

School District of Manawa

Board of Education Meeting Agenda - Revised

April 24, 2023



Google Meet joining information

Video call link: <https://meet.google.com/wxe-sudw-zir>

Or dial: (US) +1 440-482-1392 PIN: 423 949 725#

1. Call to Order – President Reiersen – 6:00 p.m. – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room,
800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Election Results
6. Election of Officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk
7. Annual Board Appointments:
 - a. Committees:
 - i. Buildings & Grounds Committee
 - ii. Curriculum Committee
 - iii. Policy & Human Resources Committee
 1. Ad Hoc Recognition Committee (Active)
 2. Wellness Committee (Active 2023-2024)
 - iv. Finance Committee
 - b. CESA 6 Board of Control Convention Delegate
 - c. WASB Legislative Contact
 - d. WASB Convention Delegate
8. Filling a Board of Education Vacancy
 - a. Zone 5 - Townships of Royalton and Mukwa
 - b. Set Application Deadline
 - c. Set Interview Date
9. District Showcase:
 - a. Introduction of New Staff
 - i. Mrs. Lisa Wudstrack - Food Service Team Member
10. Presentations:
 - a. Operations & Efficiencies - Mrs. Krueger and Mr. Marzofka
 - i. II.F. Technology Plan Update

- ii. I.C. ISTE Update
 - b. Learning I.B. Service-Learning Implementation Plan - Principals
11. Announcements:
- a. Contributions to the District
 - b. Other Contributions
12. Consent Agenda
- a. Approve Minutes of Regular Board Meeting March 27, 2023; April 3, 2023, and April 18, 2023 Special Board Meetings
 - b. Treasurer's Report: Approve Expenditures & Receipts
 - i. Cash Receipts
 - ii. Invoice Report
 - iii. Credit Card Report
 - c. Donations:
 - i. Waupaca County 4-H Leaders Association - \$200.00 - MES Playground
 - ii. Charles and Sandra Werth - \$100.00 - For Food Service Accounts with Negative Balances
 - iii. Post Prom Donations:
 - 1. Multi Media Channels LLC - \$25.00
 - 2. Manawa Lions Club, Project Club - \$200.00
 - 3. Premier Community Bank - \$100.00
 - 4. Krause Foundation Inc. - \$250.00
 - 5. Anonymous - \$150.00
 - d. Consider Approval of Track Coaches as Presented**
13. Any Item Removed from Consent Agenda
- a.
 - b.
14. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
15. Correspondence: None this month.
16. District Administrator's Report:
- a. Student Council Representative - None this month as the Student Council is at their state conference.
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Director
 - e. District Vacancy Update
 - f. Board Approved Projects Update
17. School Operations Reports:
- a. ES Principal / Special Education Director: Highlights - Included in Board Packet

- b. MS / HS Principal: Highlights - Included in Board Packet
18. Business Related Reports:
- a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
 - c. Kobussen Wisconsin State Patrol Bus Inspection Report
19. Director's Reports:
- a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
20. Board Comments:
- a.
 - b.
21. Committee Reports:
- a. Curriculum Committee (Hollman) - See Curriculum Committee Meeting Minutes from 2023-04-12
 - b. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-04-12
 - c. Buildings and Grounds (Griffin) - See Buildings & Grounds Committee Meeting Minutes from 2023-04-18
 - d. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2023-04-10
22. Unfinished Business:
- a. Consider Approval of Policy Updates Volume 31, Number 2 as Presented
23. New Business:
- a. First Reading of Adding Alternative Graduation Pathways to Policy 5460 - Graduation Requirements as Presented
 - b. Consider Approval of Changes to the Current Paid Time Off Language in the Support Staff and Professional Educator Handbook as Presented
 - c. Consider Approval of Alternate Open Enrollment Applicant as Presented
 - d. Consider Approval of Grades K-2 Decodable Really Great Reading Sets as Presented
 - e. Consider Approval of Summer 2023 Curriculum Map Writing Proposal as Presented
 - f. Consider Approval of Currently Earned 1.5 Credits of Physical Education to Fall Under the Extenuating Circumstances to Meet the Full Requirements for Physical Education Credits as per Wis. Stat. Sec. 121.02 and Wis. Admin. Code sec. PI 8 for the Class of 2025.
 - g. Consider Approval of Summer School 2023 Staffing as Presented
 - h. Consider Approval of Replacement MES Gymnasium Scoreboard as Presented
 - i. Consider Approval of Hands in the Mud Summer School Class Beautification Proposal as Presented

- j. Consider Approval of Red Oak “Wishtree” Planting With the Location to be Determined by Green Boyz (Tree to not be outside of the boardroom window).
 - k. Consider Approval of Health, Dental, and Vision Insurance Renewals as Prepared by M3 Insurance
 - l. Consider Approval of Fundraising Requests
 - m. Consider Approval of a 4% Salary Increase for the Technology Director and the MES Principal for the 2023-24 School Year
 - n. Consider Approval of a Salary of \$95,000 for the Secondary Principal for the 2023-24 School Year
 - o. Consider Approval of the Staff and Program Change Proposal as Presented
24. Next Meeting Dates:
- a. April 25, 2023 – Policy and Human Resources Committee Meeting – 5:00 p.m. – MES Board Room
 - b. May 1, 2023 - Curriculum Committee Meeting - 5:00 p.m. - MES Board Room
 - c. May 8, 2023 - Policy and Human Resource Committee Meeting - 5:00 p.m. - MES Board Room
 - d. May 17, 2023 - Finance Committee Meeting - 5:00 p.m. - MES Board Room
 - e. May 22, 2023 - Regular Board of Education Meeting - 6:00 p.m. - MES Board Room
 - f. May TBD, 2023- Buildings and Grounds Committee Meeting - 5:00 p.m. - MES Board Room
25. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation.
26. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of the Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.

K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

CERTIFICATION OF DETERMINATION OF PERSONS ELECTED

We do, determine and certify that the following named persons, having received the greatest Number of votes for the respective office for which each was a candidate, are hereby declared to be elected to the school board of the School District of Manawa.

Jamie Krueger - 1,032

Sondra Reiersen - 975

Zone 5 - Vacant

Witness our hands at the office of the School Clerk at 800 Beech Street, Manawa, Wisconsin.

Dated this 14th day of April 2023

Board of Canvassers:

- (Signed) 1. *Jeanne Frazier*
2. *Sara La Lee Jackson*
3. *Julie Pieg*

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**

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Manawa Elementary

800 Beech Street
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Fax: (920) 596-5339

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School District of Manawa

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STATEMENT OF THE BOARD OF CANVASSERS

We, the undersigned members of the Board of Canvassers of the School District of Manawa, do hereby certify that the annexed and within tabular statement is correct and true as compiled from the original returns made to the school district in said school district, of the election held Tuesday, April 4, 2023. The number of votes given for the election of candidates for school board is as follows:

Zone 3 - Helvetia / Union

Jamie Krueger - 1,032

William Brennan. - 3

Andria Weber - 1

Zone 4 - Village of Ogdensburg / Township of St. Lawrence

Sondra Reiersen - 975

Luke Seeger - 4

Devon Truax - 2

Denny Wandtke - 1

Shaun Boutwell - 1

Joanne Johnson - 1

Alicia Stiebs - 1

Robert Phelan - 1

Zone 5 - Royalton / Mukwa

Craig Ver Kuilen - 3

Patrick Hoffman - 3

Christopher Burkley - 2

Devon Truax - 2

Joann Hollman - 2

Joe Bailey - 2

Mark Lehrer - 2

Russ Hollman - 2

Mary Kowaleski - 1

Devon Truax - 1

Alicia Stiebs - 1

John Smith - 1

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Zone 5 - Royalton / Mukwa (continued)

Chad Elliot - 1
Jesus - 1
Mary Johnson - 1
Shannon Hansen - 1
Mike Jensen - 1
Cayleb Hiroskey - 1
Bertwin Lord - 1
Rhonda Wilz - 1
David Behnke Jr. - 1
Frank Jaeger - 1

Board of Canvassers:

(Signed) 1. *Jeanne Frazier*
2. *Trada Lee Jackson*
3. *Joni Troy*

Date: April 6, 2023

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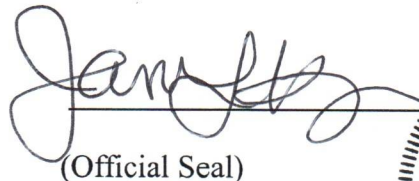
Official Oath of Office

S. 20.06 (10), Wisconsin Statutes

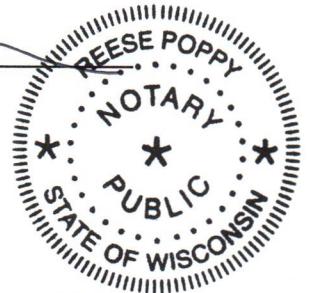
State of Wisconsin)
County of Waupaca) ss

I, the undersigned, who has been duly elected to the Board of Education of the School District of Manawa, but have not yet entered upon the duties thereof, affirm that I will support the Constitution of the United States and the Constitution of Wisconsin and will faithfully discharge the duties of said office to the best of my ability, so help me God.

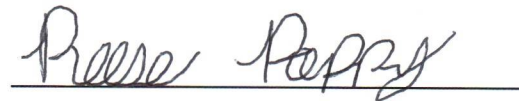
(Signed)



(Official Seal)



Sworn and signed before me this 14th
day of April in the year 2023.



Notary Public
My Commission expires on:

REESE POPPY
Notary Public - State of Wisconsin
My Commission Expires January 18, 2027

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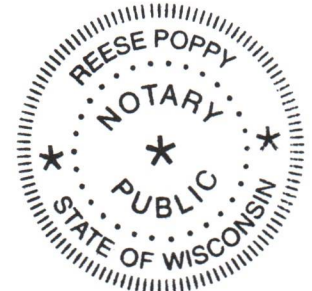
CERTIFICATE OF ELECTION

State of Wisconsin)
County of Waupaca) ss

To All to Whom These Present Shall Come:

I, *Reese Poppy*, Notary Public, do hereby certify that Jamie Krueger, as appears from the official canvass of the votes given at a Spring election held on the 4th day of April, 2023, was duly elected a school board member of said school district for a term of three years, beginning on the 24th day of April, 2023.

(Official Seal)



Given under my hand and
official seal at 227 S Bridge St,
Manawa, this 14th day of April
2023

Reese Poppy

Notary

My Commission expires:

REESE POPPY
Notary Public-State of Wisconsin
My Commission Expires January 18, 2027

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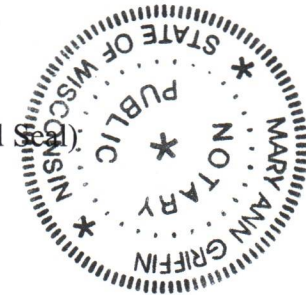
CERTIFICATE OF ELECTION

State of Wisconsin)
County of Waupaca) ss

To All to Whom These Present Shall Come:

I, MaryAnn Griffin, Notary Public, do hereby certify that Sondra Reiersen, as appears from the official canvass of the votes given at a Spring election held on the 4th day of April, 2023, was duly elected a school board member of said school district for a term of three years, beginning on the 24th day of April, 2023.

(Official Seal)



Given under my hand and
official seal at 227 S Bridge St,
Manawa, this 21st day of April
2023

Mary Ann Griffin
Notary

My Commission expires:

MARY ANN GRIFFIN
Notary Public
My Commission Expires Nov 21, 2025

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Official Oath of Office

S. 20.06 (10), Wisconsin Statutes

State of Wisconsin)
County of Waupaca) ss

I, the undersigned, who has been duly elected to the Board of Education of the School District of Manawa, but have not yet entered upon the duties thereof, affirm that I will support the Constitution of the United States and the Constitution of Wisconsin and will faithfully discharge the duties of said office to the best of my ability, so help me God.

(Signed)

(Official Seal)



Sworn and signed before me this 21st
day of April in the year 2023.

Notary Public

MARY ANN GRIFFIN
Notary Public

My Commission expires on: **Commission Expires Nov 21, 2025**

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Ad Hoc Recognition Committee
2023-24 School Years

Name	Role	Attend
TBD	District/Business Administrator – Ex officio	
Meria Wright	Teacher Representative	
Tracy Konkol	Teacher Representative	
Melissa LoBianco	Support Staff Representative	
Stephanie Riske	Board of Education Representative	



Book	Policy Manual
Section	0000 Bylaws
Title	VACANCIES
Code	po0142.5
Status	Active
Adopted	April 25, 2016
Last Revised	April 25, 2022

0142.5 - **VACANCIES**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court;
- B. the incumbent's resignation;
- C. the incumbent's removal from office;
- D. the incumbent's conviction of a felony or imprisonment for one (1) or more years;
- E. the incumbent's election or appointment being declared void by a competent tribunal;
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required;
- G. the incumbent's ceasing to possess the legal qualifications for holding office;
- H. the incumbent moving his/her residence out of the District;
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

The incumbent moving his/her residence out of the zone to which the person was elected may complete the term and would run for the position in their new zone after the completion of their elected term.

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26, Wis. Stats.

Filling a Board Vacancy

Vacancies on the Board shall be filled by appointment made by the remaining Board members in accordance with State law and the guidelines in this policy.

Public notice of the Board vacancy shall be given by the District Administrator and shall include a deadline for filing letters of interest.

Any qualified elector of the District, and a resident of the apportioned geographical area when applicable, who is interested in filling the vacancy may submit a letter of interest to District Administrator or designee by the date specified in the vacancy notice. If one (1) or no letter of interest is received by the deadline, the deadline may be extended by a majority vote of the Board.

Candidates for a vacancy on the Board shall be considered at a properly noticed open meeting of the Board, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Chapter 19, Wis. Stats. Secret ballots may only be used when Board members are electing officers. When making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

Appointment by the Board to fill a vacancy shall be by the members of the remaining Board consistent with Bylaw 0162 - Quorum and Bylaw 0167.1 - Voting. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Chapter 19, Wis. Stats. Secret ballots may only be used when Board members are electing officers.

If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President from among the applicants who completed the process noted above.

The appointee shall hold office until a successor is elected and takes office under 120.06(4), Wis. Stats. When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms.

Any person upon being notified of his/her appointment shall be deemed to have accepted the appointment unless within five (5) days s/he files with the Clerk a written refusal to serve. Any newly appointed Board member shall, pending the filing of the oath of office, be seated on the Board and shall hold office until a successor is elected and takes office in accordance with State law.

Revised 7/18/16

Revised 4/27/20

Revised 2/22/21

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Legal 17.03 et seq., Wis. Stats
 17.26 (1g)(a), Wis. Stats.
 120.12(28), Wis. Stats.

Last Modified by Brenna Sparger on May 3, 2022



School District of Manawa

Technology Standards & Skills



SDM Technology Standards & Skills – Implementation

- ◆ Three-years Implementation Process:
 - ◆ 2021-2022: 1 - Empowered Learner
2 - Digital Citizen
 - ◆ 2022-2023: 1 & 2, plus 3 - Knowledge Constructor
6 - Creative Communicator
 - ◆ 2023-2024: 1, 2, 3 & 6, plus 4 - Innovative Designer
5 - Computational Thinker
7 - Global Collaborator



What's Been Done

2022 - 23



1 - Empowered Learner

Students leverage technology to take an active role in setting goals, working toward achieving them, and demonstrating their learning.

Use It



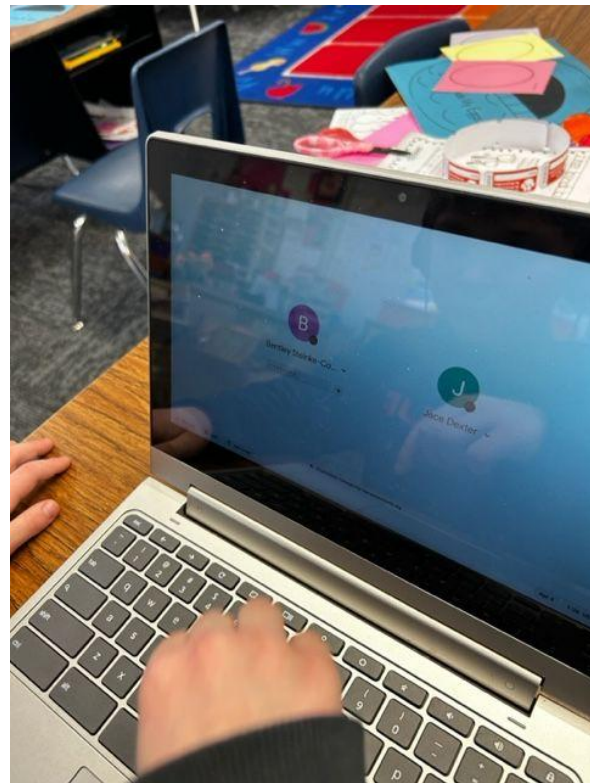
Use It

Empowered Learner

Use It

Kindergarten:

- ◆ At the beginning of the year the Kindergarten students were given a login card that the teachers made to help them log on to their computers, login to iReady and use other programs such as SeeSaw. Students were taught how to use the cards, type in the information and then find and use the programs. Most students are now able to log on to their computer and get on a program they need with minimal assistance.





2 - Digital Citizen

Students recognize the rights, responsibilities, and opportunities of living, learning and working in an interconnected digital world and they act in ways that are safe, legal and ethical.

Protect It



Protect It

Digital Citizen

Protect It

5K - Grade 5:

- ◆ During library class, utilization of Common Sense Media Digital Citizenship lesson to address all areas of digital citizenship.
(2.1 - 2.23)

digital footprint
media balance
cyberbullying
online privacy communication
news & media literacy

"The lessons from Common Sense Media provide a gateway for facilitating excellent discussions with students regarding the choices they make online. So many students are unaware of the consequences of their online choices." - Mrs. Krueger



3 - Knowledge Constructor

Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for themselves and others.

Find It

Find It

Knowledge Constructor

Find It

Kindergarten:

- ◆ Students each researched an animal that hibernates during library class. To share what they learned, each student recorded a fact about their animal using Chatterpix which was then assembled into a video that was shared on the library Facebook page.





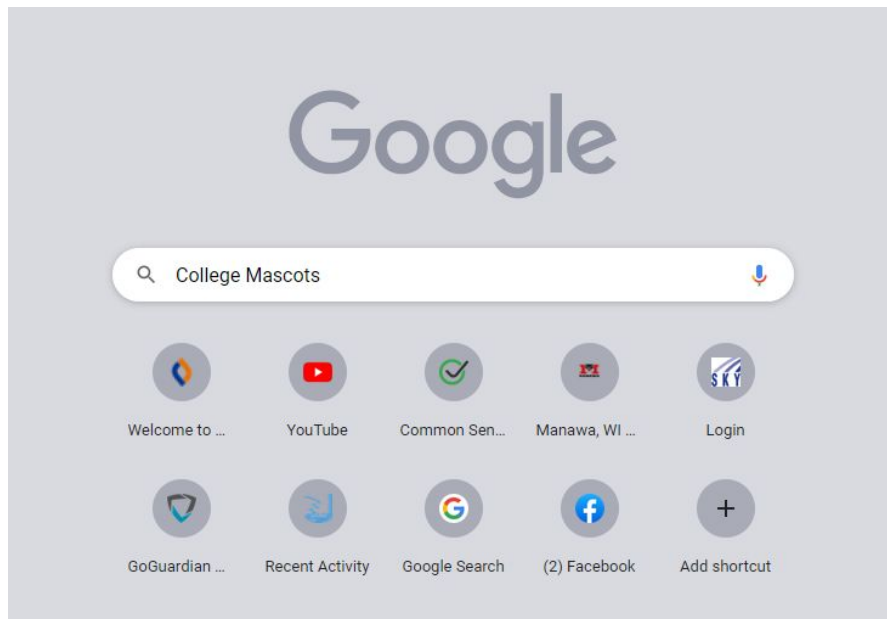
Find It

Knowledge Constructor

Find It

Kindergarten:

- ◆ During March Madness, the teacher modeled how to search for the mascots daily challenge and picking of teams for the bracket. During Science/Social Studies, we use diagrams and graphs for teaching.





Find It

Knowledge Constructor

Find It

2nd Grade:

- ◆ Introduction to EPIC- Review with second-graders on how to log in to their Chromebooks. We modeled and had students practice how to use the search engine to get to EPIC. Students were taught how to use their username/password AND how to use the class code to log in to their accounts. Once in EPIC students were taught how to: search a topic, where to find books, where to find books that read to you, and where to find educational videos to research their topic. They took notes and completed a Nonfiction writing paper.

"EPIC is very kid friendly and easy to use with second graders. We really like using EPIC for research projects because even our lowest readers are able to research using videos or the read to me books." - Mrs. Burkhart

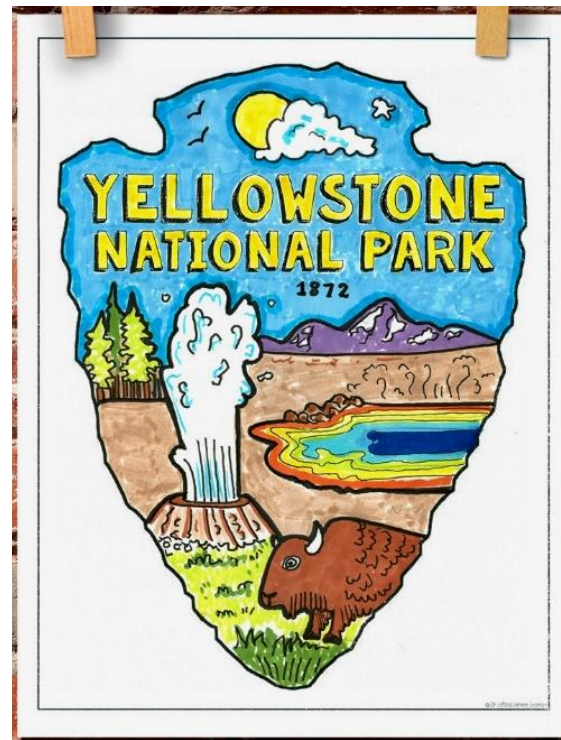
Find It

Knowledge Constructor

Find It

3rd Grade:

- ◆ Students each researched a National Park and then designed an Arrowhead Logo for the park incorporating the Culture & History, Vegetation, Wildlife, Landforms, and Natural Resources into the design which they shared with others in the class as part of library time.




Find It

Knowledge Constructor

Find It

4th Grade:

- ◆ Students learned about the history of Wisconsin, Waupaca County or Manawa. They worked in groups of four to create elements for a placemat to share what they learned. These placemats were then used in local businesses.



Wisconsin



Wisconsin's Largest Cities

E	W	O	G	W	J	Y	C	D	A	A	P	I	H	
R	E	O	Y	Z	T	A	N	N	Y	U	P	S	F	X
S	M	K	J	K	B	P	A	O	F	V	P	C	F	U
I	Q	Z	U	N	Z	B	G	S	S	W	L	D	F	H
H	E	X	E	A	N	E	D	I	G	M	E	Y	D	I
U	V	E	I	I	W	F	D	L	K	T	F	B	W	
W	R	T	Q	L	T	L	Z	A	Q	Y	O	S	A	H
G	Y	D	V	X	U	V	I	M	O	Y	N	U	S	S
J	K	E	N	O	S	H	A	M	W	Y	K	D	E	O
R	E	R	I	A	L	C	U	A	E	E	U	U	Y	K
F	A	I	S	A	T	B	Y	C	M	N	N	N	H	
M	Z	C	W	G	S	Y	N	H	C	J	V	M	R	S
N	W	P	I	Z	U	C	A	W	X	D	G	T	P	O
H	X	L	Q	K	E	H	F	M	X	Q	O	Y	B	E

APPLETON
EAU CLAIRE
GREEN BAY
JANESVILLE
KENOSHA
MADISON
MILWAUKEE
OSHKOSH
RACINE
WALKESHA

Did you know?

1. The population of Wisconsin is 5,822 million.
2. Wisconsin is the highest producer of cranberries in the USA.
3. Wisconsin is the highest producer of cheese in the USA.
4. Wisconsin Dells is called the waterpark capital of the world.
5. Wisconsin's nickname is the badger state
6. Wisconsin is the 23rd largest state in size.
7. Wisconsin is the 20th largest state in size.
8. The robin is Wisconsin's state bird.

Created by - Rodrigo R, Autumn A, Sophia B, & Adrian V. 4B - Tassone



Find It

Knowledge Constructor

Find It

9-10 Grade Social Studies:

- ◆ Having students work through what is or is not a credible source through online resources is a consistent theme in Social Studies classes. Examples included a World History Project from December which had students complete a “Historical Encyclopedia” which required students to find various credible sources to show comprehension. Another example included lessons early in the school year that emphasized detecting bias in various websites and publications and how to detect various levels of bias.



Find It

Knowledge Constructor

Find It

HS Science:

- ◆ Students regularly use researched-based technological skills during quarter projects in class. Along with this, they are learning how to interpret and create graphs utilizing google sheets. It takes a couple of rounds of quarter projects in order for sophomores to really get the hang of inputting citation information in order to properly cite a source. By quarter 3, students really have got the hang of the quarter project.



6 - Creative Communicator

Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goal.

Share It



Share It

Creative Communicator

Share It

Grade 5:

- ◆ As part of an Author Study unit during library time, the students learned about how to properly craft an email. They then sent an email to the author that they studied. Some students receive responses.



Knowledge Constructor & Creative Communicator

HS Agriculture:

- ◆ The focus on "Knowledge Constructor" and "Creative Communicator" allowed students to continue to develop vital skills using technology in my agricultural education courses. Allowing student choice on some projects allows authentic learning while developing future career skills. Each class I taught completes a quarter project writing log/reflection based on agricultural education and ISTE standards.





What's Next

2023 - 2024



4 - Innovative Designer

Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

Make It



5 - Computational Thinker

Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

Solve It



7 - Global Collaborator

Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

Connect It



Questions?

Service-Learning Projects 2022-23



Manawa Elementary School

Student Council

- Thanksgiving Food Drive
- School Yard Clean-up

5th Grade

- Blankets donated to Manawa Police Station, Manawa Area Food Pantry, and Ronald McDonald House

Special Education

- Christmas Giving Project

Kindergarten

- Nursing Home Visits

3rd Grade

- Nursing Home Visit
- Veteran's Day Memorial Wall

4K

- Nursing Home Visit



MMS and LWHS Service Learning

- August-Manawa HS/Football volunteered to paint all +120 fire hydrants in town
- MES Field Day
- Think Pink
- Wolfwalk
- Bluegrass Bash
- Penguin Workshop
- Food Pantry Drives



MMS and LWHS Service Learning

- Holiday Fun Day at MES
- Veterans Day Program
- Alumni Basketball Tournament
- Booster Club Bags and Balls Tournament
- FFA Week Activities
- Parent-Teacher Conference Room Service
- Trail Clean up
- Thanksgiving Cards
- Food for America



MMS and LWHS Service Learning

- Nursing Home Decorations
- Rodeo Food stand
- Homecoming Parade/Clean Up
- YQCA (Youth Quality Care of Animals) (training)
- Blood Drive-NHS
- Art Club raised money for a benefit for an ill girl-painting faces
- High School Choir caroled at tree lighting ceremony-Miracle on Bridge
- Paving the Way students organized the bake sale and interaction during Miracle on Bridge St.
- Community Cleaning for Earth Day



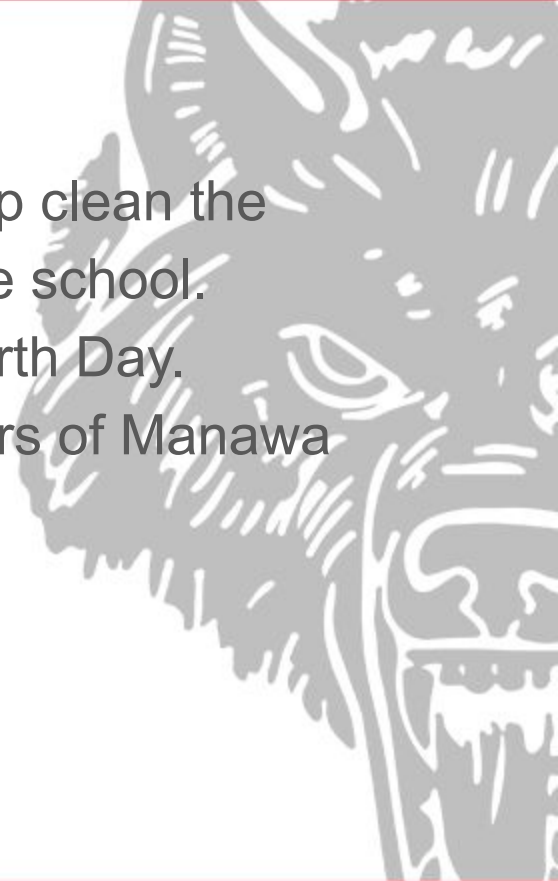
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-



Special Education

- Students dedicate one class period a day to help clean the cafeteria and assist Mr. Pethke with cleaning the school.
- Trail (behind the school) garbage pick up for Earth Day.
- Made/Delivered Valentine Cards for the members of Manawa Community Living Center.



