

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



The Board of Education will livestream the public meeting at the following [LINK](#)

Monday, March 25, 2024
6:00 P.M.

Board of Education MISSION Statement: We Will Represent Our Community while Advocating For Our Stakeholders by Developing Strong Policy and Providing Direction For Our Future.

❖ **CALL TO ORDER**

- *This 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 will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [§19.84(2) Wis. Stats.]

- ***Verify Publication of Meeting***

❖ **ADMINISTRATIVE TEAM REPORT(S)**

1. Administrative Reports and Updates:
 - a. Good News Report - Informational Presentation
 - b. WASB - Strategic Planning Update - Cheryl Stinski
 - c. I-Ready (Fall & Mid Year) Assessment Data
 - i. MES Math
 - ii. MS/HS Math
 - iii. MES ELA
 - iv. MS/HS ELA

❖ **COMMITTEE REPORTS**

2. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2024-03-06
3. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2024-03-11
4. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 03-04-2024
5. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2024-03-06

❖ **PUBLIC COMMENTS**

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)

❖ **CONSENT AGENDA**

- *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

The Board will consider approval of:

6. Recommendation for Approval of Donations:
 - a. Manawa Chamber of Commerce - \$186.56 for Lights of Love
 - b. Royalton Station - \$500.00 for MES playground
 - c. Solarus - \$250 for Post Prom
7. Recommendation for Approval Minutes of Regular and Special Board Meetings
 - a. 2024-02-26: Regular Board Meeting
8. Recommendation for Approval - Facilities and Finance items:
 - a. Cash Receipts Report
 - b. Invoice Report Report
 - c. Rev / Exp Financial Report
 - d. Lawn Care Contract - Green Boys
 - e. Transportation Report - Kobussen
9. Recommendation for Approval of Personnel related items:
 - a. No Board action needed

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

❖ **BOARD COMMENTS**

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

10. Policy Work - **1st Reading** and discussion of NEOLA Policy Revisions Vol. 33. No. 1
 - a. Policy 0100 Definitions
 - b. Policy 0122 Board Powers
 - c. Policy 0152 Officers
 - d. Policy 0171.3 Clerk
 - e. Policy 2250 Innovative and Pilot Programs
 - f. Policy 2460.03 Independent Educational Evaluation
 - g. Policy 3431 Employee Leaves
 - h. Policy 5517 Student Anti-Harassment
 - i. Policy 5610 Suspension and Expulsion
 - j. Policy 6325 Procurement - Federal Grants/Funds
 - k. Policy 6610 Non District-Supported Activity Accounts
 - l. Policy 6611 District-Supported Activity Accounts

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**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.

11. Recommendation for Approval - **2nd Reading** - NEOLA Policy Revisions Vol. 33. No. 1 (TC)
 - a. Policy 0171.4 - Treasurer (Technical Correction)
 - b. Policy 2210 - Curriculum Development (Technical Correction)
 - c. Policy 2230 - Curriculum Course Guides (Technical Correction)
 - d. Policy 3211 - Whistleblower Protection (Technical Correction)
 - e. Policy 5461 - Children At-Risk of Not Graduating From HS (Technical Correction)
 - f. Policy 8442 - Reporting Accidents (Technical Correction)
12. Recommendation for Approval of Summer School Program Catalog
 - a. Summer School Program Catalog
13. Recommendation for Approval of Water Related/Overnight Field Trips from Secondary School
 - a. Memo and Form - State FFA Trip (June 2024)
14. Recommendation for Approval - Manawa Athletic Booster Club Yearly Advertising on Stadium
 - a. Memo and Information from Manawa Athletic Booster Club
15. Recommendation for Approval of AdHoc Wellness Committee members
 - a. Memo - List of Members and information regarding open invitation for broader participation
16. Recommendation for Approval of Nutrition Survey
 - a. Memo
 - b. Copy of the Survey

❖ **CLOSED SESSION**

- The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c), Wis. Statute, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - Performance evaluation
 - Compensation Discussion - Administration

❖ **ADJOURN**

Upcoming Meeting Dates/Times:

- March 25th @ 6:00 PM - Regular Board Meeting
- March 27th @ 5:00 PM - Policy & Human Resources Committee Meeting
- April 10th @ 4:00 PM - Finance Committee Meeting
- April 10th @ 4:50 PM - Building and Grounds Committee Meeting
- April 17th @ 5:00 PM - Curriculum Committee Meeting
- April 22nd @ 6:00 PM - Regular Board Meeting

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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.

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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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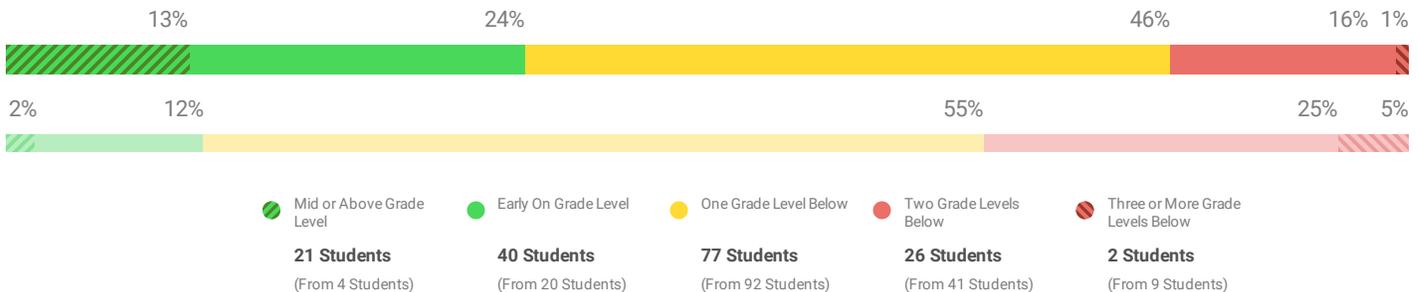
Diagnostic Results

School: MANAWA ELEMENTARY SCHOOL
 Subject: Math
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

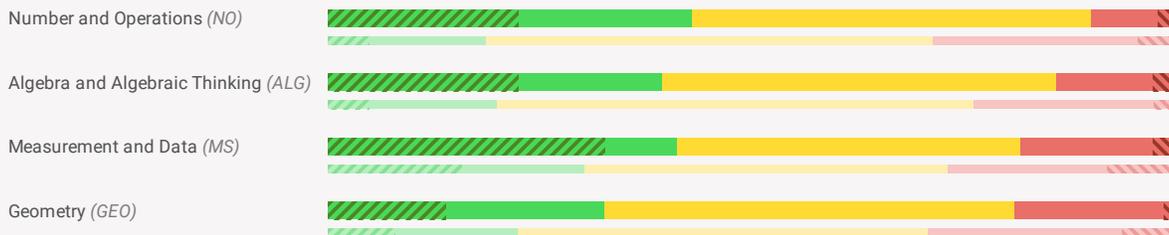
Criterion Referenced

Overall Placement

Students Assessed/Total: 166/181



Placement by Domain



Switch Table View

Choose to Show Results By

Placement Summary

Grade

Showing 6 of 6

Grade	Overall Grade-Level Placement	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below	Students Assessed/Total
Grade K	Winter Window		22%	13%	65%	0%	23/25
	Fall Window		4%	13%	83%	0%	
Grade 1	Winter Window		13%	7%	73%	7%	30/32
	Fall Window		3%	3%	63%	30%	

Diagnostic Results



School: MANAWA ELEMENTARY SCHOOL
 Subject: Math
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

Grade	Overall Grade-Level Placement						Students Assessed/Total	
Grade 2	Winter Window		19%	19%	24%	38%	0%	21/23
	Fall Window		0%	19%	29%	52%	0%	
Grade 3	Winter Window		9%	36%	42%	12%	0%	33/33
	Fall Window		0%	6%	64%	18%	12%	
Grade 4	Winter Window		6%	34%	31%	28%	0%	32/39
	Fall Window		0%	16%	50%	25%	9%	
Grade 5	Winter Window		11%	30%	41%	11%	7%	27/29
	Fall Window		7%	19%	41%	26%	7%	

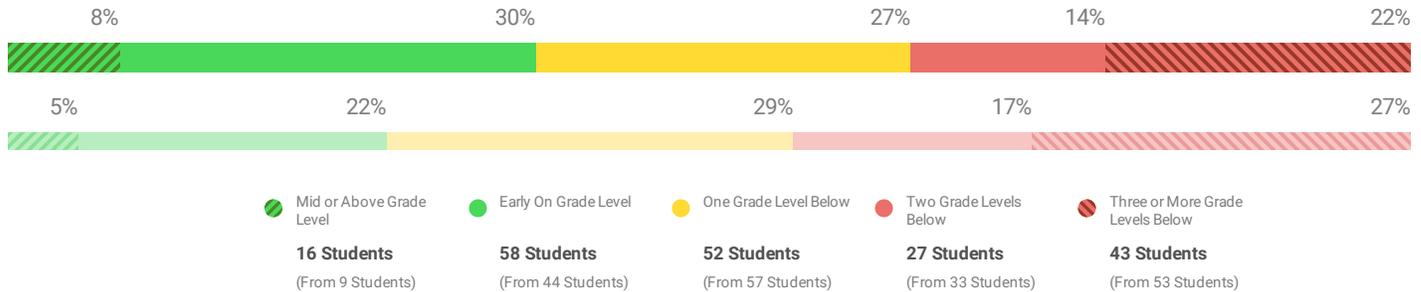
Diagnostic Results

School: MANAWA MIDDLE SCHOOL/LITTLE WOLF HIGH SCHOOL
 Subject: Math
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

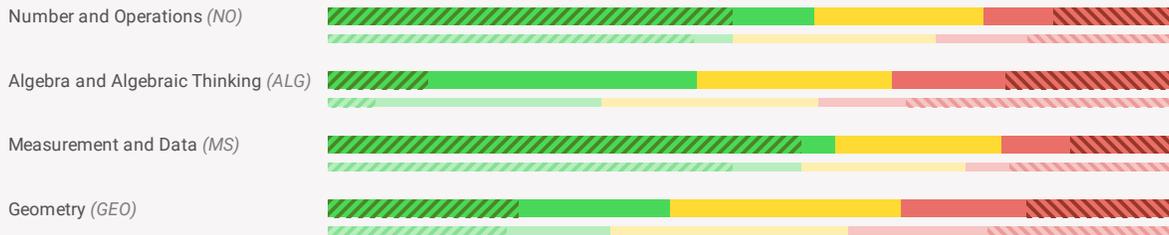
Criterion Referenced

Overall Placement

Students Assessed/Total: 196/247



Placement by Domain



Switch Table View

Choose to Show Results By

Placement Summary

Grade

Showing 7 of 7

Grade	Overall Grade-Level Placement	Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below	Students Assessed/Total
Grade 6	Winter Window	6%	23%	42%	13%	17%	48/66
	Fall Window	4%	6%	52%	8%	29%	
Grade 7	Winter Window	12%	19%	35%	19%	15%	26/38
	Fall Window	0%	15%	38%	15%	31%	

Diagnostic Results



School: MANAWA MIDDLE SCHOOL/LITTLE WOLF HIGH SCHOOL
 Subject: Math
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

Grade	Overall Grade-Level Placement						Students Assessed/Total	
Grade 8	Winter Window		14%	21%	38%	10%	17%	29/39
	Fall Window		10%	3%	45%	24%	17%	
Grade 9	Winter Window		9%	50%	13%	13%	16%	64/67
	Fall Window		5%	48%	9%	19%	19%	
Grade 10	Winter Window		0%	17%	17%	21%	46%	24/31
	Fall Window		4%	21%	13%	25%	38%	
Grade 11	Winter Window		0%	0%	0%	0%	100%	4/5
	Fall Window		0%	0%	0%	0%	100%	
Grade 12	Winter Window		0%	0%	0%	0%	100%	1/1
	Fall Window		0%	0%	0%	0%	100%	

Diagnostic Results

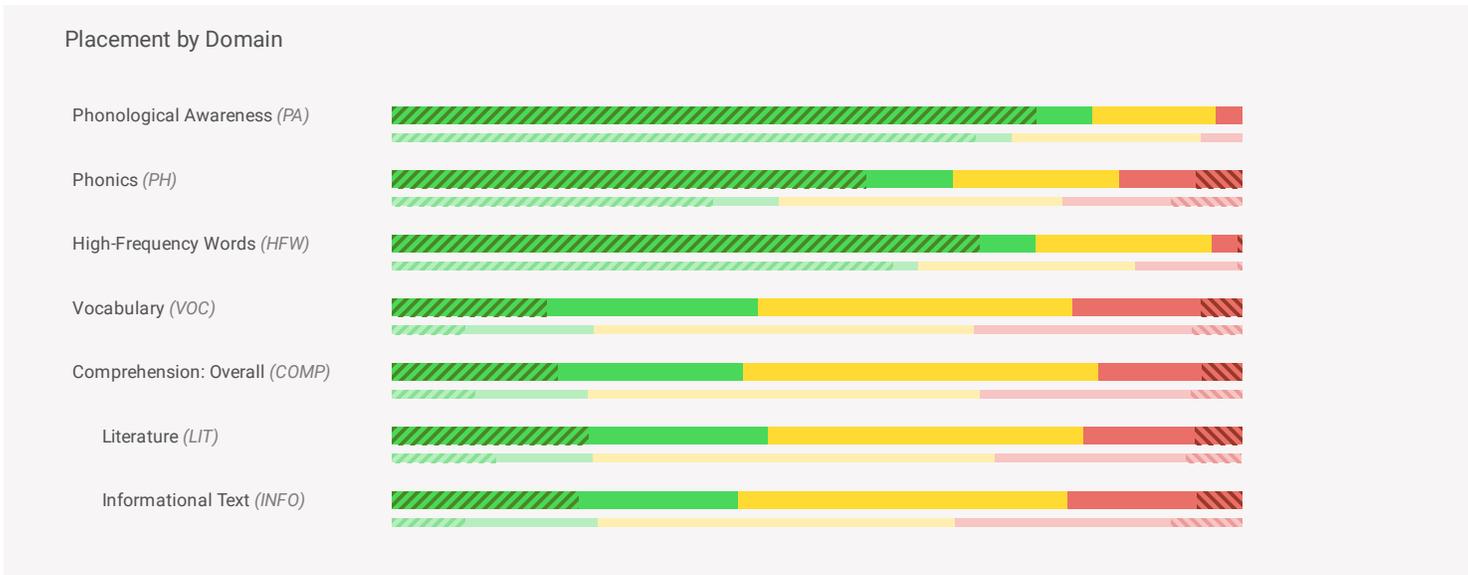
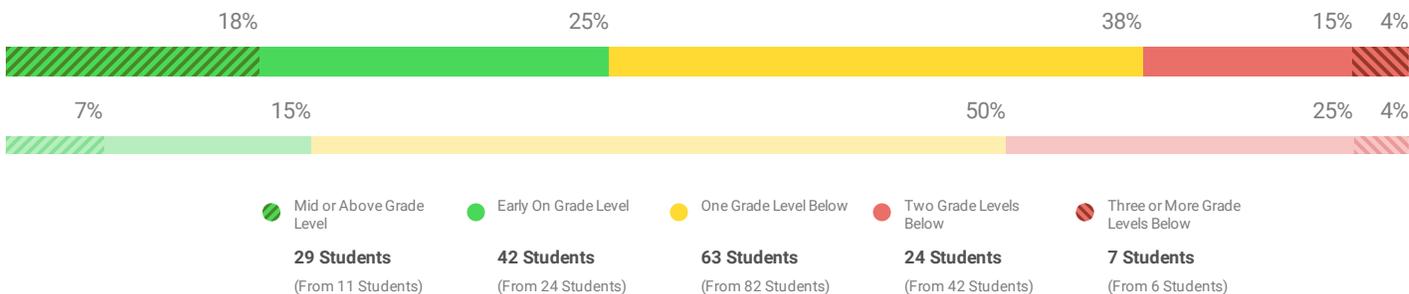


School: MANAWA ELEMENTARY SCHOOL
 Subject: Reading
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

Criterion Referenced

Overall Placement

Students Assessed/Total: 165/182



Switch Table View

Choose to Show Results By

Placement Summary

Grade

Showing 6 of 6

Grade Overall Grade-Level Placement ● ● ● ● ● Students Assessed/Total

Diagnostic Results



School: MANAWA ELEMENTARY SCHOOL
 Subject: Reading
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

Grade	Overall Grade-Level Placement						Students Assessed/Total	
Grade K	Winter Window		26%	22%	52%	0%	0%	23/25
	Fall Window		9%	17%	74%	0%	0%	
Grade 1	Winter Window		17%	23%	57%	3%	0%	30/33
	Fall Window		0%	10%	73%	17%	0%	
Grade 2	Winter Window		24%	24%	33%	19%	0%	21/23
	Fall Window		5%	19%	52%	24%	0%	
Grade 3	Winter Window		22%	44%	3%	31%	0%	32/33
	Fall Window		13%	22%	19%	41%	6%	
Grade 4	Winter Window		6%	19%	50%	9%	16%	32/39
	Fall Window		9%	3%	59%	19%	9%	
Grade 5	Winter Window		15%	19%	37%	22%	7%	27/29
	Fall Window		4%	19%	26%	48%	4%	

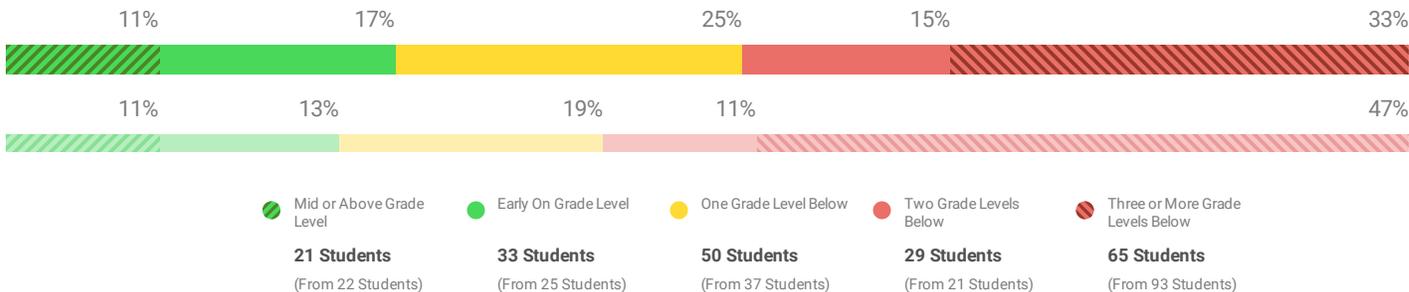
Diagnostic Results

School: MANAWA MIDDLE SCHOOL/LITTLE WOLF HIGH SCHOOL
 Subject: Reading
 Academic Year: 2023 - 2024
 Diagnostic: Winter Window
 Prior Diagnostic: Fall Window

Criterion Referenced

Overall Placement

Students Assessed/Total: 198/256



Placement by Domain



Switch Table View

Choose to Show Results By

Placement Summary

Grade

Showing 7 of 7

Grade Overall Grade-Level Placement Students Assessed/Total



Diagnostic Results



School MANAWA MIDDLE SCHOOL/LITTLE WOLF HIGH SCHOOL
 Subject Reading
 Academic Year 2023 - 2024
 Diagnostic Winter Window
 Prior Diagnostic Fall Window

Grade	Overall Grade-Level Placement						Students Assessed/Total	
Grade 6	Winter Window		12%	10%	20%	26%	32%	50/66
	Fall Window		14%	12%	14%	14%	46%	
Grade 7	Winter Window		19%	15%	22%	11%	33%	27/38
	Fall Window		15%	11%	11%	4%	59%	
Grade 8	Winter Window		14%	14%	41%	7%	24%	29/39
	Fall Window		10%	10%	21%	14%	45%	
Grade 9	Winter Window		8%	27%	33%	8%	25%	64/69
	Fall Window		8%	19%	31%	8%	34%	
Grade 10	Winter Window		4%	13%	4%	25%	54%	24/38
	Fall Window		13%	4%	4%	17%	63%	
Grade 11	Winter Window		0%	0%	0%	0%	100%	3/4
	Fall Window		0%	0%	0%	0%	100%	
Grade 12	Winter Window		0%	0%	0%	0%	100%	1/2
	Fall Window		0%	0%	0%	0%	100%	



School District of Manawa

Curriculum COMMITTEE MEETING

Manawa School District Office - Board Room

800 Beech Street, Manawa WI

(920)596-2525

Wednesday, March 6, 2024

5:15 P.M.

