade/Class 6-12 ID

Teacher/Coach (responsible for trip) Beth Trice Cell # 920.750.3247

Date(s) of trip 1 time per month for the 2022/23 school yr.  
WEEK (Tuesdays).

Destination and Address: Job Pool - Iola, WI

Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip?  Yes  No

Purpose of trip (include curriculum guide learner outcome or competency references):  
Community instruction and life skill training for students with special needs.

No. of Students 6 No. of Teachers 2 No. of Chaperones \_\_\_\_\_ GROUP TOTAL 8

Departure time 9:00 am Return time 11 am Total hours 2.0 No. of Buses 0

Start (pick up) point \_\_\_\_\_ Return (drop off) point \_\_\_\_\_

Require wheel chair accessible bus No

FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)

Non-transportation costs (Planner completes for all field trips)

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ 0  
FD \_\_\_\_\_ LOC \_\_\_\_\_ OBJ \_\_\_\_\_ FUNCTION \_\_\_\_\_ PROJ \_\_\_\_\_

B. Per pupil student-paid miscellaneous costs B. \$ 0

- C. Lunch plans (check all that apply)
- Students will bring a sack lunch from home \_\_\_\_\_
- Food service staff will prepare box lunches \_\_\_\_\_
- Lunch will be purchased at site of field trip \_\_\_\_\_
- Not applicable X

NOTE: ALL PARTICIPANT FIELD TRIP FEES ARE TO BE PAID TO THE SCHOOL/DISTRICT PRIOR TO THE TRIP.

Staff member(s) responsible for administering medication to students \_\_\_\_\_

APPROVED [Signature] / [Signature] DATE 7/26/22  
Principal

- Forms Distribution:
- Kobussen Buses LTD.
- District Nurse
- Business Manager
- School Office
- Activities Director (as applicable)



**D. TRANSPORTATION:** (Complete all that apply.)

School Van – Call LWHS/MMS to reserve van. Reservation completed by: Beth Trice

Private Vehicles – Provide the information for each driver as noted in the table below.

Private vehicle data submitted by: \_\_\_\_\_

Principal confirms submission of required documents to District Office: \_\_\_\_\_

**Bussing costs (To be completed by Kobussen)**

Total transportation charge: \$ Ø

**Transportation paid by SDM account: (To be completed by Principal)**

FD \_\_\_\_\_ LOC \_\_\_\_\_ OBJ \_\_\_\_\_ FUNCTION \_\_\_\_\_ PROJ \_\_\_\_\_

Transportation paid by other organization name and address:

**Transportation Request Directions**

The following information is provided to ensure a consistent and clear process when transportation services are needed for a school trip.

1. Staff member completes the Field Trip / Transportation Permit Form and submits it to the building principal. Be sure that all applicable sections of the form are filled out in detail.
2. The building principal will review and approve/deny the trip and proceed as follows:

Bussing – Kobussen	School Van	Personal Vehicles
A copy of the form will be forwarded to Mrs. Thompson @ MES and Mrs. Koehn @ LWHS/MMS for all trips requiring bussing services. Mrs. Thompson and Mrs. Koehn will be the point of contact with Kobussen for all trip arrangements. Please contact Mrs. Tohm for all athletic trips/bussing inquiries.	A copy of the form will be forwarded to Mrs. Koehn, when the district van is being reserved.	Submit a copy of the following to District Office: <ul style="list-style-type: none"><li>• Valid Wisconsin driver's license. Driver must be at least 21 yrs. old.</li><li>• Certification of insurance for at least the minimum required by Wisconsin law.</li><li>• Vehicle inspection report from a certified auto dealership or service center.</li></ul>
Kobussen will build the trip and provide the quote for transportation.	Mrs. Koehn will enter the reservation on the District Vehicle shared Google calendar.	Verify vehicle has the proper number of safety belts for the number of passengers per state law.
Both the principal and staff trip organizer must approve the transportation quote.	On the day before or day of the trip, vehicle keys can be checked out of the high school office.	Verify that the vehicle has a first aid kit.
Kobussen will receive confirmation of an accepted quote from Mrs. Thompson, Mrs. Koehn, and Mrs. Tohm and will book the trip	Complete the Vehicle Usage Form. Return the completed report, gas credit card, and vehicle key to Carrie Koehn. Send the completed form with any receipts to the Business Manager following each trip.	