FFA

- Think Pink
- Bluegrass Bash
- Food Pantry
- Wolfwalk





Minutes of March 27, 2023 School District of Manawa Board of Education Meeting

1. Call to Order – President Reiersen – **7:28 p.m.** – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room,
800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call: [Reiersen](#), [Griffin](#), [Hollman](#), [Jepson](#), [Krueger](#), [Riske](#), and [Fietzer](#)
4. Verify Publication of Meeting
5. District Showcase:
 - a. Introduction of New Staff
 - i. MMS/LWHS Counselor - Ms. Sarah Chambers
 - ii. Account Receivable - Mrs. Kara Tohm
6. Presentations:
 - a. School Counselor Mentor Program - Zehra Tahir
 - b. Learning I.A. Predictive Test (pre & mid-year)[Follow cohorts]
 - c. Learning IV.B. Attendance Mid-Year Report
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of February 27, 2023 and March 14, 2023 Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts (February and March)
 - i. Cash Receipts
 - ii. Invoice Report
 - iii. Credit Card Report
 - c. Donations:
 - i. Post Prom Donations:
 1. Lorge Plumbing - \$50.00
 2. Kobussen - \$100.00
 3. Farmers State Bank - \$50.00
 4. Waupaca Foundry - \$250.00
 5. Eastling Insurance Services - \$50.00
 6. Cline-Hanson-Dahlke - \$50.00
 - ii. Thrivent - \$1,000.00 - 2022 & 2023 Heart of Gold Recipients
 - d. Acknowledge Resignation of the MES Special Education Paraprofessional as Presented
 - e. Acknowledge 2023-24 Title IX Compliance Officers

- f. Acknowledge Internal Transfer of Secondary Guidance Clerical Support to Accounts Receivable Position
9. Any Item Removed from Consent Agenda
 - a.
 - b.
 10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
 11. Correspondence: None this month.
 12. District Administrator's Report:
 - a. Student Council Representative - Jack O'Brien (not present)
 - i. Issues that were brought up
 1. Parking lot
 - a. Safety issues
 - i. as students walking out in between moving vehicles
 - ii. driving habits of their fellow students
 1. Driving too fast
 2. Not looking carefully or watching for the parents when they pull out.
 - iii. Solution: Possibly looking at routing buses and parent traffic differently in the student parking at the Middle/High School.
 2. Spoke about "Senior Stuff"
 - a. When would their Cap and Gowns be available for pick up?
 - i. They are available for pick up at the High School office anytime the student is ready for it.
 - b. When would they know about the details of the Senior Banquet and Scholarship Night.
 - c. They would like to do a Senior field trip to the water parks in Wisconsin Dells, Wisconsin. There is a meeting tonight and they are going to put together a request to submit for next month's Board of Education meeting.
 - d. ACT practice - they found the work with Mrs. Konkol, extremely beneficial. The Seniors would like to see the practice start earlier next year and do more.
 - i. Students felt that if they had more time, even starting at the Sophomore level, they would have felt much more confident at the test.
 - e. They are curious about Mrs. Michelle Johnson and when are they going to get the chance to meet her.

Mrs. Johnson will be going to the homeroom to meet students, around Mid-April

- b. Legislative Update - Budget: Sent talking points to the Board Members. Listening sessions are available.
 - c. Monthly Enrollment Update
 - d. Curriculum Director
 - i. Possibly changing the Middle and High School schedules to be more inline with the Irving Network so that our students have more access to opportunities.
 - ii. Posted for a Spanish Teacher
 - iii. Laude and Weighted Grades:
 - 1. Looking at ways to make Laude and Weighted grades parallel to allow our students to compete with other students.
 - e. District Vacancy Update - Spanish Teacher, Athletic Trainer, Secondary Guidance Clerical Position
 - f. Board Approved Projects Update -
 - i. Fitness Center Lighting - still not fixed. JGT Lighting Alliance will send a Technician for \$1,250.00 and teach the appropriate people for future issues and changes. Reiersen - made the suggestion to make a “Standard Operating Procedure” for the lighting so we do not have this issue again.)
 - g. WASB/School Perceptions Board of Education Survey
 - i. Given to Board Members to check their effectiveness.
13. School Operations Reports:
- a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
 - i. Motion on the floor for Jr/Sr asynchronous day for Monday, April 3rd.
Discussion:
 - Asynchronous days should have more accountability for the students. It needs to be a day of instruction.
 - Some kids work at different levels
 - These days need to be “few and far between”.Motioned by Jepson/Krueger. Motion carried.
14. Business Related Reports:
- a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
15. Director’s Reports:
- a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
16. Board Comments:

- a. Mrs. Jepson - Special thanks to those who are making things happen within the District.

17. Committee Reports:

- a. Curriculum Committee (Hollman) - See Curriculum Committee Meeting Minutes from 2023-03-16
 - i. Zahara's report: Classes that could be beneficial and how we can organize them. It should be added to the next Curriculum Committee meeting to review.
- b. Finance Committee (Jepson) - No meeting this month
- c. Buildings & Grounds (Griffin) - No meeting this month
- d. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2023-03-13

18. Unfinished Business: None This Month.

19. New Business:

- a. Consider Approval of MMS 4th Quarter Honor Level Field Trip - Motioned by Jepson/Krueger. Discussion - Mrs. Jepson would like a name for the medical (dispense medicines to students) and transportation sections. Mrs. O'Brien mentioned that there has to be an approval before the transportation side of the field trip can be completed. The form needs to be updated. Mrs. Johnson commented that the chaperones (teachers) will be able to administer the medicines to the students. Jepson - There is a \$15 cost to students, is there an option for those in financial hardship? Dr. Oppor mentioned that the Urgent Needs Fund would be utilized for this.
 - Motion Amended - that the form needs to have the name of the person giving medications added to the form and to make sure we are not excluding students that have a hardship of the \$15 required by utilizing our Urgent Need Fund - by Fietzer/Krueger. Motion carried.
- b. First Reading of Policy Updates Volume 31, Number 2
- c. Consider Excusing Snow Days 4 and 5 Make-up as Both MES and MMS/LWHS Have Adequate Instructional Minutes - Motioned by Griffin/Hollman. Discussion: Mr. Fietzer asked what the hours were right now. Mrs. Johnson gave the hours. Motion carried.
- d. Consider Approval of K-5 Literacy Science of Reading Plan and Piloting of Literacy Resource Options as Presented - Motioned by Fietzer/Riske. Motion carried.
- e. Consider Approval Of SDM 2023 Summer School Guide as Presented - Motioned by Riske/Hollman. Dates need to be fixed. Motion carried.
- f. Consider Approval of the Gr. 6-12 At-Risk Handbook and Phoenix Program as

Presented - Motioned by Fietzer/Krueger. Discussion: Reierson - need to make sure that we stay in compliance with the August 15th due date that is required by State Statute. Motion carried.

- g. Consider Approval of Adding Alternative Graduation Pathways to Policy 5460 - Graduation Requirements as Presented - Motioned by Hollman/Riske. Discussion: Phy Ed line item removed. Why? Code of Conduct violations, and injuries were brought up as issues within this policy. Reierson - It was never published in our system after it was approved. In favor - none. Opposed - unanimous. Motion failed.
- h. Consider Approval of Proposed Calendar and Professional Education Handbook Language Per First Bullet Point as Presented [Any change to required duties could change the staff calendar but would not alter the student/parent calendar. It is suggested that a half Professional Learning Community day (when students would not be attending) like Friday, September 29, 2023, would be a half day for both students and staff.] - Motioned by Krueger/Riske. Motion carried.
- i. Consider Approval of Permitting More Than Two Foreign Exchange Students for the 2023-24 School Year as Per Policy 5114 - Nonimmigrant Students And Foreign-Exchange Programs - Motioned by Jepson/Fietzer. Motion carried.

20. Next Meeting Dates:

- a. April 10, 2023 - Policy and Human Resource Committee Meeting - 5:00 p.m. - MES Board Room
- b. April 12, 2023 - Curriculum Committee Meeting - 3:30 p.m. - MES Board Room
- c. April 12, 2023 - Finance Committee Meeting - 5:30 p.m. - MES Board Room
- d. April 24, 2023 - Regular Board of Education Meeting - 6:00 p.m. - MES Board Room
- e. April 18, 2023- Buildings and Grounds Committee Meeting - 5:00 p.m. - MES Board Room

21. Adjourn: 9:43 p.m. - Motioned by Krueger/Hollman. Motion carried.

Minutes taken by: TaraLa Jackson

SCHOOL DISTRICT OF MANAWA
Special Board of Education Meeting Minutes
April 3, 2023 at 5:00 pm

1. Call to Order – President Reiersen – **5:00 pm** - MES Board Room, 800 Beech Street - In person meeting
2. Pledge of Allegiance
3. Roll Call-Reiersen, Griffin, Jepson, Fietzer, Riske. Hollmand and Krueger excused.
4. Verify Publication of Meeting-Verified
5. Public Comment (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)-None
6. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c), Wis. Statute, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility
1) Administrative Interview and Deliberation 2) Administrative Contract
Motion to adjourn to closed session: Jepson, Fietzer
Motion carried, Hollman and Krueger excused.

Motion to adjourn from closed session into open session: Jepson, Riske
Motion carried, Hollman and Krueger excused.

7. Board May Act on Items Discussed in Closed Session
 - a. Authorize Board President to extend District and Business Administrator offer to the approved candidate as defined in closed session.
Motion by: Jepson, Fietzer
Motion carried, Hollman and Krueger excused.
8. Adjourn
Motion to adjourn by: Fietzer, Griffin
Motion carried, Hollman and Krueger excused at 5:29 pm.

Special Board of Education Meeting Minutes April 18, 2023

1. Call to Order – President Reiersen – **5:00 p.m.** – MES Board Room, 800 Beech Street Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call-Reiersen, Griffin, Hollman, Jepson, Fietzer, Riske, Krueger present.
4. Verify Publication of Meeting-Dr. Oppor verified
5. Public Comment (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)-None
6. Unfinished Business: None
7. New Business:
 - a. Confirm the Employment of the District and Business Administrator Candidate - Ryan Peterson
Motion by: Griffin, Fietzer
Motion carried.
 - b. Consider Approval of the District Administrative and Human Resources Coordinator Job Description.
Motion by: Fietzer, Hollman
Motion carried.
 - c. Consider Approval of the Hourly Salary for the District Administrative and Human Resources Coordinator Position.
Motion by: Jepson, Krueger
Motion carried.
8. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Contracts 2) Summary of Investigation
9. Board May Act on Items Discussed in Closed Session-None
10. Adjourn
Motion to adjourn: Riske, Jepson
Motion carried at 5:17 pm

Name	Reference	Trans Date	Description	Post Date	Amount
		03/03/2023	FITNESS CENTER MEMBERSHIPS	03/03/2023	300.00
			Totals for 16467		300.00
		03/03/2023	WITTENBERG SD MS WRESTLING	03/03/2023	40.00
			Totals for 16468		40.00
		03/03/2023	5 SCHOOLS AT \$175 EA PAID FOR ATHLETIC B	03/03/2023	875.00
			Totals for 16469		875.00
		03/03/2023	MES YEARBOOK	03/03/2023	310.00
			Totals for 16470		310.00
		03/03/2023	MES FOOD SERVICE WEEK OF 2/27-3/3	03/03/2023	758.15
			Totals for 16471		758.15
		03/06/2023	BREAKFAST AID SB = \$740.70 SEVERE = \$3,8	03/06/2023	4,562.74
			Totals for 14256		4,562.74
		03/06/2023	NATIONAL SCHOOL LUNCH AID	03/06/2023	13,905.33
			Totals for 14257		13,905.33
		03/06/2023	4 STUDENTS PARKING PASS	03/06/2023	20.00
			Totals for 16472		20.00
		03/06/2023	MS YEARBOOK	03/06/2023	42.00
			Totals for 16473		42.00
		03/06/2023	HS YEARBOOK	03/06/2023	113.00
			Totals for 16474		113.00
		03/06/2023	MS ATHLETIC FEE	03/06/2023	35.00
			Totals for 16475		35.00
		03/06/2023	CHROMEBOOK CHARGES	03/06/2023	25.00
			Totals for 16476		25.00
		03/06/2023	HS ATHLETIC FEE	03/06/2023	35.00
			Totals for 16479		35.00
		03/07/2023	BBB REGIONAL GAME VS. MENOMINEE	03/07/2023	1,693.00
			Totals for 16477		1,693.00
		03/07/2023	FOOD SERVICE FROM 2/21 TO 3/6	03/07/2023	2,495.00
			Totals for 16478		2,495.00
		03/07/2023	REIMBURSEMENT FROM BSN SPORTS	03/07/2023	68.00
			Totals for 16480		68.00
		03/07/2023	FFA THINK PINK CLOTHING ORDER	03/07/2023	171.50
			Totals for 16481		171.50
		03/07/2023	MOBS PAYMENT FOR PARADE	03/07/2023	300.00
			Totals for 16482		300.00
		03/07/2023	CONCESSIONS BBB VS. MENOMINEE 2/28/23	03/07/2023	400.00
			Totals for 16483		400.00
		03/07/2023	CLASS OF 2027 - MMS DANCE	03/07/2023	180.00
			Totals for 16484		180.00
		03/07/2023	VALENTINE'S DAY FUNDRAISER	03/07/2023	164.00
			Totals for 16485		164.00
		03/07/2023	WORK PERMITS	03/07/2023	40.00
			Totals for 16486		40.00
		03/17/2023	HEART OF GOLD DONATION FOR 2022-23	03/17/2023	1,000.00
			Totals for 16487		1,000.00
		03/17/2023	POST PROM DONATIONS (LORGE PLUMBING, KOB	03/17/2023	550.00
			Totals for 16488		550.00
		03/20/2023	BREAKFAST AID MEALS \$700.54 SEVERE \$3,51	03/20/2023	4,219.08
			Totals for 14256		4,219.08
		03/20/2023	NATIONAL SCHOOL LUNCH AID	03/20/2023	12,113.48
			Totals for 14257		12,113.48
		03/20/2023	COMMODITY CHARGES	03/20/2023	-1,325.11

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 14258		-1,325.11
		03/20/2023	SPECIAL ED AID	03/20/2023	30,183.00
			Totals for 16462		30,183.00
		03/20/2023	DHS PAYMENT - MEDICAID	03/20/2023	1,090.62
			Totals for 16491		1,090.62
		03/20/2023	PAYMENT FROM ERVING NETWORD FOR CLASSES	03/20/2023	400.00
			Totals for 16492		400.00
		03/20/2023	SCHOOL DISTRICT OF WAUPACA - PAYMENT FOR	03/20/2023	175.00
			Totals for 16493		175.00
		03/20/2023	DHS - MEDICAID PAYMENT	03/20/2023	4,285.47
			Totals for 16494		4,285.47
		03/20/2023	MES YEARBOOK PAYMENTS	03/20/2023	123.00
			Totals for 16495		123.00
		03/20/2023	MES FOOD SERVICE FOR 3/6 THROUGH 3/17	03/20/2023	750.35
			Totals for 16496		750.35
		03/24/2023	MES YEARBOOK	03/24/2023	46.50
			Totals for 16500		46.50
		03/24/2023	FITNESS CENTER MEMBERSHIPS	03/24/2023	230.00
			Totals for 16501		230.00
		03/24/2023	MANAWA ATHLETIC BOOSTER CLUB DONATION FO	03/24/2023	5,411.12
			Totals for 16502		5,411.12
		03/24/2023	MANAWA ATHLETIC BOOSTER CLUB DONATION FO	03/24/2023	7,172.88
			Totals for 16503		7,172.88
		03/24/2023	MES FOOD SERVICE FOR WEEK OF 3/20/23-3/2	03/24/2023	746.00
			Totals for 16504		746.00
		03/27/2023	GENERAL EQUALIZATION AID	03/27/2023	1,104,766.00
			Totals for 16489		1,104,766.00
		03/27/2023	PER PUPIL AID	03/27/2023	478,590.00
			Totals for 16490		478,590.00
		03/31/2023	MAGIC WRITER E-FUNDS DEPOSIT	03/31/2023	3,288.30
			Totals for 12850		3,288.30
		03/31/2023	MONTHLY INTEREST FOR GENERAL FUND CHECKI	03/31/2023	12,850.47
			Totals for 14032		12,850.47
		03/31/2023	DISTRICT FEE	03/31/2023	60.00
			Totals for 16506		60.00
		03/31/2023	STUDENT FINES	03/31/2023	65.00
			Totals for 16507		65.00
		03/31/2023	OLD NEWSPAPER FEE	03/31/2023	4.00
			Totals for 16508		4.00
		03/31/2023	EFUNDS COLLECTED FOR CLASS OF 2023 FD 21	03/31/2023	30.00
			Totals for 16509		30.00
			Total for Cash Receipts		1,693,357.88

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	1,600,792.97	12,584.00	1,613,376.97
21	Special Revenue Trust Fund	0.00	2,873.50	0.00	2,873.50
27	SPECIAL EDUCATION FUND	0.00	35,559.09	0.00	35,559.09
50	FOOD SERVICE FUND	8,037.80	34,800.63	-1,325.11	41,513.32
80	COMMUNITY SERVICE FUND	0.00	35.00	0.00	35.00
***	Fund Summary Totals ***	8,037.80	1,674,061.19	11,258.89	1,693,357.88

***** End of report *****

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84365	ASSOCIATION FOR EQUI	JPAP03	03/15/2023	MEMBERSHIP APPLICATION	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	375.00
						Totals for 84365	375.00
84381	WCA GROUP HEALTH TRU	JPAP03	03/15/2023	APRIL 2023 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	91,199.25
						Totals for 84381	91,199.25
84385	AT&T	JPAP03	03/31/2023	AT&T Internet Bill	GENERAL FUND/ON-LINE COMMUNICATIONS/INSTR UCTION RELATED TECHNOLOGY	8002300023	651.48
						Totals for 84385	651.48
84389	C.E.S.A. #9	JPAP03	03/31/2023	11 - WISCONSIN VIRTUAL SCHOOL JANUARY 2023 ENROLLMENTS	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	3,190.00
						Totals for 84389	3,190.00
84390	CHIPPEWA VALLEY SPOR	JPAP03	03/31/2023	Track Supplies	GENERAL FUND/CAPITAL EQUIP ADDITION/CO-ED TRACK	4102300005	626.01
						Totals for 84390	626.01
84391	CITY OF MANAWA	JPAP03	03/31/2023	PAES LAB	SPECIAL EDUCATION FUND/WATER/BUILDINGS	0	26.38
84391	CITY OF MANAWA	JPAP03	03/31/2023	PAES LAB	SPECIAL EDUCATION FUND/SEWERAGE/BUILDING NGS	0	44.41
84391	CITY OF MANAWA	JPAP03	03/31/2023	LWHS SEWER & WATER	GENERAL FUND/WATER/OPERATION	0	317.78
84391	CITY OF MANAWA	JPAP03	03/31/2023	LWHS SEWER & WATER	GENERAL FUND/SEWERAGE/OPERATION	0	399.21
84391	CITY OF MANAWA	JPAP03	03/31/2023	LWHS SEWER & WATER	GENERAL FUND/SEWERAGE/OPERATION	0	301.15
84391	CITY OF MANAWA	JPAP03	03/31/2023	LWHS SEWER & WATER	GENERAL FUND/WATER/OPERATION	0	239.73
84391	CITY OF MANAWA	JPAP03	03/31/2023	MES WATER & SEWER	GENERAL FUND/WATER/OPERATION	0	435.97
84391	CITY OF MANAWA	JPAP03	03/31/2023	MES WATER & SEWER	GENERAL FUND/SEWERAGE/OPERATION	0	511.42
						Totals for 84391	2,276.05
84393	DELTA DENTAL-VISION	JPAP03	03/31/2023	COBRA CREDIT AMOUNT APRIL 2023 VISION INSURANCE	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	-9.56
84393	DELTA DENTAL-VISION	JPAP03	03/31/2023	APRIL 2023 VISION INSURANCE	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	554.82
						Totals for 84393	545.26
84394	E O JOHNSON COMPANY	JPAP03	03/31/2023	LABOR - PAPER CUT	GENERAL FUND/TECH REPAIRS AND MAINTENANCE/ADMINISTRATIVE TECHNOLOGY	0	412.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERV		
					Totals for 84394		412.50
84396	GFL ENVIRONMENTAL	JPAP03	03/31/2023	Garbage/Recycling Service	GENERAL	8002300024	1,137.84
					FUND/CLEANING		
					SERVICES/OPERATION		
					Totals for 84396		1,137.84
84397	INTEGRATED SYSTEMS C	JPAP03	03/31/2023	IS Corp hosting fee	GENERAL	8002300019	388.80
					FUND/TECH/SOFTWARE		
					SERVIC/ADMINISTRATIV		
					E TECHNOLOGY SERV		
					Totals for 84397		388.80
84399	MANAWA ATHLETIC BOOS	JPAP03	03/31/2023	WRESTLING TOURNAMENT PAYMENTS MADE TO THE SCHOOL INSTEAD OF THE BOOSTER CLUB	GENERAL FUND/OTHR	0	1,050.00
					REVENUE FROM LOCAL		
					SOURCE/DISTRICT		
					WIDE		
					Totals for 84399		1,050.00
84400	MANAWA QUALITY FOODS	JPAP03	03/31/2023	Food	SPECIAL EDUCATION	272300057	17.31
					FUND/FOOD/EARLY		
					CHILDHOOD		
					Totals for 84400		17.31
84401	MIDLAND PAPER	JPAP03	03/31/2023	Copier Paper	SPECIAL EDUCATION	4000230195	92.45
					FUND/PAPER/MULTI-CAT		
					EGORICAL		
84401	MIDLAND PAPER	JPAP03	03/31/2023	Copier Paper	SPECIAL EDUCATION	4000230195	69.75
					FUND/PAPER/MULTI-CAT		
					EGORICAL		
84401	MIDLAND PAPER	JPAP03	03/31/2023	Copier Paper	GENERAL	4000230195	627.71
					FUND/PAPER/UNDIFFERE		
					NTIATED CURRICULUM		
84401	MIDLAND PAPER	JPAP03	03/31/2023	Copier Paper	GENERAL	4000230195	832.09
					FUND/PAPER/UNDIFFERE		
					NTIATED CURRICULUM		
84401	MIDLAND PAPER	JPAP03	03/31/2023	Copier Paper	SPECIAL EDUCATION	1012300095	324.40
					FUND/PAPER/MULTI-CAT		
					EGORICAL		
84401	MIDLAND PAPER	JPAP03	03/31/2023	Copier Paper	GENERAL	1012300095	2,919.60
					FUND/PAPER/UNDIFFERE		
					NTIATED CURRICULUM		
					Totals for 84401		4,866.00
84402	NASSCO INC	JPAP03	03/31/2023	CUSTODIAL SUPPLIES	GENERAL	0	891.58
					FUND/GENERAL		
					SUPPLIES/OPERATION		
84402	NASSCO INC	JPAP03	03/31/2023	CUSTODIAL SUPPLIES	GENERAL	0	672.59
					FUND/GENERAL		
					SUPPLIES/OPERATION		
84402	NASSCO INC	JPAP03	03/31/2023	CUSTODIAL SUPPLIES	GENERAL	0	301.28
					FUND/NON-CAPITAL		
					EQUIPMENT/OPERATION		
84402	NASSCO INC	JPAP03	03/31/2023	CUSTODIAL SUPPLIES	GENERAL	0	6,008.31
					FUND/GENERAL		
					SUPPLIES/OPERATION		
					Totals for 84402		7,873.76
84403	POSTMASTER MANAWA	JPAP03	03/31/2023	BULK MAILING PERMIT FEE	GENERAL	0	290.00
					FUND/POSTAGE/CARTAGE		
					/CENTRAL SERVICES		
					Totals for 84403		290.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84406	SOLARUS	JPAP03	03/31/2023	RESIDENTIAL HIGH SPEED INTERNET	GENERAL FUND/ON-LINE COMMUNICATIONS/OFFICE OF SUPERINTENDENT	0	49.99
84406	SOLARUS	JPAP03	03/31/2023	SOLARUS MONTHLY BILL	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	8002300013	148.35
84406	SOLARUS	JPAP03	03/31/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	296.65
84406	SOLARUS	JPAP03	03/31/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	613.06
84406	SOLARUS	JPAP03	03/31/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	613.06
84406	SOLARUS	JPAP03	03/31/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	454.85
						Totals for 84406	2,175.96
84407	SOLIANT	JPAP03	03/31/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONAL THERAPY	272300022	835.20
84407	SOLIANT	JPAP03	03/31/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONAL THERAPY	272300022	41.28
84407	SOLIANT	JPAP03	03/31/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONAL THERAPY	272300022	83.52
						Totals for 84407	960.00
84409	STANDARD INSURANCE C	JPAP03	03/31/2023	LIFE/STD & LTD PREMIUM	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,142.81
84409	STANDARD INSURANCE C	JPAP03	03/31/2023	LIFE/STD & LTD PREMIUM	GENERAL FUND/LTD INS PAYABLE	0	942.17
84409	STANDARD INSURANCE C	JPAP03	03/31/2023	LIFE/STD & LTD PREMIUM	GENERAL FUND/STD INS PAYABLE	0	415.65
						Totals for 84409	2,500.63
84410	SUMMIT COMMERCIAL FI	JPAP03	03/31/2023	3 Station Multi-station as listed: - silver frame black upholstery only, Matrix Magnum Adjustable Pulley, Matrix Magnum Adjustable Pulley, Matrix Magnum Lat Pulldown, Matrix Magnum Low Row, Matrix Aura Dip/Chin Assist, Matrix Magnum Adjustable Decline Bench and Matrix Varsity Adjustable	GENERAL FUND/CAPITAL EQUIP ADDITION/PHYSICAL CURRICULUM	4000230121	5,411.12

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Decline (Proposal #28162, dated 10/13/2022)			
84410	SUMMIT COMMERCIAL FI	JPAP03	03/31/2023	3 Station Multi-station as listed: - silver frame black upholstery only, Matrix Magnum Adjustable Pulley, Matrix Magnum Adjustable Pulley, Matrix Magnum Lat Pulldown, Matrix Magnum Low Row, Matrix Aura Dip/Chin Assist, Matrix Magnum Adjustable Decline Bunch and Matrix Varsity Adjustable Decline (Proposal #28162, dated 10/13/2022)	GENERAL FUND/CAPITAL EQUIP ADDITION/PHYSICAL CURRICULUM	4000230121	7,172.88
						Totals for 84410	12,584.00
84411	TAHIR, ZEHRA	JPAP03	03/31/2023	CONSULTING 3/1/23 - 3/7/23	GENERAL FUND/PERSONAL SERVICES/COUNSELING	0	311.75
84411	TAHIR, ZEHRA	JPAP03	03/31/2023	CONSULTING 3/1/23 - 3/7/23	GENERAL FUND/PERSONAL SERVICES/COUNSELING	0	413.25
84411	TAHIR, ZEHRA	JPAP03	03/31/2023	CONSULTING (2/1/23 - 2/7/23)	GENERAL FUND/PERSONAL SERVICES/COUNSELING	0	1,176.05
84411	TAHIR, ZEHRA	JPAP03	03/31/2023	CONSULTING (2/1/23 - 2/7/23)	GENERAL FUND/PERSONAL SERVICES/COUNSELING	0	1,558.95
						Totals for 84411	3,460.00
84413	TRI CITY GLASS & DOO	JPAP03	03/31/2023	LABOR & WORK AT LWHS/MMS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,474.02
84413	TRI CITY GLASS & DOO	JPAP03	03/31/2023	LABOR & WORK AT LWHS/MMS	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,111.98
						Totals for 84413	2,586.00
84414	TROEDEL, BRITTNEY	JPAP03	03/31/2023	TRANSPORTATION (BRANTLEY CANTERBURY) TO SCHOOL DISTRICT OF MANAWA FEBRUARY 2023	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED PARENT CONTRACT	0	320.58
						Totals for 84414	320.58
84415	UNIFIRST CORPORATION	JPAP03	03/31/2023	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	53.43
84415	UNIFIRST CORPORATION	JPAP03	03/31/2023	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	42.90
84415	UNIFIRST CORPORATION	JPAP03	03/31/2023	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	32.37
						Totals for 84415	128.70
84416	VALLEY PEST CONTROL,	JPAP03	03/31/2023	ANNUAL INVOICE LESS 5% DISCOUNT FOR MANAWA ELEMENTARY & LWHS/MMS (-\$36)	GENERAL FUND/CLEANING SERVICES/OPERATION	0	684.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 84416	684.00
84417	VONBRIESSEN & ROPER,	JPAP03	03/31/2023	LEGAL FEES - GENERAL LAW MATTER 045578-00001	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	295.00
84417	VONBRIESSEN & ROPER,	JPAP03	03/31/2023	LEGAL FEES - GENERAL LABOR - MATTER # 045578-00002	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	1,386.50
						Totals for 84417	1,681.50
84418	WASBO (WI ASSOC OF S	JPAP03	03/31/2023	WASBO SPRING CONFERENCE & EXHIBITS - MAY 22, 2023 - MIDDLETON WI	GENERAL FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS	0	360.00
						Totals for 84418	360.00
84419	WIS INTERSCHOL ATHLE	JPAP03	03/31/2023	2023 BOYS REGIONAL BASKETBALL FINANCIAL STATEMENT FOR SCHOOL DISTRICT OF MANAWA	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GENERAL ATHLETICS	0	895.39
						Totals for 84419	895.39
84420	ZABEL'S SAWMILL	JPAP03	03/31/2023	KOEHLER - Boards from Zabel's Saw Mill	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4000230176	2,630.00
						Totals for 84420	2,630.00
84421	GOLD CROSS AMBULANCE	JPAP04	04/05/2023	CPR CERTIFICATION CLASS FOR KRAUSE & B JOHNSON	GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	0	50.16
84421	GOLD CROSS AMBULANCE	JPAP04	04/05/2023	CPR CERTIFICATION CLASS FOR KRAUSE & B JOHNSON	GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	0	37.84
						Totals for 84421	88.00
84422	AMAZON CAPITAL SERVI	JPAP04	04/06/2023	replacement monitors	GENERAL FUND/NON-CAPITAL TECHNOLOGY/ADMINISTR ATIVE TECHNOLOGY SERV	8002300089	359.88
						Totals for 84422	359.88
84423	AMERICAN WELDING & G	JPAP04	04/06/2023	ARGON/CO2 MIX	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	0	53.02
						Totals for 84423	53.02
84424	ATHLON I.A., LLC	JPAP04	04/06/2023	CAMPUS GAMES 2023	GENERAL FUND/PERSONAL SERVICES/UNDIFFERENT IATED CURRICULUM	1012300098	89.00
						Totals for 84424	89.00
84425	AUTOMATED ENERGY SOL	JPAP04	04/06/2023	LABOR/MAINTENANCE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	9,000.92
84425	AUTOMATED ENERGY SOL	JPAP04	04/06/2023	LABOR/MAINTENANCE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	2,508.57
84425	AUTOMATED ENERGY SOL	JPAP04	04/06/2023	LABOR/MAINTENANCE	GENERAL FUND/REPAIR & MAINTENANCE	0	1,892.43