Board of Education Committee Members:

Riske (C), Fietzer, and Emmert

❖ **CALL TO ORDER**

@ 5:25 pm (late due to Building and Grounds Committee running late)

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:*

■ *Riske, Fietzer, Emmert, Peterson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

Yes

❖ **AGENDA**

1. Professional Development Activities

a. MEMO - 2nd Semester 2023/24

Informational

❖ **FUTURE MEETING AGENDA ITEMS & DATE for APRIL MEETING**

April 17th @ 5:15

❖ **ADJOURN**

Motion to adjourn @ 7:00 by Emmert/Fietzer Motion Carries

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**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.

Finance Committee Meeting Minutes
Monday, March 11, 2024
4:30 P.M.

Board of Education Committee Members:
Jepson (C), Fietzer, and Reierson

❖ **CALL TO ORDER at 4:30 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Jepson, Reierson - Fietzer absent*
- *Also present: Mr. Peterson, Mrs. Tohm, Riske*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
Email notice on March 8, 2024

❖ **AGENDA**

1. Review of current Financial Report(s)

- a. Cash Receipts Report

One Donation is noted and will be included in the Consent Agenda for March Board meeting.

- b. Invoice Report

No questions on information reported.

- c. Revenues/Expenditures Report - January

Request that vending machine use, cost analysis be covered in the next Finance committee meeting.

2. Purchasing

- a. Presentation by Treasurer Kerri Jepson

Presentation reviewed the current published Procurement and Planning policies.

3. Review staff and program changes

Discussed possible cost savings options/projects to help offset increased proposed spending.

❖ **FUTURE MEETING AGENDA ITEMS -> Next Finance Committee Meeting will be: April 10, 2024 at 4:00 pm.**

➤

❖ **ADJOURN**

Motion to adjourn by: Reierson, Jepson - Fietzer absent.

Motion carried at 5:42 pm

Policy & HR Committee Meeting Minutes
Monday, March 4, 2024
5:00 P.M.

Board of Education Committee Members:
Reierson (C), Hansen, & Jepson

❖ **CALL TO ORDER at 5:00 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Reierson, Hansen, Jepson*
- *Also present: Mr. Peterson, Riske*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
Email notice of 03/01/2024

❖ **AGENDA**

1. Review the wording of teacher contracts to align with the benefits period.
Informational - to be presented to the full board.
2. Discuss the Payroll/Accounts Payable and Accounts Receivable positions classification.
Additional comparisons to be reviewed. If the information is available by the March full Board meeting, it will be discussed at that time. If additional information is not available before the Board meeting it will be discussed at the next P&HR meeting.
3. Review the Staff Development requirement in PI 8.01 (2)(b) in relation to PO3242 and current practice - Compliance Item.
 - a. MEMO - Professional Development Verbiage for Review
The Staff Development requirement as defined in PI 8.01 (2)(b) will be included on the August calendar/agenda for review and approval by the full Board.
4. NEOLA - Policy Update Vol. 33, No. 1
 - a. PO 0100 Definitions
A definition of "Local Public Office Holder or Official" is added, as well as moving the description of the "District Records Custodian" under its own heading and adding a cross-reference from the existing heading of "Legal Custodian of Records". Titles are added to some of the by-laws referenced in the definitions.
Motion to endorse PO 0100.
Motion by: Jepson, Hansen
Motion carried.
 - b. PO 0122 Board Powers
This policy is revised to better reflect the scope of District supervision of students and align the language with statutory terminology.
Motion to endorse PO 0122.
Motion by: Jepson, Hansen

Motion carried.

- c. PO 0152 Officers
Proposed to provide greater clarity in delegation of Board responsibilities.
Motion to endorse PO 0152.
Motion by: Hansen, Jepson
Motion carried.
- d. PO 0171.3 Clerk
The revisions to this bylaw are consistent with current statutory provisions and now include a cross-reference to any designees for the officer that may have been chosen in Bylaw 0152 - Officers.
Motion to endorse PO 0171.3.
Motion by: Hansen, Jepson
Motion carried.
- e. PO 2250 Innovative and Pilot Programs
This policy has been updated to utilize common terminology in the development of new programs along with the innovative design language in the law. The statutory citation has also been updated.
Motion to endorse PO 2250.
Motion by: Jepson, Hansen
Motion carried.
- f. PO 2413 Health Education
These revisions better align this policy (last revised in 2016) with more recent statutory changes reflected in Policy 2414 - Human Growth and Development, which includes notification requirements. No statutory notification requirements apply to the topics within this policy.
Motion to table PO 2413.
Motion by: Jepson, Hansen
Motion carried.
- g. PO 2460.03 Independent Educational Evaluation
This policy is revised to convert the drafting note in the template to regular policy language. While the language is not required in policy, it is helpful to give full meaning to the concept and therefore improves the policy language to incorporate it as provided here.
Motion to endorse PO 2460.03.
Motion by: Hansen, Jepson
Motion carried.
- h. PO 3431 Employee Leaves
This policy is updated to reflect recent developments in Federal law about employee pay during covered military leave. Pay is not automatically required; however, it must be provided in a manner that is consistent with similar types of leave. A short legal alert is also provided to further describe the court activity in this regard. Consideration of the revisions is recommended to ensure that a consistent practice is implemented district-wide.
Motion to endorse PO 3431.
Motion by: Jepson, Hansen
Motion carried.
- i. PO 5517 Student Anti-Harassment
The policy revision is made to clarify that harassment allegations that relate to harassing conduct directed generally at a group of students based on that group's protected characteristics are included within the prohibited conduct and are to be investigated accordingly. Revision is recommended to more clearly articulate the scope of student nondiscrimination protections afforded in 118.13, Wis. Stats. and Wis. Admin Code PI 9.
Motion to endorse PO 5517.
Motion by: Jepson, Hansen

Motion carried.

j. PO 5610 Suspension and Expulsion

The policy is revised to reflect that the term "principal" is not necessarily limited to the principal, but may include an assistant or associate principal in this context.

Motion to endorse PO 5610.

Motion by: Jepson, Hansen

Motion carried.

k. PO 6325 Procurement - Federal Grants/Funds

This policy has been revised to update the federal procurement requirements for projects that involve federal grant funds, including the provisions of prevailing wages according to the Davis-Bacon Act. The bid requirement threshold has been raised from \$150,000 to \$250,000 in the Federal Acquisition Regulations (FAR). A lesser threshold may be implemented by policy, such that until this is revised, the District is obligated to adhere to the more rigorous procurement process for larger purchases.

Motion to endorse PO 6325.

Motion by: Hansen, Jepson

Motion carried.

l. PO 6610 Non District-Supported Student Activity Accounts

This policy is revised to delete the language pertaining to District-supported accounts as that is now incorporated into Policy 6611 - District-Supported/Sponsored Student Activity Accounts.

Motion to endorse PO 6610.

Motion by: Jepson, Hansen

Motion carried.

m. PO 6611 District-Supported Student Activity Accounts

This policy now reflects the policy language pertaining to District-Supported and Sponsored Student Activity Accounts, including the language previously found in Policy 6610 - NonDistrict-Supported Student Activity Accounts. Note: A client's previous 6610, if replaced in update 32.1, can be found by selecting "Retired" under the Policies tab in BoardDocs.

Motion to endorse PO 6611.

Motion by: Hansen, Jepson

Motion carried.

❖ **FUTURE MEETING AGENDA ITEMS & DATE for ~~APRIL~~ MARCH 27, 2024
MEETING at 5:00 pm**

- **Agenda item #2 if not covered in March full Board meeting**
- **PO 2413 that was tabled**
- **PO 6320 & AG 6320A review**
- **PO 6320 Purchasing - lists policies no long published**
- **Remainder of Vol 33, No. 1**

❖ **ADJOURN**

Motion to adjourn by: Hansen, Jepson

Motion carried at: 7:51 pm



School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Wednesday, March 6, 2024
4:00 P.M.

Board of Education Committee Members:
Griffin (C), Jepson, & Riske

❖ **CALL TO ORDER**

➤ **Called to order @ 4:00pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:*

- *Griffin, Jepson, Riske*
- *Administrative: Peterson, Marzofka*
- *Public: M.Griffin*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

Yes

❖ **AGENDA**

1. Building & Grounds Maintenance
 - a. Updates

*Fitness center entry lights - Fixed
Basement - "stuff removed"
Fitness center cleaning - priority
Survalance signage was installed
Dean gave power/phone update*

2. Capital Improvements List

- a. Ongoing Discussion regarding Facility concerns:

*Bottle fillers have been installed
Discussion on bathrooms redo - Quotes by Jim's plumbing
Storage shred - quotes on roof repair*

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School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
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3. Secondary School Storage Shed Discussion
 - a. Discussion around Proposals - Build Recommendation for BOE

Motion to move #4 Stadium Advertising Discussion ahead Motion by Jepson/Riske Motion carries

4. Stadium Advertising Discussion
 - Discussion about advertising policy -

Motion to endorse Booster club to continue selling stadium signs for football field Motion by Jepson/Riske Motion carries

❖ FUTURE MEETING AGENDA ITEMS

- **Storage shed bids**
- **6 month buildings and grounds tour**
- **Next meeting date was not set due, Ryan will email committee to set a date**

❖ ADJOURN

Motion to adjourn @ 5:24 by Jepson/Riske Motion carries

Minutes taken by S.Riske

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School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



Monday, February 26, 2024 - Minutes

- ❖ **CALL TO ORDER - 6:00 pm**
- ❖ **PLEDGE OF ALLEGIANCE**
- ❖ **ROLL CALL - Verification of Quorum**
 - *B.O.E. Members Present:*
 - Stephanie Riske
 - Scott Emmert
 - Sondra Reiersen
 - Pete Griffin
 - Shannon Hansen
 - Kerri Jepson
 - Craig Fietzer
- ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
 - *Verify Publication of Meeting*
- ❖ **ADMINISTRATIVE TEAM REPORT(s)**
 1. Administrative Reports and Updates:
 - a. Good News Report - Informational Presentation
 - b. Strategic Planning Update - MEMO
 - Motioned by Jepson: to meet with WASB Rep during a special board meeting before the next BOE meeting.
 - Seconded by: No seconded.
 - Motion failed.
 - c. Legislative Updates
- ❖ **COMMITTEE REPORTS**
 2. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2024-02-07
 3. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2024-02-21
 4. Policy and Human Resources (Reiersen) - See Policy and Human Resources Committee Meeting Minutes from 2024-02-07
 5. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2024-01-24
- ❖ **PUBLIC COMMENTS**

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
- ❖ **CONSENT AGENDA**

- *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

The Board will consider approval of:

6. Recommendation for Approval of Donations:
 - a. Manawa Steak House - Kale for Ecology Class
 - b. Wisconsin Beef Council - \$100 award for Ms. Cordes for the utilization of beef in her “Exploratory Plants, Animals, and You” class.
 - c. Thrivent - two \$500 donations for the Heart of Gold award
7. Recommendation for Approval Minutes of Regular and Special Board Meetings
 - a. 2024-01-22: Regular Board Meeting
8. Recommendation for Approval of Revenue/Expenditures & Receipts - **January**
 - a. Cash Receipts Report
 - b. Invoice Report Report
 - c. Rev / Exp Financial Report
9. Recommendation for Approval of Personnel related items:
 - a. Details provided within Personnel Chart
 - b. MEMO - Student Teachers - 2nd Semester
Motioned by Fietzer - to approve the consent agenda with the correction of #8 to reflect “January” vs “November.
Seconded by Jepson
Motion Carried.

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

❖ **BOARD COMMENTS**

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

10. Policy Adoption - **1st Reading** and discussion of NEOLA Policy Revisions Vol. 33. No. 1 (TC)
 - a. Policy 0171.4 - Treasurer (Technical Correction)
 - b. Policy 2210 - Curriculum Development (Technical Correction)
 - c. Policy 2230 - Curriculum Course Guides (Technical Correction)
 - d. Policy 3211 - Whistleblower Protection (Technical Correction)
 - e. Policy 5461 - Children At-Risk of Not Graduating From HS (Technical Correction)
 - f. Policy 8442 - Reporting Accidents (Technical Correction)
Policies forwarded to “Second Reading”.
11. Administrative Guideline Adoption - Reading, Discussion, Consider Approval
 - a. AG 2266 - Nondiscrimination on the Basis of Sex In Education Programs & Activities
RESCIND based on identical policy
Motioned to approve by Griffin

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Seconded by Hansen
Motion carried.

12. Consider the Approval of Water Related/Overnight Field Trips from Secondary School

- a. Memo - 2 field trips that include water related activities
Moted to by Fietzer - with the appropriate chaperones
Seconded by Jepson
Motion carried.

13. Consider the Approval of Staffing Requests

- a. Memo - Addition/Maintain 2.0 FTE Interventionist
Moted to approve by Riske
Seconded by Emmert
Motion carried.

14. Consider the Approval of the Academic Calendar for the 2024/25 School Year

- a. Memo - 24/25 Academic Calendar Recommendation
Moted by Riske - with the Graduation Date to be solidified
Seconded by Hansen
Motion carried.

Meeting adjourned at 7:59 pm, with a 10 minute break before going into closed session.

Moted to approve by Fietzer
Seconded by Jepson
Motion carried.

Minutes taken by TaraLa Jackson

❖ **CLOSED SESSION**

- The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c), Wis. Statute, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- Compensation Discussion - Certified Staff
 - Administrative Contract Renewal Discussion

❖ **RECONVENE INTO OPEN SESSION**

Reconvened into Open Session at 9:36 pm.

Roll call: Reierson, Griffin, Jepson, Fietzer, Hansen, Emmert, Riske
Mr. Peterson is also present.

● **B.O.E. BUSINESS (Unfinished & New Items)**

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1. Consider the Approval of the Compensation Plan for Certified Staff and Support Staff

Motion to adopt the Compensation Model presented for hourly support staff and Non-administrative certified salaried staff.

Motion by: Jepson, Fietzer

Motion carried.

Motion to approve an \$1800.00 increase for the Principals for the 2024-25 school year with an Administrative pay ladder to be developed.

Motion by: Emmert, Jepson

Motion carried.

• ADJOURN

Motion to adjourn by: Fietzer, Hansen

Motion carried at 9:38 pm.