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84425	AUTOMATED ENERGY SOL	JPAP04	04/06/2023	COLD OFFICES & MISC ISSUES	SERVICES/BUILDINGS GENERAL FUND/REPAIR & MAINTENANCE	0	1,489.93
84425	AUTOMATED ENERGY SOL	JPAP04	04/06/2023	LABOR/MAINTENANCE	SERVICES/BUILDINGS GENERAL FUND/REPAIR & MAINTENANCE	0	237.97
84425	AUTOMATED ENERGY SOL	JPAP04	04/06/2023	LABOR/MAINTENANCE	SERVICES/BUILDINGS GENERAL FUND/REPAIR & MAINTENANCE	0	179.53
						Totals for 84425	15,309.35
84426	BREAKOUT, INC	JPAP04	04/06/2023	Breakout EDU Subscription Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	8002300090	329.78
84426	BREAKOUT, INC	JPAP04	04/06/2023	Breakout EDU Subscription Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	8002300090	614.59
84426	BREAKOUT, INC	JPAP04	04/06/2023	Breakout EDU Subscription Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	8002300090	554.63
						Totals for 84426	1,499.00
84428	CASH	JPAP04	04/06/2023	REIMBURSE MES PETTY CASH	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	115.60
						Totals for 84428	115.60
84429	C.E.S.A. #8	JPAP04	04/06/2023	SPRING SEMESTER BILLING	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	4,200.00
						Totals for 84429	4,200.00
84430	DIVERSIFIED BENEFIT	JPAP04	04/06/2023	APRIL 2023 HEALTH REIMBURSEMENT ARRANGEMENT	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	285.05
						Totals for 84430	285.05
84431	E O JOHNSON CO., INC	JPAP04	04/06/2023	Monthly Copy Bill	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002300021	1,913.98
						Totals for 84431	1,913.98
84432	EDUCATION WEEK	JPAP04	04/06/2023	PRINT & DIGITAL SUBSCRIPTION - 3/31/23 - 3/31/24	GENERAL FUND/EMPLOYEE DUES AND FEES/OFFICE OF SUPERINTENDENT	0	79.00
						Totals for 84432	79.00
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	62.30
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	46.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	70.23
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	125.50
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	122.85
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	328.25
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	280.85
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	63.20
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	374.75
84433	ENGELHARDT DAIRY OF	JPAP40	04/06/2023	MS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	314.20
					Totals for 84433		1,788.63
84434	E O JOHNSON COMPANY	JPAP04	04/06/2023	HP INNER FINISHER/BOOKLET STAPLES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	118.50
					Totals for 84434		118.50
84435	H2I GROUP, INC.	JPAP04	04/06/2023	WRIGHT - WEDAC FAB LAB GRANT - FabBot 14" x 14" x 6" and Mobile Maker Cart with enclosure	GENERAL FUND/CAPITAL EQUIP ADDITION/TECHNOLOGY EDUCATION	4000230143	9,748.00
					Totals for 84435		9,748.00
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	2,206.91
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	30.21
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	22.79
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	25.19
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	33.40
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	162.75
84436	NASSCO INC	JPAP04	04/06/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	122.77

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 84436	2,604.02
84437	PAN-O-GOLD BAKING	JPAP40	04/06/2023	BREAD PRODUCTS	FOOD SERVICE	0	115.75
						FUND/FOOD/FOOD SERVICES	
						Totals for 84437	115.75
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	1,458.27
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	175.35
						FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	981.29
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	USDA COMMODITY ORDER	FOOD SERVICE	0	28.00
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	USDA COMMODITY ORDER	FOOD SERVICE	0	152.00
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	99.78
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	59.86
						FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	1,058.33
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	112.50
						FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	787.44
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	100.09
						FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	1,492.13
						FUND/FOOD/FOOD SERVICES	
84438	PERFORMANCE FOODSERV	JPAP40	04/06/2023	USDA COMMODITY ORDER	FOOD SERVICE	0	12.00
						FUND/FOOD/FOOD SERVICES	
						Totals for 84438	6,517.04
84439	S & S EXCAVATING	JPAP04	04/06/2023	SNOW REMOVAL 3/6/23 - 3/17/23	GENERAL	0	3,399.00
						FUND/CLEANING SERVICES/SITES	
						Totals for 84439	3,399.00
84440	SCHOOL DISTRICT OF M	JPAP04	04/06/2023	CLASS OF 2023 FEE PAID THRU EFUNDS	GENERAL	0	30.00
						FUND/MISCELLANEOUS/D ISTRICT WIDE	
						Totals for 84440	30.00
84441	SMITH'S MANAWA STEAK	JPAP04	04/06/2023	MEALS PROVIDED FOR DISTRICT ADMIN VISITS	GENERAL	0	50.00
						FUND/GENERAL SUPPLIES/BOARD	

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84441	SMITH'S MANAWA STEAK	JPAP04	04/06/2023	MEALS PROVIDED FOR DISTRICT ADMIN VISITS	MEMBERS GENERAL FUND/FOOD/BOARD MEMBERS	0	474.50
Totals for 84441							524.50
84442	SOLIANT	JPAP04	04/06/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	696.00
84442	SOLIANT	JPAP04	04/06/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	34.40
84442	SOLIANT	JPAP04	04/06/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	69.60
Totals for 84442							800.00
84443	TRI CITY GLASS & DOO	JPAP04	04/06/2023	LABOR/TRUCK/FUEL FOR JOBSITE INSTALLATION	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	418.95
84443	TRI CITY GLASS & DOO	JPAP04	04/06/2023	LABOR/TRUCK/FUEL FOR JOBSITE INSTALLATION	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	316.05
Totals for 84443							735.00
84444	US CELLULAR	JPAP04	04/06/2023	US Cellular PO	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300018	313.55
Totals for 84444							313.55
84445	WAUPACA COUNTY DEPAR	JPAP04	04/06/2023	OCTOBER 2022 CHILD (K.D.) TRANSPORTATION TO/FROM SCHOOL OF ORIGIN	SPECIAL EDUCATION FUND/TRANSFER/INTER UNIT EXCPT CESA/SPECIAL EDUCATION HDCP	0	90.94
84445	WAUPACA COUNTY DEPAR	JPAP04	04/06/2023	NOVEMBER 2022 CHILD (K.D.) TRANSPORTATION TO/FROM SCHOOL OF ORIGIN	SPECIAL EDUCATION FUND/TRANSFER/INTER UNIT EXCPT CESA/SPECIAL EDUCATION HDCP	0	316.87
84445	WAUPACA COUNTY DEPAR	JPAP04	04/06/2023	DECEMBER 2022 CHILD (K.D.) TRANSPORTATION TO/FROM SCHOOL OF ORIGIN	SPECIAL EDUCATION FUND/TRANSFER/INTER UNIT EXCPT CESA/SPECIAL EDUCATION HDCP	0	106.19
Totals for 84445							514.00
84446	WEX BANK - GLOBAL FL	JPAP04	04/06/2023	ALL OTHER FUEL	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	300.59
Totals for 84446							300.59
84447	WI DEPT OF JUSTICE	JPAP04	04/06/2023	BACKGROUND CHECKS - MARCH 2023(11 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	77.00

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						Totals for 84447	77.00
84450	AMAZON CAPITAL SERVI	JPAP04	04/14/2023	MJOHNSON - Restock colored paper	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	4000230201	100.28
84450	AMAZON CAPITAL SERVI	JPAP04	04/14/2023	MJOHNSON - Restock colored paper	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	4000230201	132.99
84450	AMAZON CAPITAL SERVI	JPAP04	04/14/2023	phone cables and keyboards	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	8002300095	293.88
84450	AMAZON CAPITAL SERVI	JPAP04	04/14/2023	UPS battery replacement and network monitor	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	8002300094	457.34
						Totals for 84450	984.49
84452	BRAINPOP LLC	JPAP04	04/14/2023	BrainPop & BrainPop Jr. Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012300101	1,158.54
84452	BRAINPOP LLC	JPAP04	04/14/2023	BrainPop & BrainPop Jr. Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012300101	1,900.00
84452	BRAINPOP LLC	JPAP04	04/14/2023	BrainPop & BrainPop Jr. Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012300101	741.46
						Totals for 84452	3,800.00
84454	CENTURY LINK	JPAP04	04/14/2023	CenturyLink - Lumen monthly bill	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300022	54.52
						Totals for 84454	54.52
84455	CESA 6-CONFERENCE RE	JPAP04	04/14/2023	LEGISLATIVE BREAKFAST 3/3/23 - M OPPOR	GENERAL FUND/TRANSFER TO CESA/OFFICE OF SUPERINTENDENT	0	15.00
						Totals for 84455	15.00
84456	COMMAND CENTRAL, LLC	JPAP04	04/14/2023	APRIL 4, 2023 NONPARTISAN ELECTION	GENERAL FUND/PERSONAL SERVICES/ELECTION	0	3,835.00
						Totals for 84456	3,835.00
84457	DISCOUNT MAGAZINE SU	JPAP04	04/14/2023	MES Magazine Subscription Renewals	GENERAL FUND/PERIODICALS/SCH OOL LIBRARY	1012300100	330.63
						Totals for 84457	330.63
84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	46,020.87
84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR	0	2,717.23

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84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	RICULAR TRANS GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	535.07
84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	281.85
84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	5,930.30
84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	COMMUNITY SERVICE FUND/TRAVEL-CONTRACT ED SERVICE/OTHER COMMUNITY SERVICES	0	836.10
84459	KOBUSSEN BUSES LTD	JPAP04	04/14/2023	MARCH 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	594.39
						Totals for 84459	56,915.81
84460	MID-AMERICAN RESEARC	JPAP04	04/14/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1,312.00
84460	MID-AMERICAN RESEARC	JPAP04	04/14/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1,944.16
84460	MID-AMERICAN RESEARC	JPAP04	04/14/2023	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1,466.64
						Totals for 84460	4,722.80
84461	MARSHFIELD BOOK & ST	JPAP04	04/14/2023	Marshfield Book & Stationery Inc.	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE GORICAL	272300046	456.00
						Totals for 84461	456.00
84462	SCHOOL NURSE SUPPLY	JPAP04	04/14/2023	HEALTH SUPPLIES FOR BOTH BUILDINGS	GENERAL FUND/GENERAL SUPPLIES/SCHOOL NURSE	8002300093	1,199.28
						Totals for 84462	1,199.28
84463	SOLIANT	JPAP04	04/14/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	835.20
84463	SOLIANT	JPAP04	04/14/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	41.28
84463	SOLIANT	JPAP04	04/14/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL	272300022	83.52

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84463	SOLIANT	JPAP04	04/14/2023	OT Services	SERVICES/OCCUPATIONA L THERAPY SPECIAL EDUCATION	272300022	835.20
84463	SOLIANT	JPAP04	04/14/2023	OT Services	FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY SPECIAL EDUCATION	272300022	41.28
84463	SOLIANT	JPAP04	04/14/2023	OT Services	FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY SPECIAL EDUCATION	272300022	83.52
						Totals for 84463	1,920.00
84464	STERLING WATER-CHAIN	JPAP04	04/14/2023	SOLAR SALT	GENERAL FUND/CLEANING SERVICES/OPERATION	0	112.40
84464	STERLING WATER-CHAIN	JPAP04	04/14/2023	COMMERCIAL SERVICE AND PARTS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	147.29
84464	STERLING WATER-CHAIN	JPAP04	04/14/2023	COMMERCIAL SERVICE AND PARTS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	111.11
						Totals for 84464	370.80
84465	SCHOOL DISTRICT OF I	JPAP04	04/17/2023	GOLF INVITE FEE AT WHISTLING STRAITS ON 4/21/23	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	180.00
						Totals for 84465	180.00
84466	MARQUETTE UNIVERSITY	JPAP04	04/18/2023	PROGRAMMING COMPETITION REGISTRATION FEES FOR 2 TEAMS - M WRIGHT	GENERAL FUND/PUPIL DUES AND FEES/GIFTED AND TALENTED	0	140.00
						Totals for 84466	140.00
202200219	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,710.93
202200219	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,329.02
202200219	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	330.14
202200219	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,710.93
202200219	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,329.02
202200219	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	330.14
						Totals for 202200219	20,740.18
202200232	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,619.72
202200232	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,401.94

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
202200232	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	FOOD SERVICE	0	330.14
					FUND/WI RETIREMENT		
					FUND		
					Totals for 202200232		10,351.80
202200237	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	GENERAL FUND/WI	0	8,619.72
					RETIREMENT FUND		
202200237	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	SPECIAL EDUCATION	0	1,401.94
					FUND/WI RETIREMENT		
					FUND		
202200237	WISCONSIN RETIREMENT	FEB WR	03/31/2023	Payroll accrual	FOOD SERVICE	0	330.14
					FUND/WI RETIREMENT		
					FUND		
					Totals for 202200237		10,351.80
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	GENERAL FUND/FICA	0	7,775.53
					(SOCIAL SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION	0	1,266.03
					FUND/FICA (SOCIAL		
					SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	FOOD SERVICE	0	358.35
					FUND/FICA (SOCIAL		
					SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	GENERAL FUND/FICA	0	1,818.44
					(SOCIAL SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION	0	296.11
					FUND/FICA (SOCIAL		
					SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	FOOD SERVICE	0	83.79
					FUND/FICA (SOCIAL		
					SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	GENERAL	0	497.46
					FUND/FEDERAL INCOME		
					TAX		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION	0	90.78
					FUND/FEDERAL INCOME		
					TAX		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	FOOD SERVICE	0	45.00
					FUND/FEDERAL INCOME		
					TAX		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	GENERAL	0	8,161.90
					FUND/FEDERAL INCOME		
					TAX		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION	0	862.41
					FUND/FEDERAL INCOME		
					TAX		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	FOOD SERVICE	0	168.98
					FUND/FEDERAL INCOME		
					TAX		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	GENERAL FUND/FICA	0	1,818.44
					(SOCIAL SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION	0	296.11
					FUND/FICA (SOCIAL		
					SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	FOOD SERVICE	0	83.79
					FUND/FICA (SOCIAL		
					SECURITY)		
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	GENERAL FUND/FICA	0	7,775.53

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,266.03
202200238	INTERNAL REVENUE SER	P9	03/15/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	358.35
						Totals for 202200238	33,023.03
202200239	WEA TAX SHELTERED AN	P9	03/15/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202200239	WEA TAX SHELTERED AN	P9	03/15/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202200239	275.00
202200240	WISCONSIN DEPT OF RE	P9	03/15/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	115.00
202200240	WISCONSIN DEPT OF RE	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202200240	WISCONSIN DEPT OF RE	P9	03/15/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202200240	WISCONSIN DEPT OF RE	P9	03/15/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,614.94
202200240	WISCONSIN DEPT OF RE	P9	03/15/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	563.70
202200240	WISCONSIN DEPT OF RE	P9	03/15/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	110.16
						Totals for 202200240	5,428.80
202200242	WEA MEMBER BENEFIT T	P9	03/15/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202200242	40.00
202200243	EMPOWER RETIREMENT	P9	03/15/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202200243	50.00
202200247	DELTA DENTAL OF WISC	JPWI03	03/22/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	388.00
						Totals for 202200247	388.00
202200248	DELTA DENTAL OF WISC	JPWI03	03/15/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,229.20
						Totals for 202200248	1,229.20
202200249	DIVERSIFIED BENEFIT	JPWI03	03/17/2023	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	966.37
						Totals for 202200249	966.37
202200250	DIVERSIFIED BENEFIT	JPWI03	03/24/2023	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	1,866.13
						Totals for 202200250	1,866.13
202200251	EMPLOYEE BENEFITS CO	JPWI03	03/23/2023	FSA/DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	264.65
						Totals for 202200251	264.65
202200252	EMPLOYEE BENEFITS CO	JPWI03	03/31/2023	ADMIN FEES	GENERAL FUND/DISTRICT FEES	0	134.91

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					/ BANKING FEE/FISCAL		
					Totals for 202200252		134.91
202200253	EMPLOYEE BENEFITS CO	JPWI03	03/16/2023	FSA/DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	73.36
					Totals for 202200253		73.36
202200254	DELTA DENTAL OF WISC	JPWI03	03/29/2023	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	783.75
					Totals for 202200254		783.75
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,417.42
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,166.30
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	319.94
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	174.02
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,968.57
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	272.77
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	74.83
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	40.70
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	474.00
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	84.24
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	8,570.77
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	832.48
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	109.37
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	198.32
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,968.57
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION	0	272.77

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202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	74.83
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) COMMUNITY SERVICE	0	40.70
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,417.42
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,166.30
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	319.94
202200255	INTERNAL REVENUE SER	P9	03/31/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	174.02
					Totals for 202200255		35,163.28
202200256	WEA TAX SHELTERED AN	P9	03/31/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202200256	WEA TAX SHELTERED AN	P9	03/31/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
					Totals for 202200256		275.00
202200257	WISCONSIN DEPT OF RE	P9	03/31/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	115.00
202200257	WISCONSIN DEPT OF RE	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202200257	WISCONSIN DEPT OF RE	P9	03/31/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,750.70
202200257	WISCONSIN DEPT OF RE	P9	03/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	512.70
202200257	WISCONSIN DEPT OF RE	P9	03/31/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	92.83
202200257	WISCONSIN DEPT OF RE	P9	03/31/2023	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	125.76
					Totals for 202200257		5,601.99
202200259	WEA MEMBER BENEFIT T	P9	03/31/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202200259		40.00
202200260	EMPOWER RETIREMENT	P9	03/31/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202200260		50.00
202200261	DELTA DENTAL OF WISC	JPWI04	04/05/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	213.12
					Totals for 202200261		213.12
202200262	DIVERSIFIED BENEFIT	JPWI04	04/07/2023	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	1,684.86
					Totals for 202200262		1,684.86

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
202200263	EMPLOYEE BENEFITS CO	JPWI04	04/06/2023	FSA & DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	203.52
					Totals for 202200263		203.52
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,743.77
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,316.00
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	370.54
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.83
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,044.91
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	307.78
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	86.65
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.24
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	574.00
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	84.24
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	8,716.30
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	882.75
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	140.02
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,044.91
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	307.78
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	86.65
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL	0	21.24

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SECURITY) GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,743.77
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,316.00
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	370.54
202200264	INTERNAL REVENUE SER	P9	04/14/2023	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.83
						Totals for 202200264	36,385.75
202200265	WEA TAX SHELTERED AN	P9	04/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202200265	WEA TAX SHELTERED AN	P9	04/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202200265	275.00
202200266	WISCONSIN DEPT OF RE	P9	04/14/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	115.00
202200266	WISCONSIN DEPT OF RE	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202200266	WISCONSIN DEPT OF RE	P9	04/14/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,838.08
202200266	WISCONSIN DEPT OF RE	P9	04/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	570.43
202200266	WISCONSIN DEPT OF RE	P9	04/14/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	119.09
202200266	WISCONSIN DEPT OF RE	P9	04/14/2023	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 202200266	5,647.60
202200268	WEA MEMBER BENEFIT T	P9	04/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202200268	40.00
202200269	EMPOWER RETIREMENT	P9	04/14/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202200269	50.00
202200270	EMPLOYEE BENEFITS CO	JPWI04	04/13/2023	UNCOVERED MEDICAL	EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTME NTS & REFUNDS	0	500.00
						Totals for 202200270	500.00
202200271	DELTA DENTAL OF WISC	JPWI04	04/13/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	710.00
						Totals for 202200271	710.00
202200272	DIVERSIFIED BENEFIT	JPWI04	04/14/2023	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	324.80
						Totals for 202200272	324.80
202200274	EMPLOYEE BENEFITS CO	JPWI04	04/20/2023	DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	131.57

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for	202200274	131.57
202200276	DELTA DENTAL OF WISC	JPWI04	04/19/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	732.00
					Totals for	202200276	732.00
222300212	JACKSON, TARALA	JPAP03	03/31/2023	SNACKS FOR BOE INTERVIEWS	GENERAL FUND/FOOD/BOARD MEMBERS	0	91.80
					Totals for	222300212	91.80
222300215	KRUEGER, JENNIFER	JPAP04	04/06/2023	BookRags Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	4000230192	199.99
					Totals for	222300215	199.99
222300216	DALLMAN, WILLIAM	JPAP04	04/12/2023	VARSITY SOFTBALL OFFICIAL ON 4/11/23 VS IOLA-SCANDINAVIA	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	70.00
					Totals for	222300216	70.00
222300217	DRATH, RONALD	JPAP04	04/12/2023	VARSITY BASEBALL OFFICIAL ON 4/11/23 VS IOLA-SCANDINAVIA	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	80.00
					Totals for	222300217	80.00
222300218	Hagberg, Gary	JPAP04	04/12/2023	VARSITY SOFTBALL OFFICIAL ON 4/11/23 VS IOLA-SCANDINAVIA	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	70.00
					Totals for	222300218	70.00
222300219	GRIFFIN, GARRET	JPAP04	04/14/2023	TRACK WRESTLING HOST MANAGER	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	150.00
					Totals for	222300219	150.00
222300220	KILAS, ROBERT	JPAP04	04/17/2023	VARSITY TRACK OFFICIAL ON 4/13/23 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/CO-ED TRACK	0	100.00
					Totals for	222300220	100.00
222300221	LANCELE, GARRETT	JPAP04	04/17/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 2/3/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for	222300221	90.00
222300222	NELSON, HAYDEN	JPAP04	04/17/2023	VARSITY TRACK OFFICIAL ON 4/13/23 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/CO-ED TRACK	0	100.00
					Totals for	222300222	100.00
222300223	RODENCAL, DOUGLAS	JPAP04	04/17/2023	VARSITY TRACK OFFICIAL ON 4/13/23 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/CO-ED TRACK	0	100.00
					Totals for	222300223	100.00
222300224	DALLMAN, WILLIAM	JPAP04	04/19/2023	SOFTBALL OFFICIAL ON 4/6/23 AT WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL	0	70.00

<u>CHECK</u> <u>NUMBER</u> <u>VENDOR</u>	<u>BATCH</u> <u>NUMBER</u>	<u>CHECK</u> <u>DATE</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>ACCOUNT</u> <u>DESCRIPTION</u>	<u>PO</u> <u>NUMBER</u>	<u>AMOUNT</u>
			(SWITCHED PLAYING FIELDS - WE PAY THE OFFICIAL)	SERVICES/GIRLS SOFTBALL		
				Totals for 222300224		70.00
222300225 DRATH, RONALD	JPAP04	04/19/2023	BASEBALL OFFICIAL ON 4/6/23 AT WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL	0	80.00
			(SWITCHED PLAYING FIELDS - WE PAY THE OFFICIAL)	SERVICES/BOYS BASEBALL		
				Totals for 222300225		80.00
222300226 IGL, MICHAEL	JPAP04	04/19/2023	BASEBALL OFFICIAL ON 4/6/23 AT WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL	0	80.00
			(SWITCHED PLAYING FIELDS - WE PAY THE OFFICIAL)	SERVICES/BOYS BASEBALL		
				Totals for 222300226		80.00
222300227 NILLISSEN, TERRY	JPAP04	04/19/2023	SOFTBALL OFFICIAL ON 4/6/23 AT WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL	0	70.00
			(SWITCHED PLAYING FIELDS - WE PAY THE OFFICIAL)	SERVICES/GIRLS SOFTBALL		
				Totals for 222300227		70.00
				Totals for checks		447,715.07

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	242,653.20	1,080.00	157,497.92	401,231.12
27	SPECIAL EDUCATION FUND	19,210.63	0.00	11,623.93	30,834.56
50	FOOD SERVICE FUND	4,764.21	0.00	8,421.42	13,185.63
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	977.66	0.00	986.10	1,963.76
***	Fund Summary Totals ***	267,605.70	1,080.00	179,029.37	447,715.07

***** End of report *****

CREDIT CARD STATEMENT - March			WUFAR Code						Description
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	
Melanine Oppor									
3/1/2023	Adobe Inc.	\$15.81	10	E	800	360	232100	0	Adobe Acrobat Pro software subscription - monthly
		TOTAL							
		\$15.81							
Dean Marzofka									
3/9/2023	Adobe Acropro	\$21.09	10	E	800	360	295000	0	PDF reader editor monthly
3/10/2023	Adobe Acrobat	\$13.70	10	E	800	360	295000	0	PDF reader editor monthly
3/1/2023	Tobii Dynavox Systems	\$199.00	27	E	101	360	158000	19	Assistive software for communication
		TOTAL							
		\$233.79							
LWHS									
3/3/2023	NCS GED Exam	\$36.99	10	E	400	943	179000	0	GED TEST
3/3/2023	NCS GED Exam	\$36.99	10	E	400	943	179000	0	GED TEST
3/6/2023	Amazon	\$407.77	10	E	400	470	122000	0	English Materials
3/6/2023	Blick Art Material	\$259.80	10	E	400	411	121000	0	Supplies for Art
		TOTAL							
		\$741.55							
MMS									
2/22/2023	McDonalds	\$34.89	10	E	400	345	162203	0	Lunch Brad, Kevin, Cash, Dan, Casey 2/22
2/22/2023	2UWM Conc	\$52.17	10	E	400	345	162203	0	Dinner Brad, Casey, Kevin, Dan, Cash 2/22
2/23/2023	The Nitty Gritty	\$44.27	10	E	400	345	162203	0	Lunch Dan, Kevin, Casey on 2/23
2/23/2023	UW Madison Event Prese	\$10.00	10	E	400	342	162203	0	Parking 2/23
2/23/2023	2UWM Conc	\$27.40	10	E	400	345	162203	0	Lunch Brad, Cash 2/23
2/24/2023	UW Madison Event Prese	\$10.00	10	E	400	342	162203	0	Parking 2/24
02/24/2023	University Square	\$10.00	10	E	400	342	162203	0	Parking 2/24
2/24/2023	2UWM Conc	\$31.62	10	E	400	345	162203	0	Lunch Casey, Dan, Brad, Cash 2/24
2/25/2023	University Square	\$29.00	10	E	400	342	162203	0	Parking 2/25
2/25/2023	2UWM Conc	\$51.14	10	E	400	345	162203	0	Lunch Casey, Dan, Brad, Cash, Kevin 2/25
2/25/2023	Best Western Inn	\$567.87	10	E	400	345	162203	0	Pupil lodging for State Wrestling
2/25/2023	Best Western Inn	\$567.87	10	E	400	342	162203	0	Employee lodging for State Wrestling
2/25/2023	2UWM Conc	\$64.28	10	E	400	345	162203	0	Dinner Brad, Casey, Kevin, Dan, Cash 2/25
3/8/2023	Best Western Inn	-\$27.90	10	E	400	345	162203	0	Refund for tax charged to rooms
3/8/2023	Best Western Inn	-\$27.90	10	E	400	342	162203	0	Refund for tax charged to rooms
2/27/2023	The Store	\$60.03	10	E	800	348	254500	0	Fuel for district vehicle
		TOTAL							
		\$1,504.74							
District Office									
03/16/23	Holiday Inn Madison	\$90.00	10	E	800	342	251000	0	Wally Zastrow Leadership Academy
		TOTAL							
		\$90.00							
MES									
2/23/2023	Green Bay Parks	\$160.00	21	E	800	411	166436	0	Pavilion Rental for 4K End of the Year trip to Bay Beach
		TOTAL							
		\$160.00							



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Good afternoon,

The purpose of this letter is for MS and HS Track

HS Track needs one more paid coach for Track based on the number of athletes in the sport.

HS Track

Patrick Collins - Head Coach (already approved)

Nate Ziemer - Full-time assistant (already approved)

Bruce Scheller - 66.7% coach - Will attend at least 2/3 of all practices and meets and will receive 2/3 of an assistant coach stipend

Jeff Bortle - 33.3% coach - Will attend at least 1/3 of all practices and meets and will receive 1/3 of an assistant coach stipend.

Dan Sisler - Volunteer coach - Will attend when possible. No payment.

Also MS Track:

Katie Riehl - Volunteer

Mike Feltz - Volunteer

Thank you

Lance Litchfield

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

Monthly Enrollment Count for SY2022-2023

Grade	1-May-22	3rd Fri SEPT	OCT	NOV	DEC	JAN	2nd Fri JAN	FEB	MAR	APR	MAY
EC / PK / Speech .5	6	4	5	5	5	6	5	9	11	11	
4K .6	31	24	24	22	23	22	23	21	19	21	
Kdg	26	32	33	33	33	33	33	33	31	32	
1	32	26	25	25	25	23	23	23	22	23	
2	34	33	33	34	34	33	33	32	32	32	
3	25	37	37	37	37	37	37	37	37	37	
4	58	27	26	25	26	26	26	26	26	27	
5	32	62	62	61	62	62	62	62	60	60	
6	33	33	32	32	32	32	32	32	32	32	
7	51	32	33	34	32	34	34	33	33	33	
8	32	53	54	53	51	51	52	51	51	51	
9	50	43	42	42	42	42	42	42	42	42	
10	55	53	53	53	53	52	53	52	52	51	
11	57	59	60	60	60	59	57	59	59	59	
12	55	61	61	60	60	60	58	58	58	58	
Students Enrolled	577	579	580	576	575	572	570	570	565	569	0
Less OE IN (non-resident)	-28	-33	-31	-29	-31	-31	-31	-31	-29	-31	
Plus OE OUT (resident)	94	92	107	93	93	95	95	95	95	95	
Less Tuition Sharing	0	0	0	0	0	0	0	0	0	0	
Students in CESA Program	-1	0	0	0	0	0	0	0	0	0	
Total Resident Count	643	638	656	640	637	636	634	634	631	633	0

Note: September Open Enrollment numbers are tentative until after the 3rd Friday Count and Open Enrollment is verified with other districts.

Note: January Open Enrollment numbers are tentative until after the 2nd Friday Count and Open Enrollment is verified with other districts.

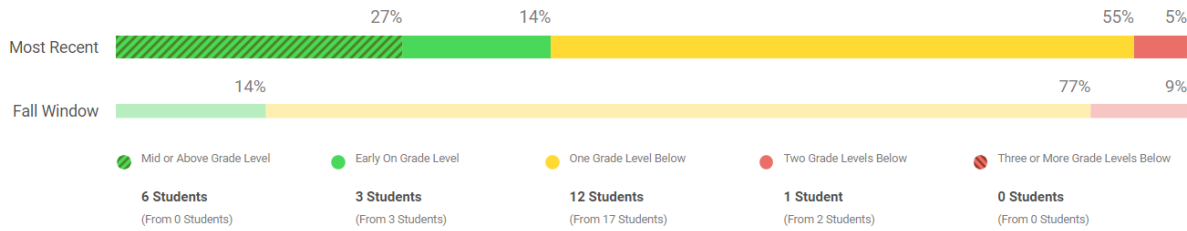


Students choosing to excel; realizing their strengths.

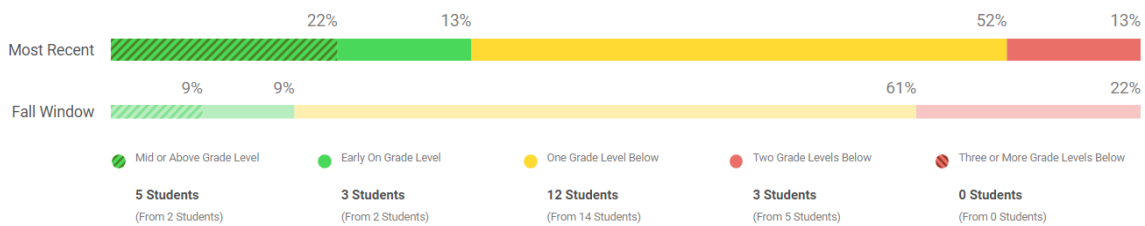
To: Board of Education
From: Danni Brauer
Date: 4/17/23
Re: April '23 Update

- The Finance Committee had questions regarding the 1st grade and how they are doing being a 1 section grade of 6/7 year olds. Below is the screening data that was presented at the full Board meeting in March.

1st Grade Winter iReady Reading - 27% of students are mid or above grade level (these students are meeting expected benchmarks), 14% of students are early on grade level (just below expected benchmarks), 60% of students are one grade level or more below expected benchmarks.



1st Grade Winter iReady Math - 22% of students are mid or above grade level (these students are meeting expected benchmarks), 13% of students are early on grade level (just below expected benchmarks), 65% of students are one grade level or more below expected benchmarks.





Students choosing to excel; realizing their strengths.

1st Grade Winter Early Literacy Screener

Score (Fall)	Score (Winter)	Score (Winter) Page 2
49	46	28
39	45	24
49	49	28
32	44	12
22	46	20
44	43	22
50	50	30
35	44	16
50	50	30
41	48	26
16	14	10
46	48	29
39	48	23
43	47	26
50	43	26
0	3	0
4	11	0
23	40	23
19	41	24
0	homeschooled	
21	moved	
31	44	19
22	30	12
30	42	9

Red - Significantly Below Benchmark, Yellow - Beginning of the Year 1st Grade, Green - Mid-year 1st Grade, Pink - End of 1st Grade or Beyond

- Another concern of the Finance Committee was regarding the worry about the continued need for the position of a teacher is hired to split the current 1st grade into 2 sections for 2nd grade. Below is the projection for the number of sections that will be needed for the



Students choosing to excel; realizing their strengths.

next 5 years with current staffing levels and with the proposed addition. As you can see it is not projected to have grade levels go down to 1 section permanently.

Current Staffing Section Projection	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5K	2	2	2	2	2	2
1	1	2	2	2	2	2
2	2	1	2	2	2	2
3	2	2	1	2	2	2
4	1	2	2	1	2	2
5	2	1	2	2	1	2
Number of Classroom Teachers	10	10	11	11	11	12

Proposed Addition Section Projection	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5K	2	2	2	2	2	2
1	1	2	2	2	2	2
2	2	2	2	2	2	2
3	2	2	1	2	2	2
4	1	2	2	1	2	2
5	2	1	2	2	1	2
Number of Classroom Teachers	10	11	11	11	11	12

- With the number of students who were below grade level at the mid-year screening we are asking the Board to allocate funds in order to provide the 2023-24 2nd graders with more intensive instruction. Below is an excerpt from the article “Catch Them Before They Fail” by Josephy K Torgensen on the Reading Rockets website which is a highly respected resource in the area of elementary reading instruction. You can find the full article at [Catch Them Before They Fail](#).

The right level of intensity

Greater intensity and duration of instruction is required because the increased explicitness of instruction for children who are at risk for reading failure requires that more things be taught directly by the teacher. Intensity of instruction is increased primarily by reducing teacher/



Students choosing to excel; realizing their strengths.

student ratios. Unless beginning reading instruction for children with phonological weaknesses is more intensive (or lasts significantly longer) than normal instruction, these children will necessarily lag significantly behind their peers in reading growth. An effective preventive program may involve several levels of instructional intensity ranging from small-group to one-on-one instruction, depending upon the severity of the risk factors for each child.

- Most of the Forward Exam sessions will have been completed by the April board meeting. It is possible that we will still be finishing up with students who were absent on a testing day. We hope to have most make-ups done by April 21st. The window closes on April 28th. Staff have reported that most students worked very hard on the exam sessions and took their time. Some students even reported that the sessions were easier than the iReady tests they have taken this year.
- MES is celebrating Earth Day on April 21st.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Apr 17, 2023

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: April 17, 2023

Re: Manawa Middle and Little Wolf High Highlights

Whose House? Our House!

On Thursday, April 13th, the Manawa School District celebrated the newly developed track, hosted the first home track meet in three years, and it was the perfect day for the meet (some would say, even a bit too warm!) It was impressive how members of the track team encouraged and cheered teammates from Manawa, and even from other teams.



*Congratulations to our Art Team! Second time State Champions! Friday night our team was escorted by the Manawa Fire Dept. More pictures to come.

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Little Wolf High School Manawa Middle School

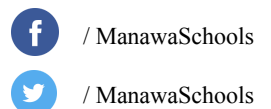
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*Classroom Observations and Post Conferences

Over the last few weeks, I have been visiting classrooms for observations through the Rapid Cycle Evaluation process as well as meeting teachers in a post conference. During the observations, evidence aligned to each teacher's specific goal is documented, and in the post conferences, together we reflect and set future goals to extend and continue work driven by data.

*State Testing: ACT, PreACT, and Forward

Over 95% of all State Testing has been completed. Only a few make-up test sessions are being finalized over the next few weeks.

Counselor Department Update

Themes that our middle school students are learning about on Xello include personal interests, time management, learning styles, decision making, self-advocacy, and transitions to high school.

Themes our high school students are learning about on Xello include personality styles, study skills & habits, work values, careers & lifestyle costs, choosing a college, and work/life balance.

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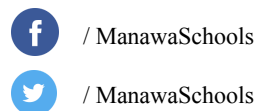
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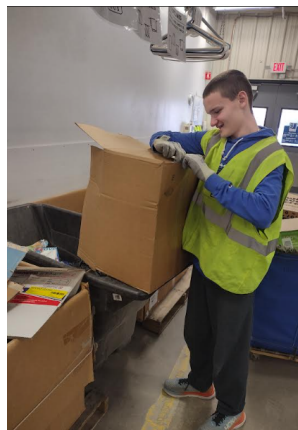
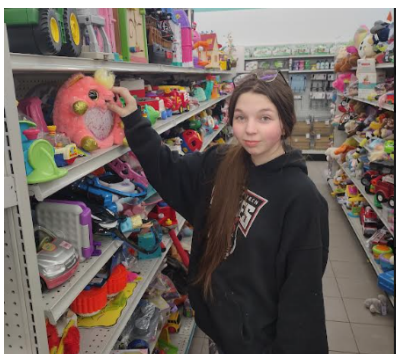
Once all lessons are completed to their current grade, students are asked to submit a reflection assignment where they can list three things that stood out to them, that they learned about themselves or a potential career, or something that was surprising.

Student Reflection: "I learned that having a backup career is a good idea. I learned what I value in a college choice. I also learned that one of my top careers is in decreasing demand. This is what stood out to me most in that I should do more research on the demand for my career possibilities."

Math and Pizza, What Better Combination?



Manawa's Very Own School to Work Program



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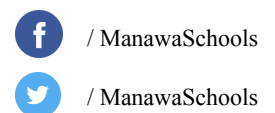
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Career Fair: 8th Grade

Wednesday, April 26th in Clintonville (11:45-2:15)

Important Future Dates:

- **April 21st- Forensics Team is State Bound**
- **April 20-22- Little Shop of Horrors Musical Production**
- **April 23rd & 24th - Student Council State Conference Field Trip**

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- April 30th - NHS Banquet 5:30pm and Lion's Senior Awards Banquet 6:30pm
- May 5th - Half Day of school for students
- May 5 Teacher PLC PM
- May 6th - Junior & Senior Prom
- Mid-Term 4 Ends: 5/9/23, Grades due: 5/11/23
- May 14th - ART Show - 2-5pm
- May 14th - MS Spring Band Concert - 2pm
- May 14th - HS Spring Band Concert - 3:30pm
- May 21st - ART Show - 2-5pm
- May 21st - MS Choir Spring Concert - 2pm
- May 21st - HS Choir Spring Concert - 3:30pm
- May 27th - Commencement
- May 29th - Memorial Day - No School for staff or students
- Term 4 Ends: 6/8/23, Grades due: 6/10/23
- June 8th - Last Day of School



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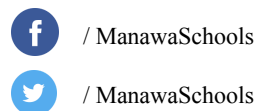
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Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 4/19/2023
Re: Business Office Monthly Update - April

I met with our rep from our primary vendor for custodial equipment, Nassco, this past month. A Nassco service person is going to come to Manawa at least once per year to inspect our equipment. This will ensure that our equipment is properly maintained. Also, the Nassco team will provide training to the high/middle school custodians on all of the equipment we currently own.

Lisa Wudstrack has started in the Food Service department this past month. Keeping a full team has been a challenge in the recent years and we are all very happy to have Lisa aboard.

We had an insurance risk control survey done by a consultant from our property and liability carrier, CM Regent. The survey results was presented to the Buildings and Grounds committee.

All of the insurance renewal paperwork has been submitted for the 2023-24 school year.

Contracts went out to teachers on March 30th. Teachers have until June 15th to return their contracts for the 2023-24 school year.

I continue to work on finishing projects I have started and writing directions for procedures I am responsible for.

Kobussen Buses Ltd.

Family Pride in Every Ride

April 14, 2023
March 2023 Transportation Report
Prepared For: School District of Manawa

To whom it may concern,

In February, we had 18 days of school and 12 extracurricular trips that took place.

We are happy to welcome Mark Vanden Huevel as a morning and afternoon route driver, along with Jeni Williams who is an afternoon route driver. Kayla Hujet also got her commercial driver's license and will be driving a morning route.

Our mechanic, Matthew Ludwig, has been busy performing preventative maintenance on our buses and preparing them for our annual state inspections. This is where a State Inspector comes and looks at all mechanical and safety items that are required on the school buses.

With it nearing the end of the school year already, we are looking ahead to the new school year and student registration. With our new routing program up and running, we are hoping to implement a few new tools to make the process easier for everyone.

Lastly, we are still looking for drivers for sporting events. This is a great job for parents, coaches, or community members that enjoy watching their local team play! We are offering a \$1,500 sign-on bonus! If anyone has any questions, please feel free to contact me.

If you have any questions or concerns, please contact me at any time.

Thank you,

Jacob R. Elsner

Jacob R. Elsner
Terminal Manager
Kobussen Buses Ltd.

Contact Information:
(920) 389-1500 ext. 1701
Jacob.elsner@kobussen.com



Melanie Oppor <moppor@manawaschools.org>

Inspection Reports from WI STATE PATROL NCR/WSA

2 messages

Jankowski, Michael - DOT <michael.jankowski@dot.wi.gov>

Mon, Apr 17, 2023 at 8:43 AM

To: "JACOB.ELSNER@KOBUSSEN.COM" <JACOB.ELSNER@kobussen.com>, "MOPPOR@MANAWASCHOOLS.ORG"

<MOPPOR@manawaschools.org>

Here are your Inspection reports for:

Inspection #:KRJ156RR4Z Vehicle Plate #:28187B Vehicle Fleet #:778 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4X Vehicle Plate #:17170B Vehicle Fleet #:780 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4W Vehicle Plate #:24311B Vehicle Fleet #:1316 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4V Vehicle Plate #:18191B Vehicle Fleet #:1260 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4T Vehicle Plate #:16625B Vehicle Fleet #:1259 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4S Vehicle Plate #:21451B Vehicle Fleet #:1263 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4R Vehicle Plate #:18190B Vehicle Fleet #:1261 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4Q Vehicle Plate #:3821B Vehicle Fleet #:1256 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4P Vehicle Plate #:21452B Vehicle Fleet #:1264 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4N Vehicle Plate #:28043B Vehicle Fleet #:751 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4M Vehicle Plate #:21450B Vehicle Fleet #:1262 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4L Vehicle Plate #:28185B Vehicle Fleet #:1257 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4K Vehicle Plate #:3518B Vehicle Fleet #:4 Inspection Date:04/13/2023|Approved-No Violation Detected

Inspection #:KRJ156RR4J Vehicle Plate #:3624B Vehicle Fleet #:1481 Inspection Date:04/13/2023|Approved-No Violation Detected

16625B_Inspection_KRJ156RR4T.pdf

17170B_Inspection_KRJ156RR4X.pdf

18190B_Inspection_KRJ156RR4R.pdf

18191B_Inspection_KRJ156RR4V.pdf

21450B_Inspection_KRJ156RR4M.pdf

21451B_Inspection_KRJ156RR4S.pdf

21452B_Inspection_KRJ156RR4P.pdf

24311B_Inspection_KRJ156RR4W.pdf

28043B_Inspection_KRJ156RR4N.pdf

28185B_Inspection_KRJ156RR4L.pdf
28187B_Inspection_KRJ156RR4Z.pdf
3518B_Inspection_KRJ156RR4K.pdf
3624B_Inspection_KRJ156RR4J.pdf
3821B_Inspection_KRJ156RR4Q.pdf

Master Inspector Mike Jankowski

WI State Patrol – North Central Region


Wausau Post

227301 Shrike Ave., Wausau, WI 54401

715-845-1143

Cell: 715-218-4948



 **Reports_04-17-2023.zip**
163K

Jacob Elsner <Jacob.Elsner@kobussen.com>

Mon, Apr 17, 2023 at 9:38 AM

To: "Jankowski, Michael - DOT" <michael.jankowski@dot.wi.gov>, "MOPPOR@MANAWASCHOOLS.ORG" <MOPPOR@manawaschools.org>

Hello,

Thank you, these all look good to me!

Have a good day,

Jacob Elsner

Kobussen Buses

Office – 920.389.1500 x1701

Cell – 920.427.1408

Kobussen Buses Ltd.

Family Pride in Every Ride



[Quoted text hidden]





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Mrs. Michelle Johnson
District Reading Specialist

Mar 21, 2023

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: 3/22/2023

Re: District Literacy Highlights

Purpose:

Instructional coaches partner with educators to analyze current reality, set goals, identify and explain teaching strategies to hit the goals, and provide support until the goals are met. Together, we provide opportunities to educate all students at the highest level.

MES Instructional Literacy/Cycles:



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Over the last few weeks, MES students grades 3-5 have been busy showing off their literacy, math, social studies and math skills while taking the FORWARD state testing. Additionally, there is nothing better than a good book outside in the unusually warm weather!

While taking the FORWARD testing, teachers noticed that students were building essays with paragraphs and taking their time. Throughout the third quarter, text dependant analysis writing skills were developed to help students support their writing with text evidence, organize their thoughts through transitions, introductions, supportive body paragraphs, and conclusions after synthesizing across various texts.

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Literacy Coaching at the Secondary Level:

At the secondary level, all content teachers continue to work on their collective literacy commitments by developing assignments and rubrics aligned with their commitments. While visiting classrooms, reviewing teachers Rapid Cycle My Learning Plan goals for their evaluations, it was very apparent that they are aligning their literacy commitments to instructional practices. These practices include various content vocabulary building skills through context and discussion, reflective writing pieces, and engaged discussions throughout all various levels.

On April 13th, our ELA attended the last of the Strengthening Secondary Literacy Learners conference at the Oshkosh Conference center.

Some of the main learning outcomes were:

- **Know the critical components of vocabulary instruction for secondary students.**
- **Apply best practices in vocabulary instruction through routines that address different stages of vocabulary development.**
- **Create and implement an action plan for how struggling readers will be supported in your school (breakouts).**
- **Make use of Reader's Notebooks in the Classroom as a tool to Increase self-efficacy in students (breakouts).**

Teachers learned new instructional routines such as Reader's Notebook strategies, Special Education Partnership Tools/Look Fors and a Secondary Foundational Skills Rubric to build and assess foundational skills at the secondary level.

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Technology Board Report

4/24/2023

Network and Server Infrastructure:

Server and operating system updates caused a server outage over Spring break. Manufacturer updates and zero day patching will continue to increase in frequency. Careful monitoring and quick response times will minimize end user impact. Forward exams proceeded as planned.

Insurance Guidelines:

Submitted final copy of questionnaire to insurance company. Continue to maintain and patch all servers and switching firmware upgrades. Completed baseline of Knowbe4 spam training.

Hardware Updates:

Have recieved a quote on the Wifi units from CDWG and have submitted it for approval.

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

Google Meet joining information
Video call link: <https://meet.google.com/ciq-twfg-qyf>
Or dial: (US) +1 402-704-6466 PIN: 850 976 372#

Date: April 12, 2023

Time: 3:30 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: D.Brauer, Michelle Johnson, C.Fietzer, R. Hollman, S.Riske, M.Oppor, Brad Johnson, J. Krause

Timer/ Recorder:: S.Riske

1. Discuss High School Physical Education Credits (Information / Action)
Motion By Riske/Fietzer
Students in class of 24-25 that have earned 1.5 credits of PE fall under the extenuating circumstances to meet the full requirements of PE. per Wis. Stat. sec. 121.02 and Wis. Admin. Code sec. PI 8
2. Consider Endorsement of Grades K-2 Decodable Really Great Reading Sets as Presented (Information / Action)
Motion by Riske/Hollman Motion passes
3. Consider Endorsement of Summer 2023 Curriculum Map Writing Proposal as Presented (Information / Action)
Motion by Fietzer/Hollman Motion Passes
4. K-12 Social Studies will be the next major materials adoption following the curriculum writing. (Information)
5. Consider Endorsement of MS/HS Schedule Changes and the Introduction of Middle School Exploratory Options Pending Staff/Program Changes and Impact on MES Schedule/Bussing (Information / Action)
6. Discuss and Endorse Update to Laude and Grade Point Average (Information / Action)
7. Continue Review of Curriculum Timelines and Processes (Information / Action)
8. Next Meeting Date May 1st @ 5:00 pm
9. Next Meeting Items:
 - a. K-12 Science and Social Studies Resource Proposal
 - b. Financial Literacy K-12 Scope and Sequence; Revised Content Curriculum Maps with Financial Literacy References

c. Other
10. Adjourn Riske/Fietzer @ 4:52pm

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

Date: April 12, 2023

Time: 5:12 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), Reiersen, Fietzer

In Attendance: Jepson, Reiersen, Fietzer, Dr. Oppor, C. O'Brien, K. Tohm, D. Marzofka, M. Poppy, M. Schuelke, M. Johnson, D. Brauer, J. Meier, S. Cordes

Timer/Recorder: Reiersen

1. Consider Endorsement of Health, Dental, and Vision Insurance Renewals as Prepared by M3 Insurance (Action)
Motion to endorse: Fietzer, Reiersen
Motion carried.
2. Consider Endorsement of Fundraising Requests (Action)
Motion to endorse the 3 Fundraising Requests presented: Reiersen, Fietzer
Motion carried.
3. Wisconsin Association for Equity in Funding (Information)
4. Property, Liability, and Workers Compensation Insurance Renewals (Information)
MOD rate has increased which will affect rates.
5. Skyward Invoice (Information)
Discussion of modules/component use. Concerns about training knowledge during position changes. Area of improvements discussed; segregating department information from other departments, several dual data entries happening - need to improve for better data flow and time savings.
6. Staff and Program Changes (Information / Action)
 1. Salary for Administrators
Motion to endorse a 4% salary increase for the Technology Director and the MES Principal, and a salary of \$95,000.00 for the Secondary Principal for the 2023-24 school year. Motion by: Reiersen, Fietzer
Motion carried.
 2. Wages for Accounts Receivable
 3. Wages and Job Description for District Admin/SPED/I.T./HR Clerical Support

Motion to endorse the Staff and Program changes budget proposal as presented after committee discussion. Motion by: Fietzer, Reiersen
Motion carried.

7. Point System for Professional Educators (Information / Action)
Move agenda item to the P&HR Committee.
8. Fiscal Year End Account Balances (Information / Action)
Information presented. No concerns at this time.
9. Changes to 4K Funding (Information)
Information presented.
10. Mileage and Meal Reimbursement Rate (Information / Action)
Move agenda item to the P&HR Committee.
11. Monthly Financial Summary (Information)
 1. December
 2. January
 3. February
12. Finance Committee Planning Guide (Information / Action)
13. Next Finance Committee Meeting Date: Wednesday, May 17, 2023 at 5:00 pm
14. Next Finance Committee Items:
 - 1.
 - 2.
15. Adjourn
Motion to adjourn: Fietzer, Reiersen
Motion carried at 8:34 pm.

**SCHOOL DISTRICT OF MANAWA
BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES**

Date: April 18, 2023

Time: 5:30 p.m.

Board Committee Members: Griffin (C), Hollman, and Jepson

In Attendance: Pete Griffin, Russ Hollman, Kerri Jepson, Craig Fietzer, Stephanie Riske, Sondra Reiersen, Mary Griffin, Lance Litchfield, Dr. Melanie Oppor

Timer: Kerri Jepson Recorder: Kerri Jepson

1. School Signage

The meeting began at the MS/HS Fitness Center entrance for a walk through regarding signage and other needs. The meeting resumed in the MES Board Room for the remaining agenda items.

Per Dr. Oppor, the BOE should receive a signage quote within one week. Dr. Oppor requested a quote from only one supplier.
2. Project Updates
 - a. MES Playground Equipment and Fundraising
 - i. Equipment has been delivered. Installation scheduled for beginning of July
 - ii. No fundraising update was provided
 - b. Curriculum Resource Materials
 - i. Not a B&G Committee item - referred to Curriculum Committee
 - c. Construction of Storage Building
 - i. All committee members to think about what storage is needed as we clean out current storage areas and identify our actual needs
 - d. MES Corridor Tile Repairs
 - i. Dr. presented a quote from HJ Martin
 - ii. Committee requested a 2nd quote due to cost of over \$10K
 - e. Tuckpointing Both Buildings - Dr. Oppor has not found a mason to quote the work
 - f. MES Water Bottle Fillers
 - i. Staff would like a water bottle filler in each "house"
 - ii. Dr. Oppor to request quotes
 - g. MS/HS Library Hall Water Bottle Filler - Complete, no more needed
3. Replace MES and MS/HS Gymnasium Scoreboards

- a. Motion by Jepson, second by Hollman to endorse the purchase of new scoreboards for MES gym at a cost of \$10,455 plus installation...with the cost to be paid out of fund 80 if possible. Motion carried.
 - b. MS/HS gymnasium scoreboards tabled to pursue potential sponsorship opportunities
4. Consider extension of lawn care contract with TruGreen - Committee requested that Dr. Oppor forward an RFQ to Green Boyz.
5. CM Regent Insurance Risk Management Report
 - a. Dr. Oppor will review quote/PO/paperwork from stage curtain for fire retardant information
 - a. MS/HS Science Dept will purchase polypropylene container to store nitric acid
 - b. No action taken on the water fountains in MES gymnasium
6. Hands in the Mud Summer School Class Beautification Proposal - Motion by Jepson, second by Hollman to endorse proposal as presented, with caution to not spend much time or money on landscaping around the MES sign as it is expected to be replaced. Motion carried.
7. Red Oak "Wishtree" Planting - Motion by Jepson, second by Hollman to endorse "Wishtree" planting as revised (with the location to be determined by Green Boyz, not outside of the boardroom window).
8. Fitness Center Atrium Lighting - Dr. Oppor is hiring someone to reprogram the lights and teach our staff how to do so. Jepson insisted an SOP/manual is included in the \$1,200 cost.
9. Provide Update on the Manawa Athletic Complex Unuseable Stairs - Mr. Schuelke inquired as to whether we still want them removed. Dr. Oppor confirmed.
10. Reviewed Buildings and Grounds Budget Report
11. Next Meeting Date: TBD
12. Motion to Adjourn by Hollman, second by Jepson. Motion carried at 8:20 p.m.

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

Date: April 10, 2023

Time: 5:00 p.m.

Board Committee Members: Reierson (C), Riske, and Krueger

In Attendance: Reierson, Riske, Krueger, Dr. Oppor, C. Fietzer, K. Tohm, D. Brauer, M. Griffin, L. Litchfield, M. Schuelke, M. Johnson

Timer/ Recorder: Sondra Reierson

1. Consider endorsement of Changes to the Current PTO Language in the Support Staff and Professional Educator Handbook as Presented (Information / Action)
Motion to endorse: Krueger, Riske
Motion carried.
2. Discuss and Consider Endorsement of Job Descriptions For: GUIDANCE CLERICAL SUPPORT/ATHLETIC & ACTIVITIES CLERICAL SUPPORT & DISTRICT HEALTH OFFICE SUPPORT SERVICES/CLERICAL PARAPROFESSIONAL as Presented (Information / Action)
Additional review of the Guidance Clerical job duties and paraprofessional job duties to be completed by M. Johnson and D. Brauer.
It appears that the District Health & Office support position has already been posted as a 28.75 hrs position.
Further discussion to be planned for the next committee meeting.
3. Review and Consider Endorsement of Proposed Changes to Policy 5460 - Graduation Requirements as Presented (Information / Action)
Motion to endorse Policy 5460 with the struck thru text restored: Riske, Krueger
Motion carried.
4. Discuss Access of the Board Clerk and President to Meeting Written Notification Process as Presented and Email Groups/Lists - to be in Compliance with PO0164.2 (Information / Action)
Dr. Oppor indicated that a request to have applicable Board member emails added to the groups listed within the document presented and the District website has been sent.
5. Discuss Maintenance Coordinator Position and Food Service Manager Assignment Options - Will be added to Staff and Program Changes as Needed (Information / Action)
Request that Dr. Oppor define the job duties required for the Maintenance Coordinator and Food Service Manager so that there can be further discussion as to potential staff assignments or staff additions.