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Name	Reference	Trans Date	Description	Post Date	Amount
		02/01/2024	NSF STUDENT FEES	02/01/2024	10.00
			Totals for 16992		10.00
		02/01/2024		02/01/2024	161.00
			Totals for 16993		161.00
		02/02/2024	CONCESSIONS GBB VS WITTENBERG	02/02/2024	358.00
			Totals for 17008		358.00
		02/02/2024	RYLIE VANDENHUEVEL FFA JACKET	02/02/2024	25.00
			Totals for 17009		25.00
		02/02/2024	GBB VS WITTENBERG	02/02/2024	231.00
			Totals for 17010		231.00
		02/05/2024	SEPT/OCT	02/05/2024	521.14
			Totals for		521.14
		02/05/2024	MES	02/05/2024	331.00
			Totals for 16997		331.00
		02/05/2024		02/05/2024	40.00
			Totals for 16998		40.00
		02/09/2024		02/09/2024	2,536.00
			Totals for 17017		2,536.00
		02/12/2024	BALANCING ON 2.12.24	02/12/2024	450.00
			Totals for 16881		450.00
		02/12/2024	FUND 21 CHARGES TO CC PAID FROM FUND 10	02/12/2024	1,271.08
			Totals for 16999		1,271.08
		02/12/2024		02/12/2024	5.00
			Totals for 17000		5.00
		02/12/2024		02/12/2024	5.00
			Totals for 17001		5.00
		02/12/2024		02/12/2024	100.00
			Totals for 17002		100.00
		02/12/2024		02/12/2024	10.00
			Totals for 17003		10.00
		02/12/2024		02/12/2024	40.00
			Totals for 17004		40.00
		02/12/2024		02/12/2024	10.00
			Totals for 17005		10.00
		02/12/2024		02/12/2024	15.00
			Totals for 17006		15.00
		02/12/2024		02/12/2024	35.00
			Totals for 17007		35.00
		02/12/2024	TOWN OF ST LAWRENCE	02/12/2024	1,141.77
			Totals for 17011		1,141.77
		02/12/2024	VILLAGE OF OGDENSBURG	02/12/2024	250.96
			Totals for 17012		250.96
		02/12/2024	TOWN OF LITTLE WOLF	02/12/2024	545.95
			Totals for 17013		545.95
		02/12/2024		02/12/2024	469.00
			Totals for 17014		469.00
		02/12/2024		02/12/2024	372.00
			Totals for 17015		372.00
		02/12/2024	DONATION FOR URGENT NEEDS FROM CHAMBER O	02/12/2024	186.56
			Totals for 17016		186.56
		02/12/2024		02/12/2024	2,405.50
			Totals for 17021		2,405.50
		02/15/2024	GBB VS NORTHLAND LUTHERAN	02/15/2024	125.00

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 17018		125.00
		02/15/2024	50/50 - FOR CLUB	02/15/2024	76.00
			Totals for 17024		76.00
		02/15/2024	GBB VS NORTHLAND LUTHERAN CONCESSIONS	02/15/2024	227.00
			Totals for 17025		227.00
		02/16/2024		02/16/2024	1,110.05
			Totals for 17019		1,110.05
		02/16/2024		02/16/2024	470.00
			Totals for 17020		470.00
		02/16/2024	STUDENT COUNCIL VALENTINES DAY SHAKE PRO	02/16/2024	250.00
			Totals for 17022		250.00
		02/16/2024	MS DANCE SUBMISSIONS	02/16/2024	305.00
			Totals for 17023		305.00
		02/19/2024	VILLAGE OF OGDENSBURG PROPERTY TAX SETTL	02/19/2024	19,222.76
			Totals for 16930		19,222.76
		02/19/2024	CITY OF MANAWA PROPERTY TAX SETTLEMENT #	02/19/2024	218,972.13
			Totals for 16931		218,972.13
		02/19/2024	TOWN OF LITTLE WOLF PROPERTY TAX SETTLEM	02/19/2024	253,148.20
			Totals for 16932		253,148.20
		02/19/2024		02/19/2024	10.00
			Totals for 17026		10.00
		02/19/2024		02/19/2024	10.00
			Totals for 17027		10.00
		02/19/2024		02/19/2024	10.00
			Totals for 17028		10.00
		02/19/2024		02/19/2024	5.00
			Totals for 17029		5.00
		02/19/2024		02/19/2024	245.00
			Totals for 17031		245.00
		02/19/2024		02/19/2024	77.50
			Totals for 17032		77.50
		02/20/2024		02/20/2024	380.00
			Totals for 17042		380.00
		02/21/2024	TOWN OF ST LAWRENCE PROPERTY TAX PAYMENT	02/21/2024	107,551.18
			Totals for 16935		107,551.18
		02/21/2024	CATERING INVOICE 8 FOR MS WRESTLING COOK	02/21/2024	20.00
			Totals for 17033		20.00
		02/21/2024	TOWN OF ROYALTON TAX SETTLEMENT PAYMENT #	02/21/2024	159,241.16
			Totals for 17034		159,241.16
		02/21/2024	TOWN OF MUKWA TAX SETTLEMENT PAYMENT #2	02/21/2024	26,636.42
			Totals for 17035		26,636.42
		02/21/2024	TOWN OF LEBANON TAX SETTLEMENT PAYMENT #	02/21/2024	48,756.09
			Totals for 17036		48,756.09
		02/21/2024	TOWN OF HELVETIA TAX SETTLEMENT PAYMENT	02/21/2024	19,105.21
			Totals for 17037		19,105.21
		02/21/2024	PILT PAYMENT TOWN OF UNION	02/21/2024	239.08
			Totals for 17038		239.08
		02/21/2024	CLASS OF 2028	02/21/2024	110.00
			Totals for 17039		110.00
		02/21/2024	CLASS OF 2029	02/21/2024	105.00
			Totals for 17040		105.00
		02/21/2024	CLASS OF 2030	02/21/2024	215.00
			Totals for 17041		215.00

Name	Reference	Trans Date	Description	Post Date	Amount
		02/21/2024	BBB VS CRANDON ADMISSIONS	02/20/2024	191.50
			Totals for 17043		191.50
		02/21/2024	GBB CONCESSIONS	02/21/2024	494.00
			Totals for 17045		494.00
		02/22/2024	GBB VS WF REGIONALS ADMISSION	02/21/2024	2,190.00
			Totals for 17044		2,190.00
		02/23/2024	CATERING INVOICE FOR ERVING MEETING ONSI	02/23/2024	47.50
		02/23/2024	CATERING INVOICE FOR BEVERLEY BETKER	02/23/2024	150.00
		02/23/2024	CATERING INVOICE FOR CHAMBER LUNCH	02/23/2024	42.75
			Totals for 17033		240.25
		02/23/2024		02/23/2024	124.00
			Totals for 17046		124.00
		02/23/2024		02/23/2024	593.00
			Totals for 17047		593.00
		02/23/2024	WIAA ATHLETIC EVENT ADMISSION	02/23/2024	627.00
			Totals for 17050		627.00
		02/23/2024	CONCESSIONS BBB VS IOLA	02/23/2024	533.50
			Totals for 17051		533.50
		02/29/2024		02/29/2024	722.15
			Totals for 17048		722.15
		02/29/2024		02/29/2024	88.00
			Totals for 17052		88.00
			Total for Cash Receipts		873,952.14

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	859,208.91	1,432.08	860,640.99
21	Special Revenue Trust Fund	0.00	3,608.06	0.00	3,608.06
27	SPECIAL EDUCATION FUND	0.00	521.14	0.00	521.14
50	FOOD SERVICE FUND	8,881.70	260.25	0.00	9,141.95
80	COMMUNITY SERVICE FUND	0.00	40.00	0.00	40.00
***	Fund Summary Totals ***	8,881.70	863,638.36	1,432.08	873,952.14

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85359	SCHOOL DISTRICT OF M	JPAP20	02/07/2024	CLASS FEES DEPOSITED TO FUND TO FUND 10 - NEED TO CORRECT	10 R 800 292 500000 000	GENERAL FUND/STUDENT FEES/DISTRICT WIDE	0	215.00
Totals for 85359								215.00
85360	ADDITUDE MAGAZINE	JPAP02	02/07/2024	Annual subscription - KATIE SITTER	27 E 101 490 158000 019	SPECIAL EDUCATION FUND/OTHER NON-CAPITOL OBJECTS/MULTI-CATEGO RICAL	272400020	19.95
Totals for 85360								19.95
85361	AMAZON CAPITAL SERVI	JPAP02	02/07/2024	CENTRAL SUPPLY ITEMS	10 E 101 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400083	255.05
Totals for 85361								255.05
85362	CASH	JPAP02	02/07/2024	PETTY CASH	21 E 101 411 241000 683	Special Revenue Trust Fund/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	68.76
Totals for 85362								68.76
85363	CESA 6-CONFERENCE RE	jpap02	02/07/2024	PHYSICAL THERAPY	27 E 101 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	1,003.20
85363	CESA 6-CONFERENCE RE	jpap02	02/07/2024	PHYSICAL THERAPY	27 E 200 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	668.80
Totals for 85363								1,672.00
85364	DIVERSIFIED BENEFIT	jpap02	02/07/2024	FEBRUARY HRS ADMIN SERVICES & PLAN PARTICIPANT MAILINGS	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	256.15
Totals for 85364								256.15
85365	E O JOHNSON CO., INC	JPAP02	02/07/2024	MONTHLY COPIER INVOICE	10 E 800 354 260000 000	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002400016	1,951.67
Totals for 85365								1,951.67

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85370	INTEGRATED SYSTEMS C	JPAP02	02/07/2024	HOSTING SERVICE	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
Totals for 85370								388.80
85372	NASSCO INC	JPAP02	02/07/2024	JANITORIAL SUPPLIES	10 E 101 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	1012400080	265.17
Totals for 85372								265.17
85373	NEW DOCUMENTS & LABE	jpap02	02/07/2024	250 W2 /1099 ENVELOPES	10 E 800 411 252000 000	GENERAL FUND/GENERAL SUPPLIES/FISCAL	0	117.00
Totals for 85373								117.00
85376	PITNEY BOWES INC	JPAP02	02/07/2024	RED INK CARTRIDGE	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	91.29
Totals for 85376								91.29
85377	S & S EXCAVATING	JPAP02	02/07/2024	SNOW REMOVAL 1/6/24 - 1/17/24	10 E 800 329 253200 000	GENERAL FUND/CLEANING SERVICES/SITES	0	6,507.06
Totals for 85377								6,507.06
85378	SCHOOL DISTRICT OF M	JPAP02	02/07/2024	FUND 21 DEPOSITS SENT TO FUND 10 IN ERROR	50 L 816900	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	5.00
Totals for 85378								5.00
85384	BAUMGART, JESSE	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	0	170.00
Totals for 85384								170.00
85385	KOERWITZ, JILL	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	0	180.00
Totals for 85385								180.00
85386	NELSON, WILLIAM	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	0	175.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 85386	175.00
85387	PETERSON, JON	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	0	165.00
							Totals for 85387	165.00
85388	ROSS, MICHAEL	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	0	145.00
							Totals for 85388	145.00
85389	SCHMIDT, KATIE	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	0	180.00
							Totals for 85389	180.00
85390	TEMANSON, LORI	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	0	160.00
							Totals for 85390	160.00
85391	UITENBROEK, TIFFANY	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	0	145.00
							Totals for 85391	145.00
85392	WELLING, DAWN	JPAPS&	02/07/2024	SOLO & ENSEMBLE ADJUICATOR - 2/24/24	10 E 400 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	0	125.00
							Totals for 85392	125.00
85395	CENTURY LINK	JPAP02	02/15/2024	LONG DISTANCE SERVICE - MONTHLY	10 E 800 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400018	39.54
							Totals for 85395	39.54
85398	CHIPPEWA VALLEY SPOR	JPAP02	02/15/2024	HS Softball Uniforms	10 E 400 420 162103 000	GENERAL FUND/APPAREL (Instructional	8002400050	3,708.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						only)/GIRLS SOFTBALL		
						Totals for 85398		3,708.00
85399	(CWC) CENTRAL WI CON	JPAP02	02/15/2024	2023-24 QUIZ BOWL COORDINATOR FEE	10 E 400 940 160000 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	0	90.00
						Totals for 85399		90.00
85400	E O JOHNSON COMPANY	JPAP02	02/15/2024	COPIES STAPLES	10 E 101 411 110000 000	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	0	437.53
						Totals for 85400		437.53
85401	GLOBAL DATA CONSULTA	JPAP02	02/15/2024	Server VMWare trans - BLOCK HOURS	10 E 800 310 295000 000	GENERAL FUND/PERSONAL SERVICES/ADMINISTRATIVE TECHNOLOGY SERV	8002400056	8,150.00
						Totals for 85401		8,150.00
85404	J.W. PEPPER & SON, I	JPAP02	02/15/2024	Chula - Folders for Organizing Music from JW Pepper	10 E 400 411 125500 000	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTAL MUSIC	4002400129	230.27
85404	J.W. PEPPER & SON, I	JPAP02	02/15/2024	Chula - Folders for Organizing Music from JW Pepper	10 E 200 411 125500 000	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTAL MUSIC	4002400129	173.72
						Totals for 85404		403.99
85406	KOZLOVSKY, TIMOTHY	JPAP02	02/15/2024	SOLO & ENSEMBLE ADJUIICATOR	10 E 400 310 125500 000	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTAL MUSIC	0	120.00
						Totals for 85406		120.00
85408	PITNEY BOWES GLOBAL	JPAP02	02/15/2024	LEASE INVOICE = CONTRACT # 0041103782	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
85408	PITNEY BOWES GLOBAL	JPAP02	02/15/2024	LEASE INVOICE - CONTRACT # 0041152865	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
						Totals for 85408		352.38

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85409	SCHOOL DISTRICT OF M	JPAP02	02/15/2024	EFUNDS FOR SCHOOLS DEPOSITS FOR FUND 21	10 R 800 292 500000 000	GENERAL FUND/STUDENT FEES/DISTRICT WIDE	0	35.00
Totals for 85409								35.00
85410	SOLIANT	JPAP02	02/15/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	722.50
Totals for 85410								722.50
85411	UNIFIRST CORPORATION	JPAP02	02/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	45.25
85411	UNIFIRST CORPORATION	JPAP02	02/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	34.13
85411	UNIFIRST CORPORATION	JPAP02	02/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	1012400045	63.36
Totals for 85411								142.74
85412	WCA GROUP HEALTH TRU	JPAP02	02/15/2024	MARCH 2024 HEALTH INSURANCE PREMIUMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	97,462.44
Totals for 85412								97,462.44
85413	WILD VINE, LLC	JPAP02	02/15/2024	FLOWER ARRANGEMENT - LWHS COUNSELOR	10 E 400 411 241000 000	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	45.50
Totals for 85413								45.50
85414	GAJEWSKI, LUKE	JPAP02	02/21/2024	VARSITY GIRLS REGIONAL 1 BASKETBALL OFFICIAL ON 2/20/24 VS WEYAUWEGA-FREMONT	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	82.45
Totals for 85414								82.45
85415	SASS, JOHN	JPAP02	02/21/2024	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/13/24 VS NORTHLAND LUTHERAN	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	140.00
Totals for 85415								140.00
85416	BRINKMANN, RICKY	JPAP02	02/26/2024	BOYS VARSITY BASKETBALL OFFICIAL ON 2/22/24 VS	10 E 400 310 162202 000	GENERAL FUND/PERSONAL	0	90.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				IOLA-SCANDINAVIA		SERVICES/BOYS BASKETBALL		
						Totals for 85416		90.00
85417	SILVER LAKE LANES	JPAP02	02/26/2024	5 COACHES TO ATTEND ALL CONFERENCE BANQUET	10 E 400 942 162000 000	GENERAL	0	75.00
						FUND/EMPLOYEE DUES AND FEES/GENERAL ATHLETICS		
						Totals for 85417		75.00
85418	ALLIANT ENERGY	JPAP02	02/27/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL	4002400024	4,644.69
						FUND/ELECTRICITY OTHER THAN HEAT/OPERATION		
85418	ALLIANT ENERGY	JPAP02	02/27/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL	4002400024	3,503.89
						FUND/ELECTRICITY OTHER THAN HEAT/OPERATION		
85418	ALLIANT ENERGY	JPAP02	02/27/2024	LWHS/MMS GAS BILLS	10 E 400 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	3,514.73
85418	ALLIANT ENERGY	JPAP02	02/27/2024	LWHS/MMS GAS BILLS	10 E 200 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	2,651.47
85418	ALLIANT ENERGY	JPAP02	02/27/2024	MES GAS BILLS	10 E 101 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	1012400032	4,409.89
85418	ALLIANT ENERGY	JPAP02	02/27/2024	MES ELECTRIC BILLS	10 E 101 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012400032	4,379.71
85418	ALLIANT ENERGY	JPAP02	02/27/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.84
85418	ALLIANT ENERGY	JPAP02	02/27/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	7.43
85418	ALLIANT ENERGY	JPAP02	02/27/2024	ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.84
85418	ALLIANT ENERGY	JPAP02	02/27/2024	ALLIANT BILLS FOR MMS AND	10 E 200 336 253000 000	GENERAL	4002400024	7.43

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				LWHS FOR ELECTRIC		FUND/ELECTRICITY OTHER THAN HEAT/OPERATION		
						Totals for 85418		23,138.92
85419	AMAZON CAPITAL SERVI	JPAP02	02/27/2024	HS/MS Office Supplies- masking tape, yellow highlighters, black construction paper, Kiln part, color cardstock and poster board	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400132	175.20
85419	AMAZON CAPITAL SERVI	JPAP02	02/27/2024	HS/MS Office Supplies- masking tape, yellow highlighters, black construction paper, Kiln part, color cardstock and poster board	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400132	132.17
85419	AMAZON CAPITAL SERVI	JPAP02	02/27/2024	Fobs, address Labels, and letter openers.	10 E 800 410 230000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/GENERAL ADMINISTRATION	8002400057	34.38
85419	AMAZON CAPITAL SERVI	JPAP02	02/27/2024	Fobs, address Labels, and letter openers.	10 R 800 279 500000 670	GENERAL FUND/OTHER SCHOOL ACTIVITY INCOME/DISTRICT WIDE	8002400057	443.98
85419	AMAZON CAPITAL SERVI	JPAP02	02/27/2024	HS/MS Office Supplies - corox wipes, index cards, 3 hole punches, tape refills and snack bars	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400128	146.66
85419	AMAZON CAPITAL SERVI	JPAP02	02/27/2024	HS/MS Office Supplies - corox wipes, index cards, 3 hole punches, tape refills and snack bars	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400128	110.64
						Totals for 85419		1,043.03
85420	AMPLIFY TECHNOLOGIES	JPAP02	02/27/2024	AUDIO INSTALLATION LWHS/MMS GYM & FITNESS CENTER	10 E 400 581 254490 000	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/NONINSTR EQIP REPAI	0	6,196.50
85420	AMPLIFY TECHNOLOGIES	JPAP02	02/27/2024	AUDIO INSTALLATION LWHS/MMS	10 E 400 582 254490 000	GENERAL	0	6,196.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				GYM & FITNESS CENTER		FUND/TECHNOLOGY SOFTWARE/NONINSTR EQIP REPAI		
						Totals for 85420		12,393.00
85421	AUSTIN PLASTICS & SU	JPAP02	02/27/2024	Track Record Board	10 E 400 411 160000 000	GENERAL	4002400123	106.75
						FUND/GENERAL SUPPLIES/CO-CURRICUL AR ACTIVITIES		
						Totals for 85421		106.75
85423	CINTAS FIRE 636525	JPAP02	02/27/2024	KITCHEN INSPECTION AT LWHS/MMS	50 E 800 329 253000 000	FOOD SERVICE	0	502.13
						FUND/CLEANING SERVICES/OPERATION		
85423	CINTAS FIRE 636525	JPAP02	02/27/2024	KITCHEN INSPECTION AT MES	50 E 800 329 253000 000	FOOD SERVICE	0	493.85
						FUND/CLEANING SERVICES/OPERATION		
						Totals for 85423		995.98
85424	DELTA DENTAL-VISION	JPAP02	02/27/2024	COBRA VISION INSURANCE - MARCH 2024	10 L 815110	GENERAL FUND/SELF	0	4.78
						FUND-EMPLOYER SHARE PREMI		
85424	DELTA DENTAL-VISION	JPAP02	02/27/2024	MARCH VISION INSURANCEE	10 L 815110	GENERAL FUND/SELF	0	550.04
						FUND-EMPLOYER SHARE PREMI		
						Totals for 85424		554.82
85425	FOX VALLEY TECHNICAL	JPAP02	02/27/2024	COURSE FEES	10 E 400 389 431000 000	GENERAL	0	6,718.00
						FUND/TRANSFER TO VTAE DISTRICTS/Gen Tuition-Non-Open Enrollmen		
						Totals for 85425		6,718.00
85426	HEID MUSIC CO	JPAP02	02/27/2024	CHULA - Mouthpiece for Yamaha Alto Sax	10 E 200 411 125500 000	GENERAL	4002400134	31.19
						FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC		
						Totals for 85426		31.19
85427	KOBUSSEN BUSES LTD	JPAP02	02/27/2024	MOTORCOACH BAND TRIP ON 2/21/24	10 E 400 940 125500 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/INSTRUMENTAL MUSIC	0	1,495.71
						Totals for 85427		1,495.71