6. Discuss Orientation and On-Boarding Process (Information / Action)
Director Krueger shared progress on outlines and the development of a District Administrative and Human Resources Coordinator job description..
President Reiersen shared that she is working on a Policy and Administrative Guideline training matrix for Administration, Professional Staff, and Support Staff
New and updated job descriptions to be reviewed and discussed at the next committee meeting.
7. Discuss Potential SRO Job Description as Presented (Information)
Job description appears to have repeats of activity- same action stated in another way.
Need to determine what we are trying to fix in order to develop a clear job description.
Need to determine what a work schedule would look like: school hours, after school and events, combination, etc. to determine job duties.
Need to understand the additional employment fees, such as Alice Training, etc.
Need to better define who the SRO works for/reports to.
Need to understand if it is appropriate for an SRO to give legal consultation to staff, students or parents.
8. Set meeting with St. Paul's school for potential SRO expectations (Action)
Dr. Oppor to contact St. Paul's to see if Tuesday, April 25, 2023 at 5:00 pm will work for a meeting to discuss potential SRO expectations.
9. Set meeting date for NEOLA review of the next update (Action)
Dr. Oppor to see if Tuesday, April 25, 2023 at 6:00 pm will work. If not, then see if Monday, May 8, 2023 at 5:00 pm will work.
10. Discuss what would need to be put in place to have a Daycare area within the District buildings (Informational)
D. Brauer has done some research already. She feels that there is space within the MES building to accommodate Daycare activities. She would like to visit 2 area school districts with Daycare facilities to see how they started and set things up. Director Riske has offered to go on the visits also.
Dr. Oppor will be sharing a website that has more information on requirements.
It is felt that there would be enough need within the community to support 2 facilities.
11. Define list of Board Member responsibilities that have been assigned to staff, i.e.; receipt of notices, issuing of notices, contract issuance, etc. - Needed to ensure coverage of responsibilities going into the 2023-24 school year. (Information)
Include in next meeting agenda.
12. Consider Endorsement of NEOLA Administrative Guideline Technical Changes as Presented (Information / Action)
Include in next meeting agenda. Forward any review information to Dr. Oppor prior to the meeting.

13. Consider Endorsement of NEOLA Policy Revisions for: (Information / Action)

- a. PO0171.1 - President
- b. PO5780 - Adult Student-Parent Rights
- c. PO9130 - Public Requests Suggestions or Complaints
- d. PO2330 - Homework

Include in next meeting agenda.

14. Set Next Meeting Date: Tuesday, April 25, 2023 at 5:00 pm and Monday, May 8, 2023 at 5:00 pm.

15. Next Meeting Items:

- a. Consider Adding Policy Regarding Artificial Intelligence
- b. Other

16. Adjourn

Motion to adjourn: Krueger, Riske

Motion carried at 6:45 pm.



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CHANGE OF REGULAR MEETINGS
Code	po0165.2
Status	Second Reading
Adopted	April 25, 2016
Last Revised	January 3, 2023

0165.2 - **CHANGE OF REGULAR MEETINGS**

If the Board adopts a resolution changing the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the ~~front door of~~ bulletin board outside the District Office ~~the Administrative Office Building~~ and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (see also Policy 0166 - Agenda)

T.C. 1/17/22

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Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of DISTRICT-SPONSORED TRIPS
Code	po2340
Status	Second Reading
Adopted	October 17, 2016
Last Revised	January 3, 2023

2340 - **DISTRICT-SPONSORED TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Administration in charge of the school, program, or activity ~~school administration~~ and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration in charge of the school, program, or activity ~~school administration~~.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out of town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the school administration in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the District Administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

Overnight and Water-Related Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. Overnight travel includes foreign travel. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Administration in charge of the school, program, or activity ~~Principal, District Administrator~~ in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip no matter the type unless the trip has been approved in the manner prescribed in this policy.

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

General Trip Provisions

Students may be charged fees for District-sponsored trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in ~~the~~ the staff member's ~~his/her~~ charge is imperiled or where changes or substitutions beyond the staff member's ~~his/her~~ control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

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Legal 121.54(7), Wis. Stats.

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370
Status	Second Reading
Adopted	June 15, 2020

2370 - **EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT**

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options vary depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades 11 and 12 may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

Cooperative Academic Partnership Program (CAPP) Courses

Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.

Dual Credit Programs

Students enrolled in grades 11 and 12 may take approved dual credit programs with Fox Valley Technical College in accordance with State law and District procedures.

Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Advanced Study

Advanced study offers a student the opportunity to go beyond the curriculum of a course or to integrate two or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Online Courses

Students may enroll in online courses when such a course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

[X] Youth Apprenticeship Program

The District offers a Youth Apprenticeship program as part of the Statewide School-to-Work initiative.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - ~~Full-Time~~ Open Enrollment **Program (Inter-District)**.

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

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Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	Second Reading
Adopted	October 17, 2016
Last Revised	January 3, 2023

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with competitive extra-curricular activities/athletics (not directly related to courses of study), may be conducted on-or-off-school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

Nond-District sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must meet the criteria established in the Activities Code.

Students shall be fully informed of the **District-sponsored**~~curricular-related~~ activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

To remain a member of a District-sponsored~~established~~ student group or national organization such as the National Honor Society, a student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 12/18/17

Revised 3/15/21

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Legal 120.12(23), Wis. Stats.
 P.L. 98-377

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of GRIEVANCE PROCEDURE
Code	po3340
Status	Second Reading
Adopted	May 16, 2016
Last Revised	April 25, 2022

3340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. Principal/Supervisor:

If an employee believes they have a matter subject to the grievance procedure they shall present the grievance to their immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of their decision.

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

Revised 8/22/16

Revised 4/27/20

T.C. 3/15/21

T.C. 1/17/22

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Legal 66.0509(1m), 118.22, 118.24 Wis. Stats.

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of JOB-RELATED EXPENSES
Code	po3440 - Statute Added
Status	Second Reading
Adopted	October 1, 2015
Last Revised	June 19, 2017

3440 - **JOB-RELATED EXPENSES**

The Board of Education ~~of Education~~ may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee), must apply to travel under Federal awards.

The validity of payments for job-related expenses shall be determined by the District Administrator.

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Legal 2 C.F.R. 200.474
 5 U.S.C. 5701-11

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of GRIEVANCE PROCEDURE
Code	po4340
Status	Second Reading
Adopted	May 16, 2016
Last Revised	January 3, 2023

4340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. Principal/Supervisor:

If an employee believes they have a matter subject to the grievance procedure they shall present the grievance to their immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of their decision.

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. Termination does not include voluntary resignation or retirement, nor does it include reduction in force under Policy 4131 - Reduction in Staff. ~~Termination does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.~~
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

Revised 8/22/16

Revised 4/27/20

T.C. 3/15/21

T.C. 1/17/22

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Legal 66.0509(1m), 118.22, 118.24 Wis. Stats.

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of JOB-RELATED EXPENSES
Code	po4440 - Added Statute 5 U.S.C. 5701-11
Status	Second Reading
Adopted	May 16, 2016
Last Revised	November 19, 2018

4440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Business Manager.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee), must apply to travel under Federal awards.

Revised 8/22/16

Revised 6/19/17

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Legal

2 C.F.R. 200.474

5 U.S.C. 5701-11

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	Second Reading
Adopted	June 20, 2016
Last Revised	January 3, 2023

5335 - **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan (~~Form 2260.01 F13~~).

Chronic health conditions, for the purposes of this policy, shall include but will not be limited to:

- A. "peanut" and other food allergies;
- B. allergies;
- C. asthma;
- D. diabetes; and
- E. seizure disorder.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 - **Student Records** and Policy 8350 - **Confidentiality**.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- A. identification of individuals with chronic health conditions;
- B. development of Individual Health Plans (IHP) as appropriate;
- C. coordination of health care management activities by school staff;
- D. communication among school staff who interact with children with chronic health conditions;

- E. development of protocols to prevent exposure/episodic reactions;
- F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. full participation in physical activities when students are well;
- B. modified activities as indicated by the student's IHP, 504 plan, or Individualized Education Plan ("IEP");
- C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Healthcare management activities shall include:

- A. procedures to obtain, maintain, and utilize written IHP plans, signed by the child's parents and physician, for each student with a chronic health condition;
- B. procedures for students to have immediate access to medications, in accordance with Policy 5330 - **Administration of Medication/Emergency Care** and AG 5330 - **Administration of Medications**, that allow students to self-care and self-administer medications, inhalers, and epinephrine auto-injectors, as prescribed by a medical professional and approved by parents;
- C. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- D. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school related activity or event.

Staff will be trained about chronic health conditions and their control at least annually in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

T.C. 1/17/22

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461
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Last Revised	January 3, 2023

5461 - **CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained
- B. two (2) or more years behind their age group in basic skill level (math and reading)
- C. habitually truant
- D. parents
- E. adjudicated delinquents, and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade

The District shall identify all children at-risk enrolled in the District. **The District shall annually develop a plan describing how the Board will meet the needs of such students.** Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" including the Grades 6-12 Phoenix Program shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the Building Consultation Team structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

The Board uses a Equitable Multi-Level System of Supports (EMLSS) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. E-MLSS is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approach for general, at-risk, advanced learners, and special education student needs;
- B. a balanced assessment system;
- C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area ~~they~~ that the student ~~are~~ is enrolled in through systemic practices of EMLSS. Student capabilities will be identified for RtI using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain an EMLSS Continuum and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. An annual report concerning "children-at-risk" shall be made to the Board at the conclusion of each school year.

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T.C. 11/16/20

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
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5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CARE OF DISTRICT PROPERTY
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5513 - **CARE OF DISTRICT PROPERTY**

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair ~~and is directly related to increased school taxes.~~

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also ~~their~~ student's parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage ~~they~~ student caused.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities.

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature. **Any such referral shall be consistent with Policy 5540 - The Schools and Governmental Agencies.**

The District Administrator shall develop administrative guidelines to implement this policy.

T.C. 1/17/22

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Legal 120.13, Wis. Stats.

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Book	Policy Manual
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Title	Copy of PAYROLL DEDUCTIONS
Code	po6520 - Statute Added
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Last Revised	April 27, 2020

6520 - **PAYROLL DEDUCTIONS**

The Board directs the District Administrator to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding, employment taxes garnishments, and child support). The Board also authorizes payroll deductions for the following purposes:

- A. Wisconsin Retirement System (Standard Contribution)
- B. Wisconsin Retirement System (Voluntary Additional Contribution)
- C. Section 125 deductions (cafeteria plans)
- D. contributions to charitable corporations, not-for-profit and community fund organizations
- E. payment of group insurance premiums for a plan in which District employees participate
- F. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
Any such deduction must be expressly authorized in writing by the employee.

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) or 457 of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the District Administrator's Office in writing if ~~they~~ the employee wishes to participate in such a program.

Revised 11/19/18

Revised 7/22/19

26 U.S.C. 457

26 U.S.C. 403(b)
Chapter 109, Wis. Stats.

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Legal 26 U.S.C. 457
 26 U.S.C. 403(b)
 Chapter 109, Wis. Stats.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of REMOTE ACCESS TO THE DISTRICT'S NETWORK
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7543 - **REMOTE ACCESS TO THE DISTRICT'S NETWORK**

Access to the District's Website is encouraged.

Some of the resources found on the District's website may include:

- The District's calendar of events
- Student Information System resources like student grades, attendance, and discipline data
- Required State reports
- Board agenda and minutes

~~The following resources shall be available on the District's website:~~

- ~~A. the District's calendar of events~~
- ~~B. gradebook program~~
- ~~C. required State report(s)~~
- ~~D. Board agendas and minutes~~

The Board of Education encourages employees, parents, students, and community members to check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.

Board members, District employees, and students, as well as contractors of the District, are permitted to use their personally-owned or District-owned computer or workstation and/or web-enabled devices of any type ~~of~~to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources and completing assigned coursework.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

- A. ~~his/her~~the device computer/device must have, at the minimum, the anti-virus software specified in the District's standards for remote access and connection

B. the individual may only access the Network using **an his/her**-assigned user name and password

The individual must not allow other persons, including family members, to use **the his/her** user name and password **assigned** to login into the Network. The user may not go beyond **his/her**-authorized access.

C. **the his/her** device may not be connected to any other network at the same time **the individual s/he** is connected to the Network, with the exception of personal networks that are under the complete control of the user

D. the individual may not access non-District e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network

E. **the his/her** device may not, at any time while the individual is using remote access to connect to the Network, be reconfigured for the purpose of split-tunneling or dual-homing

Additional standards and regulations for remotely accessing and connecting to the District network may be developed and published.

Any user who violates this policy may be denied remote access and connection privileges.

- use of the Network is contingent upon the individual abiding by the terms and conditions of the District's Network and Internet Acceptable Use and Safety policy and guidelines.

Users may be required to sign the applicable Acceptable Use agreement form (~~Form 7540.03 F1 or Form 7540.04 F1~~) prior to being permitted to use remote access.

Any employee who violates this policy may be disciplined, up to and including termination of employment; any contractor who violates this policy may have **their his/her** contract with the District terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of STUDENT RECORDS
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8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and

files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that ~~their~~ the adult student's ~~his/her~~ parents not be permitted access to personally identifiable information from ~~their~~ **adult student's his/her** records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing ~~his/her~~ tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
 and

4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if **s/he is** an adult) or **theirhis/her** parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the

viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or ~~their his/her~~ parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY DATA INFORMATION

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory **data information**." The Board designates as student "directory **data information**":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory **data information**" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail addresses (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory **data information**," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory **data information**," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

Revised 11/21/16

Revised 7/17/17

Revised 12/18/17

Revised 7/22/19

Revised 11/18/19

Revised 4/27/20

T.C. 1/17/22

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Legal	46.215 Wis Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125, Wis. Stats.
	118.125(2)(q) Wis. Stats.
	25 U.S.C. 450b(L)
	34 C.F.R. Part 99
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)
	20 U.S.C. Section 1232h (FERPA)
	20 U.S.C. Section 1232i (FERPA)
	26 U.S.C. 152
	20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
	20 U.S.C. 7165(b)
	20 U.S.C. 7908

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of FOOD SERVICES
Code	po8500
Status	Second Reading
Adopted	November 1, 2015
Last Revised	February 28, 2022

8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Dietary Modifications

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b, must be submitted within two (2) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment are the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectible no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the Business Manager. The Business Manager shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring ~~their/his/her~~ account current.

A student who has exceeded the permissible negative balance amount in ~~their/his/her~~ account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

If a student has a significant negative lunch account balance, ~~they students/he~~ shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to ~~their/his/her~~ negative lunch account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Business Manager is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including ~~gender status, change of sex, sexual orientation, or gender identity~~ and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 11/21/16

Revised 7/17/17

Revised 11/19/18

T.C. 3/15/21

Revised 1/17/22

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Legal SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, 93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245

42 U.S.C., Chapter 13

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800 - Added Statute
Status	Second Reading
Adopted	November 21, 2016
Last Revised	March 15, 2021

8800 - **RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES**

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion.

The Board may not prohibit any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student or staff may be compelled to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

Revised 12/18/17

Revised 4/27/20

29 C.F.R. 1910.1030

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Legal 29 C.F.R. 1910.1030
 118.06(2), Wis. Stats.
 20 U.S.C. 4071 et seq.

Last Modified by Melanie J Oppor on April 21, 2023



Book	Policy Manual
Section	5000 Students
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Second Reading
Adopted	June 20, 2016
Last Revised	May 16, 2022

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

A student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Students must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policies and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of 24 credits for the Class of 2023 and 25 credits for the Class of 2024 and beyond in grades 9 through 12 to include :

English	4 credits
Social Studies	3 credits
Physical Education	1 ½ credits
Health	½ credit
Math	3 credits
Science	3 credits

Financial Literacy/Employability Skills 1/2 credit

Electives for 2023 8.5 credits

Electives for 2024 and beyond 9.5 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in a curriculum relating to financial literacy in order to earn a diploma.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one (1) credit of required science and/or mathematics credits through the Board-approved career and technical education course.

The following criteria must be met for participation in a sport to be eligible for substituting an English, social studies, mathematics, or science course for one-half (.5) credit of physical education.

- A. The student (not a manager) must participate in a junior varsity level or varsity level ~~junior varsity level or varsity level~~ high school sport for an entire season during grade 11 or the fall season of grade 12 ~~during grade 11 or the fall season of grade 12.~~
- B. The student must submit to the Principal confirmation of regular attendance at practices and participation in competitions with ~~to the Principal confirmation of regular attendance at practices and participation in competitions with~~ a verification form completed by the coach no later than two (2) weeks after the conclusion of the season.
- C. ~~The student must not have been out for more than two (2) weeks for injury or illness during the sport season.~~
- The student must not have been out for more than two (2) weeks for injury or illness during the sport season.
- D. ~~The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.~~
- The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.
- E. The student must be an athlete who is eligible to practice ~~compete~~ for the entire season.

A student who participates in marching band for three high school years as confirmed by a verification form completed by the band director will be eligible for one .5 credit of physical education.

Waivers are not approved for physical education credit per this policy.

The Board does permit students to earn credit by demonstrating competency or creating a learning portfolio. A student shall not earn more than half (1/2) of the required credits through this process.

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

- A. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements). The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.
- B. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

Option 1: A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of their requested re-enrollment and whose class has previously graduated. District Administrator approval is required for all students who are twenty-two (22) years of age or older.

Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which ~~s/he~~ the student was a member.

Option 2: The student must be enrolled in an alternative program as approved by the principal and complete at least 17 of 24 credits earned in traditional classes for the 2023 school year and 17 of 25 credits earned in traditional classes for the 2024 school year and beyond. The remaining credits to total 24 or 25 respectively are acquired through a job-based learning log (Work Study/Youth Apprenticeship) and/or an academic portfolio.

Option 3: GED Option 2 - The student must receive a passing score on the four (4) tests or receive credits in high school courses, or the student must receive a green score **twice per subject area on the GED Option 2 Ready Exam. Additionally, the student must pass the civics exam and complete the District required financial literacy course to include completing a portfolio containing a resume, cover letter, and autobiographical project.**

C. Post-Secondary Course Work

Post-secondary course work to be applied toward a high school diploma must be taken through

1. correspondence/online school.

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

2. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

- a. The college/technical college course is not a duplicate of a high school course.
- b. If the course is a logical next step course in the subject sequence and is not offered in any form by the high school.
- c. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above-described course work will be based upon and follow the policies established via the Early College Credit Program (ECCP).

G. Attendance

Current seniors, like all students, must comply with all attendance expectations as set forth in the district's Attendance/Tuancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.

H. School Program Obligations

All fees, fines, detentions, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

Graduation Credit as a Middle School Student

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

High School courses taken by middle school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average.

Courses qualifying for high school credit may be taken at the District High School or through Distance Learning/online options when those options are deemed appropriate by the administration. Where classes are held at the high school, appropriate transportation shall be arranged by the student's parent with the principal prior to a student being enrolled in an approved high school course. Students are eligible to acquire as many high school credits as are available and for which the student qualifies.

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

Revised 1/21/19

Revised 11/18/19

Revised 11/16/20

Revised 2/28/22

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Legal	115.28, Wis. Stats.
	118.30, Wis. Stats.
	118.33, Wis. Stats.

Last Modified by Melanie J Oppor on April 21, 2023



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Dr. Melanie J. Oppor and Carmen O'Brien
Date: April 6, 2023
Re: Paid Time Off Handbook Language Revisions

The following is the applicable language from the Professional Educator Handbook on pages 28-29. Please see the track changes for revisions in the language.

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A. PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in one quarter hour increments. The responsibility for applying for and claiming leave rests with the professional educator.

1. Sick Leave/Personal Leave = Paid Time Off (PTO)

Paid Time Off (PTO) credit of ten days (~~5-3~~ personal / ~~5-7~~ sick) shall be granted to the professional educator on the first day the professional educator reports to work for the contract year. PTO will accumulate to a maximum of ninety (90) days. Eligible employees at the maximum of 90 days with unused PTO on 6/30 (annually) will receive 50% of the substitute teacher pay (\$60) for every day of unused PTO. This is in lieu of losing unused sick days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of PTO. Professional educators who leave the District's employment prior to the completion of their contract year shall have a pro-rated amount of PTO removed from his/her account; if the professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Personal days shall be allowed for any purpose except to attend Association membership meetings or for participating in activities on behalf of the Association, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Stipulations for the use of PTO for personal business include:

- PTO requests must be submitted two weeks in advance although the administrator can approve a PTO day with shorter notice if a substitute can be secured.
- A maximum of ~~five (5)~~three (3) staff districtwide may use PTO for personal business on the same day. The date and time of the request is noted in Skyward so that the first ~~five~~three people requesting a particular day is documented. If a substitute cannot be secured, the administrator will ask the PTO requesters if their day could be moved to a different date.
- No more than three (3) PTO for personal business days may be used consecutively.
- PTO days may not be used to extend a scheduled school calendar nonworking days.
- PTO days may not be used on Mondays and/or Fridays in the months of December and May.
- Personal days shall not be taken on in-service days. (Professional Educators)
- Refer to the Administratively Approved leave section for alternatives given "once in a lifetime" situations.

- Funeral leave is not included in PTO days.
- Please see your administrator for more information.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for sixty (60) minutes or less, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

Professional educators employed on separate summer contracts, including summer school, shall be eligible for two days of non-accumulative sick leave, or two days of emergency leave, or a combination of one day each of sick leave and emergency leave, with the day being defined as a full-day. To be eligible for these two days, a professional educator must be employed for a minimum period of the full number of days for the scheduled summer session. Professional educators employed on separate summer contracts are not eligible to use more than the two paid days of sick/emergency leave during their summer assignments.

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave for the duration of the disability.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or terminate employment of an employee for excessive absenteeism.

When applicable under either Wisconsin or Federal Family and Medical Leave, an employee may elect or the District may require sick leave to run concurrently with the approved Wisconsin and/or Federal leave.

If a school principal and a school counselor (9-month contract) mutually agree, in advance and in writing, that smooth school operations necessitate that a school counselor work on a day other than the contracted days as specified on the official school calendar, the school counselor shall be provided with an amount of paid time off equal to the amount of mutually agreed time worked. No more than the equivalent of five such special work days may be scheduled and no more than the equivalent of five such compensatory paid days off may be scheduled within a school year. This compensatory time off excludes paid extended contract days for school counselors who perform summer work under the direction of their principal.

[The following is the applicable language from the Support Staff Handbook on page 22. Please see the track changes for revisions in the language.](#)

A. Sick Leave and Paid Time Off (PTO) for Personal Business

After a 60-calendar day probation period, Support staff employees will earn sick/personal leave as follows:

- Annual, full-time and annual, part-time Employees will have 13 new days annually —~~three (3) seven (7)~~ for personal business and ~~ten (10) six (6)~~ for sick leave use.
- School Year, Part-time employees will have 10 new days annually —~~three (3) five (5)~~ for personal business and ~~seven (7) five (5)~~ for sick leave use.
- Employees regularly working under 20 hours per week will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).
- In the first year, sick/personal leave days/hours will be prorated starting after the 60-calendar day probation period.

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Personal days shall be allowed for any purpose except to attend union membership meetings or for participating in activities on behalf of a union, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Stipulations for the use of PTO for personal business include:

- PTO requests must be submitted two weeks in advance although the administrator can approve a PTO day with shorter notice if a substitute can be secured.
- A maximum of ~~three (3) five (5)~~ staff districtwide may use PTO for personal business on the same day. The date and time of the request is noted in Skyward so that the first ~~three five~~ people requesting a particular day is documented. If a substitute cannot be secured, the administrator will ask the PTO requesters if their day could be moved to a different date.
- No more than three (3) PTO for personal business days may be used consecutively.
- PTO days may not be used to extend a scheduled school calendar nonworking days.
- PTO days may not be used on Mondays and/or Fridays in the months of December and May.
- Personal days shall not be taken on in-service days. (Professional Educators)
- Refer to the Administratively Approved leave section for alternatives given "once in a lifetime" situations.
- Funeral leave is not included in PTO days.
- Please see your administrator for more information.

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School District Of Manawa
Open Enrollment for 2022-23
Maximum Class Size Definitions & Available Space

This chart shows the "maximum class size" definitions for annual revision and adoption by the School District of Manawa for Open Enrollment as per NEOLA Policy 5113. Available spaces for Open Enrollment (OE) applicants are based upon the approved class sizes.

Half of the excess capacity per grade level is reserved for children who move into the district and the remaining half is available for OE. One seat will be made available in each grade level.

GRADE OR PROGRAM	MAXIMUM CLASS SIZE & PROJECTED SECTIONS & GRADE SIZES	PROJECTED ENROLLMENT 2022-23	AVAILABLE OE SPACES 2022-23	OE IN - Spaces Taken
Manawa Elementary School (15 Sections in 2020-21)				
Early Childhood	6 Students x 2 Section = 12	12	1	
4K (4 Yr. Old Pre-K)	20 Students x 2 Section = 40	35	5	1 + 1=2
5K	25 Students x 2 Section = 50	31	9	
Grade 1	25 Students x 1 Section = 25	25	1	
Grade 2	25 Students x 2 Sections = 50	32	9	
Grade 3	25 Students x 2 Sections = 50	35	7	
Grade 4	25 Students x 1 Sections = 25	26	1	
Grade 5	25 Students x 2 Sections = 50	59	1	1 + 1 Sp. Ed.
Cross. Cat. Spec. Ed.	12, 26	16.6, 34.9	0	
Cross. Cat. Spec. Ed.	15, 26	14.7, 26	0	
9				
Manawa Middle School				
Grade 6	27 Students x 1 = 27	32	1	
Grade 7	27 Students x 1 = 27	33	1	1
Grade 8	27 Students x 2 = 54	50	2	1
6-9 Cross. Cat. Spec. Ed.	18, 26	27.7, 18.69	0	1
Little Wolf High School				
Grade 9	27 Students x 2.5 = 67.5	41 (includes 9-2 OE =7 St. Paul Students) The original count was 43.	12	2 students from St. Paul +1
Grade 10	27 Students x 2.5 = 67.5	51	8	1+2 = 3+1
Grade 11	27 Students x 2 = 54	58	1	
Grade 12	27 Students x 2 = 54	59	1	
10-12+ Cross. Cat. Spec. Ed.	18, 26	37.9, 25.15	0	0+1 = 1
District				
FT Speech/Language	Average Caseloads Range from 40 to 50 clients	47		
PT Speech/Language	Average Caseloads Range for 6 hours/week from 12 to 15 clients	12		
All Other Therapy Services (not S/L) Recommendation	Contracted Services - not required by law to increase for OE	N/A		

4K and 5K are an estimate as families have not yet enrolled students in the program for next school year.

Estimates are based on the third Friday count in September. There is no intent to recommend a reduction in 5K sections at this time.

The student with special needs is also a tenth grader. The student in grade 7 is currently being referred for special education.

Special Education Considerations The first calculation is a new formula created by a workgroup of Updated 8-24-2022



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

School District of Manawa

2022/2023 Open Enrollment/Alternative Open Enrollment

Date: 04/24/2023

To: Manawa BOE – OE/ALT OE Application Requests thru 4/24/2023

Resident District	Application ID#	Grade in 22/23	Truancy Y/N	SPED Y/N	SPED Pending Y/N	Expulsion Y/N	Expulsion Pending Y/N
Marion	23-0537596-1	10	N	Y	N	N	N
Additional Notes (if Applicable):							

TaraLa Jackson, District Administrative Assistant
Phone: 920-596-5252 Fax: 920-596-5308 E-Mail: tjackson@manawaschools.org
800 Beech Street, Manawa, WI 54949



every child
is capable of
greatness

Great Minds Quote

Date April 17, 2023

Quote Number 00285279

Expiration Date

Prepared By Meghan Scharer

Contact Name Danielle Brauer

Email meghan.scharer@greatminds.org

Phone 920-596-2559

Email dbrauer@manawaschools.org

Bill to Name Danielle Brauer

Ship to Name Danielle Brauer

Bill To 800 Beech St

Ship To 800 Beech St

Manawa, WI 54949

Manawa, WI 54949

Make Payment to:

Great Minds PBC Tax ID: 84-3785772

Phone: 202.223.1854

Email: ordertracking@greatminds.org

Mail payment to:

Great Minds PBC

P.O. Box 200283

Pittsburgh, PA 15251-0283

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Geodes - Print	ISBN	Quantity	List Price	Discount	Total Price
Grade K					
Geodes Level K: Print Classroom Kit (20)	978-1-64497-700-2	2.00	\$3,695.00	0.00%	\$7,390.00
Grade 1					
Geodes Level 1: Print Classroom Kit (20) SP	978-1-64497-400-1	2.00	\$3,695.00	0.00%	\$7,390.00
Grade 2					
Geodes Level 2: Print Classroom Kit (20) SP	978-1-64497-408-7	2.00	\$3,695.00	0.00%	\$7,390.00

Print	\$22,170.00
Solution Subtotal	\$22,170.00
Discount	(\$0.00)
Shipping and Handling	\$1,995.30
*Pre-Tax Solution Total	\$24,165.30
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	\$24,165.30

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

***Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.**

Curriculum Writing Process

This document is intended to provide a systemic process guide but also needs to allow for professional flexibility.