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85428	MANAWA QUALITY FOODS	JPAP02	02/27/2024	CORDES - Lab Supplies for Ag Classes from Manawa Quality Foods	10 E 400 411 131000 000	GENERAL FUND/GENERAL SUPPLIES/AGRICULTURE	4002400135	96.23
Totals for 85428								96.23
85429	MUSICAL BRASS REPAIR	JPAP02	02/27/2024	CHULA - Middle School French horn maintenance and repair	10 E 200 411 125500 000	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC	2002400011	180.85
Totals for 85429								180.85
85431	NORTHLAND ELECTRICAL	JPAP02	02/27/2024	ELECTRICAL WORK TO TROUBLESHOOT CANOPY LIGHTS AT MANAWA HIGH SCHOOL	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,076.93
85431	NORTHLAND ELECTRICAL	JPAP02	02/27/2024	ELECTRICAL WORK TO TROUBLESHOOT CANOPY LIGHTS AT MANAWA HIGH SCHOOL	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	812.42
Totals for 85431								1,889.35
85432	SCHOLASTIC INC. MAGA	JPAP02	02/27/2024	Scholastic Teachables Gold Annual Subscription - Katie Sitter	27 E 101 439 158000 019	SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORI CAL	272400083	29.99
Totals for 85432								29.99
85434	SOLIANT	JPAP02	02/27/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	701.25
85434	SOLIANT	JPAP02	02/27/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	850.00
Totals for 85434								1,551.25
85435	STANDARD INSURANCE C	JPAP02	02/27/2024	LIFE/STD & LTD PREMIUM - MARCH 2024	10 L 811634	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,281.66
85435	STANDARD INSURANCE C	JPAP02	02/27/2024	LIFE/STD & LTD PREMIUM - MARCH 2024	10 L 811639	GENERAL FUND/LTD INS PAYABLE	0	1,037.58
85435	STANDARD INSURANCE C	JPAP02	02/27/2024	LIFE/STD & LTD PREMIUM - MARCH 2024	10 L 811635	GENERAL FUND/STD INS PAYABLE	0	716.03
Totals for 85435								3,035.27
85437	TEACHER SYNERGY, LLC	JPAP02	02/27/2024	TPT: 6860975 - Career Research Project Editable	10 E 400 440 241000 000	GENERAL FUND/NON-CAPITAL	4002400131	31.57

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT	
				Google Slides Presentation 6390948 - Career Exploration - Lesson, Worksheets, and Research Project BUNDLE 4345180 - Career Exploration & Research Project - Relevant Mini Unit for High School		EQUIPMENT/OFFICE OF THE PRINCIPAL			
						Totals for 85437		31.57	
85438	THEDACARE AT WORK	JPAP02	02/27/2024	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - CS	10 E 800 310 264500 000	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	196.00	
						Totals for 85438		196.00	
85439	TROPHIES & TREASURES	JPAP02	02/27/2024	Wrestling Medals	10 E 400 411 162203 000	GENERAL FUND/GENERAL SUPPLIES/BOYS WRESTLING	602400054	177.74	
						Totals for 85439		177.74	
85440	WI DEPT OF JUSTICE	JPAP02	02/27/2024	BACKGROUND CHECKS - AUGUST 2023 - JANUARY 2024 (8@ \$7)	10 E 800 310 264900 000	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	56.00	
						Totals for 85440		56.00	
85441	WIS INTERSCHOL ATHLE	JPAP02	02/27/2024	2024 GIRLS REGIONAL BASKETBALL FINANCIAL STATEMENT	10 E 800 940 162000 654	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GENERAL ATHLETICS	0	1,269.42	
						Totals for 85441		1,269.42	
85442	UW-OSHKOSH TRACK & F	JPAP02	02/27/2024	COED TRACK MEETS - HIGH SCHOOL MEETS (2 @ \$250.00)	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	500.00	
						Totals for 85442		500.00	
202300176	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	10 L	811622	GENERAL FUND/WI RETIREMENT FUND	0	9,344.63
202300176	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	27 L	811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,544.70
202300176	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	50 L	811622	FOOD SERVICE	0	268.76

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202300176	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	10 L 811622	FUND/WI RETIREMENT FUND GENERAL FUND/WI RETIREMENT FUND	0	9,344.63
202300176	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,544.70
202300176	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	268.76
							Totals for 202300176	22,316.18
202300195	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,311.92
202300195	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,629.19
202300195	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	338.57
202300195	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,311.92
202300195	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,629.19
202300195	WISCONSIN RETIREMENT	WRS JA	02/26/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	338.57
							Totals for 202300195	22,559.36
202300198	EMPLOYEE BENEFITS CO	jpwi02	02/01/2024	FSA CLAIMS	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	237.20
							Totals for 202300198	237.20
202300199	DIVERSIFIED BENEFIT	jpwi02	02/02/2024	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,287.14
							Totals for 202300199	1,287.14
202300202	DELTA DENTAL OF WISC	JPWI02	02/07/2024	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	678.87
							Totals for 202300202	678.87
202300203	DIVERSIFIED BENEFIT	JPWI02	02/09/2024	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH	0	261.33

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						INSURANCE		
						Totals for 202300203		261.33
202300204	EMPLOYEE BENEFITS CO	JPWI02	02/08/2024	DEPENDENT CARE CLAIMS	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	184.21
						Totals for 202300204		184.21
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,241.85
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,484.25
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	279.30
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,927.56
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	347.08
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	65.32
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	529.00
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	134.24
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	8,361.85
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,101.51
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	82.16

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,927.56
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	347.08
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	65.32
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,241.85
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,484.25
202300205	INTERNAL REVENUE SER	P9	02/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	279.30
Totals for 202300205								34,924.48
202300206	WEA TAX SHELTERED AN	P9	02/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300206	WEA TAX SHELTERED AN	P9	02/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
Totals for 202300206								275.00
202300207	WISCONSIN DEPT OF RE	GARST	02/15/2024	Payroll accrual	10 L	811680 GENERAL FUND/GARNISHMENT DEDUCTION	0	12.50
202300207	WISCONSIN DEPT OF RE	P9	02/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	120.00
202300207	WISCONSIN DEPT OF RE	P9	02/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300207	WISCONSIN DEPT OF RE	P9	02/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	5,021.61
202300207	WISCONSIN DEPT OF RE	P9	02/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	727.48
202300207	WISCONSIN DEPT OF RE	P9	02/15/2024	Payroll accrual	50 L	811613 FOOD SERVICE FUND/STATE INCOME TAX	0	94.28
Totals for 202300207								5,980.87

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300209	WEA MEMBER BENEFIT T	P9	02/15/2024	Payroll accrual	10 L	811656 GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
Totals for 202300209								40.00
202300210	EMPOWER RETIREMENT	P9	02/15/2024	Payroll accrual	10 L	811655 GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
Totals for 202300210								50.00
202300211	EMPLOYEE BENEFITS CO	JPWI02	02/15/2024	UNCOVERED MEDICAL & FSA CLAIMS	10 L	811654 GENERAL FUND/FLEX PLAN SY23-24	0	766.53
202300211	EMPLOYEE BENEFITS CO	JPWI02	02/15/2024	UNCOVERED MEDICAL & FSA CLAIMS	73 E 800 969	492000 000 EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTME NTS & REFUNDS	0	500.00
Totals for 202300211								1,266.53
202300212	DIVERSIFIED BENEFIT	JPWI02	02/16/2024	HRA CLAIMS	10 L	811632 GENERAL FUND/HEALTH INSURANCE	0	122.58
Totals for 202300212								122.58
202300213	DELTA DENTAL OF WISC	JPWI02	02/14/2024	DENTAL CLAIMS	10 L	815110 GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	5,549.00
Totals for 202300213								5,549.00
202300214	EMPLOYEE BENEFITS CO	JPWI02	02/22/2024	DEPENDENT CARE CLAIMS	10 L	811654 GENERAL FUND/FLEX PLAN SY23-24	0	184.21
Totals for 202300214								184.21
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,311.02
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,551.49
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	322.13
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,943.69
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	362.82
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL	0	75.33

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	10 L 811612	SECURITY) GENERAL	0	529.00
						FUND/FEDERAL INCOME TAX		
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION	0	134.24
						FUND/FEDERAL INCOME TAX		
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	50 L 811612	FOOD SERVICE	0	25.00
						FUND/FEDERAL INCOME TAX		
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	10 L 811612	GENERAL	0	8,436.16
						FUND/FEDERAL INCOME TAX		
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION	0	1,122.74
						FUND/FEDERAL INCOME TAX		
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	50 L 811612	FOOD SERVICE	0	101.90
						FUND/FEDERAL INCOME TAX		
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,943.69
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	362.82
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	75.33
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,311.02
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,551.49
202300216	INTERNAL REVENUE SER	P9	02/29/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	322.13
						Totals for 202300216		35,482.00
202300217	WEA TAX SHELTERED AN	P9	02/29/2024	Payroll accrual	10 L 811683	GENERAL FUND/WEA	0	100.00
						TRUST - TSA/ROTH		
202300217	WEA TAX SHELTERED AN	P9	02/29/2024	Payroll accrual	10 L 811683	GENERAL FUND/WEA	0	175.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						TRUST - TSA/ROTH		
						Totals for 202300217		275.00
202300218	WISCONSIN DEPT OF RE	P9	02/29/2024	Payroll accrual	10 L 811680	GENERAL	0	12.50
						FUND/GARNISHMENT DEDUCTION		
202300218	WISCONSIN DEPT OF RE	P9	02/29/2024	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	120.00
202300218	WISCONSIN DEPT OF RE	P9	02/29/2024	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300218	WISCONSIN DEPT OF RE	P9	02/29/2024	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	5,082.72
202300218	WISCONSIN DEPT OF RE	P9	02/29/2024	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	751.41
202300218	WISCONSIN DEPT OF RE	P9	02/29/2024	Payroll accrual	50 L 811613	FOOD SERVICE FUND/STATE INCOME TAX	0	109.63
						Totals for 202300218		6,081.26
202300220	WEA MEMBER BENEFIT T	P9	02/29/2024	Payroll accrual	10 L 811656	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202300220		40.00
202300221	EMPOWER RETIREMENT	P9	02/29/2024	Payroll accrual	10 L 811655	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202300221		50.00
202300222	EMPLOYEE BENEFITS CO	JPWI02	02/29/2024	ADMIN FEES	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	115.99
						Totals for 202300222		115.99
202300223	DELTA DENTAL OF WISC	JPWI02	02/28/2024	DENTAL CLAIMS & ADMINISTRATION	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,664.57
						Totals for 202300223		1,664.57
202300224	DELTA DENTAL OF WISC	JPWI02	02/21/2024	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,452.00
						Totals for 202300224		2,452.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
232400194	CHASE, THOMAS	JPAP02	02/07/2024	JV GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS WITTENBERG-BIRNAMWOOD	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
Totals for 232400194								50.00
232400195	FAHSER, JEFF	JPAP02	02/07/2024	JV GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS WITTENBERG-BIRNAMWOOD	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
Totals for 232400195								50.00
232400196	Hagberg, Gary	JPAP02	02/07/2024	MS GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS BONDUEL	10 E 800 440 231000 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/BOARD OF EDUCATION	8002400051	60.00
Totals for 232400196								60.00
232400197	RETZKI, DANIEL	JPAP02	02/07/2024	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS WITTENBERG-BIRNAMWOOD	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
Totals for 232400197								90.00
232400198	SIMONIS, JEROME	JPAP02	02/07/2024	MS GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS BONDUEL	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
Totals for 232400198								60.00
232400199	WEINER, DANIEL	JPAP02	02/07/2024	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS WITTENBERG-BIRNAMWOOD	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
Totals for 232400199								90.00
232400200	WILKINSON, RIC	JPAP02	02/07/2024	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/1/24 VS WITTENBERG-BIRNAMWOOD	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
Totals for 232400200								90.00
232400202	SIMONIS, JEROME	JPAP02	02/09/2024	MS GIRLS BASKETBALL OFFICIAL ON 2/8/24 VS SHIOCTON	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 232400202		60.00
232400203	TURNER, WADE	JPAP02	02/09/2024	MS GIRLS BASKETBALL OFFICIAL ON 2/8/24 VS SHIOCTON	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 232400203		60.00
232400204	DALLMAN, WILLIAM	JPAP02	02/13/2024	MS WRESTLING OFFICIAL ON 2/12/24 VS MULTIPLE SCHOOLS	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	125.00
						Totals for 232400204		125.00
232400205	MOORE, BROOKE	JPAP02	02/13/2024	BOYS JV2 BASKETBALL OFFICIAL ON 1/30/24	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 232400205		50.00
232400206	SIMONIS, JEROME	JPAP02	02/13/2024	GIRLS MS BASKETBALL OFFICIAL ON 2/12/24 VS IOLA-SCANDINAVIA	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 232400206		60.00
232400207	TOMLINSON, JACK	JPAP02	02/13/2024	GIRLS MS BASKETBALL OFFICIAL ON 2/12/24 VS IOLA-SCANDINAVIA	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 232400207		60.00
232400208	IGL, MICHAEL	JPAP02	02/15/2024	MS GIRLS BASKETBALL OFFICIAL ON 2/13/24 VS MARION	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
232400208	IGL, MICHAEL	JPAP02	02/15/2024	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/13/24 VS NORTHLAND LUTHERAN	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
						Totals for 232400208		150.00
232400210	KMOSENA, STEVE	JPAP02	02/15/2024	MS BOYS WRESTLING OFFICIAL ON 2/12/24 VS MULTIPLE SCHOOLS	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	125.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 232400210	125.00
232400211	MACH, DENNIS	JPAP02	02/15/2024	MS GIRLS BASKETBALL OFFICIAL ON 2/13/24 VS MARION	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
232400211	MACH, DENNIS	JPAP02	02/15/2024	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/13/24 VS NORTHLAND LUTHERAN	10 E 400 310 162103 000	GENERAL FUND/PERSONAL SERVICES/GIRLS SOFTBALL	0	90.00
							Totals for 232400211	150.00
232400212	MORRISON, PAUL	JPAP02	02/15/2024	MS BOYS WRESTLING OFFICIAL ON 2/12/24 VS MULTIPLE SCHOOLS	80 E 800 310 390000 000	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	125.00
							Totals for 232400212	125.00
232400213	BURRY, MATT	JPAP02	02/21/2024	VARSITY GIRLS REGIONAL 1 BASKETBALL OFFICIAL ON 2/20/24 VS WEYAUWEGA-FREMONT	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	82.45
							Totals for 232400213	82.45
232400214	DELZER, ROBERT	JPAP02	02/21/2024	BOYS VARSITY BASKETBALL OFFICIAL ON 2/19/24 VS CRANDON	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400214	90.00
232400215	DUMAS, DON	JPAP02	02/21/2024	BOYS VARSITY BASKETBALL OFFICIAL ON 2/19/24 VS CRANDON	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400215	90.00
232400216	FREWERD, JOSHUA	JPAP02	02/21/2024	VARSITY GIRLS REGIONAL 1 BASKETBALL OFFICIAL ON 2/20/24 VS WEYAUWEGA-FREMONT	10 E 400 310 162102 000	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	82.45
							Totals for 232400216	82.45
232400217	GERVAIS, PETER	JPAP02	02/21/2024	BOYS JV BASKETBALL OFFICIAL ON 2/19/24 VS CRANDON	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 232400217	50.00
232400218	LATOURE, PATRICK	JPAP02	02/21/2024	BOYS VARSITY BASKETBALL OFFICIAL ON 2/19/24 VS CRANDON	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400218	90.00
232400219	SALVESON-KREPLINE, T	JPAP02	02/21/2024	BOYS JV BASKETBALL OFFICIAL ON 2/19/24 VS CRANDON	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400219	50.00
232400220	CHASE, THOMAS	JPAP02	02/26/2024	BOYS JV2 BASKETBALL OFFICIAL ON 2/22/24 VS IOLA-SCANDINAVIA	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400220	50.00
232400221	DERRICKS, ELLIOTT	JPAP02	02/26/2024	BOYS JV2 BASKETBALL OFFICIAL ON 2/22/24 VS IOLA-SCANDINAVIA	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400221	50.00
232400222	KNECHT, DANIEL	JPAP02	02/26/2024	BOYS JV BASKETBALL OFFICIAL ON 2/22/24 VS IOLA-SCANDINAVIA	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
							Totals for 232400222	50.00
232400223	KOSCIUK, GREGORY	JPAP02	02/26/2024	BOYS VARSITY BASKETBALL OFFICIAL ON 2/22/24 VS IOLA-SCANDINAVIA	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400223	90.00
232400224	KRAUSE, JONATHAN	JPAP02	02/26/2024	BOYS VARSITY BASKETBALL OFFICIAL ON 2/22/24 VS IOLA-SCANDINAVIA	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
							Totals for 232400224	90.00
232400225	SIMONIS, JEROME	JPAP02	02/26/2024	BOYS JV BASKETBALL OFFICIAL ON 2/22/24 VS IOLA-SCANDINAVIA	10 E 400 310 162202 000	GENERAL FUND/PERSONAL SERVICES/BOYS	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						BASKETBALL		
						Totals for 232400225		50.00
232400227	KOSHOLLEK, MICHELE	JPAP02	02/27/2024	EXPENSES TO ATTEND WSRA CONFERENCE IN MILWAUKEE FEB. 7-9, 2024	10 E 200 342 241000 000	GENERAL	0	162.72
						FUND/EMPLOYEE		
						TRAVEL/OFFICE OF THE PRINCIPAL		
232400227	KOSHOLLEK, MICHELE	JPAP02	02/27/2024	EXPENSES TO ATTEND WSRA CONFERENCE IN MILWAUKEE FEB. 7-9, 2024	10 E 400 342 241000 000	GENERAL	0	215.69
						FUND/EMPLOYEE		
						TRAVEL/OFFICE OF THE PRINCIPAL		
						Totals for 232400227		378.41
232400228	PETERSON, RYAN	JPAP02	02/27/2024	REIMBURSE FOR MILEAGE	10 E 800 342 232100 000	GENERAL	0	443.54
						FUND/EMPLOYEE		
						TRAVEL/OFFICE OF SUPERINTENDENT		
						Totals for 232400228		443.54
						Totals for checks		326,115.67

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	221,556.85	693.98	76,546.94	298,797.77
21	Special Revenue Trust Fund	0.00	0.00	68.76	68.76
27	SPECIAL EDUCATION FUND	17,820.68	0.00	3,995.69	21,816.37
50	FOOD SERVICE FUND	3,141.79	0.00	995.98	4,137.77
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	0.00	0.00	795.00	795.00
***	Fund Summary Totals ***	242,519.32	693.98	82,902.37	326,115.67

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

Land Service/Maintenance Agreement

Green Boyz Inc.