Process:

1. Each year identified in the Curriculum Writing Long-Range Plan, write course curriculum using backward design and the district template.
2. In late spring/early summer, the principals and Curriculum Director will review the curriculum writing process with involved teachers.
3. Draft curriculum maps are due to the Curriculum Director on or before August 30.
4. In September, principals will do vertical alignment within their building.
5. In October, a K-12 meeting of involved teachers with the principals and Curriculum Director will review the curriculum maps to look for vertical alignment and ensure all standards are addressed.
6. The final draft of the curriculum is due to the Curriculum Director on or before October 31.
7. At the November meeting, the School Board Curriculum Committee reviews all curriculum maps from the group identified for curriculum writing when all members of the group have completed their work either sends the curriculum back for further review with recommended changes/questions or endorses it to be sent on for the full Board to consider approval. (Anticipated Nov./Dec.)
8. Upon approval from the Board of Education, teacher stipends are paid to the entire group of teachers assigned to curriculum writing.
9. During the spring semester, teachers research, pilot, and select materials needed to teach the curriculum for recommendation to School Board Curriculum Committee by their April/May meeting.
10. School Board Curriculum Committee reviews material recommendations and poses questions for further staff review or endorses to the full Board for approval.
11. Budgets are created for the new materials in May/June.
12. Materials are ordered July 1.
13. Teachers attend New Curriculum Day in August or the designated training date for preparing to implement the new materials.
14. Throughout the school year, the new materials are used and curriculum are taught. Teachers take note of any needed revisions/edits to the curriculum.
15. Curriculum is updated based on teacher notes and if substantive changes are needed will go through a second review by the Curriculum Committee for endorsement and full Board approval in the spring of the year.
16. Ongoing teacher training needs are assessed in March for District Summer Sponsored Workshops or instructional coaching.
17. The need for any supplemental materials is assessed for inclusion in the budget.

*The curriculum writing stipend is:

- \$750 for 1.0 credit or a year-long course
- \$375 for .5 credit or a half-year course

The curriculum writing formula for calculation is based on a one-credit or full-year course taking about 30 hours of work to complete at \$25 an hour.

Curriculum Writing Rotation

Fiscal Year	Departments/Subjects
FY2017-18	Special Ed - Life/Transition Skills Social Studies HS English CTE - 1 course articulated
FY2018-19	Special Ed - Sci/Soc St/Social Skills Science/Physical Education CTE - 1 course articulated
FY2019-20	Special Ed. - Math K-12 Math, At-Risk CTE - 1 course articulated
FY2020-21	Special Ed – ELA K-8 ELA K-12 Fine Arts CTE - 1 course articulated
FY2021-22	Cont. K-12 ELA (with CESA #6 trainer)
FY2022-23	Complete K-12 ELA <ul style="list-style-type: none"> • K-5 (new) – complete by May 2022 • 6-8 (new) • 9-12 (revise & refine) Begin K-12 Math (revise & refine) Begin 4K Curriculum – (revise & refine – new DPI standards expected spring 2022) 6-12 Science – (revise & refine - integrating the engineering standards) – complete summer 2022 Continue CTE (new) <ul style="list-style-type: none"> • Ecology (transcripted) • Robotics & Engineering - all courses • Intro. To Technology
FY2023-24	K-12 Social Studies (revise & refine) K-12 Art (new) K-12 Music (new) Begin 4K Curriculum – (revise & refine – new DPI standards expected spring 2022) CTE – one credit per teacher minimum until complete (new)
FY2024-25	K-12 Science K-12 Health K-12 Physical Education

	CTE – one credit per teacher minimum until complete (new)
--	---

Curriculum Writing left to be done includes:

- CTE (selected courses)
- Spanish (all courses if SDM hires a teacher)
- Fine Arts (all courses for music and art)



Students choosing to excel; realizing their strengths

To: Board of Education
From: Michelle Johnson and Mary Eck- Summer School Coordinators
Date: April 19, 2023
Re: Summer School Staffing

The purpose of this memo is to recommend the following staff for teaching summer school June 12-June 30, 2023. (As well as additional events throughout the summer.)

Summer School Instructor Pay Rate: \$30/hour (including prep)

**Summer School
Instructors/Assignments
2022**

Instructor's Name	Classes Assigned	Number of Hours/Day
Erin Charles	Intro to 4K Intro to 4K Outdoor Games Make Your Own Musical Inst.	4 hours/day for 15 days
Michelle Poppy	Next Stop Kindergarten	4 hours/day for 15 days
LuAnne Ujazdowski	8-9 Summer Camp (Grades 1-3) 9-10 Summer Camp (Grades 1-3) 10-11-Hands in the Mud- School Garden and Friendship Skills 11-12-Stress Busters with Sarah C-(6-8)	4 hours/day for 15 days
Val Pari	8-9: Math Madness(Grades 2-3) 9-10: Math Madness (Grades 1-2) 10-11: Math Madness (Grades 4-5) 11-12:Math Puzzles (Grades 4-5)	4 hours/day for 15 days
Jackie Sernau	8-9- Reading Ready (Grades 1-2)- By Referral Max 5-6 9-10- Reading Ready (Grades 3-4) By Referral Max 5-6	4 hours/day for 15 days

	10-11- Reading Ready (Grades 5-6) By Referral Max 5-6 11-12-Reading Ready (Grades 1-2) By Referral Max 5-6	
<u>Benjamin John</u>	8-9- Sports (Grades 3-5) 11-12- Soccer (Grades 3-5) Drivers' Education (Possibly later in the summer- He is interested in getting the licensure Officiating Class)	7 hours/day for 15 days
Missy Tassonne	8-9- Games Galore (Grades 3-5) 9-10- Math and Logic (grades 6-8) 10-11-Games Galore (Grades 1-3)) 11-12- Computers (grades 1-4)-	
Danielle Stadler	8-9- Outdoor Adventures (1-2) 9-10-Booking and Cooking 10-11-Mad Scientist- Grades 1-2) 11-12- Explorers (Grades 1-3)	4 hours/day for 10 days
Kylie Rosenau	9-10-Reader's Theater (Grades 1-3)	
Megan Schulke	8-9- Book Club (3-5) 9-10-Booking and Cooking with Danielle (Grades 2-4) 10-11-Mad Scientist Grades 1-2) 11-12-Rocketry (grades 5-8)	4 hours/day for 5 days
Beth Trice	School to Work- Invite only	4 hours/day for 15 days
Brad Johnson	Weightlifting Personalized Phy Ed Independent Student (Credit)	1.5 hours/day 3 days/week *There will be July hours for weightlifting
Wade Turner	Admin on Site for MES	4 hours/day for 15 days (stipend)
Michelle Johnson	Volunteering and Mentoring Grades 7-12	
Casey Johnson	Weightlifting	1.5 hours/day 3 days/week *There will be July hours for weightlifting
Jake Kaczorowski	Weightlifting (6-12)	1.5 hours/day 3 days/week
Jeff Bortle	Weightlifting	1.5 hours/day 3 days/week *There will be July hours for

		weightlifting
Pat Collins	Weightlifting Basketball Skill & Drill	Weightlifting 1.5 hours/day 3 days/week *There will be July hours for weightlifting Skill/Drill: 3 hours/day for 10 days June 7-11 & June 14-18
Renee Behnke	Special Ed. Paraprofessional \$15.59/hour	Up to 4 hours/day for 15 days
Sandy Cordes	Supervised Agricultural Experience/ Agriculture Course Co teaching- BasketballCamp	Variable per the daily log
Terry Johnson	Basketball Clinic	up to 7-8 hours TDB
Sarah Chambers	Stress Busters Transitions for 6th grade and for Freshman	Stress Busters: 2 hours/day for 15 days 2 hours/day for 15 Days Transitions: later in the summer TBD
Gen Gunderson	Volleyball Clinic	up to 7 hours 1 day clinic TDB
Stephany Stiger	Volleyball Clinic	up to 7 Hours 1 day clinic
Jill Seka	Zoo Explorers (Invite Only) 8 Am-12 PM	4 hours/day for 15 days
Mary Eck	7-12 Tutoring/Credit Recovery	4 hours/day for 15 days
Lance Litchfield	8-9- Biking (grades 6-12) 9-10- Outdoor Exploration (Grades 6-8) 10-11-Biking and Outdoor Sports 11-12-Biking and Outdoor Sports Officiating Class- TBD	Up to 4 hours/day for 15 days
Katie Riehl	8-9- Biking (grades 6-12) 9-10- Outdoor Exploration (Grades 6-8) 10-11-Biking and Outdoor Sports 11-12-Biking and Outdoor Sports	Up to 4 hours/day for 15 days
Dana Bonikowske	Paraprofessional 15.59/hour	Up to 4 hours/day for 15 days
Kylie Roseneau	8-9 Outdoor Adventures- Co teach Swimming Lesson-Supervising Teacher (MW) 8-9:30 10-11-Reader's Theater (Grades 3-4) 11-12	6 Sessions of Swimming/ 2 Days Per Week Up to 4 hours/day for 15 days

Updated Weightlifting Schedule and staffing

Weightlifting will take place Mondays through Thursdays starting June 6th through July 29th. The hours will be from 6:30 to 9:30 am.

The staff will consist of Gen Gunderson, Patrick Collins, Casey Johnson, Brad Johnson, Jeff Bortle, Jake Kaczorowski, and Jim Rawlings. They will work on a rotating schedule. The hours indicated here are a rough estimate.

Gen Gunderson- 6 hours per week * 7 weeks = 42 hours

Patrick Collins- 6 hours per week * 7 weeks = 42 hours

Casey Johnson- 9 hours per week * 7 weeks = 63 hours

Brad Johnson - 9 hours per week * 7 weeks = 63 hours

Jeff Bortle- 6 hours per week * 7 weeks = 42 hours

Jake Kaczorowski- 6 hours per week * 7 weeks = 42 hours

Jim Rawlings- 6 hours per week * 7 weeks = 42 hours

Monday	Tuesday	Wednesday	Thursday
6:30- 8:00 am	6:30- 8:00 am	6:30- 8:00 am	6:30- 8:00 am
7:30- 8:30 am **	7:30- 8:30 am**	8:00- 9:30 am	7:30- 8:30 am**
8:00- 9:30 am	8:00- 9:30 am		8:00- 9:30 am

** These workouts will be run by Gen Gunderson & Patrick Collins. All others will be run by the other coaches in a rotation.



Melanie Oppor <moppor@manawaschools.org>

Scoreboard

Lance Litchfield <llitchfield@manawaschools.org>

Mon, Apr 17, 2023 at 10:03 AM

To: Melanie Oppor <moppor@manawaschools.org>, Pete Griffin <pgriffin@manawaschools.org>

Good morning,

I was asked to provide a written document on the scoreboards for the Elementary Gym and the HS Gym.

My thoughts with the scoreboards is to go with Daktronics. Daktronics has been a company I have worked with for numerous years. I used these same daktronics scoreboards in Tigerton and Cochrane-Fountain City. I will be at the committee meeting on Tuesday. I am looking forward to it.

Please let me know if you need anything else in the meantime.

Thank you

Lance Litchfield

Athletic Director
School District of Manawa
llitchfield@manawaschools.org
Cell Number: 715-281-9154

[Quoted text hidden]

4 attachments



PL816209.pdf
330K



Manawa Scoreboard Bid 3723-1-2.pdf
93K



Little Wolf High School - Customer Order Documents - 816209-1-1.pdf
175K



Manawa Elementary School-Customer Quote-819215-1-0.pdf
280K



Thank you for giving Daktronics the opportunity to be your equipment provider. It is important to us that we capture your vision for this project. The provided quote outlines your product selection. Please look it over carefully and work with your salesperson to review and answer any questions.

We look forward to partnering with you on this exciting opportunity!

Placing Order:

When you are ready to place your order, contact your salesperson to obtain order documents. Daktronics will need the following information:

- Finalized equipment decision, including colors
- Delivery location/address
- Bill to information – Invoice Remit

If you are incorporating school or sponsorship logos into your project, please view [Daktronics Graphics File Standards](#) and submit with your order documents.

Additional Information:

Our website and blog offer helpful information. Learn more about what our customers are talking about by visiting the following:

- Could your PA system use an upgrade?
 - Check out our [Sports Sound Systems](#).
- Wishing you could check off more items on your list of needs?
 - See how [Daktronics Sports Marketing](#) could add revenue to your budget.
- Curious what other schools have installed?
 - Look through our [Daktronics Sports Photo Gallery](#) for ideas.
- Did you know we have an in-house reliability laboratory?
 - Experience the testing your components undergo in our [Product Reliability Lab](#).
- Interested in financing options for orders over \$25,000?
 - View our [Getting Started Guide](#) to see what Daktronics offers.
- Want to view helpful information related to our products, in addition to stories on how other schools are developing students and generating revenue?
 - Check out our [blog](#).

DAKTRONICS QUOTE # 819215-1-0

School District of Manawa
 Lance Litchfield
 800 Beech St
 Manawa, WI USA 54949
 Phone: (920)596-5838
 Fax:
 Email: llitchfield@manawaschools.org

3/Mar/2023
 Quote valid for: 60 days
 Terms: Net 30 days from shipment with
 Purchase Order
 Subject to Credit Review
 FCA: DESTINATION
 Delivery: Call for Production Time

Reference: Manawa Elementary School - Basketball

Item No.	Model	Description	Qty	Price
1	BB-2101-W-PV	Tuff Sport® PanaView® Basketball Scoreboard; Scoreboard Color: Black (8800) Semi-Gloss Finish; Caption Color: White (7725-10) Cabinet Dimensions: 4' 0" H X 8' 0" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: WHITE Max Power: 200 watts/display Weight: Unpackaged 124 lbs per display; Packaged 140 lbs per display	2	\$9,995.00
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: White (7725-10)	2	
	ID_C_TS_8_I	Corner Panel, 8' Scoreboard, 17x21 Decorated	4	
	AS-5010 Kit	All Sport® 5010 Control Console Kit	2	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	2	
	Radio Receiver	Frequency of 2.4 GHz	2	
	DAK Score App with All Sport® MX-1 Mobile Scoring Kit	DAK Score App with All Sport® MX-1 Mobile Scoring Kit and Gen VI Radio Transmitter	1	
2	FREIGHT	Shipping to site via LTL (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1	\$460.00
Services				
3	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	On-site Labor	One Year Extended Service for on-site labor coverage	1	

Total Price Excluding Applicable Tax:	\$10,455.00
--	--------------------

Please reference listed sales literature: DD1569120 for On-site Labor, DD1628383 for G5C5-W, DD2481847 for BB-2101-W-PV, DD3888368 for DAK Score App with All Sport® MX-1 Mobile Scoring Kit, SL-03991 for AS-5010 Kit, SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver



Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$11,285 per year

\$100,000 in total equipment cost = \$22,568 per year

\$250,000 in total equipment cost = \$56,420 per year

Payments based on 5 year/annual payment in advance structure. **Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.

Exclusions:

- | | |
|---|---|
| - Electrical Installation | - Physical/Mechanical Installation |
| - Structure | - Foundation |
| - Power | - Hoist |
| - Technical Support/Installation Support | - Engineering Certification |
| - Signal Conduit | - Labor to Pull Signal Cable |
| - Applicable Permits | - Taxes |
| - Electrical Switch Gear or Distribution Equipment | - Front End Equipment |

Unless expressly stated otherwise in this Quote # 819215-1 Rev 0 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Prices and charges are subject to change by Daktronics at any time before the final agreement between the parties is effective. Ship Date will be determined after customer purchase order is received or agreement is signed or otherwise effective, shop drawings are approved (if required) and down payment is received (if required).

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order.

Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.

Ben Oestreich
PHONE:
FAX:
EMAIL: Ben.Oestreich@daktronics.com

Amanda Kampmann
PHONE: 605-692-0200
FAX:
EMAIL: Amanda.Kampmann@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

NOTE:

**The pricing may be adjusted for freight and taxes depending on the options selected.
Please request order documents to submit your order.**



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Mrs. Michelle Johnson
District Reading Specialist

Apr 17, 2023

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: 4/17/2023

Re: Hands in the Mud-Building and Grounds Memo

The purpose of this memo is to discuss the Hands in Mud summer school course and request funding for the supplies needed:

front of the building:

Fabric
edging
bushes (4-6)
2 large pot
annuals for fill

front raised bed
vegetable plants
seed packets
piece of trellis

Under the Elementary sign
landscape timbers
black dirt
plants

This summer school course will be working with students on outdoor projects such as our community school garden, and a few projects to beautify the outside of the MES building.

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



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Danni Brauer
Date: 4/12/23
Re: Hands in the Mud Summer School Project

Ms. Ujzdowski will be teaching a gardening class during summer school called Hands in the Mud. The students in the class will be cleaning out the school garden and would like to take on a small landscaping project. I am proposing that the group beautify the area around the front entrance at MES where there is currently no grass growing. They would put down fabric, plant a low maintenance bushes/perennial plants, and cover the area with river rock. The cost of supplies will come out of the building budget.





Students choosing to excel; realizing their strengths.

To: Board of Education
From: Danni Brauer
Date: 4/12/23
Re: Tree Planting

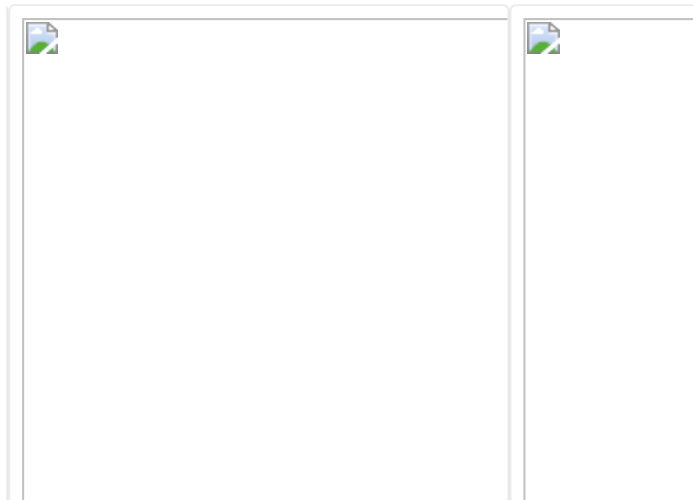
Mrs. Krueger is running the first-ever MES Family Book Club throughout the month of April. We are reading "Wishtree" by Katherine Applegate. The book is told by a Red Oak tree named Red and is about community and acceptance. As a culminating activity for the book club, We would like to plant a red oak tree in the front of our school and dedicate it as our "Wishtree". Mrs. Krueger will be donating the tree.

As a result of this project, Mrs. Krueger hopes to encourage kindness and sense of community. She also hopes to promote a love of nature in our students. We would like to plant the Red Oak outside the Boad Room window in line with the current trees.

Northern Red Oak

Quercus rubra

Bristle-tipped leaves turn red in the fall. The leaves have 7 to 11 waxy lobes. A good street tree, tolerates pollution and compacted soil. Grows as much as two feet a year for 10 years. Grows to 60' to 75', 45' spread. (zones 3-8)



Tree Type



Mature Size

The northern red oak grows to a height of 60–75' and a spread of around 45' at maturity.



Growth Rate

This tree grows at a fast rate, with height increases of more than 24" per year.



Sun Preference

Full sun is the ideal condition for this tree, meaning it should get at least six hours of direct, unfiltered sunlight each day.



Soil Preference

The northern red oak grows in acidic, loamy, moist, sandy, well-drained and clay soils. While it prefers normal moisture, the tree has some drought tolerance.



Attributes

This tree:

- Grows more than two feet per year for 10 years.
 - Provides great fall color, with leaves turning russet-red to bright red.
 - Is easier than most to transplant.
 - Features alternating leaves that are 4–8" long and have 7–11 waxy, spine-tipped lobes.
 - Produces pale yellow-green catkins that appear at about the same time new foliage is expanding, typically April–May.
 - Yields acorns that are round and $\frac{3}{4}$ –1" long with a flat, thick, saucer-like cap.
 - Offers great shade due to a dense crown.
 - Tolerates pollution and compacted soil.
 - Grows in a rounded shape.
-



Wildlife Value

Acorns from this tree are at the top of the food preference list for blue jays, wild turkeys, squirrels, small rodents, whitetail deer, raccoons and black bears. Deer also browse the buds and twigs in wintertime.



History/Lore

The northern red oak has been a favorite of both lumbermen and landscapers since colonial times. The tree has also found favor when transplanted in Europe. It is believed that Bishop Compton's garden, near Fulham in England, received the first red oak transplant abroad in the late 17th century. In 1924, there were over 450 acres of red oak plantations in Baden, Germany.

Manawa School District
Renewal Meeting
February 27, 2023



M3 INSURANCE » 800.272.2443 » www.m3ins.com

Health Carrier		WCA Group Health Trust	
Insurance Type		Current/Renewal PPO - Embedded	
Provider Network:		UHC Choice Plus	
Deductible(Plan Year)		Single	Family
In Network		\$2,000	\$4,000
Out of Network		\$4,000	\$8,000
Co-Insurance		100% after Deductible	
In Network		100% after Deductible	
Out of Network		70/30 to Out of Pocket Max	
Maximum Out-of-Pocket (Ded/Coins)		Single	Family
In Network		\$2,000	\$4,000
Out of Network		\$8,000	\$16,000
Max Out-of-Pocket (Ded/Coins/Copay)		Single	Family
In Network Medical		\$2,000	\$4,000
In Network Rx		\$2,000	\$4,000
Out of Network		Does Not Apply	
Office Visits		PCP	Specialist
In Network		Deductible Applies	
Out of Network		Deductible & Coinsurance	
Routine/Preventive Care		Select Services Covered in Full	
In Network		Select Services Covered in Full	
Out of Network		Deductible & Coinsurance	
Urgent Care		Deductible Applies	
In Network		Deductible Applies	
Out of Network		Deductible & Coinsurance	
Emergency Room		In-Network Deductible Applies	
Hospital Services		Deductible Applies	
In Network		Deductible Applies	
Out of Network		Deductible & Coinsurance	
Prescription Drugs		\$0 / \$10 / \$30 / \$60 / 25% to \$250	
In Network		\$0 / \$10 / \$30 / \$60 / 25% to \$250	
Out of Network		No Coverage	
Enhanced Services		Vision Included	
Vision Benefit		Vision Included	
Extraction/Replacement of Teeth		No	
Waiver of Premium		No	
Rates		Current	Renewal
Employee	10	\$860.92	\$899.66
Employee + 1	10	\$1,723.04	\$1,800.58
Family	27	\$2,325.07	\$2,429.70
Annual Δ% from Current			4.50%
Monthly Totals		\$88,616.49	\$92,604.23
Annual Totals		\$1,063,397.88	\$1,111,250.78
Annual Δ\$ from Current			\$47,853

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.

School District of Manawa

Program Year 7/1/2021 - 6/30/2022

Health Reimbursement Arrangement Utilization Report

	Employee Count	¹ Maximum Plan Liability	Amount Reimbursed	Plan Balance	% Utilization
² Active Participant Totals:	52	\$91,000.00	\$50,669.89	\$40,330.11	55.68 %
³ Inactive Participant Totals:	7	\$11,000.00	\$1,239.54	\$9,760.46	11.27 %
Active/Inactive Participant Totals:	59	\$102,000.00	\$51,909.43	\$50,090.57	50.89 %

Active Participant Plan Type/Coverage Enrollment Counts

In Network Deductible (07/01/2021 - 06/30/2022)

Single	13
Family	39
Total:	52

Average Reimbursement Amount: \$1,297.74
Number of Participants Receiving Reimbursements: 40

Reimbursement Range	Participant Count
\$0	19
\$0.01 - \$500	7
\$500.01 - \$1,000	12
\$1,000.01 - \$2,500	21
\$2,500.01 - \$5,000	0
\$5,000.01 - \$10,000	0
\$10,000.01 - \$15,000	0
\$15,000.01 +	0

¹ Maximum Plan Liability is the maximum amount that could be reimbursed to participants during the entire plan year. It accounts for changes in coverage type as well as partial year participants. The Maximum Plan Liability includes Employer Funding.

² For purposes of the Utilization Report, Active Participants include active participants, termed participants in the run-out period and active COBRA participants (if applicable).

³ For purposes of the Utilization Report, Inactive Participants include termed participants who are past the termination run-out period and can no longer submit claims.

School District of Manawa

Program Year 7/1/2022 - 6/30/2023

Health Reimbursement Arrangement Utilization Report

	Employee Count	¹ Maximum Plan Liability	Amount Reimbursed	Plan Balance	% Utilization
² Active Participant Totals:	51	\$87,000.00	\$24,336.72	\$62,663.28	27.97 %
³ Inactive Participant Totals:	7	\$12,000.00	\$324.08	\$11,675.92	2.70 %
Active/Inactive Participant Totals:	58	\$99,000.00	\$24,660.80	\$74,339.20	24.91 %

Active Participant Plan Type/Coverage Enrollment Counts

In Network Deductible (07/01/2022 - 06/30/2023)

Single	11
Family	38
Total:	49

Average Reimbursement Amount: \$1,072.21

Number of Participants Receiving Reimbursements: 23

Reimbursement Range	Participant Count
\$0	35
\$0.01 - \$500	5
\$500.01 - \$1,000	11
\$1,000.01 - \$2,500	7
\$2,500.01 - \$5,000	0
\$5,000.01 - \$10,000	0
\$10,000.01 - \$15,000	0
\$15,000.01 +	0

¹ Maximum Plan Liability is the maximum amount that could be reimbursed to participants during the entire plan year. It accounts for changes in coverage type as well as partial year participants. The Maximum Plan Liability includes Employer Funding.

² For purposes of the Utilization Report, Active Participants include active participants, termed participants in the run-out period and active COBRA participants (if applicable).

³ For purposes of the Utilization Report, Inactive Participants include termed participants who are past the termination run-out period and can no longer submit claims.



Projected Funding Levels: 07/01/23 to 06/30/24

Prepared for Manawa School District

Completed: 02/07/2023

Version 1.0

Current Benefit Plan Design

I. TREND ASSUMPTIONS

Dental Trend	4.0%
Renewal Date	07/01/2023
Projection End Date	06/30/2024

II. HISTORICAL CLAIMS EXPERIENCE

EXPERIENCE PERIOD	02/01/22 - 01/31/23	02/01/21 - 01/31/22
Paid Dental Claims	\$68,356	\$82,373
Plan Adjustment Factor	1.0000	1.0000
Plan Maturation Factor ⁽¹⁾	1.0000	1.0000
Adjusted Paid Claims	\$68,356	\$82,373
Number of Months in Experience Period	12	12
Annualized Adjusted Paid Claims	\$68,356	\$82,373
Average Contracts ⁽²⁾	55	60
Claims per Contract per Year	\$1,245	\$1,384
Trend to Midpoint (number of months)	17.0	29.0
Trend to Midpoint (trend factor)	1.0571	1.0994
Projected Claims per Contract per Year	\$1,316	\$1,522
Weight	70%	30%
Weighted Average Claims per Contract per Year	\$1,378	

⁽¹⁾ Claims Adjustment for COVID-19

⁽²⁾ Enrollment is lagged two months.

III. CALCULATION OF FUNDING LEVELS

1. Variable Costs

Current Contract Count	52
Projected Plan Year Dental Claims	\$71,641

2. Fixed Costs

Renewal rate of \$5.01 PEPM with Delta Dental	\$5.01
Dental Administration	\$3,126

Projected Overall Plan Year Expenditures \$74,767

Projected Funding w/ Current Rates \$82,892

Calculated Funding Rate Increase -9.8%

Plan Level	Current Contract Counts	Current Funding Rate	Calculated Funding Rate	Proposed Funding Rate
Employee Only	9	\$57.73	\$52.07	\$57.73
Employee + Family	43	\$148.56	\$134.00	\$148.56
Annual Totals	52	\$82,892	\$74,767	\$82,892

The recommended rates do not include the plan sponsor's 2% administrative allowance for COBRA Participants

Disclaimer: The calculated proposed funding rates represents our suggestion of what adjustment should be applied to current premium funding rates to meet future expected plan costs. M3 Insurance Solutions, Inc. will not be liable for any potential shortfalls or surpluses of dollars based on these projections.

Dental Carrier:		Delta Dental	
		Current/Renewal	
Deductible			
	Single	\$25	
	Family	\$75	
Annual Maximum			
	Policy Yr	\$2,000	
Preventive Services			
		PPO	Non-PPO
	Oral Exams	100%	100%
	X-Rays	100%	100%
	Cleanings	100%	100%
	Topical Fluoride	100%	100%
	Sealants	100%	100%
	Space Maintainers	80%	80%
Basic/Major Services			
		PPO	Non-PPO
	Simple Extractions	80%	80%
	Amalgam/Composite Fillings	80%	80%
	Oral Surgery	80%	80%
	Endodontics	80%	80%
	Periodontics	80%	80%
	Stainless Steel Crowns	80%	80%
	Porcelain Crowns	80%	80%
	Inlays/Onlays	80%	80%
	Implants	50%	50%
	Removable or Fixed Bridgework	50%	50%
	Partial or Complete Dentures	50%	50%
	Full & Partial Denture Repair	80%	80%
Orthodontics			
	Dependents to age 26 & Adults	50% to \$2,000	
**Waiting Periods (Initial Enrollment)			
		None	
Participation			
		N/A	
Remarks:			
		Vision Discount	
**Note: Separate waiting periods may apply for timely add-ons and late entrants.			