Main Mailing Address
E2016 Larson Rd, Waupaca WI 54981

*Landscape Design and Install
Landscape Maintenance
Commercial and Residential Mowing*

Appleton Branch Office 5906 Richmond Street • Appleton, WI 54911 • Office Phone 920-903-

NAME	<u>Manawa School District</u>	Date	<u>12/30/2023</u>
ADDRESS	<u>800 Beech St</u>	PHONE	<u>(920) 596-2525</u>
CITY	<u>Manawa WI 54949</u>	QUOTE EXPIRES	<u>30 Days</u>
ATTENTION	<u>Ryan Peterson</u>	SHEET	<u>1</u> OF <u>1</u>
QUOTATION COVERS	<u>2024 Service Quote</u>		

ITEM #	DESCRIPTION	ITEM QUOTE
A.	Lawn Applications RD 1 Ferti./Crabgrass Control RD2 Fertilizer/Crabgrass/Weed Control RD3 Fertilizer/Insect/Weed Control RD4 Fertilizer/Weed Control RD5 Fertilizer/Iron/Weed Control RD6 Winterizer Fertilizer	\$290.00 Per Application
B	Aeration Core Aeration to be done April and June Tine Aeration to be done August and October	\$235.00 per aeration
C	Mowing Weekly mowing and line trimming, blow off paved areas	Time and Material 55.00/per man hour
D	Dethatching Spring dethatching	\$350.00

1-1/2 % Monthly service charge
on overdue accounts

TOTAL CONTRACTING PRICE

NOTE: APPROPRIATE SALES TAX WILL BE ADDED AT TIME OF BILLING

Terms of Payment

Quoted By Tom Williams 920-427-9397 Deposit Required _____ Received _____

Accepted By _____ Date _____

PLEASE SIGN & RETURN ONE FULL COPY. THANK YOU!

Terms of Payment

- Payment due at completion of work on project.
- Overdue accounts will be charged one and one-half percent (1.5%) service charge per month.
- All Accounts in which payment remains unpaid after sixty (60) days will have all services discontinued until account is brought up to date.
- Any questions or discrepancies regarding billing must be addressed within ten (10) day of receiving final invoicing. Failure to report such complaints within a timely manner shall be considered invoicing is accurate and binding as billed.
- Any complaints regarding quality of workmanship must be received in writing within ten (10) days of work completion. Failure to report such complaints within a timely manner shall continue a waiver of complaint of such conditions.
- Any reports of damage must be received in writing within forty-eight (48) hours of occurrence. Failure to report damages within a timely manner for investigation shall release the contractor from liability.
- Fuel surcharge – surcharge may be added if fuel prices rise more than three percent (3%) from date quoted.

Notice Of Lien Rights

As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid".

CUSTOMERS RIGHT TO CANCEL

**YOU MAY CANCEL THIS AGREEMENT BY MAILING A WRITTEN NOTICE TO GREEN BOYZ INC.
E2016 LARSON RD WAUPACA, WI 54981 BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY
AFTER YOU SIGNED THIS AGREEMENT. IF YOU WISH, YOU MAY USE THIS PAGE AS THAT
NOTICE BY WRITING "I HEREBY CANCEL" AND ADDING YOUR NAME AND ADDRESS. MAKE A
COPY OF THIS PAGE FOR YOUR RECORDS**

Kobussen Buses Ltd.

Family Pride in Every Ride

March 18, 2024
February 2024 Transportation Report
Prepared For: School District of Manawa

Dear SDM Board of Education,

The month of February brought us 19 days of school and 22 extracurricular activities.

During the month of February was School Bus Driver Appreciation Week across Wisconsin. This week is about our bus drivers and the dedication they put in to transporting our future generation to school and their activities. We are grateful to have a supportive community where we were able to have daily gifts and treats for them. To make their week even better, we had a short week for them to enjoy some time off! I would like to thank the School District of Manawa for their support in the week with the elementary school handing out doughnuts to the drivers during morning drop off!

Overall, February is a quiet month where our mechanic took the time to go over our fleet of buses performing preventative maintenance. He was able to get caught up to ensure the buses are in good condition for our spring sports season that is coming up quickly! Alicia and I also used this time to upload student data that Kris had provided us to ensure we had current contact information for all students. After the upload, there were 400 changes that took place for contact updates.

As spring sports approach, I want to stress the need for sporting event drivers. One day in April, there are six buses going out during our route times where route drivers cannot drive the trip. This leaves us to close our office to ensure all routes and trips are covered. Having a sports coach drive their team takes this hassle away and avoids us having to delay the trip or have them leave early so a route driver can make it back for route. This is inefficient for everyone.

I ask if you can help me spread the word regarding the need for bus drivers during the sports season. Coaches are ideal, but so are parents or family members that go to the game anyway to watch their students play or community members looking to support their local team. Anyone interested can contact me with the information below.

If there are any questions or concerns, please feel free to reach out 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



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of DEFINITIONS
Code	po0100
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	August 28, 2023

0100 - **DEFINITIONS**

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation. The District previously referred to administrative guidelines as rules.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the District Administrator.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members, and/or other stakeholders and members of the community.

Board

The School Board, also commonly referred to as the Board of Education shall take action that is within the comprehensive meaning of the terms 'duties and powers' provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk)

District

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District of Manawa.

In policy and administrative guidelines, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

-

~~The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.~~

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w) (f) and (g), Wis. Stats.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(g)(3))

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2), Wis. Stats.

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ('PCDs') include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1 - President)

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, 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); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, 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) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

Shall

This word is used when an action by the Board or its designee is required. (The word 'will' or 'must' also signifies a required action.)

Social Media

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ('blogs'), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent but has the authority of the District Administrator by law.

In policy and administrative guidelines, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board (See Bylaw 0171.4 - Treasurer)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

~~Revised 8/22/16~~

~~Revised 7/17/17~~

~~Revised 12/18/17~~

~~Revised 4/27/20~~

~~Revised 3/15/21~~

~~Revised 1/17/22~~

~~Revised 4/25/22~~

Revised 12/19/22

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Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of BOARD POWERS
Code	po0122
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	January 17, 2022

0122 - **BOARD POWERS**

The power of this Board extends to those matters expressly or implicitly granted by constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

The Board shall also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, ~~including the conduct of students while in school or enroute on school buses~~ including the conduct of students while in school, at school functions, en route on school buses, or otherwise under the supervision of school authorities.

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Legal	118.001, Wis. Stats.
	120.13, Wis. Stats.
	120.44, Wis. Stats. (applies to Unified School Districts only.)

Last Modified by Ryan Peterson on February 16, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of OFFICERS
Code	po0152
Status	Proposed to Policy & Human Resources Committee
Adopted	October 1, 2015
Last Revised	April 25, 2022

0152 - **OFFICERS**

The Board of Education shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk and a school board secretary who need not be a member of the school board. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth Monday in April.

Election of officers shall be by a majority vote of existing Board members present at a Board meeting. Secret ballots may be utilized only for the election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall elect another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person shall serve until the next organizational meeting. The Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of State law and upon advice of legal counsel regarding the appropriate procedures.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once a month.
- D. designate the District Administration to assume specified responsibilities of the Treasurer and of the Clerk.

Revised 6/19/17
Revised 4/23/18

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Legal 120.10, Wis. Stats.
 120.15 et seq., Wis. Stats

Last Modified by Ryan Peterson on March 4, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of CLERK
Code	po0171.3
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016

0171.3 - **CLERK**

The Clerk of the Board of Education shall be responsible for the following duties, which may be completed with the assistance of appropriate staff (x) or designee pursuant to Bylaw 0152 - Officers:

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board, (x) or as directed by an annual or special meeting;
- E. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer of each municipality having territory within the District;
- F. appoint qualified electors of the District to serve on the School District Board of Canvassers for each election in accordance with 7.53(3)(a), Wis. Stats.;
- G. perform other duties as prescribed by law or the Board.

7.53, Wis. Stats.
120.17, Wis. Stats.

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Legal 120.17, Wis. Stats.

Last Modified by Ryan Peterson on February 16, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of INNOVATIVE PROGRAMS
Code	po2250
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016

2250 - **INNOVATIVE AND PILOT PROGRAMS**

The Board of Education wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board ~~will~~ encourages members of the school staff and of the student body who wish to pursue a promising program for school improvement. **(x) The Administration shall evaluate the data to determine the effectiveness of any innovative/pilot program and provide such information to the Board before broader implementation.**

An innovative program design shall address the steps below when appropriate to the project:

- A. rationale
- B. specific objectives
- C. supportive research
- D. budgeting
- E. in-service requirements
- F. plans for broader implementation
- G. methods for evaluation

[x] The District Administrator is authorized to approve innovative/pilot programs designed for the improvement of the District's educational program (x), and the District Administrator shall notify the Board whenever such a program is initiated.

[x] If an innovative/pilot program is to become a permanent part of the District's educational program, it must have Board approval (x) through the regular curriculum approval process.

Each innovative program shall be consistent with the District's objectives and long range plans. Programs designed for ~~disabled~~ students **with disabilities** must comply with Federal and State ~~guidelines~~ **law**.

118.13, Wis. Stats.

PI 8

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118.13, Wis. Stats.

Last Modified by Ryan Peterson on February 16, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	Proposed to Policy & Human Resources Committee
Adopted	July 17, 2017
Last Revised	December 19, 2022

2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE, and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of

extensive and recent training and experience related to the known or suspected disability.

2. The examiner must be located within 150 miles of the District and must conduct the evaluation within District boundaries.
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
 4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the ~~Director of Student Services~~ **District Administrator** (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE, unless the parent can demonstrate that necessary services are not available in the community.
- E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. **If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.**

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

34 C.F.R. Sec. 300.502

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Legal § 300.502.

Last Modified by Ryan Peterson on February 16, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of EMPLOYEE LEAVES
Code	po3431
Status	Proposed to Policy & Human Resources Committee
Adopted	May 16, 2016
Last Revised	July 24, 2023

3431 - **EMPLOYEE LEAVES**

The Board of Education recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (← Unrequested Leaves of Absence/~~Fitness for Duty~~), Policy 3430.01 (← Family & Medical Leaves of Absences (FMLA)), ~~Policy 3432 – Employee Sick Leave/Paid Time Off~~, and Policy 3430 (← Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law () Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as potential jurors shall be excused without penalty for any days or portion of days on which the staff member is required to report. Staff members shall inform their immediate supervisor when they are called for jury duty or a court appearance. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members receive full pay and are required to designate the school as the payee on the check received from the court or pay the amount shown on their jury duty record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Business ~~Manager~~ Office a court record of the number of days served.

D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

I. Administratively Approved Leave

Staff members are eligible for administratively approved leave as specified in the Employee Handbook.

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Legal 7.33, 103.88, Wis. Stats.

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Book	Policy Manual
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5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, **including at a group of students**, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties.

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual **or group of students** who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student **or group of students** based on one or more of the student's **or group of students** Protected Class that:

- A. places a student **or group of students** in reasonable fear of harm to their person or damage to the student's property;

- B. has the effect of substantially interfering with a student's **or group of students** educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student **or group of students** - the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, 'sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly 'touchy' with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;

18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student 'secrets' and having 'secrets' with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as 'Anti-Harassment Compliance Officers'; hereinafter referred to as the 'COs').

Jeff Bortle
Dean of Students Manawa Middle School/Little Wolf High School
515 East 4th Street
Manawa, WI 54949
920-596-5806
jbortle@manawaschools.org

Michelle Johnson
Manawa Middle School/Little Wolf High School
920-596-5310
515 East 4th Street
Manawa, WI 54949
mjohnson@manawaschools.org

The names, titles, and contact information of these individuals will be published annually in the student handbooks and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes the student has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of Compliance Officer(s) and the building principal or District Administrator within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for the Board Attorney who has been designated to serve as the decision-maker for such complaints.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR') and/or the Wisconsin Equal Rights Division or other government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within thirty (30) days of receiving the formal complaint.

The investigation will generally include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the

Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint the Complainant may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ('DPI'), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
 - B. narratives of all verbal reports, allegations, complaints, and statements collected;
 - C. a narrative of all actions taken by District personnel;
 - D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
 - E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
 - F. all documentary evidence;
 - G. e-mails, texts, or social media posts pertaining to the investigation;
 - H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
 - I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
 - J. dated written determinations to the parties;
 - K. dated written descriptions of verbal notifications to the parties;
 - L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
 - M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
 - N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
 - O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
 - P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- It is suggested the following records also be maintained, as appropriate.
- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
 - R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
 - S. copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;
 - T. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

- 48.981, Wis. Stats.
- 118.13, Wis. Stats.
- P.I. 9, Wis. Admin. Code
- P.I. 41 Wis. Admin. Code
- 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
- 42 U.S.C. 1983
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
- 34 C.F.R. Part 104, Section 504 Regulations
- 34 C.F.R. Part 300, IDEA Regulations

Last Modified by Ryan Peterson on February 16, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	June 26, 2023

5610 - **SUSPENSION AND EXPULSION**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, 'suspension' shall be the short-term exclusion of a student from a regular District program.

The District Administrator, **the any** principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., that include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, **the any** principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. **The administrator shall make a finding within fifteen (15) days of the conference.**

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to the student's parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	Proposed to Policy & Human Resources Committee
Adopted	April 27, 2020
Last Revised	July 24, 2023

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The District Administrator shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) for the administration and management of Federal grants and federally funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 and AG 6320A).

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 3230 – ~~Conflict of Interest~~ – Ethics and Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive pricing practices between firms or between affiliated companies
- D. noncompetitive contracts to consultants that are on retainer contracts
- E. organizational conflicts of interest
- F. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement
- G. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. **The District allows vendors to apply for consideration to be placed on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.**

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the District Administrator considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of \$250,000, except as otherwise required by State law. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to **more than \$10,000** and when the Board determines to build, ~~repair, enlarge, improve, or demolish a school building/facility~~ the cost of which will exceed \$150,000 unless otherwise required by State law.

[Drafting Note: Federal law does not require sealed bids unless the procurement is over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. The threshold established herein should be consistent with Policy 6320 - Purchasing.]

A. 1.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life

cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.

e. The Board reserves the right to reject any or all bids for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. ~~Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000.~~ **[Drafting Note: Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals.]**

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases;
- b. the item is available only from a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District;
- e. after solicitation of a number of sources, competition is determined to be inadequate.

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of ~~\$150,000~~ **\$250,000**, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The District Administrator shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the District Administrator to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Office of the District Administrator within seventy-two (72) hours of the opening of the bids in protest.



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS
Code	po6610
Status	Proposed to Policy & Human Resources Committee
Adopted	July 18, 2016
Last Revised	January 22, 2024

6610 - **NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS**

The Board of Education authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the District Administrator before monies can be collected or disbursed in the name of said activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - District-Sponsored Clubs and Activities and Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over dispersal of the activity's funds. (See Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

Nondistrict-supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy 8120 - Volunteers). Fund-raising is permissible in accordance with District policies (see Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups). Equal access shall be provided in accordance with Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities. A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of

nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

- A. The student activity account has been approved in accordance with this policy.
- B. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
- C. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
- D. The activity's advisor/coach is NOT permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
- E. The student activity account is not under the District's control, nor subject to District oversight.

~~Accounts for District-Supported Clubs, Activities, and Athletics~~

~~District supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management.~~

~~District supported clubs, activities, or athletics are not affected by this policy.~~

~~Typically, District supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.~~

General Provisions

The purpose of District-sponsored activities is 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 related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - Educational Outcome Goals and Expectations. District-sponsored activities must be approved in accordance with Policy 2430 - District-Sponsored Clubs and Activities or Policy 2431 - Interscholastic Athletics.

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policies.

Student fund-raising shall be conducted in accordance with Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity monies, which includes theft or any other misuse of monies, will result in discipline up to and including suspension, expulsion, and/or termination of employment.

Discontinued Student Activities

After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.

After one (1) full school year of inactivity, the unexpended funds of a discontinued District-supported student activity shall be transferred to the District's General Fund - Fund 10.

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Legal 120.16(2)
Wis. Stats.

Legal 120.16(2) Wis. Stats.

Last Modified by Ryan Peterson on February 29, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of New Policy - Vol. 33, No. 1, Dec. 2023 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS
Code	po6611
Status	Proposed to Policy & Human Resources Committee

New Policy - Vol. 33, No. 1

6611 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS

The Board of Education authorizes the maintenance of approved student activity accounts for District-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for District-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the ~~() Board~~ (X) District Administrator ~~() Business Manager~~ ~~() School Administration~~ ~~()~~ **[END OF OPTION]** before monies can be collected or disbursed in the name of said activity.

[DRAFTING NOTE: For consistency, it is recommended to make the selection of the approval entity consistent with Policy 2430 - District Sponsored Clubs and Activities.]

District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management. Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and District-supported student activities. (see Policy 2430 - District-Sponsored Clubs and Activities)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over the dispersal of the activity's funds.
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over the dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.

The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each activity account prior to the start of the new fiscal year.

All activities shall be on a self-sustaining basis.

The Activity Advisor/Coach shall be the Treasurer of the student activities activity account.

~~[] There shall be established in the activity account(s) an account for the use of needy students to be disbursed at the discretion of the _____.~~ **[END OF OPTION]**

Fund-raising for all student activities will be in accordance with Board Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups. **[END OF OPTION]**

Interest earned on the account of a specific class or activity will be credited to that class or activity. **[END OF OPTION]**

Interest earned on the activity account will be allocated to each class or activity. **[END OF OPTION]**

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity accounts, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

All monies accumulated in the account of a specific class or activity will be disposed of in accordance with the procedures set forth in the administrative guidelines established by the District Administrator. **(AG 6610A - Student Activity Fund & AG6610B Procedure for Inactive Activity Accounts)**

~~[Policy Only Clients]~~

~~[] Following graduation, the unexpended activity accounts of the Senior Class will be transferred to the Freshman Class.~~

~~After one (1) year of inactivity, the unexpended activity accounts of discontinued student organizations shall, on the recommendation of the~~

~~() District Administrator and the approval of the Board,~~

~~() principal and the approval of the District Administrator,~~

~~be transferred to the General Fund.~~

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Legal 120.16(2) Wis. Stats.