Rates		Current	Renewal
Employee	9	\$57.73	\$57.73
Family	43	\$148.56	\$148.56
Administrative Fee		\$5.01	\$5.01
Monthly Totals		\$6,907.65	\$6,907.65
Annual Totals		\$82,891.80	\$82,891.80
		0.00%	0.00%

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.

Dental Carrier:		Delta Dental	
		Alternate	
Deductible			
	Single		\$25
	Family		\$75
Annual Maximum			
	Policy Yr		\$2,000
Preventive Services			
		PPO	Non-PPO
	Oral Exams	100%	100%
	X-Rays - Reduced Frequency	100%	100%
	Cleanings	100%	100%
	Topical Fluoride	100%	100%
	Sealants	100%	100%
	Space Maintainers	80%	80%
Basic/Major Services			
		PPO	Non-PPO
	Simple Extractions	80%	80%
	Amalgam/Composite Fillings	80%	80%
	Oral Surgery	80%	80%
	Endodontics	80%	80%
	Periodontics	80%	80%
	Stainless Steel Crowns	80%	80%
	Porcelain Crowns	80%	80%
	Inlays/Onlays	80%	80%
	Implants	50%	50%
	Removable or Fixed Bridgework	50%	50%
	Partial or Complete Dentures	50%	50%
	Full & Partial Denture Repair	80%	80%
Orthodontics			
	Dependents to age 26 & Adults		50% to \$2,000
***Waiting Periods (Initial Enrollment)			
			None
Participation			
			N/A
Remarks:			
			Vision Discount- Includes Check Up Plus
***Note: Separate waiting periods may apply for timely add-ons and late entrants.			
	9		\$59.46
	43		\$153.02
			\$7,114.88
			\$85,378.55

*Adding check up plus +3.5%, Adding Reduced X-Ray Frequency -.5%

3.00%

Manawa School District

Dental Insurance Benefit Comparison

Effective Date: 7/1/2023

Dental Carrier:		Delta Dental	
		Alternate	
Deductible			
	Single	\$25	
	Family	\$75	
Annual Maximum			
	Policy Yr	\$2,000	
Preventive Services		PPO	Non-PPO
	Oral Exams	100%	100%
	X-Rays	100%	100%
	Cleanings	100%	100%
	Topical Fluoride	100%	100%
	Sealants	100%	100%
	Space Maintainers	80%	80%
Basic/Major Services		PPO	Non-PPO
	Simple Extractions	80%	80%
	Amalgam/Composite Fillings	80%	80%
	Oral Surgery	80%	80%
	Endodontics	80%	80%
	Periodontics	80%	80%
	Stainless Steel Crowns	80%	80%
	Porcelain Crowns	80%	80%
	Inlays/Onlays	80%	80%
	Implants	50%	50%
	Removable or Fixed Bridgework	50%	50%
	Partial or Complete Dentures	50%	50%
	Full & Partial Denture Repair	80%	80%
Orthodontics			
	Dependents to age 26 & Adults	50% to \$2,000	
**Waiting Periods (Initial Enrollment)			
		None	
Participation			
		N/A	
Remarks:			
Vision Discount- Includes Evidence Based Integrated Care Plan			
**Note: Separate waiting periods may apply for timely add-ons and late entrants.			
		\$58.19	
		\$149.75	
		\$6,962.91	
		\$83,554.93	

0.80%

Dental Carrier:		Delta Dental	
		Alternate	
Deductible			
	Single	\$25	
	Family	\$75	
Annual Maximum			
	Policy Yr	\$2,000	
Preventive Services		PPO	Non-PPO
	Oral Exams	100%	100%
	Xrays	100%	100%
	Cleanings	100%	100%
	Topical Fluoride	100%	100%
	Sealants	100%	100%
	Space Maintainers	80%	80%
Basic/Major Services		PPO	Non-PPO
	Simple Extractions	80%	80%
	Amalgam/Composite Fillings	80%	80%
	Oral Surgery	80%	80%
	Endodontics	80%	80%
	Periodontics	80%	80%
	Stainless Steel Crowns	80%	80%
	Porcelain Crowns	80%	80%
	Inlays/Onlays	80%	80%
	Implants	50%	50%
	Removable or Fixed Bridgework	50%	50%
	Partial or Complete Dentures	50%	50%
	Full & Partial Denture Repair	80%	80%
Orthodontics			
	Dependents to age 26 & Adults	50% to \$2,000	
***Waiting Periods (Initial Enrollment)			
		None	
Participation			
		N/A	
Remarks:			
Vision Discount- Porcelain Crowns on Posterior Teeth			
***Note: Separate waiting periods may apply for timely add-ons and late entrants.			
		\$6,976.73	
		\$83,720.72	

1.00%

COBRA Rate Establishment

School District Of Manawa
95210 - 0 - 02012023

As a service to you, Delta Dental has calculated rates that can be used for your Plan's COBRA enrollees.

These rates reflect only the anticipated claims expenses for those enrollees and Delta Dental's administrative fees. No other administrative fees have been included:

Single Coverage (employee, 1 Party)	\$50.12
Family Coverage (employee and spouse, 2 Party)	\$147.43
Family Coverage (employee and child(ren))	\$147.43
Family Coverage (full family, 3+ Party)	\$147.43

SCHEDULE 6.1

SCHEDULE OF ADMINISTRATIVE FEES

95210 - 0 - 02012023

To be attached to, and made part of, the Third-Party Administrative Agreement, Article VI – Administrative Fees.

IT IS HEREBY AGREED, that the Administrative Fees, payable on a monthly basis from School District Of Manawa to Delta Dental of Wisconsin, shall be the following, and shall be valid starting on July 1, 2023, and ending on June 30, 2025.

Monthly Administrative Fee:

Per Employee

\$5.01

SCHOOL DISTRICT OF MANAWA

95210-00000

Delta Dental of Wisconsin Plan Management Report

Reporting Period from 2/1/2021 to 1/31/2023

Executive Summary

Highlights of your group's experience from February 2022 through January 2023.

- 48.7% of paid claims were concentrated in preventive and diagnostic procedure categories.
- The average claim payment was \$209.68, compared to your previous year's average of \$209.07.
- The utilization rate, which measures the average number of claims filed annually was 6.02 per subscriber, compared to your previous year's average of 6.65. Per member, the utilization rate was 1.87 compared to 2.09 in the previous year.
- The average age of your group was 33.1, compared to Delta Dental's average of 35.6.
- 86.7% of the procedures were performed by Delta Dental's network dentists.
- Savings due to Delta Dental's cost management tools (reduction to maximum plan allowance, consultant review, optional procedures and eligibility verification, etc.) were 35.6% of billed charges.
- The number of patients using the plan was 139 representing 79.8% of all members. In the prior period the numbers were 144 and 76.4%.
- The turnover in your dental plan was 11.1% compared to 8.4% in the previous year.
- 2.1% of members met or exceeded their annual maximum benefit during the most recently completed benefit accumulation period.

Renewal Information

- Administrative fees for the next contract year will be \$5.01 per employee per month (PEPM) compared to last year's fee of \$5.01.
- Suggested COBRA rates will be employee only: \$50.12, and employee w/family: \$147.43.

SCHOOL DISTRICT OF MANAWA
95210-00000



Customer Service Statistics

Delta Dental's commitment to customer satisfaction is reflected in our company's overall commitment to prompt and accurate service.

Customer Service

Average time for connection of a phone inquiry by a Delta Dental Representative	18 seconds
Phone inquiries resolved on first contact by a Benefit Advisor	98%
Written inquiries resolved within 5 calendar days	94%

Claim Processing

Average claim turnaround in calendar days	2
---	---

Processing Accuracy

Financial accuracy (the total amount of the claim dollars paid correctly divided by the total claim dollars paid)	99%
Claim accuracy (the number of correct claims processed divided by the total number of all claims processed)	99%

Enrollment Processing

Average number of work days to update eligibility once complete information is received	3
Average number of work days to produce ID card and return to customer with +98.5% accuracy	4

* Actual performance for the most recent calendar year.

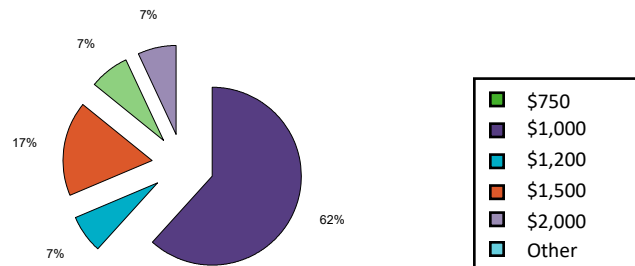
SCHOOL DISTRICT OF MANAWA
95210-00000



Benefit Plan Comparisons

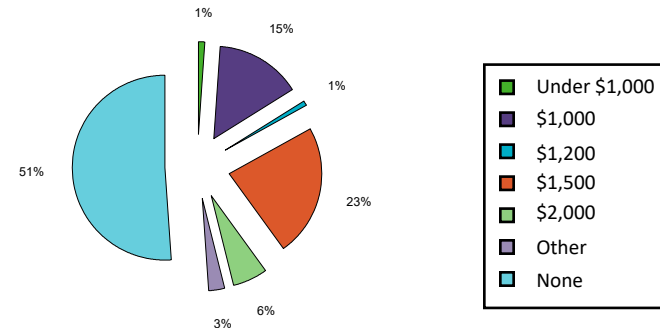
How your dental plan deductibles and maximums compare with other Delta Dental Customers.

Individual Maximum



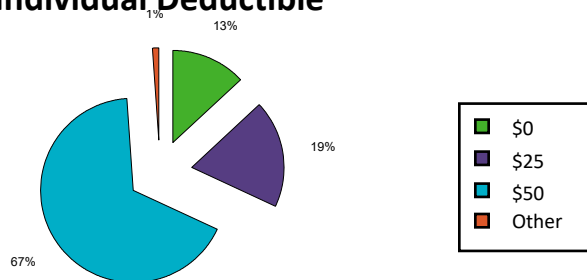
SCHOOL DISTRICT OF MANAWA: \$2,000

Orthodontic Maximum



SCHOOL DISTRICT OF MANAWA: \$2,000

Individual Deductible



SCHOOL DISTRICT OF MANAWA: \$25

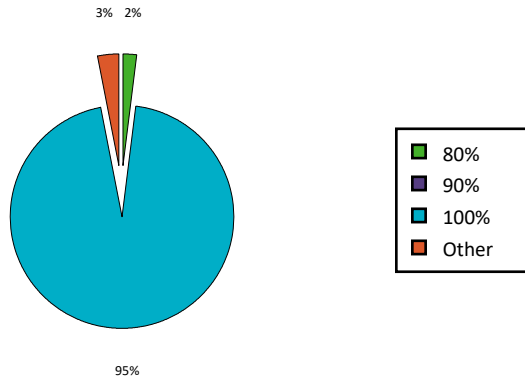
SCHOOL DISTRICT OF MANAWA
95210-00000



Benefit Plan Comparisons

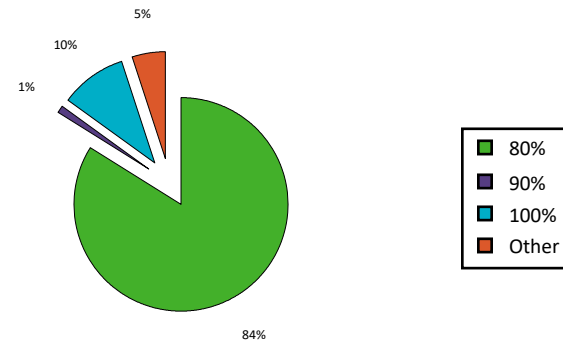
How your dental plan coinsurance provisions compare with other Delta Dental Customers.

Preventive & Diagnostic Coinsurance



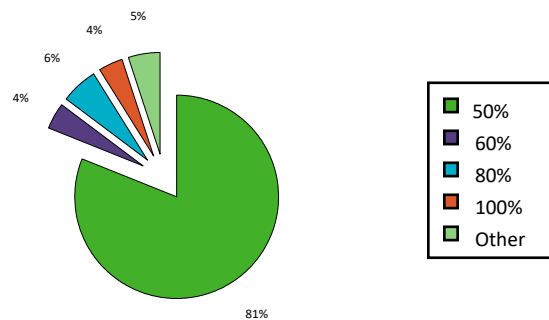
SCHOOL DISTRICT OF MANAWA: 100%

Basic Coinsurance



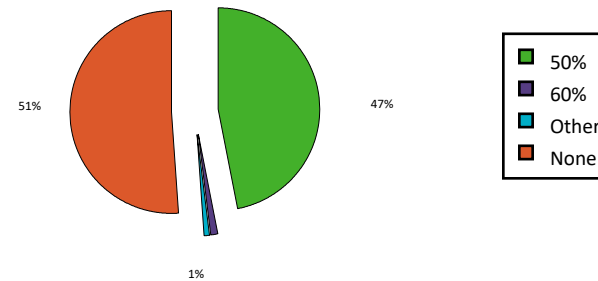
SCHOOL DISTRICT OF MANAWA: 80%

Major Coinsurance



SCHOOL DISTRICT OF MANAWA: 80%

Orthodontic Coinsurance



SCHOOL DISTRICT OF MANAWA: 50%

SCHOOL DISTRICT OF MANAWA
95210-00000



Monthly Activity

A summary of your monthly enrollment and claims.

Month	Number of Claims	Paid Claims	Total Employees	Employees Only	Employees w/Family
Feb 2021	27	\$4,613	60	15	45
Mar 2021	47	\$11,463	61	15	46
Apr 2021	34	\$6,866	61	15	46
May 2021	24	\$3,394	61	15	46
Jun 2021	36	\$6,117	61	15	46
Jul 2021	34	\$7,590	61	16	45
Aug 2021	31	\$7,239	61	16	45
Sep 2021	36	\$5,942	58	11	47
Oct 2021	40	\$8,910	57	11	46
Nov 2021	22	\$7,233	57	11	46
Dec 2021	28	\$6,836	57	11	46
Jan 2022	35	\$6,171	56	11	45
Feb 2022	31	\$8,906	56	11	45
Mar 2022	27	\$4,900	56	11	45
Apr 2022	23	\$3,704	55	11	44
May 2022	22	\$2,966	55	11	44
Jun 2022	34	\$10,349	55	11	44
Jul 2022	32	\$5,989	54	11	43
Aug 2022	41	\$7,380	55	11	44
Sep 2022	28	\$7,189	53	10	43
Oct 2022	14	\$2,771	53	10	43
Nov 2022	31	\$6,661	53	10	43
Dec 2022	17	\$3,109	53	10	43
Jan 2023	26	\$4,434	52	9	43

SCHOOL DISTRICT OF MANAWA
95210-00000



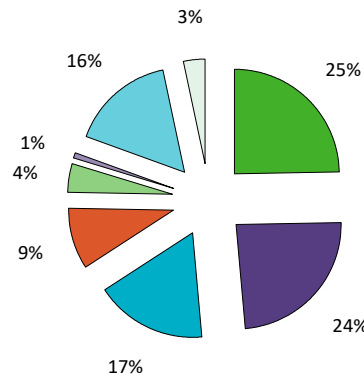
Claims by Coverage Category

Coverage Category	February 2022 - January 2023					Percent Change From Prior				
	Members Covered	Procedures Billed	Procedures PMPM	Amount Paid	Amt. Paid PMPM	Members Covered	Procedures Billed	Procedures PMPM	Amount Paid	Amt. Paid PMPM
Diagnostic		374	0.179	\$16,974	\$8.13		1.9%	10.1%	0.5%	8.5%
Preventive		281	0.135	\$16,294	\$7.80		-10.2%	-3.0%	-6.5%	1.0%
Routine Fillings		127	0.061	\$11,679	\$5.59		27.0%	37.2%	4.8%	13.2%
Oral Surgery		31	0.015	\$6,467	\$3.10		19.2%	28.8%	58.8%	71.5%
Endodontics		12	0.006	\$3,038	\$1.45		100.0%	116.0%	67.3%	80.6%
Periodontics		13	0.006	\$634	\$0.30		225.0%	251.0%	142.5%	161.9%
Crowns/Onlays		29	0.014	\$11,054	\$5.29		-32.6%	-27.2%	-39.9%	-35.1%
Bridges/Dentures		0	0.000	\$0	\$0.00		-100.0%	NM	-100.0%	NM
Orthodontics		25	0.012	\$2,217	\$1.06		-67.5%	-64.9%	-79.1%	-77.4%
Total	174	892	0.427	\$68,356	\$32.74	-7.4%	-4.9%	2.7%	-17.0%	-10.3%

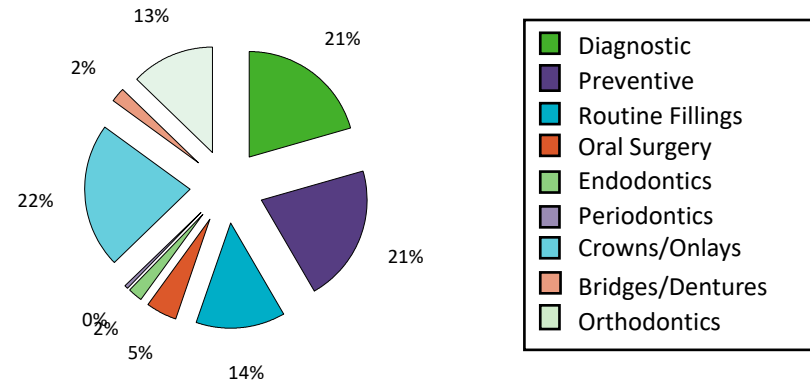
PMPM - Per Member Per Month

NM - Not meaningful. Used when group has no data in a specific area.

Amount Paid February 2022 - January 2023



Amount Paid February 2021 - January 2022



SCHOOL DISTRICT OF MANAWA
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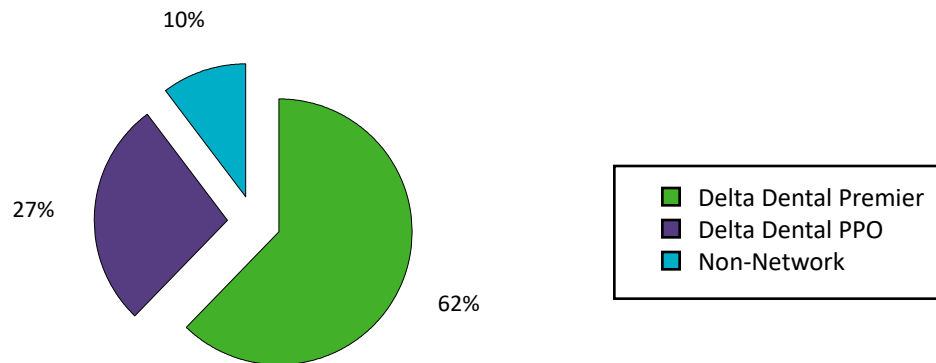


Dentist Selection Patterns

Distribution of claim payments by Delta Dental network vs. non-network dentists.

Delta Dental Network	February 2022 - January 2023	
	Number of Claims	Claim Payments
Delta Dental Premier	206	\$42,542
Delta Dental PPO	68	\$18,765
Non-Network	52	\$7,049
Total	326	\$68,356

**Claim Payments by Period
February 2022 - January 2023**



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Delta Dental PPO Usage & Savings

*Your savings for the period February 2022 through January 2023
resulting from utilization of Delta Dental PPO dentists.*

	Preventive & Diagnostic	Basic	Major	Total
Number of procedures by Delta Dental PPO dentists	121	85	2	208
Delta Dental PPO share of total procedures	18.7%	54.1%	6.9%	24.9%
Submitted amount by Delta Dental PPO dentists	\$10,126	\$29,120	\$1,750	\$40,996
Approved amount for Delta Dental PPO dentists	\$6,924	\$18,228	\$1,205	\$26,357
Estimated Delta Dental PPO Savings	31.6%	37.4%	31.1%	35.7%

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Delta Dental Premier Usage & Savings

*Your savings for the period February 2022 through January 2023
resulting from utilization of Delta Dental Premier dentists.*

	Preventive & Diagnostic	Basic	Major	Total
Number of procedures by Delta Dental Premier dentists	405	62	22	489
Delta Dental Premier share of total procedures	64.7%	41.1%	91.7%	61.0%
Submitted amount by Delta Dental Premier dentists	\$31,959	\$21,844	\$21,093	\$74,896
Approved amount for Delta Dental Premier dentists	\$23,553	\$15,537	\$15,555	\$54,645
Estimated Delta Dental Premier Savings	26.3%	28.9%	26.3%	27.0%

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Cost Management Savings

	February 2022-January 2023		February 2021-January 2022	
Billed Charges	\$	139,787	\$	156,068
Paid Claims	\$	68,356	\$	82,373
Predetermination Savings	\$	0	\$	335
Cost Management Savings	Dollars Saved	% of Billed Charges	Dollars Saved	% of Billed Charges
Delta Dental PPO Dentist Savings	\$ 14,318	10.2%	\$ 12,800	8.2%
Delta Dental Premier Dentist Savings	\$ 19,909	14.2%	\$ 15,745	10.1%
Non-Network Dentist Savings	\$ 3,764	2.7%	\$ 3,011	1.9%
Consultant Review	\$ 0	0.0%	\$ 2,505	1.6%
Non-Billable Procedures	\$ 2,244	1.6%	\$ 1,933	1.2%
Elective Care	\$ 0	0.0%	\$ 107	0.1%
Eligibility Verification	\$ 763	0.5%	\$ 913	0.6%
Coordination of Benefits	\$ 8,783	6.3%	\$ 5,652	3.6%
Subtotal	\$ 49,781	35.6%	\$ 42,666	27.3%
Cost Management Savings per employee per month	\$ 76.82		\$ 60.01	
Plan Design Savings				
Non-Covered Procedures	\$ 1,684	1.2%	\$ 4,159	2.7%
Deductible Savings	\$ 1,225	0.9%	\$ 1,250	0.8%
Coinsurance Savings	\$ 9,710	6.9%	\$ 21,973	14.1%
Plan Maximum Savings	\$ 1,864	1.3%	\$ 2,957	1.9%
Subtotal	\$ 14,483	10.4%	\$ 30,339	19.4%
Total Savings	\$ 64,264	46.0%	\$ 73,005	46.8%
Claims Adjustments	\$ 7,166	5.1%	\$ 689	0.4%
Net Savings	\$ 71,430	51.1%	\$ 73,694	47.2%

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Cost Management Savings

Definitions of Savings Categories

Predetermination Savings: Reflects the difference between the amount charged and the amount allowed. Paid claims may be included in any of the saving categories listed below, depending on what treatment was actually rendered.

Cost Management Savings

Delta Dental PPO Dentist Savings: Reduction of submitted fees to reflect the Delta Dental PPO Dentist's fee schedule as set by Delta Dental. The balance is not charged to the patient.

Delta Dental Premier Dentist Savings: Reduction of submitted fees to reflect the Delta Dental Premier Dentist's maximum plan allowance. The balance is not charged to the patient.

Non-Network Dentist: Reduction of submitted fees to the maximum plan allowance.

Consultant Review: Determinations made by Delta Dental's dental consultants regarding the appropriateness of a proposed service.

Non-Billable Procedures: Procedures not charged to the patient or the group by a Delta Dental Network Dentist, such as unbundling of charges and work covered under Delta Dental's treatment guarantees.

Elective Care: Payment allowance made by Delta Dental for the most cost-effective, acceptable alternative dental procedure (e.g., a silver filling allowance toward a tooth-colored filling on a molar).

Eligibility Verification: Delta Dental's careful attention, monitoring and maintenance of subscriber and group eligibility records.

Coordination of Benefits: Delta Dental's special attention to properly applying coordination of benefits (COB) policies, regardless of claim size.

Plan Design Savings

Non-Covered Procedures: Procedures excluded or limited by the Plan that are charged to the patient.

Deductible Savings: A specified dollar amount paid by the patient before benefit payment/coinsurance is applied.

Coinsurance Savings: The patient's share of payment of allowable fees for covered benefits.

Plan Maximum Savings: The dollar amount which exceeds a patient's maximum allowable benefits for a specified period.

Claim Adjustments: The net result of adjustments made to claims processed in a prior period. There may be additional savings reflected in the adjusted claim action or there may be a reversal of the claim savings originally shown.

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Renewal Summary

A review of experience results, administrative fee for your renewal period, and COBRA rate analysis.

Experience Results

	Experience Period February 2022 - January 2023
Paid Claims	\$68,356
Administrative Fees	\$3,257
Total Cost	\$71,613
Number of Claims	326
Average Claims per Employee	6.02
Average Paid Claim	\$209.68
Average Enrollment	54

Administrative Fee For Renewal Period July 2023 - June 2024

	Per Employee Per Month
Present Rate	\$5.01
Renewal Rate	\$5.01
Percent Change	0.0%

COBRA Rate Projections For Renewal Period

Revenue Generated at Current COBRA Rates	\$83,568
Projected Total Cost	\$74,033
Calculated Adjustment to Rates	-11.4%
Experience Credibility Factor	30.0%

COBRA Rate Recommendation*

	Current Rates	Renewal Rates	Rate Change
Employees Only	\$50.12	\$50.12	0.0%
Employees w/Family	\$147.43	\$147.43	0.0%

* The recommended rates do not include the plan sponsor's 2% administrative allowance.

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Dental Plan Performance Monitor

Prepared for Manawa School District

I. REPORT PARAMETERS

A. Dental Administrator: Delta Dental

Monthly Rates used for Calculating Dental Premiums:

Single \$57.73
Family \$148.56

II. PLAN EXPERIENCE

Month	PLAN COSTS		TOTAL PLAN COSTS	CONTRACT COUNTS		TOTAL CONTRACTS
	Administration	Paid Claims		Single Contracts	Family Contracts	
July 2022	\$271	\$5,989	\$6,259	11	43	54
August 2022	\$276	\$7,380	\$7,655	11	44	55
September 2022	\$266	\$7,189	\$7,454	10	43	53
October 2022	\$266	\$2,771	\$3,036	10	43	53
November 2022	\$266	\$6,661	\$6,926	10	43	53
December 2022	\$266	\$3,109	\$3,374	10	43	53
January 2023	\$261	\$4,434	\$4,694	9	43	52
TOTALS	\$1,869	\$37,531	\$39,400	71	302	373

III. KEY INDICATORS

Average Single Enrollment:	10	Total Plan Costs:	\$39,400
Average Family Enrollment:	43	Projected Plan Costs:	\$48,964
Average Total Enrollment:	53	Dollar Difference:	\$9,564
		Funding Ratio:	80%
		Total Costs per Employee per Year:	\$1,268



Manawa School District Vision Insurance Benefit Comparison

Effective Date: 7/1/2023

Vision Carrier		DeltaVision	
Plan Name		Current/Renewal Full Coverage	
Frequency Limitations			
Eye Examination		Once Every	12 Months
Lenses		Once Every	12 Months
Frame		Once Every	24 Months
Contact Lenses		Once Every	12 Months
Deductible		None	
Copayment		Exam	Materials
		\$20	\$20
Vision Benefits		In Network	Out of Network
			<u>Up To</u>
Vision Examination		100% after Copay	\$35.00
Contact Lens Fitting		See Summary	\$40.00
Frames Up To		\$100.00	\$50.00
Lens Benefit		(Clear, Standard, Glass, or Plastic)	
			<u>Retail Value To</u>
Single Vision		100% after Copay	\$25.00
Bifocal		100% after Copay	\$40.00
Trifocal		100% after Copay	\$55.00
Contact Lenses Benefit			<u>Retail Value To</u>
Medically Necessary w PreAuth		Paid in Full	\$200.00
Elective		\$80.00	\$64.00
In lieu of Spectacle Lenses		Yes	
Rates:		Current	Renewal
Employee	11	\$4.78	
Family	44	\$11.90	
		\$576.18	
		\$6,914.16	
Rate Guarantee		Until 7/1/2026	

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



School District of Manawa

2022 Renewal Summary

Policy 163481

Thank you for choosing Standard Insurance Company (The Standard) as your employee benefits partner since September 1, 2017. We appreciate your business and the opportunity to renew our commitment. We strive to provide School District of Manawa and your employees outstanding value, expertise and personal service.

As always, our goal is to help you take care of your business and your employees. Our team remains committed to helping you achieve strategic goals for your benefits program, streamline administration and increase employee satisfaction. In short — better results with less noise. Thank you again for your continued business.

Our Approach to Renewals — Continued Partnership

The renewal rates for your Group Life, Disability insurance will be effective July 1, 2022.

For your renewal, we utilized manual rates to determine the appropriate rate for renewal. Our manual rates use the demographics of your employees to determine the appropriate rates. Factors such as gender, age, salary, occupation and plan design contribute to determining the manual rate.