Last Modified by Ryan Peterson on March 4, 2024



Book Policy Manual
 Section Technical Corrections 33-1 Ready for BOE
 Title Copy of TREASURER
 Code po0171.4
 Status Proposed to Policy & Human Resources Committee
 Adopted April 25, 2016
 Last Revised February 26, 2024

0171.4 - **TREASURER**

The Treasurer of the Board of Education shall be responsible for the following duties, which may be completed with the assistance of appropriate staff (X) or designee pursuant to Bylaw 0152 - Officers.

- A. apply for, receive, and sue for all money appropriated to or collected for the District and disburse the same in accordance with law;
- B. enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
- C. immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board in accordance with 120.12(7), Wis. Stats.;
- D. present at the annual meeting a written statement of all money received and dispersed by the District in the preceding year;
- E. perform other duties prescribed by statute or by the Board.

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Legal 66.0607, 120.16, Wis. Stats.

Legal 120.16, 66.042 Wis. Stats.

Last Modified by Ryan Peterson on February 20, 2024



Book	Policy Manual
Section	Technical Corrections 33-1 Ready for BOE
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	February 26, 2024

2210 - CURRICULUM DEVELOPMENT

The District's curriculum and instruction programs shall be developed to support the District's mission, to align with adopted academic standards, and in accordance with State legal requirements. The Board of Education shall provide the resources to develop and implement the curriculum within the financial capabilities of the District.

Professional staff, under the direction and supervision of the District Administrator or designee, shall be delegated the responsibility for proposing and developing a written, sequential curriculum plan for the District. The plan shall include those subject areas and grade levels as required by State regulations. Each subject area plan shall specify objectives, course sequence, course content, resources, a student assessment process, and an allocation of instructional time. Each plan shall include a program evaluation method that provides that the components of the plan shall be monitored continuously.

Communication and coordination among grade level and subject area staff members shall be emphasized on a four-(4)-year-old- kindergarten-through-grade-12 basis whenever curriculum is developed or reviewed.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals and ensure the possibility of their achievement;
- D. be consistent with 118.30, Wis. Stats., by incorporating State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;

- G. utilize a variety of learning resources to accomplish the educational goals;
- H. encourage students to utilize guidance and counseling services in their academic and career planning;
- I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides effective with the 2022-23 school year;
- P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. provide for multicultural education by including, at each level, courses or units that help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native Americans.

The District Administrator shall make progress reports to the Board periodically.

Innovative Instructional Design

The District Administrator may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's curriculum as approved by the Board.

Innovative Programs

The District Administrator may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals. Each such innovative program must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the Board.

The District Administrator shall report each such innovative program to the Board.

Unless the Board disapproves, the District Administrator may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the District Administrator to pursue actively State and Federal aid in support of the District's innovative activities.

Revised 4/27/20

Revised 4/25/22

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Legal

118.01, 118.24,
118.30, 121.02(1)
(k) and (L),
253.15(5) Wis.
Stats.
PI 8.001(6g)
PI 8.01(2)(L), PI
8.01(2)(K), PI
8.01(2)(k)(4)

Legal

118.01, 118.24, 118.30, 121.01(1)(k), 121.02(1)(L), Wis. Stats.
PI 8.01 (f) , PI 8.001(6g)
PI 8.01(2)(L), PI 8.01(2)(K)

Last Modified by Ryan Peterson on February 20, 2024



Book	Policy Manual
Section	Technical Corrections 33-1 Ready for BOE
Title	Copy of COURSE GUIDES
Code	po2230
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	February 26, 2024

2230 - CURRICULUM COURSE GUIDES

The Board of Education recognizes that the District must develop and maintain curriculum course guides in order to better accomplish learning results with students.

As appropriate to the course of study, each guide shall contain:

- A. the intended learning outcome(s), defined in terms of how the learning is applied;
- B. knowledge and skills needed to achieve those outcomes;
- C. appropriate materials and resources;
- D. suggested methods of instruction;
- E. evaluation criteria, standards, and methods which will confirm the extent to which learning outcomes have been achieved;
- F. a list of supplemental materials for the guidance of teachers.

The District Administrator shall be responsible for the preparation of curriculum course guides and shall establish administrative guidelines related to their preparation.

All new curriculum course guides and revisions of existing guides shall be submitted to the Board for approval before they are implemented.

Copies of all current curriculum course guides shall be kept on electronic file in the office of the District Administrator in the District Office.

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Book	Policy Manual
Section	Technical Corrections 33-1 Ready for BOE
Title	Copy of WHISTLEBLOWER PROTECTION
Code	po3211
Status	Proposed to Policy & Human Resources Committee
Adopted	May 16, 2016
Last Revised	February 26, 2024

3211 - WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. Pursuant to State law, the Board of Education expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor doing business with the Board, that creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a written report to their immediate supervisor.

If the alleged misconduct involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an employee pursuant to this policy, an investigation shall commence as soon as possible and shall be handled expeditiously.

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Book	Policy Manual
Section	Technical Corrections 33-1 Ready for BOE
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	February 26, 2024

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

The Board of Education 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) at least one (1) basic skill level (math and/or 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. EMLSS is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:



Book	Policy Manual
Section	Technical Corrections 33-1 Ready for BOE
Title	Copy of REPORTING ACCIDENTS
Code	po8442
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	February 26, 2024

8442 - **REPORTING ACCIDENTS**

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District Office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; **witness(es) of the accident;** and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this **mandate reporting requirement** may result in disciplinary action in accordance with applicable policy.

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Last Modified by Ryan Peterson on February 15, 2024

PROGRAM INFORMATION

WHO:

- Students entering grades Pre-Kindergarten – 12th grade

WHAT:

- Introduction to 4K (Your child must be 4 by September 1, 2024)
- Camp Kindergarten (2024-2025 Kindergarteners)
- Remedial courses: reading, writing, and mathematics (grades 1-12)
- Enrichment courses: cooking, science, computers, outdoor adventures, fitness, and more (grades 1-8)
- Skills courses: volleyball, wrestling, football, basketball, hunter safety, and officiating license
- Swimming Lessons: Iola-Scandinavia Fitness & Aquatic Center (grades 1-6)

WHEN:

- Summer Adventures: June 10th-28th, 8:00 am-12:00 pm
- Swimming and skills courses with specific course dates & times (see flyers)

WHERE:

- Programming will be held at the Elementary School for Grades 4K- 8 and the High School for Grades 9-12 (with limited exceptions- see catalog for specifics)

WHY:

- “*Summer Adventure*” participants will find a number of interesting and exciting learning opportunities again this summer
- Remediation
- Fun
- Skill Development

HOW:

- Complete registration, medical emergency form, and transportation form online
- To complete online forms and further instructions, please visit <https://www.manawaschools.org/programs/summer-school.cfm>

CONTACTS:

- **Scheduling assistance: Kris Thompson** 920-596-5700
- **Christy Hintz** – 920- 596-5720 or summerschool@manawaschools.org
- **Mary Eck** – 920-596-5804 or summerschool@manawaschools.org
- **Manawa Elementary School Office** – 920-596-5700
- **Little Wolf High/Manawa Middle** – 920-596-5801

Transportation to Summer School:

Students will be picked up and dropped off at times to be determined at the determined pick up sites. Parents are responsible for dropping off and picking up their children at the designated times and locations listed below.

*If you are in need of transportation, please be sure to fill out the needed information on Skyward while registering online. **Notification will be needed no later than April 26th**

Pickup Time-Monday-Friday

6:45AM – Symco
7:00AM – Ogdensburg
7:15AM – Royalton
7:25AM – Little Lambs
7:30AM – MES

Drop Off Time

12:00PM – MES
12:10PM – Little Lambs
12:20PM – Royalton
12:30PM – Ogdensburg
12:40PM – Symco

FREQUENTLY ASKED QUESTIONS

Q: What does a student's daily schedule look like?

A: "Summer Adventure" Daily Schedule

Session 1	8:00-9:00
Session 2	9:00-10:00
Session 3	10:00-11:00
Session 4	11:00-12:00

Q: Who will be teaching the classes?

A: Teaching staff will include the best possible *certified* teachers available. Teaching assistants will also be working for the program to assist our certified staff with daily activities.

Q: What happens if my child selects a course that is filled?

A: Online registration will only allow for registration if the course has availability. To best help support scheduling, please utilize the schedule guide provided to fill out **before** registering online. This guide is for your convenience, and will not be turned into the office.

NOTE: *Course enrollment will be based on a first come, first serve basis.* Some courses may be eliminated if there are an insufficient number of students enrolled, or if there are not qualified teachers available to teach them. Parents will be notified as soon as possible of any changes.

***Note: You will be scheduling classes available to your child's upcoming grade in the 2024-2025 school year.**

Q: When will I know what my child's summer school schedule is?

A: A copy of your child's schedule will be sent home at least two weeks prior to the start of summer school. Online schedules will be available as soon as online registration is completed.

Q: Can my child who is entering 4K Kindergarten and 5 year old Kindergarten attend?

A: Yes! Students can enroll in our 4K and Camp Kindergarten. Students will use skills that will prepare them for a successful Kindergarten experience. Activities will include stories, music, plays, manipulatives, arts and crafts, and fun.

Q: Can out-of-district children enroll in Summer Adventure?

A: Yes! There is a tuition fee of \$75.00 per child. An out-of-district student is any student who currently resides outside the School District of Manawa. If a student, (ex: grandchild), is staying with a district resident this summer 2024, the in-district requirements are met.

Q: Will transportation be available for students to get to & from summer school?

A: Yes! The school district will be offering transportation to and from summer school. Designated pick-up points, drop-off points, and times will be established for surrounding communities. Parents will be responsible for making sure students are at those locations at the scheduled times in order to accommodate the summer school schedule. Please note, after the initial registration, it will be decided if numbers are adequate to offer this service. Locations and times will be sent out after registration.

Q: What are the attendance procedures and policies?

A: All students enrolled are asked to attend summer school on a regular basis. Emergencies and illness should call the school offices and make us aware of the situation by at least 9:00 a.m. daily if at all possible. Elementary School Office (920) 596-5700 High School Office (920) 596-5800

Q: Does my student need to bring school supplies?

A: Most supplies will be furnished by the School District of Manawa. In the event special supplies are needed or there are additional fees, it will be noted in the description of the coursework. Students should **NOT** bring items such as toys, video games, etc. to summer school.

Q: What should my student wear to summer school/is there a dress code?

A: We understand that the weather will likely be warm throughout the summer; therefore we expect that our students will come to summer school dressed casually and comfortably. However, all students are required to dress per school district dress code. Students will be required to wear shoes at all times. Hats will not be allowed inside the buildings, but may be worn for outside activities. Please, note that some courses and, or activities may require students to dress in a particular fashion. You will be notified in advance if this applies (i.e. – Outdoor Adventure in the woods, swimming, etc.).

Q: Is there a student code of conduct? Can my student be removed from summer school?

A: Yes! The same rules and regulations regarding student conduct for the regular school year will apply for summer school as well. Students who misbehave will be disciplined in a reasonable manner and parents will be notified. Students who cause excessive disciplinary problems may not be invited back to summer school in extreme circumstances. Refunds will not be granted in these circumstances.

Q: Will the Sturm Memorial Public Library Summer Reading Program be affiliated with summer school?

A: Yes! Students are strongly encouraged to visit the public library and participate in summer programming. For more information please contact Lyn Hokenstad at 596-2252.



SWIMMING PROGRAM
IOLA-SCANDINAVIA FITNESS & AQUATIC CENTER
&
The Manawa Summer School Program

SWIMMING SESSION: June 10th-June 28th, 2024, Monday & Wednesday, Six day lesson schedule.

A qualified teacher will accompany the students to the pool. Certified swimming instructors hired by the Iola Aquatic Center will provide the instruction. Students will still be able to return to the elementary school for the remainder of their Summer School Programming on lesson days.

Please keep in mind, adequate participation will still determine course offering. There will be no cost for the swimming lesson transportation. The school district will recover the cost through state aid membership participation. **We will however require a student who signs up for instruction to attend all the sessions.** An Iola Fitness and Aquatic form and parental signatures must be filled out before or on the day of registration. Schedule of pickup times and return times are below.

Transportation: Students will be transported to and from swimming lessons from the elementary school.
All times listed are approximate.

Pool Arrival Time: 7:55 A.M. Departure Time: 9:00 A.M.

COURSE DESCRIPTIONS + GRADE LEVELS

Offerings for grades 4K- 5/6K

Introduction to Four Year Old Kindergarten (Students must sign up for full 4K course)

Entering 4K only

15 days

4 hours/day-3 mini sections

8 am-10 am- Manners, Social Skills, Play and Story Time

Is your child eligible for 4 year old kindergarten in the school year 2023? (Must be four years old by September 1, 2023) This class will be a fun introduction to the 4K environment. Students will have stories, songs, art, games, music, movement, and lots of play! This will be a fun way to introduce your child to our 4K program.

10- 11 am-Create Your Own Music Instrument and Creative Crafting

Creative sounds and instruments made from popsicle sticks, string, buckets, and everything in between. 4K students explore music while using their creativity.

11-12 pm. Outdoor Games

Our littlest ones get their wiggles out through outdoor/(indoor if poor weather) with games such as Ollie Ollie Octopus, scavengers, pool noodle balloon hockey and various other games to teach social skills, team sportsmanship, and to play outside.

Camp Kindergarten (Students entering 5 year old Kindergarten)

15 days

4 hours/day

Students will acquire skills for a successful Kindergarten experience. Colors, shapes, alphabet, and counting will be promoted using play, music, stories, movement, manipulatives, and fun!

Early Childhood Programming (by invitation only)

15 days

4 hours/day

The Early Childhood staff will be reaching out and designing programming to best meet the needs of the incoming students.

Offerings for grades 1-2

Games Galore

Grades 1-3

15 days

1 hour/day

Let the board /card games begin! Students will practice learning, social, and communication skills while playing games! The games *may* include: Sequence, Clue, Yahtzee, Uno, Phase 10, Garbage, etc. The games will help kids acquire logic and reasoning skills as well as boost critical thinking skills! Don't miss this Old Fashioned Fun!

Adventures in Computers

Grades 1-2

15 days

1 hour/day

Students will work through a variety of computer applications to increase their knowledge of not only basic keyboarding skills, but various software (Google and Seesaw) and online educational games. They will create fun-filled projects using different computer applications.

Reading Ready

Grades 1-2

15 days

1 hr/day

Work on reading skills necessary to be successful in your next grade! This course is designed to encourage reading throughout the summer. Instruction will be delivered through independent, partner, and small group reading. Students will work on reading fluency, phonics, vocabulary, and comprehension through a variety of appropriately leveled books.

Reader's Theater

Grades 1-3

15 days

1 hour/day

Try out fun character voices, create imaginary worlds, and practice reading aloud through this course filled with laughter and excitement. Reader's Theater is a strategy that combines reading practice and performing. Its goal is to enhance students' reading skills and confidence by having them practice reading with a purpose. Reader's theater gives students a real reason to read aloud.

Mad Summer Scientist

Grades 1-2

15 days

1 hour/day

Become a mad scientist this summer! Learn about magic and the mystery of science through literacy while having fun doing experiments. As a class we will research, form hypotheses and perform experiments to answer questions and more.

Write My Story

Grades: 2 - 5

15 days

1 hour/day

Write your stories using the journaling/writing book *Write On* published by Wee Society. *Write On* is filled with helpful tips for creating stories — narratives, poems, comics, song lyrics — true ones, made-up ones, and are-you-kidding-me ridiculous ones. Quirky writing prompts get the creative juices flowing, and a tear-out story card game gets the stories rolling. When it's complete, the journal becomes a one-of-a-kind keepsake kids will be proud to share. (book cost is \$14.39 on Amazon)

Bookin' and Cookin'

Grades 2-4

15 days

1 hour/day

Do you like to cook? Do you like books? Then this class is for you! We will read a fun book and prepare a snack to go along with the story. We will also write and illustrate our favorite part of the story. Students will take home their recipe book at the end of our summer session. Allergy warning: We will cook with gluten, eggs, peanuts, and dairy.

Math Madness

Grade 1-2

15 days

1 hour/day

For students entering first and second grade in the fall, we will focus on number identification and addition/subtraction with numbers 1-10.

Math Madness

Grades 2-3

15 days

1 hour/day

For students entering grades 2-3 in the fall, we will focus on addition and subtraction.

Running/Track and Field Club

Grades 1-3

15 days

1 hour/day

Students will explore the opportunities of track and field. At the end of the summer session they will participate in a track meet.

Swimming (See Flyer for More Information)

***Limited to 8 students per class**

@ Iola Fitness and Aquatic Center

This program is for children seeking to learn the fundamentals of swimming by trained and certified instructors. Lessons are provided Mondays and Wednesdays for the three week session, equal to 6 days of lessons. Students will not have access to the locker rooms, so they will have to be prepared (in their swimsuits) on their arrival in Iola. The students will be restricted to only the following swimming levels:

Level 1- (Guppies)

Level 2- (Minnows)

Level 2.5- (Perch)

Level 3- (Seahorses)

Outdoor games

Grades 1-3

15 days

1 hour/day

Students will embark on adventures outside, playing different games and exploring.

Let's make some Art!

Grades 1-2

15 days

1 hour/day

Students will be able to be creative and make some art projects.

Offerings for grades 3-5

Booking and Cooking:

Grades 2-4

15 days

1 hour/day

Do you like to cook? Do you like books? Then this class is for you! We will read a fun book and prepare a snack to go along with the story. We will also write and illustrate our favorite part of the story. Students will take home their recipe book at the end of our summer session. Allergy warning: We will cook with gluten, eggs, peanuts, and dairy.

Creative Writing:

Grades 3-5

15 days

1 hour/day

In this fun, energetic course designed for students entering grade 3 through 5, students build their reading and writing skills by studying the works of picture book masters. Each day in class, students will read and discuss a picture book addressing specific literacy skills and topics. Then it's time for them to try their hand at writing with a unique assignment based on the topic of the day. In the final days of the course, students will have the chance to apply what they've learned as they write and illustrate a picture book of their very own.

Adventures in Math

Grades 3-5

15 days

1 hour/day

This course is designed to dive into some fun aspects of mathematics, while working on the fundamentals.

Sports/Leisure

Grades 3-5

15 days

1 hour/day

Students will be engaged in a variety of activities that will promote a healthy lifestyle. Activities will include lifetime sports that will include Frisbee Golf, Hockey, Bowling, Golf, and basic skills of Basketball, Volleyball, Soccer, and more.

Math Puzzle Adventures

Grades 4-5

15 days

1 hour/day

Students will have opportunities to solve an assortment of different math puzzles while practicing their math skills. Puzzles will include: riddles, crosswords, KenKen, Kakuro, brain teasers, magic squares, magic triangles, and Sudoku.