Please consider this renewal package the next step in our ongoing conversation about how we can best meet your needs. We may be able to work together to help you get more value out of your benefits program or reduce overall costs. We'd be happy to re-evaluate your plan design and benefits usage and discuss your options.

Your Basic Life Renewal

We understand that handling a Life insurance claim takes a special touch. Our Life benefits analysts complete annual grief training. This program helps them empathize with beneficiaries and recognize when they need special attention. We strive to help you make a tough time easier. Our goal is to provide support with easy claim filing, timely decisions, and prompt payment of approved claims.

Census Demographics for Basic Life

Categories	Prior Calculation	Current Calculation	Change
Female Lives	71	63	-8
Male Lives	14	13	-1
Benefit Volume	\$6,994,000	\$6,476,000	-\$518,000
% Benefit Volume Age 50 +	44%	45%	1%

Based on our thorough analysis, we're offering the renewal rate[s] listed below.

Renewal Date	Current Rate *	Renewal Rate *	Monthly Premium Change **
July 1, 2022	\$0.090	\$0.090	\$0

* Rate mode is Per \$1000 of Benefit

** Final premium change will be determined based on your group's composition at billing time

Rate will be guaranteed for 2 years until July 1, 2024.

The Standard is committed to helping you provide employees and their beneficiaries with the support they need. Below is a reminder of the additional services and tools offered with your Life plan.

The Life Services Toolkit

For employees, online services include estate planning and state-specific will preparation, identity theft prevention, financial calculators, wellness resources and more. For beneficiaries, the Life Services Toolkit offers grief and loss support by phone, online and face-to-face. They can also take advantage of access to financial counselors, legal consultation and other support services. This service is offered through a vendor that is not affiliated with The Standard.

Travel Assistance

Travel Assistance can provide a sense of security for your employees and their eligible family members anytime they travel with minimal restrictions. Available 24 hours a day — with access online or through a single phone call — Travel Assistance offers a full range of trip planning and travel support, including emergency evacuation services and medical, legal, and translation service referrals. This service is offered through a vendor that is not affiliated with The Standard.

Your Additional Life Renewal

Your Additional Life insurance from The Standard allows you to expand the benefit options you offer your employees. Your Additional Life plan can offer choice, flexibility, convenience and greater peace of mind for employees.

Census Demographics for Additional Life

Categories	Prior Calculation	Current Calculation	Change
Female Lives	19	22	3
Male Lives	5	4	-1
Benefit Volume	\$1,000,000	\$1,110,000	\$110,000
% Benefit Volume Age 50 +	35%	24%	-11%

Based on our thorough analysis, we're offering the renewal rate[s] listed below.

Age Graded Rates for Additional Life:

Age Band	Current Rate *	Renewal Rate *	Volume	Monthly Premium Change **
0 – 24	\$0.076	\$0.076	\$0	\$0
25 – 29	\$0.076	\$0.076	\$10,000	\$0
30 – 34	\$0.095	\$0.095	\$90,000	\$0
35 – 39	\$0.134	\$0.134	\$100,000	\$0
40 – 44	\$0.191	\$0.191	\$310,000	\$0
45 – 49	\$0.306	\$0.306	\$330,000	\$0
50 – 54	\$0.486	\$0.486	\$80,000	\$0
55 – 59	\$0.747	\$0.747	\$120,000	\$0
60 – 64	\$1.166	\$1.166	\$70,000	\$0
65 – 69	\$1.808	\$1.808	\$0	\$0
70 – 74	\$3.941	\$3.941	\$0	\$0
75 and over	\$14.950	\$14.950	\$0	\$0
Total Monthly Premium Change:				\$0

* Rate mode is Per \$1000 of Benefit

Age Graded Rates for Spouse Life:

Age Band	Current Rate *	Renewal Rate *	Volume	Monthly Premium Change **
0 - 24	\$0.076	\$0.076	\$0	\$0
25 - 29	\$0.076	\$0.076	\$0	\$0
30 - 34	\$0.095	\$0.095	\$25,000	\$0
35 - 39	\$0.134	\$0.134	\$25,000	\$0
40 - 44	\$0.191	\$0.191	\$80,000	\$0
45 - 49	\$0.306	\$0.306	\$60,000	\$0
50 - 54	\$0.486	\$0.486	\$0	\$0
55 - 59	\$0.747	\$0.747	\$20,000	\$0
60 - 64	\$1.166	\$1.166	\$25,000	\$0
65 - 69	\$1.808	\$1.808	\$0	\$0
70 - 74	\$3.941	\$3.941	\$0	\$0
75 and over	\$14.950	\$14.950	\$0	\$0
Total Monthly Premium Change:				\$0

* Rate mode is Per \$1000, Elective

** Final premium change will be determined based on your group's composition at billing time

Rate will be guaranteed for 2 years until July 1, 2024.

Your Long Term Disability Renewal

The Standard's Long Term Disability insurance helps your employees protect a portion of their incomes. Our holistic approach can also support productivity by helping employees stay at or return to work.

This coverage includes a Reasonable Accommodation Expense Benefit, which reimburses employers for approved workplace modifications of up to \$25,000 that enable disabled employees to return to or remain at work. The Reasonable Accommodation Expense Benefit is separate from the LTD benefit payment.

Census Demographics for Long Term Disability

Categories	Prior Calculation	Current Calculation	Change
Female Lives	71	63	-8
Male Lives	14	13	-1
Benefit Volume	\$318,124	\$291,101	-\$27,023
% Benefit Volume Age 50 +	46%	47%	1%

Based on our thorough analysis, we're offering the renewal rate[s] listed below.

Renewal Date	Current Rate *	Renewal Rate *	Monthly Premium Change **
July 1, 2022	\$0.300	\$0.324	\$70

* Rate mode is Percent of Insured Earnings

** Final premium change will be determined based on your group's composition at billing time

Rate will be guaranteed for 2 years until July 1, 2024.

The Standard is committed to offering services that help employees feel successful at work and at home. To make sure you're aware of what's offered with your LTD plan, we've highlighted key services below.

Employee Assistance Program

The Employee Assistance Program (EAP) can help employees and managers resolve personal and workplace issues. The EAP provides 24/7 support from masters-degreed clinicians by phone, online, live chat, email and text. Employees and family members can receive referrals to support groups, a network counselor, community resources and face-to-face counseling sessions. EAP services can help with depression, family issues, life improvement, addictions, financial concerns, workplace conflicts and more. The EAP can also be connected to your health plan and other benefits you offer. This service is offered through a vendor not affiliated with The Standard.

Your Short Term Disability Renewal

Our approach to your Disability insurance focuses on creating a circle of support for your employees. We strive to make prompt claim decisions to help ensure employees with complex claims get the help they need to return to work.

Census Demographics for Short Term Disability

Categories	Prior Calculation	Current Calculation	Change
Female Lives	5	4	-1
Male Lives	2	2	0
Benefit Volume	\$4,038	\$2,485	\$-1,553
% Benefit Volume Age 50 +	49%	9%	-40%

Based on our thorough analysis, we're offering the renewal rate[s] listed below.

Age Graded Rates for Short Term Disability:

Age Band	Current Rate *	Renewal Rate *	Volume	Monthly Premium Change **
0 – 24	\$1.040	\$1.040	\$0	\$0
25 – 29	\$1.040	\$1.040	\$942	\$0
30 – 34	\$0.850	\$0.850	\$0	\$0
35 – 39	\$0.680	\$0.680	\$520	\$0
40 – 44	\$0.610	\$0.610	\$0	\$0
45 – 49	\$0.580	\$0.580	\$810	\$0
50 – 54	\$0.690	\$0.690	\$0	\$0
55 – 59	\$0.690	\$0.690	\$0	\$0
60 – 64	\$0.690	\$0.690	\$213	\$0
65 – 69	\$0.690	\$0.690	\$0	\$0
70 and over	\$0.690	\$0.690	\$0	\$0
Total Monthly Premium Change:				\$0

* Rate mode is Per \$10.00 of Benefit

** Final premium change will be determined based on your group's composition at billing time

Rate will be guaranteed for 2 years until July 1, 2024.

The Standard is committed to helping you provide innovative benefits programs that support your employees' needs. We want to make sure you're aware of the services offered with your STD plan as outlined below.

Health Advocacy Select

When employees are receiving disability benefits, we can help them navigate the health care system with Health Advocacy Select, a service provided through a partnership with Health Advocate, a leading health assistance and support company. This highly personalized service offers employees a dedicated personal health advocate who can assist with a wide range of health care issues, from medical paperwork to scheduling appointments and getting second opinions.

Thank You and Next Steps

We appreciate the opportunity to continue our partnership with School District of Manawa.

A summary of our Renewal Offer is in the chart below. Thank you for allowing Standard Insurance Company the opportunity to support your insurance needs.

Product & Services *	Through 06/30/22	Effective 07/01/22
Basic Life	\$0.090 Per \$1000 of Benefit	\$0.090 Per \$1000 of Benefit
Travel Assistance	Included in Rates for Life	Included in Rates for Life
Basic AD&D	\$0.020 Per \$1000 of Benefit	\$0.020 Per \$1000 of Benefit
Additional Life	Rate Varies	Rate Varies, no change
Additional AD&D	\$0.029 Per \$1000 of Benefit	\$0.029 Per \$1000 of Benefit
Spouse Dependent Life	Rate Varies	Rate Varies, no change
Spouse Dependent AD&D	\$0.020 Per \$1000, Elective	\$0.020 Per \$1000, Elective
Child Dependent Life	\$0.039 Per \$1000, Elective	\$0.039 Per \$1000, Elective
Child Dependent AD&D	\$0.033 Per \$1000, Elective	\$0.033 Per \$1000, Elective
LTD	\$0.300 Percent of Insured Earnings	\$0.324 Percent of Insured Earnings
Employee Assistance Program	Included in Rates for LTD	Included in Rates for LTD
STD	Rate Varies	Rate Varies, no change
Health Advocacy Select	Included in rates for STD	Included in rates for STD

*The above shown rates are monthly.

You can count on us to help you retain and attract employees by providing the benefits and services they value – now and for years to come. We're always available to address any questions you have about this renewal or for any service needs. Please reach out to the Chicago group office at (847) 517--945 and we'll be happy to help.

Health Carrier		WCA Group Health Trust	
		Current/Renewal	
Insurance Type		PPO - Embedded	
Provider Network:		UHC Choice Plus	
Deductible(Plan Year)		Single	Family
In Network		\$2,000	\$4,000
Out of Network		\$4,000	\$8,000
Co-Insurance		100% after Deductible	
In Network		100% after Deductible	
Out of Network		70/30 to Out of Pocket Max	
Maximum Out-of-Pocket (Ded/Coins)		Single	Family
In Network		\$2,000	\$4,000
Out of Network		\$8,000	\$16,000
Max Out-of-Pocket (Ded/Coins/Copay)		Single	Family
In Network Medical		\$2,000	\$4,000
In Network Rx		\$2,000	\$4,000
Out of Network		Does Not Apply	
Office Visits		PCP	Specialist
In Network		Deductible Applies	
Out of Network		Deductible & Coinsurance	
Routine/Preventive Care		Select Services Covered in Full	
In Network		Select Services Covered in Full	
Out of Network		Deductible & Coinsurance	
Urgent Care		Deductible Applies	
In Network		Deductible Applies	
Out of Network		Deductible & Coinsurance	
Emergency Room		In-Network Deductible Applies	
Hospital Services		Deductible Applies	
In Network		Deductible Applies	
Out of Network		Deductible & Coinsurance	
Prescription Drugs		\$0 / \$10 / \$30 / \$60 / 25% to \$250	
In Network		\$0 / \$10 / \$30 / \$60 / 25% to \$250	
Out of Network		No Coverage	
Enhanced Services		Vision Included	
Vision Benefit		Vision Included	
Extraction/Replacement of Teeth		No	
Waiver of Premium		No	
Rates		Current	Renewal
Employee	10	\$860.92	\$899.66
Employee + 1	10	\$1,723.04	\$1,800.58
Family	27	\$2,325.07	\$2,429.70
Annual Δ% from Current		4.50%	
Monthly Totals		\$88,616.49	\$92,604.23
Annual Totals		\$1,063,397.88	\$1,111,250.78
Annual Δ\$ from Current		\$47,853	


While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



07/01/2023 Renewal for Manawa School District

	Current Plan Benefits			Renewal Plan Benefits		
Network	UHC Choice Plus			UHC Choice Plus		
Plan Type	PPO			PPO		
Accumulation Type	Embedded			Embedded		
Benefit Accumulator	Plan Year			Plan Year		
	In-Network	Out-of-Network		In-Network	Out-of-Network	
Deductible	\$2,000/\$4,000	\$4,000/\$8,000		\$2,000/\$4,000	\$4,000/\$8,000	
Coinsurance	100%	70%		100%	70%	
Total Maximum Out-of-Pocket (Ded & Coins)	\$2,000/\$4,000	\$8,000/\$16,000		\$2,000/\$4,000	\$8,000/\$16,000	
Medical Benefits						
Inpatient Hospital	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Outpatient Hospital	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Office Visit	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Specialist Office Visit	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Preventive Exam	100%/Deductible Waived	Deductible/70%		100%/Deductible Waived	Deductible/70%	
Manipulation	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Phys/Occ/Sp/Resp Therapy <small>(Combined 60 visits per benefit period for PT/OT/ST)</small>	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Durable Medical Equipment	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Urgent Care	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Emergency Room Care	PPO Deductible/100%			PPO Deductible/100%		
Mental Health/Subst. Abuse:						
Office Visit	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Inpatient	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Outpatient	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
High Tech Imaging Coverage	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Oral Surgery	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
All Other Covered Medical Services	Deductible/100%	Deductible/70%		Deductible/100%	Deductible/70%	
Teladoc Benefits	100%/Deductible Waived			100%/Deductible Waived		
Pharmacy Benefits						
Drug Plan Formulary	Generic	Preferred	Non-Preferred	Generic	Preferred	Non-Preferred
Retail, 30 Days	\$10	\$30	\$60	\$10	\$30	\$60
Retail, 31-90 Days	\$30	\$90	\$180	\$30	\$90	\$180
Mail Order, 90 Days	\$20	\$60	\$120	\$20	\$60	\$120
Specialty, 30 Days	25% up to \$250			25% up to \$250		
	Value Priced Generic: Yes - \$0			Value Priced Generic: Yes - \$0		
	Mandatory Generic: No			Mandatory Generic: No		
	Rx Max Out-of-Pocket: \$2,000/\$4,000			Rx Max Out-of-Pocket: \$2,000/\$4,000		

By: Manawa School District
 Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

By: WCA Group Health Trust
 Signature: 
 Print Name: Michael Lamont
 Title: Chief Operating Officer
 Date: 03-11-2023

This is a summary of the plan benefits. For more detailed benefit information, please refer to the Summary Plan Description (SPD). If a discrepancy is found between this renewal summary and your policy's SPD, the terms of the SPD will govern.



**MANAWA SCHOOL DISTRICT
2023 RENEWAL EXHIBIT
(Effective 07/01/2023)**

<i>Coverage Tier</i>	<i>Enrollment</i>	<i>Current Premium</i>	<i>Current Monthly Premium</i>	<i>07/01/2023 Renewal Premium</i>	<i>Renewal Monthly Premium</i>
Single	10	\$860.92	\$8,609.20	\$899.66	\$8,996.60
Employee + 1	10	\$1,723.04	\$17,230.40	\$1,800.58	\$18,005.80
Family	27	\$2,325.07	\$62,776.89	\$2,429.70	\$65,601.90
Monthly Total	57		\$88,616.49		\$92,604.30
Annual Total			\$1,063,397.88		\$1,111,251.60

By: Manawa School District
 Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

By: WCA Group Health Trust
 Signature: *Michael Lamont*
 Print Name: Michael Lamont
 Title: Chief Operating Officer
 Date: 03.11.2023

This is a summary of the plan benefits. For more detailed benefit information, please refer to the Summary Plan Description (SPD). If a discrepancy is found between this renewal summary and your policy's SPD, the terms of the SPD will govern.



**MANAWA SCHOOL DISTRICT
2023 RENEWAL EXHIBIT
(Effective 07/01/2023)**

Assumptions

- Rates are guaranteed for the contract period of 07/01/2023 through 06/30/2024.
- Rates are based on your submitted census. WCA Group Health Trust reserves the right to adjust the rates from audit date back to effective date if any of the following changes:

- Enrollment +/- 10%
- Average Contract Size +/- 10%
- Area Factor +/- 8
- Age/Sex Factor +/- 10%
- Cobra enrollees are more than 10% of enrollment.
- Retiree enrollees are more than 10% of enrollment.
- Any Material Changes

-Employer contributes a minimum of 50% toward the employee only rates and 50% toward the dependent rates.

-Requires a minimum participation level of 75%.

- This offer, unless otherwise stated herein, completely replaces all other previous offers or portions thereof. Any offers previously extended are hereby null and void.

-WCA Group Health Trust reserves the right to adjust the rates and/or fees (i) in the event of any changes in federal, state or other applicable legislation or regulation; (ii) in the event any changes in Plan design required by the applicable regulatory authority (i.e. mandated benefits) or by the Plan Sponsor; and (iii) as otherwise permitted in our policy.

-This premium may include state and federal taxes and fees.

-Plan design and corresponding premium rates offered herein represent a coverage option that is consistent with your current group size (based on most recent census or survey information) and closely matches your current coverage. Additional coverage options may be available to you.

- Premium rates include a 1.5% commission payable to your agent based on negotiations between you and your broker/consultant.

By: Manawa School District

Signature: _____

Print Name: _____

Title: _____

Date: _____

By: WCA Group Health Trust

Signature:  _____

Print Name: Michael Lamont

Title: Chief Operating Officer

Date: 08.11.2023



Projected Funding Levels: 07/01/23 to 06/30/24

Prepared for Manawa School District

Completed: 02/07/2023

Version 1.0

Current Benefit Plan Design

I. TREND ASSUMPTIONS

Dental Trend	4.0%
Renewal Date	07/01/2023
Projection End Date	06/30/2024

II. HISTORICAL CLAIMS EXPERIENCE

EXPERIENCE PERIOD	02/01/22 - 01/31/23	02/01/21 - 01/31/22
Paid Dental Claims	\$68,356	\$82,373
Plan Adjustment Factor	1.0000	1.0000
Plan Maturation Factor ⁽¹⁾	1.0000	1.0000
Adjusted Paid Claims	\$68,356	\$82,373
Number of Months in Experience Period	12	12
Annualized Adjusted Paid Claims	\$68,356	\$82,373
Average Contracts ⁽²⁾	55	60
Claims per Contract per Year	\$1,245	\$1,384
Trend to Midpoint (number of months)	17.0	29.0
Trend to Midpoint (trend factor)	1.0571	1.0994
Projected Claims per Contract per Year	\$1,316	\$1,522
Weight	70%	30%
Weighted Average Claims per Contract per Year	\$1,378	

⁽¹⁾ Claims Adjustment for COVID-19

⁽²⁾ Enrollment is lagged two months.

III. CALCULATION OF FUNDING LEVELS

1. Variable Costs

Current Contract Count	52
Projected Plan Year Dental Claims	\$71,641

2. Fixed Costs

Renewal rate of \$5.01 PEPM with Delta Dental	\$5.01
Dental Administration	\$3,126

Projected Overall Plan Year Expenditures \$74,767

Projected Funding w/ Current Rates \$82,892

Calculated Funding Rate Increase -9.8%

Plan Level	Current Contract Counts	Current Funding Rate	Calculated Funding Rate	Proposed Funding Rate
Employee Only	9	\$57.73	\$52.07	\$57.73
Employee + Family	43	\$148.56	\$134.00	\$148.56
Annual Totals	52	\$82,892	\$74,767	\$82,892

The recommended rates do not include the plan sponsor's 2% administrative allowance for COBRA Participants

Disclaimer: The calculated proposed funding rates represents our suggestion of what adjustment should be applied to current premium funding rates to meet future expected plan costs. M3 Insurance Solutions, Inc. will not be liable for any potential shortfalls or surpluses of dollars based on these projections.

	Quad County Consortium									
	Erin	HNR Plan #1	HNR Plan #2	Horicon Plan #1	Horicon Plan #1	Hustisford	Kewaskum	Lomira	Manawa	New Holstein
	PPO	PPO	PPO - QHDHP	PPO - HRA	PPO - QHDHP	PPO	PPO	PPO	PPO	PPO
Deductible	\$3,000/\$6,000	\$3,000/\$6,000	\$3,000/\$6,000	\$3,000/\$6,000	\$2,000/\$4,000	\$1,500/\$3,000	\$2,000/\$4,000	\$2,000/\$4,000	\$2,000/\$4,000	\$1,000/\$2,000
Deductible Yr	Calendar Yr (1/1 - 12/31)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Policy Yr (7/1 - 6/30)	Calendar Yr (1/1 - 12/31)
Coinsurance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Out of Pocket Max	\$4,500/\$9,000	\$3,000/\$6,000	\$3,000/\$6,000	\$5,000/\$10,000	\$2,000/\$4,000	\$1,500/\$3,000	\$4,000/\$8,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000
Prescription	\$10/\$25/\$50/25% to \$250	\$10/\$30/\$60/25% to \$250	Ded	\$20/\$25/\$50/25% to \$250	Ded	\$10/\$25/\$50/25% to \$250	\$20/\$40/\$60/25% to \$250	Ded	\$10/\$30/\$60/25% to \$250	\$10/\$30/\$60/25% to \$250
Rx OOP Max	Included in Med	\$2,000/\$4,000	Included in Med	Included in Med	Included in Med	\$2,000/\$4,000	Included in Med	Included in Med	\$2,000/\$4,000	Included in Med
HRA	N/A	\$2,750/\$5,500	N/A	\$2,250/\$4,500	N/A	N/A	N/A	N/A	\$1,000/\$2,000	N/A
HSA	N/A	N/A	\$2,000/\$4,000 (1/2 in Oct; 1/2 in Jan)	N/A	\$750/\$1,500	N/A	N/A	\$350/\$700 (EE needs to contribute)	N/A	N/A
ER Contribution	56.29 monthly EE contribution	82%	93%	88%	88%	95%	defined contribution - district pays \$17,000 annually	94%	86%	88%
Cash In Lieu	\$8,000	\$6,800	\$6,800	Not Offered	Not Offered	\$6,000 for Admin/Teachers; \$3000/\$2000 for support	\$4,000	Not Offered	Not Offered	Not Offered
Copays:	Yes	No	No	Yes	No	No	Yes	No	No	Yes
Office	N/A			N/A			\$25/\$50			\$25
Urgent Care	\$100			\$100			\$75			\$100
ER	\$250			\$250			\$250			\$250

Timestamp	Email Address	What group is fundraising?	Advisor	What is the fundraiser? (i.e. what is being sold?)	What is the purpose for the funds being raised, be specific? (i.e. to pay admissions for a student field trip or donation to another non-profit organization?)	Will food or beverages be sold to students for consumption on campus? Fundraisers and Smart Snacks: Foods Not Intended for Consumption at School	Will the food or beverages sold to students meet the current USDA Dietary Guidelines for Americans and the Smart Shack Rules? Smart Snacks In A Nutshell	If approved, what day do you propose the fundraiser to start and end on?	If approved, this fundraiser will be considered an exemption. What day do you propose the fundraiser to start and end on? (may not exceed 2 weeks)	If approved, what day do you propose the fundraiser to start and end on?
3/17/2023 10:16:32	meck@manawaschools.org	FOR club	Mary Eck	Shake Sales- the school district is allowed three exemptions and can sell shakes- this will be the first time this year.	for FOR club projects (spreading kindness)	Yes	No		March 17th	
3/22/2023 15:43:28	metzwiler@manawaschools.org	Drama Club	Mr. Etwiler-Kealilher	Home baked goods	To pay admission price for students to attend professional theater performances	No				Sold during performances of HS musical. April 20,22,23
3/29/2023 12:22:08	nzabler@manawaschools.org	Art Club	Nancy Zabler	The Art Club kids are making miniature "Little Shop of Horrors" plants to be sold at the musical - They're thinking between \$6-10 each, depending on the size.	Future Art Club trips to art museums.	No				Same dates as the Musical - April 20,22,23

FY2324 Staff or Program Change Proposal

	Staff or Program Change	Addition to Expenditures/ Increased Costs	Reduction in Expenditures/ Cost Savings	Rationale
	All inserted into the Budget Model			
	Aid reduction	\$350,000.00		Declining Enrollment/Hold Harmless (-13 FTE)
	ESSER III		\$350,000.00	Approximate
BOE approved	Professional Teaching Staff \$AM	\$213,150.00		Includes all approved changes (4/11/23)
BOE approved	Support Staff	\$37,250.35		Includes all approved changes (4/11/23)
BOE approved	Health Insurance	\$42,500.00		4.5% (\$938,936)
BOE approved	Dental & Vision			0% increase (\$76,364)
BOE approved	Retirement, SS, Medicare	\$38,000.00		14.45% of new payroll - \$260,000
BOE approved	Gas/Electric Utility	\$11,300.00		4% increase (\$283,160)
	Busing	\$32,500.00		2-5% increase (\$648,933)
BOE approved	Increase Summer School hourly wage	\$5,850.00		Currently \$25 per hour, raise to \$30 per hour (1170 total hours)
	Administrators	\$6,400.00		4% increase on 2 contracts
BOE approved	District Administrator retirement		\$152,795.00	Salary and Benefits
BOE approved	Business Manager resignation		\$110,000.00	Salary \$80,000, Benefits \$30,000 (family)
	District and Business Administrator	\$180,000.00		Salary \$150,000, Benefits \$30,000 (family)
BOE approved	Accounts Receivable	\$70,000.00		\$19.23 per hour (\$40,000) + Benefits \$30,000 (family)
	Curriculum Director	\$0.00	\$0.00	Building principals will coordinate
	Maintenance Supervisor	\$0.00	\$0.00	Combine AD and Maintenance Supervision Position
	Add HR director role to district office admin assistant	\$38,000.00		part-time to full-time, pending wage approval on 4/18
	Food Service Supervisor	\$0.00	\$0.00	Assign to Secondary Principal as the production kitchen is in the MS/HS
	Reading Specialist to MMS/LWHS Principal	\$5,000.00	\$76,500.00	
	Reading Teacher (License 516 required; 517 preferred)	\$66,500.00		Tier III Literacy Interventions for K-5, Literacy Coach, Title I Portfolio, family nights
	Summer School Administrator	\$5,000.00		
	Transfer 2nd grade teacher to 1st grade	\$0.00	\$0.00	Option 1: As is, 2nd grade would be 1 section for the 2023-24 school year so a 2nd grade teacher will be moved to 1st grade which will be 2 sections.
	Add a second section of 2nd grade	\$0.00		Option 2: Splitting the current 1st grade class into 2 sections for 2nd grade would mean an elementary teacher will need to be added to the staff.
	Transfer 5th grade teacher to 4th grade	\$0.00	\$0.00	
	Add Gifted & Talented Coordinator	\$0.00	\$0.00	Physical Education Teacher will have devoted hours for District G/T Coordinator
	Add Secondary Special Ed Teacher	\$60,000.00		If a teacher is not hired, would need a parapro and may need to end the lease for Paving the Way
	Add Secondary Tech Ed Teacher	\$60,000.00		Student interest indicates this is needed
	Reconfiguring MMS/LWHS Attendance/Health Para Position to part-time year round		\$36,500.00	\$6,500 less salary (\$14.25/hr) and \$30,000 less in benefits
	Nurse - contracted	\$24,000.00		CESA contract (\$1,200 per day, 20 days)
	Hire Spanish Teacher			
	Elevate K-12		\$26,000.00	Replace Elevate K-12 7-8th grade Spanish with ERVING
	ERVING Network	\$22,000.00		Establish Distance Learning budget (ex. ERVING (\$20,746.09), Start College Now (\$22,241.25), WI Virtual)
	Enter into an agreement with WF for an in-person Occupational Therapist	\$30,000.00	\$25,780.00	We are paying Soliant for a virtual OT to supervise our COTA, meet with students and complete student evaluations. The virtual OT is contracted for 6 hours/week for \$80/hour. Going into an agreement with WF for an in-person OT will give us more services. WF has agreed to share for 50% both the COTA and the OTR.
	Add Special Ed Director 1 day/week	\$21,700.00		Flow Through? Contract with CESA 6 (2 days/week - \$43,400)
	Paint Crew/Summer Cleaning	\$15,000.00		4 people total 960 hours

FY2324 Staff or Program Change Proposal

	Staff or Program Change	Addition to Expenditures/ Increased Costs	Reduction in Expenditures/ Cost Savings	Rationale
	Telephone project	\$10,000.00	\$12,000.00	Migrate all phones into paging system. PBX, Phones that work in all classrooms
	Earmark \$5,000 for stipend schedule to be equalized	\$5,000.00		based on 2017-18 evaluation
	Biennial Budget	?		Per Pupil Per Pupil Categorical Aid Low Revenue Ceiling Special Ed Categorical Aid Reimbursement Total State Aid Pot 645-13 = 632 FTE
	TOTAL	\$1,349,150.35	\$789,575.00	
			-\$559,575.35	

Cost to the District for Health, Dental, & Vision Insurance

Family	\$28,101.00
Employee + 1	\$21,608.00
Single	\$10,607.00