Math Madness

Grades 3-5

15 days

1 hour/day

For students entering grades 3-5 in the fall, our games may include addition, subtraction, multiplication, and division.

Strategic Games

Grades: 3 - 5

15 days

1 hour/day

Games can be fun, but they can also be great for the brain. In Strategic Games, students will develop their social skills while using their minds to think critically and problem solve in an enjoyable manner. Playing board games inherently develops character traits such as perseverance, patience, responsibility, fairness, and self-discipline in people young and old. Otrio, Drop It, Qwirkle, Rush Hour Traffic Jam, Swish, Jenga, Mastermind, Cat Crimes, Hoppers, Codenames Disney, Connect 4, and Guess in 10 will be taught and played.

Write My Story

Grades: 2 - 5

15 days

1 hour/day

Write your stories using the journaling/writing book *Write On* published by Wee Society. *Write On* is filled with helpful tips for creating stories — narratives, poems, comics, song lyrics — true ones, made-up ones, and are-you-kidding-me ridiculous ones. Quirky writing prompts get the creative juices flowing, and a tear-out story card game gets the stories rolling. When it's complete, the journal becomes a one-of-a-kind keepsake kids will be proud to share. (book cost is \$14.39 on Amazon)

Great Escape

Grades: 3 - 5

15 days

1 hour/day

Escape rooms are currently all the rage. With puzzles, riddles and a little bit of excitement, people everywhere have found the joy and thrill of those 60-minute adventures. In this class, students will have the opportunity to explore the basic idea of an escape room. They will complete the lock of the day, solve puzzles, and play Breakout EDU games. They might even get the opportunity to design their own escape for Breakout EDU. (book cost is \$14.39 on Amazon)

Basics of Cooking

\$5 fee

Grades 4-9

15 days

2 hours/day

This class is designed to help students develop some basic skills in the kitchen. We will focus on recipes that are crowd-pleasers and are easy to follow. The students will be able to apply their new skills. At the end of the course, we will be collecting our recipes in a cookbook the students can take home with them.

Outdoor Exploration

Grades 4-9

15 days

2 hours/day

This unique class offering will explore outdoor activities and incorporate environmental education, wellness, outdoor recreation, and many others. This class will provide leadership skills through cooperative activities through all these events. The students will have an opportunity to go on fishing and hiking fieldtrips. Take the challenge of seeing how well you know the outdoors.

Rocketry

\$15.00 Fee

Grades 5-8

15 Days

1 Hour/Day

Students will purchase a basic rocket kit from the school. Students will assemble the rocket and learn about the basics of rocketry. Students will launch their rockets during the final week of class with their peers.

“Fish in a Tree” Book Club

Grades: 3 - 5

15 days

1 hour/day

Fish in a Tree, by Lynda Mullaly Hunt, is an emotionally charged story that captures the ups and downs of school, friendships, and the search for identity experienced by tweens. Sixth grader Ally Nickerson has always dreaded school. She’s been called “dumb” and “loser” by her fellow students and considered a troublemaker by her teachers. She’s great at math and art but she’s never let anyone know her darkest secret: She can’t read. Everything changes when she gets a new teacher, Mr. Daniels, and befriends two other misfits at school, Keisha and Albert. Mr. D realizes that Ally has dyslexia and helps her learn to read and see the value of her creative mind. Her new friends help her realize there’s a lot more to people than first meets the eye. This is an emotional and uplifting story about celebrating the uniqueness in everyone. *Fish in a Tree* is one of those brilliant books that leaves us better than it found us — with greater empathy and a larger appreciation of ourselves and others. Join the club to read, discuss, and create around the themes presented in *Fish in a Tree*.

(book cost is \$7.31 on Amazon)

Running/Track and Field Club

Grades 3-5

15 days

1 hour/day

Students will explore the opportunities of track and field. At the end of the summer session they will participate in a track meet.

Swimming (See Flyer for More Information)

***Limited to 8 students per class.**

Grades 1-5

@ Iola Fitness and Aquatic Center

This program is for children seeking to learn the fundamentals of swimming by trained and certified instructors. Lessons are provided Mondays and Wednesdays for the three week session, equal to 6 days of lessons. There will be limits set on the number of students in each class and masks will be required. Students will not have access to the locker rooms, so they will have to be prepared (in their swimsuits) on their arrival in Iola. The students will be restricted to only the following swimming levels:

Level 1- (Guppies)

Level 2- (Minnows)

Level 2.5- (Perch)

Level 3- (Seahorses)

Offerings for grades 6-12

Credit Recovery:

Grades 9-12

Students who have failed courses in the previous school years will have the opportunity to make up the credits for which they are deficient. Students and parents will be notified of these credit deficiencies before the registration for summer school. Please, email summerschool@manawaschools.org with questions.

Math Logic and Problem Solving

Grades 6-8

15 Days

1 hour/day

This fun-filled course will be filled with challenging logic puzzles, story problems, number problems, word problems, and the learning strategies to solve such problems. Class will include team and individual challenges, paper and computer challenges.

Really Great Reading

Grades 5-8

15 days

1 hour/day

Students will explore reading strategies that they can apply to all of their classes.

Rocketry

\$15.00 Fee

Grades 5-8

15 Days

1 hour/day

Students will purchase a basic rocket kit from the school. Students will assemble the rocket and learn about the basics of rocketry. Students will launch their rockets during the final week of class with their peers.

Sports/Leisure

Grades 6-8

15 days

1 hour/day

Students will be engaged in a variety of activities that will promote a healthy lifestyle. Activities will include lifetime sports that will include Frisbee Golf, Hockey, Bowling, Golf, and basic skills of Basketball, Volleyball, Soccer, and more.

Become an Officiator

Grades 6-12

15 days

2 hours/day

Learn the rules and become trained to be an Officiator with the focus of baseball, softball, and volleyball. Think of the possibilities! You could add to your resume, college experiences, and expand your skills with the possibility of adding to your savings in the future. (This class will run in the afternoon from 12:30-2:30 pm)

Mentor/MES Volunteer

Grades 9-12

15 days

Offered each hour from 8-12

Do you enjoy working with our littlest students? Or, are you thinking about going into education beyond high school for teaching, coaching, or mentoring? This opportunity is an excellent resume and scholarship builder. Through this course, you will work with an administrator to be matched with the courses that are aligned to your strengths. Through this course, you will support our summer school teachers with projects, and quickly become someone's superhero. Sign up for 1, 2, 3 or all summer school hours. At the completion of this course, you will receive a letter of recommendation as well as hours of experience to utilize for college applications, scholarships, and work in the community.

Outdoor Exploration

Grades 4-9

15 days

2 hours/day

This unique class offering will explore outdoor activities and incorporate environmental education, wellness, outdoor recreation, and many others. This class will provide leadership skills through cooperative activities through all these events. Students are given the opportunity to go on fishing field trips and hiking adventures. Take the challenge of seeing how well you know the outdoors.

Stress Busters

Grades 7-12

2 hour class/day

School can be a time of great stress as students navigate changing classes, new friendships, new activities, and new workloads. Students will gain insight into why fighting stress is an important life skill as they explore a bunch of different healthy coping strategies to combat stress. Strategies will include physical exercise, meditation, games, laughter, thought restructuring, cooking, reading, music, movies, and more!

Art in the Community

Grades 9-12

15 days

4 hours/day

Students will be working on art projects throughout the Manawa community. The students will be expected to work outside on large and small scale projects. (Prior approval from art teacher required for enrollment)

Topics in US History

Grades 9-12

15 days

2 hours/day

Topics to be determined- possibilities listed below:

American History Through Film-Films have been created which cover much of American history. This course will look at how various aspects of history are portrayed in films and contrast that with "how it really was." Both the filmmaker and historian share common characteristics. They study appropriate sources, then select and arrange facts to tell their story. It is the historian's task to separate fantasy from fact. A major goal of this course is to determine what is valid in contemporary films and historical dramas. In addition, the course will touch on the history of Hollywood and the motion picture industry itself and examine, from time to time, the changes in film technology, techniques, and in the "politics" of the business. Permission Slip required to view certain films.

History of American Sports-This course will consider the development and significance of sports (professional and amateur) throughout American history. This will include studying the issues of race/gender and the intersection of sports with major US events as well as the effect of sport on our lives as a form of culture. Topics addressed will include the origin of American sports (i.e. baseball, college sports, boxing), themes (i.e. race, gender, sexuality issues), modern issues (i.e. gambling, commercialization, globalization, politicization, youth sports), and the collision of historical events and sports (i.e. the Gilded Age, World War I, the Great Depression, World War II, Vietnam, and 9/11).

Famous American Women-A course which explores the contributions, achievements, and barriers women faced from early colonization through modern day. Some of the topics covered will include life in the New World, republican motherhood, slavery, the abolition movement, women's suffrage, temperance, and worker's rights movements. Students will learn the historical/social impact of cultural icons such as the flapper, Rosie the Riveter, Sandra Day O'Connor, etc. We also will study the women's movement of the 1960s and 70s, Roe vs. Wade, Title IX, and other notable legislation and events of the period. This is a class for those interested in social/cultural history and who are also curious about the path of the women's movement in the United States.

World War II. This course will cover the causes, events, and lasting effects of World War II on the world. We will look at military, political, and social events connected to the war. Activities will include class discussion and presentations, film and document analysis. Heavy emphasis will be placed on analysis of information and class participation.

Vietnam War. This course will cover the causes, events, and lasting effects of the Vietnam War on the United States. We will look at military, political, and social events connected to the war. Activities will include class discussion and presentations, film and document analysis. Heavy emphasis will be placed on analysis of information and class participation.

Speech and Debate

Grades 9-12

15 days

2 hours/day

Speech and Debate is a competitive performance class. Debate teaches students how to participate in the rational exchange of ideas and arguments as they relate to significant social issues and some irrelevant nonsense. Students will initially learn about and practice structured extemporaneous speeches with emphasis on verbal and nonverbal delivery skills (organization, projection, inflection, eye-contact, hand gestures, and more). Students will then build a foundation for effective argumentation and advocacy (claim/warrant/evidence) by participating in debates and ultimately presenting one research-based persuasive speech. Special emphasis will be placed on critical thinking and listening skills as well as argument resolution. This class is ultimately for students who want to explore debate in a noncompetitive environment but may choose to participate in the debate team next school year or later in their high school experience. Or for students who simply want to become more comfortable in front of an audience. Speech events sharpen speaking and/or acting skills. Students are required to perform in class and be willing to publicly speak. (Minimum 4 Students)

Transition to Middle School

Grade 6

Dates and times TBD-Typically End of August

8-10am OR 12-2pm

Students will have an opportunity to practice opening their lockers with combinations, finding their classes, and discussing organizational skills for middle school. These classes will take place in 2 hour sessions, and students need to only register for one session.

New Student Orientation for High School and Incoming St. Paul's 9th Graders

Grade 9

Dates and times TBD Typically end of August

8-10am OR 12-2pm

Students will have an opportunity to practice opening their lockers with combinations, finding their classes, and discussing organizational skills for high school success. These classes will take place in 2 hour sessions, and students need to only register for one session.

SAE- Supervised Agricultural Education for credit

Grades 9-12

Hours may vary

This course is a mix of synchronous, asynchronous and in-person learning. Students must log a minimum of 75 hours on their independent projects and meet with the instructor at least 4 times to review progress on instructional goals in addition to weekly journaling and on-line sessions. Students who successfully complete this program are able to **earn ½ credit based on a pass/fail grade**. Categories include: Placement/Internship Ownership/Entrepreneurship, Research, Service-Learning.

SAE- Supervised Agricultural Education- enrichment only

Grades 9-12

Hours may vary

This course is a mix of synchronous, asynchronous and in-person learning. Categories include: Placement/Internship Ownership/Entrepreneurship, Research, Service-Learning.

Additional Opportunities

Sports Skills and Fundamentals DATES AND TIMES TO BE DETERMINED

These programs are for students who are interested in acquiring volleyball, basketball, football, and wrestling fitness skills. Students will be actively engaged through conditioning techniques, sports basics, and team leadership practices. Watch for registration forms at a later date from coaches.

Volleyball	July 22nd-26th
Basketball	Girls' Basketball : Date and times to be determined
Cheer	Grades 1-6: July 30th- August 1st
Football	Grades 2-6 July 29th- August 1st
Wrestling	Grades K-12 Dates and times to be determined

MARCHING BAND 6-12 (Dates and Time TBD)

5th Grade Beginning Band Students will have an introduction to various instruments and the art of a band performance.

August HS Marching Camp DATES TO BE DETERMINED

Department of Natural Resources - Hunter Safety

4 days

9:00-12:00 3hrs /day

\$10.00 Fee

(Recommended Age 12 by hunting season to adult)

This Hunter's Education course will instill in students the knowledge, skill and attitude to be a responsible and safe hunter. Students will learn how hunting accidents are caused and how they can be prevented.

Hunter responsibility and safety are stressed throughout the classes, which consist of lectures, demonstrations, group discussions, practical exercises, and individual study and activity assignments. This course will be taught by DNR certified instructors. This course will cover state hunter safety requirements and is a requirement for hunting license purchasing. Certification will be issued after the satisfactory completion of this course.

Fee: \$10.00 (collected first day of class). Students younger than 12 may take the class. Those that meet the course requirements will receive a safety education completion certificate. However, it should be noted that persons younger than 12 may lose some of the benefits of the certification (small game hunting privilege, authorization to shoot an antlerless deer during the first gun deer season after graduation) if they take the class sooner than age 12. The DNR encourages people to wait until they turn 12 within 6 months of completion of the course before taking it.

TRANSPORTATION FORM

TRANSPORTATION TO SUMMER SCHOOL:

PARENT/FAMILY/FRIEND WILL DROP OFF

BUS PICK UP: LITTLE LAMBS OGDENSBURG SYMCO ROYALTON

TRANSPORTATION HOME FROM SUMMER SCHOOL:

PARENT/FAMILY/FRIEND WILL PICK UP

BUS DROP OFF: LITTLE LAMBS OGDENSBURG SYMCO ROYALTON

SWIMMING

NO YES: Swim Level: _____

Session June 10-26, 2019: Monday and Wednesday

PICK-UP AT: MANAWA ELEMENTARY LITTLE LAMBS OGDENSBURG SYMCO ROYALTON

RETURN TO: MANAWA ELEMENTARY LITTLE LAMBS OGDENSBURG SYMCO ROYALTON

HUNTER SAFETY (July 31-Aug 4, 8-12pm)

NO YES (FEE=\$10 collected on the first day of class)

OTHER CLASS (ES): _____

Summer School Course Registration:

(The following form is helpful to fill out prior to registering online. Only students outside of the Manawa School District will turn this into Manawa Elementary or Middle/High School main office.)

Students within Manawa School District-

***Please, register online through Family Skyward:**

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumanawawi/fwemnu01.w>

***Instructional video and further assistance can be found:**

<https://www.manawaschools.org/programs/summer-school.cfm>

Grades 4K-K

8:00-12:00 - Intro to 4K and Next Stop Kindergarten (4K)

8:00-12:00- Next Stop, Kindergarten (5K)

Grades 1-2 (Select 1 for Each Time Slot)

8:00-9:00

- Running/Track and Field Club
- Math Madness (grades 1-2)
- Reading Ready (grades 1-2)
- Baking and Cooking (grades 2-4)

9:00-10:00

- Computer (Grades 1-2)
- Math Madness (grades 1-2)
- Reader's Theater (Grades 1-3)
- Outdoor Adventures (grades 1-2)

10:00-11:00

- Games Galore (Grades 1-3)
- Mad Scientist (grades 1-2)
- Reading (grades 1-2)

11:00-12:00

- Computers (Grades 1-2)
- Art (grades 1-2)
- Reading Ready (Grades 1-2)
- Write my Story (grades 2-5)

Grades 3-5 (Select 1 for Each Time Slot)

8:00-9:00

- Sports (grades 3-5)
- Book Club (grades 3-5)
- Creative Writing (grades 3-5)
- Math Madness (grades 2-3)
- Baking & Cooking (grades 2-4)
- Cooking (This class goes from **8- 10 am**) (grades 4-9) **Fee of \$5.00**

9:00-10:00

- Reading Ready (by referral) (grades 3-4)
- Rocketry (grade 5-8) **Fee of \$15.00**
- Games Galore (grades 3-5)
- Fun Math Adventures (grades 3-5)
- Cooking (This class goes from **8- 10 am**) (grades 4-9) **Fee of \$5.00**

10:00-11:00

- Great Escape (grades 3-5)
- Math Madness (grades 4-5)
- Outdoor Exploration (This class goes from **10-12**) (grades 4-9)
- Running / Track & Field Club (grades 3-5)

11:00-12:00

- Math puzzles (grades 4-5)
- Outdoor Exploration(This class goes from **10-12**) (grades 4-9)
- Write my Story (grades 2-5)
- Reading (grades 3-5)

Grades 6-12 (Select 1 for Each Time Slot)

6:30-8:00 am/or 8-9:30 am

Weightlifting (Monday-Thursday)

8:00-9:00

Sports (grades 6-8)

Stress Busters (grades 6-12) (8-10am)

Elementary Volunteer/Mentor (Grades 9-12)

Speech & Debate (grades 9-12) (8-10 am)

Cooking (grades 4-9)(This class goes from 8- 10 am) Fee of \$5.00

9:00-10:00

Rocketry (grades 5-8)

Elementary Summer School Volunteer/Mentor (Grades 9-12)

Speech & Debate (grades 9-12) (8-10 am)

Cooking (grades 4-9)This class goes from 8- 10 am) Fee of \$5.00

10:00-11:00

Credit Recovery (grades 9-12) (10-12)

Outdoor Exploration (This course is from 10-12)

Stress Busters (grades 6-12) (10-12)

Really Great Reading (grades 6-8)

Elementary Volunteer/Mentor (Grades 9-12)

11:00-12:00

Stress Busters (grades 6-12) (10-12)

Outdoor Exploration (This course is from 10-12pm.)

Elementary Volunteer/Mentor (Grades 9-12)

12:30-2:30 pm

Officiating (grades 6-12) DATES TBD

MEDICAL & EMERGENCY CONTACT INFORMATION

(only needs to be completed if student does not attend MES, MMS, or LWHS)

STUDENT'S NAME: Last _____ First _____ M.I. _____

Mother/Guardian _____	May we contact you at work? Yes / No	
Home Address: _____ (Street Name & #) (city) (state)		
Home Phone # _____	Cell Phone # _____	Work Phone # _____
Work Address: _____ (Street Name & #) (city) (state)		

Father/Guardian _____	May we contact you at work? Yes / No	
Home Address: _____ (Street Name & #) (city) (state)		
Home Phone # _____	Cell Phone # _____	Work Phone # _____
Work Address: _____ (Street Name & #) (city) (state)		

If school cannot contact parent(s), name a friend or relative in the area who may be called for illness or emergency.

1st Choice: _____
(name) (relationship) (phone)

2nd Choice: _____
(name) (relationship) (phone)

Health Alert: ___ Asthma (carries inhaler) ___ Seizure Disorder ___ Diabetic ___ Other _____

Date of last Tetanus Shot _____ **List any current medications:** _____

Pre-existing medical conditions? _____ **Allergies of any kind?** _____

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) _____ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities will prevail. Anytime the above information changes, I will notify the school.

Signature of Parent or Guardian _____



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 3/25/2024

Subject: Field Trip - Water Related/Overnight Trips

I. Overall Content/Purpose:

The purpose of this memo is to provide information to the Board of Education regarding an upcoming FFA State Convention Field Trip involving water.

II. Board Motion Needed:

Administration recommends the Board of Education approve this trip opportunity for the FFA students.

III. Point of Emphasis / Key Communication(s):

- A. June 10 - June 13, 2024
- B. State FFA at Alliant Center, Madison - Overnight and pool at hotel

IV. Contact for More Information:

Name: Michelle Johnson

School District of Manawa
Field Trip/Transportation Permit Form

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

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

Trip Name State FFA Convention Grade/Class 9-12 FFA
Teacher/Coach (responsible for trip) Sandy Corder Cell # 608-604-0077
Date(s) of trip 6/10/24 to 6/13/24 → (Jim Melby, Winneconne FFA to serve as male advisor)

Destination and Address: Alliant Center, 1919 Alliant Energy Center Way, Madison, WI 53713

Itinerary of trip (attach sheets as necessary): Is this an overnight or water-related trip? • yes • no
Wisconsinffa.org
Attending sessions, hearing speakers, career fair expo, awards

Purpose of the trip (include curriculum guide learner outcome or competency references):
To develop premier leadership, personal growth, and career success at the state convention

No. of Students 7 No. of Teachers 1 No. of Chaperones 1 → plus male Jim Melby there
GROUP TOTAL 8
TBR Departure time 1 pm Min. Return time 4 pm Thurs Total hours 69 ish No. of Buses 0
Start (pick up) point Az Room Return (drop off) point Az Room
Require wheelchair-accessible bus N/A

FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)
Non-transportation costs (Planner completes for all field trips)
A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ _____
FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____
B. Per pupil student-paid miscellaneous costs → FFA to pay for hotel. B. \$ _____
C. Lunch plans (check all that apply)
Students will bring a sack lunch from home X
_ Food service staff will prepare box lunches _____
Lunch will be purchased at the site of field trip X
_ Not applicable _____
_ _____
Hotel lottery not open yet so cost unknown.
Students can bring food or purchase at event. FFA will cover some meals. School might contribute for qualifiers (?)

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

Staff member(s) responsible for administering medication to students Sandy Corder

APPROVED [Signature] J. Bura Principal DATE _____

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call LWHS/MMS to reserve a van. Reservation completed by: Mary Johnson 8/11/23

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

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

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

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address:

Transportation Request Directions

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

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

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



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 3/25/2024

Subject: Manawa Athletic Booster Club Advertising

I. Overall Content/Purpose:

The purpose of this memo is to provide information to the Board of Education regarding the Manawa Athletic Booster Club selling advertising on school grounds.

II. Board Motion Needed:

Administration recommends the Board of Education approve the sale of advertisements by the Manawa Athletic Booster Club.

III. Point of Emphasis / Key Communication(s):

- A. Please see the attached documentation for information from the Manawa Athletic Booster Club regarding the history and process for advertising on the stadium.
- B. The Building and Grounds Committee discussed and endorsed the continuation of this arrangement that dates back to 2011.
- C. Revenue is roughly \$7000 per year. These funds are used to meet the needs of the School District of Manawa Athletic Programs through the generous donations from the Booster Club.

IV. Contact for More Information:

Name: Ryan Peterson



In 2011 a small group of parents formed a committee to help raise funds for a new football field behind Little Wolf High School because our current field at Lindsay Park was not in good condition and other teams did not want to play on it any longer. We were able to raise the funds rather quickly and went on to raise an additional \$150,000 to put in the track around the field, which the school allowed us to pay back over 5 years.

We formed the Manawa Athletic Booster Club in 2012 because we felt strongly about having a Booster Club for the Athletes in our Community. Due to the 5 - year payback to the school for the Track Funds, most of our fundraising in the first 5 years went back to the school. I have made a list of some of the donations that we have made since for you to review. These are not all the donations. We set aside an amount of funds for our sports to attend summer leagues and camps as well as when we had a trainer, we gave her a small budget. We sponsor a Lift a Thon and those funds go to the Fitness Center. In 2021 we raised funds to rubberize our track in the amount of \$140,000, so we can host conference events.

We also started the Hall of Fame which we host every year and the plaques are hanging at the school for Alumni and the Alumni Basketball Tournament at Easter. There are a variety of other events we do to raise funds.

Our biggest fundraiser are the Field Signs on the fence at the Football Field. Since 2012 we have been maintaining the field signs and receiving an annual amount from each business so their sign can hang on the fence. Also, their business are represented on the roster covers that we pay for the athlete rosters at Football, Volleyball and Basketball games. I've attached a copy of the Roster Cover, Field Sign Order Form and list of businesses. Last year we brought in \$7,350.00. We do not allow signs if there is alcohol or tobacco involved and insist they are appropriate for a school.

We have signs that do not pay such as Manawa Storage which provides a fee unit which the schools pole vault is currently stored in as there is no room at the school. Carbon Freckle provides us with free design work and only charges us for the cost of materials. Summit Accounting does our taxes and only charge for the cost of filing. Fast Signs provides us with a deal on the signs.

The School came to us and asked to provide a free sign for Hawk Trailers when the school was under construction as they donated equipment to the school to move the tech ed department. They currently have 5 free years so that would be a value of \$1,000.00. We keep up and pay for the Justin Meidam sign and other signs and have replaced them for free as their condition fades.

We are asking that you allow us to continue with the sign fundraiser in the future and hope you can see that the funds do come back to the school.

A handwritten signature in black ink that reads "Mary Griffin". The signature is written in a cursive, flowing style.

Mary Griffin
Secretary/Treasurer
Manawa Athletic Booster Club

MANAWA ATHLETIC BOOSTER CLUB DONATIONS SINCE 2012

2012 Football Field	\$231,000.00
2012 Original Track	\$150,000.00
2018 Baseball Equipment	\$1,000.00
Color Run Sponsor	\$100.00
Logo for Football Trailer	\$865.00
Roster Covers - Football/Volleyball/Basketball	\$560.00
Girl's Basketball League	\$3,000.00
Wolf Walk Sponsor	\$75.00
Weight Room	\$1,200.00
Conference Boards in High School Gym	\$3,355.00
Chairs for Volleyball and Basketball Game Athletes	\$3,705.00
Krossover	\$798.00
MMS Basketball Shorts	\$630.00
Bleacher Seats for Score Keepers	\$36.00
Rally Towels	\$350.00
Trainer Equipment	\$476.00
2019 Pay for Referendum Posters (Asked by School to do this)	\$348.00
Softball Equipment	\$285.00
Basketball League	\$825.00
Football Turf	\$1,140.00
Media Guide Sponsor	\$200.00
Volleyball League	\$500.00
Girl's Basketball Summer League	\$700.00
Crutches for Trainer	\$164.00
Plt4m	\$800.00
Huddle for Volleyball	\$800.00
Roster Covers- Football/Volleyball/Basketball	\$560.00
Volleyball Think Pink	\$235.00
2020 Bus Driver Appreciation	\$250.00
Wagon for Concessions	\$77.00
Simplifaster	\$2,649.00
Roster Covers - Football/Volleyball/Basketball	\$270.00
2021 Track	\$140,000.00
Bus Driver Appreciation	\$250.00
Roster Covers - Football/Volleyball/Basketball	\$317.00
Girl's Basketball Summer League	\$1,215.00
Boy's Basketball Summer Camp	\$220.00
Volleyball Camps	\$585.00
Simplifaster	\$1,248.00
High School Gym Wall Mats	\$4,090.00
Homecoming Pizzas	\$156.00

Track Posters	\$103.00
2022 Bus Driver Appreciation	\$300.00
Teacher Appreciation	\$100.00
Track Recognition Sign	\$1,180.00
AED for School	\$1,534.00
Weight Room Equipment	\$1,500.00
Girl's Basketball Summer League	\$600.00
Roster Covers - Football/Volleyball/Basketball	\$262.50
Football Equipment	\$623.00
Homecoming Pizzas	\$150.00
Fitness Center	\$2,445.00
Flag for High School Gym	\$177.00
2023 LWHS Scoreboards	\$14,174.00
Rack Coach	\$900.00
Roster Covers - Football/Volleyball/Basketball	\$1,042.50
Wolves Table Cloth and Back Drop for Events	\$627.00
Homecoming Pizza	\$200.00
Freezer for MES for Ice	\$199.00
Softball Equipment	\$399.00
Girl's Basketball Summer League	\$600.00
Track Key Chains for big event	\$206.00
Fitness Center Equipment	\$12,584.00
Teacher & Bus Driver Appreciation Banners	\$200.00
2024 Fitness Center Repairs	\$483.00
Ball Pumps	\$338.00
Ball Lockers	\$1,140.00

\$597,101.00

Advertise Your Business and Support Manawa Sports!

ORDER YOUR SIGN IN TIME FOR
FOOTBALL/TRACK SEASONS!

Signs will be 4'X8' full color poly-metal with your logo and business information. Display will be at the Little Wolf High School Activity Complex for all football, track and other sporting events held at the complex. This will also entitle your name to be posted in all Winter/Fall Roster Covers. Information about pricing below:

1st Year \$350 (includes the cost of the sign) \$ _____
Each Year After \$200/each year \$ _____

**Make checks payable to Manawa Athletic Booster Club Total Due \$ _____

Mail to Manawa Athletic Booster Club c/o Mary Griffin, N5993 Summit Ln, Manawa WI 54949

If interested, please contact Mary Griffin 920-538-3940.

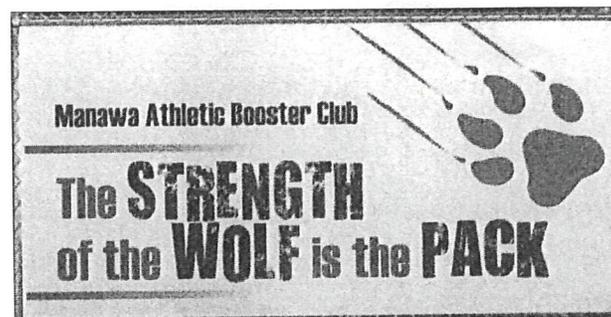
Sign examples from our field

EMAIL YOUR LOGO TO:

mgriffin@bankfirststate.com

Acceptable formats are .ai or .eps (adobe illustrator, adobe photoshop, and corel draw)

We can also use pdf's as long as they are high resolution.

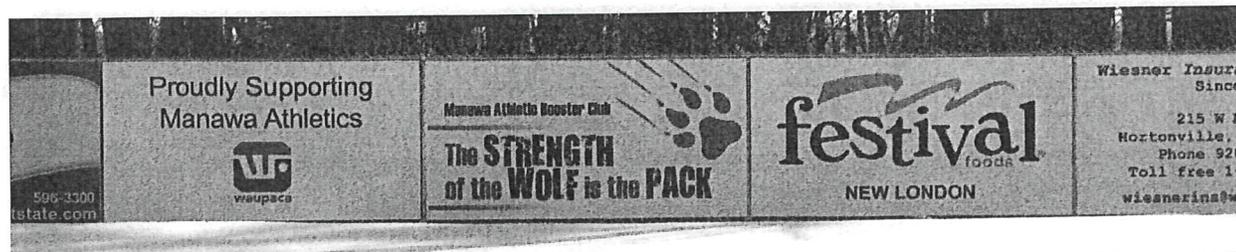


NAME OF BUSINESS: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

CONTACT: _____





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 3/25/24

Subject: Plan for Wellness Committee Membership

Presenter(s): Ryan Peterson

I. Overall Content/Purpose:

The purpose of this memo is to share information with the Board regarding the development and growth of the Ad Hoc Wellness Committee.

II. Board Motion Needed:

Administration recommends that approval of the current members with the understanding that the committee may grow in the future to include additional members.

III. Point of Emphasis / Key Communication(s):

- A. Current Members include: (developed in alignment with PO 8510 - Wellness)
S. Riske, M. Johnson, C. Zeimer, B. Suehs, D. Buschke, J. Krause, K. Riehl
- B. To ensure compliance with PO 0155 - Committees, Administration will send an invitation in the weekly newsletter (Elem. and Sec.); the message will ask for additional participation from the broader community for service on the Ad-Hoc Wellness Committee. The intent is to create opportunities for the community to serve in this important leadership capacity as a committee member and bring additional diversity of thought to the group.
- C. When/If new members volunteer and would like to serve, administration will bring the list of additional members to the full Board for review and Board Action at the April regular B.O.E. Meeting.
- D. Thank you to all members that have stepped into their role on the Wellness Ad Hoc Committee. It has been awhile since the Wellness Committee convened and provided this service to our students and staff.

IV. Contact for More Information:

Name: Ryan Peterson



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 3/25/24

Subject: Wisconsin School Meals Rock! Family Survey

Presenter(s): Danni Brauer

I. Overall Content/Purpose:

The purpose of this memo is to recommend the distribution of the Wisconsin School Meals Rock! Family Survey

II. Board Motion Needed:

Administration recommends the Board of Education approve this survey to be distributed to MES families.

III. Point of Emphasis / Key Communication(s):

- A. Team Nutrition Training Grants at the Wisconsin Department of Public Instruction are updating the [Wisconsin School Meals Rock!](#) materials to ensure they effectively communicate the appeal and benefits of school meals. DPI's goal is to provide Wisconsin school food service professionals with tools they can use to promote their meal programs.
- B. Responses will be collected until April 19th and will be distributed in the MES Family Update that is sent out weekly.
- C. Survey is attached.

IV. Contact for More Information:

Name: Danni Brauer **Phone:** 920-596-2238



WISCONSIN DEPARTMENT OF **Public Instruction**

Introduction

Wisconsin School Meals Rock! Family Survey

The Wisconsin Department of Public Instruction School Nutrition Team is seeking feedback on materials to promote the School Breakfast and National School Lunch Programs. Please complete this short survey to provide us with your valuable input.

Breakfast Infographic

Look at the infographic for school breakfast. When you're ready, go to the next page to answer questions.

Wisconsin School Meals Rock!



The School Breakfast Program provides students with a delicious and nutritious morning meal. Participating in school breakfast is a great way to make sure your student is ready to learn and do their best throughout the school day. Join us for breakfast and find out why Wisconsin School Meals Rock!

School Breakfast is Convenient!

Eating breakfast at school can save you time and make your mornings less hectic. Parents are responsible for making sure their children have a healthy breakfast to start the day. School breakfast makes this responsibility easy by providing a complete, nutritious meal.



School Breakfast Supports Student Success

School breakfast may give your child an extra boost of brain power to ace the day. Children who eat breakfast have higher attendance, fewer behavioral problems, improved concentration, and perform better on math, reading, and standardized tests.

School Breakfast is Nutritious!

School breakfasts are planned to meet nutrition recommendations based on MyPlate and must include minimum quantities from three required components: grains, milk, and fruits. Schools across the state are also adding more protein-packed offerings to their menus such as yogurt parfaits, smoothie bowls, and breakfast burritos.



This Institution is an equal opportunity provider.

[Link to accessible PDF of School Breakfast Infographic](#)

Breakfast Questions

How well does the infographic inform you about school breakfast?

- A lot
- Somewhat
- Not at all

What other information would you like to see on the infographic?

(Check all that apply)

- More specifics on the types of foods offered
- Information on the affordability of school meals
- Information about culturally inclusive meals
- Information about free and reduced price meals
- Other information not listed above
- No other information is needed

How well does the infographic inspire you to have your student eat school breakfast?

- A lot
- Somewhat
- Not at all

How could the infographic better inspire you to have your student eat school breakfast?

- More food images
- Different food images that better reflect the foods our family eats
- Quotes about school breakfast from parents/guardians
- Other information not listed above
- None of the above

Lunch Infographic

Look at the infographic for school lunch. When you're ready, go to the next page to answer questions.



Wisconsin School Meals Rock!

All children in Wisconsin deserve the chance to fuel their bodies with nutritious foods. The National School Lunch Program (NSLP) ensures school children have access to a well-balanced meal every school day. Encourage your student to participate and find out why Wisconsin School Meals Rock!

School Lunch is Delicious!

Eating school lunch exposes students to a variety of foods. From colorful fruits and vegetables to flavorful herbs and spices, school nutrition professionals are working hard to ensure all students enjoy delicious school meals.

School Lunch Supports Local Farmers

Local foods are on the lunch menu at schools throughout the state. Many foods, such as fruits, vegetables, and dairy, are grown and produced by farmers in Wisconsin. Participation in the school lunch program encourages students to make healthy food choices and helps support local agriculture.

School Lunch is Nutritious!

Schools participating in the NSLP must offer students all components found on MyPlate: protein, grains, milk, fruit, and vegetables. The nutrient-packed lunches provide fiber and essential vitamins and minerals while limiting saturated fat and sodium.

This Institution is an equal opportunity provider.



[Link to accessible PDF of School Lunch Infographic](#)

Lunch Questions

How well does the infographic inform you about school lunch?

- A lot
- Somewhat
- Not at all

What other information would you like to see on the infographic?

(Check all that apply)

- More specifics on the types of foods offered
- Information on the affordability of school meals
- Information about culturally inclusive meals
- Information about free and reduced price meals
- Other information not listed above
- No other information is needed

How well does the infographic inspire you to have your student eat school lunch?

- A lot
- Somewhat
- Not at all

How could the infographic better inspire you to have your student eat school lunch?

(Check all that apply)

- More food images
- Different food images that better reflect the foods our family eats
- Quotes about school lunch from parents/guardians

Other information not listed above

None of the above

Block 3

Which of these social media platforms do you currently use?

- Facebook
- Instagram
- Twitter
- None of the above

Which message inspires you to have your student eat school lunch?

- Let's Do Lunch!
- Ready, Set, Lunch!
- Step Up to School Lunch!
- None of the above

Which message inspires you to have your student eat school breakfast?

- Fuel Up with School Breakfast
- Stay Sharp with School Breakfast
- Get School Breakfast for a Boost
- None of the above