

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, April 22, 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*

❖ **B.O.E. ELECTION RESULTS & ANNUAL REORGANIZATION**

(PO 0151.1 - Annual Reorganization Meeting)

1. Election Results

- a. Certificate of Determination of Persons Elected
- b. Statement of the Board of Canvassers 2024
- c. Certification of Election - Brianna Coyle
- d. Certification of Election - Scott Emmert
- e. Certification of Election - Pete Griffin
- f. Certification of Election - Shannon Hansen

2. Election of Officers:

- a. President
- b. Vice President
- c. Treasurer
- d. Clerk

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

3. Discussion and Review of Committee Structure - Reorganization/Policy Revision
 - a. Memo - Recommendation for approval

❖ **B.O.E. ANNUAL REORGANIZATION**

4. Annual Board Appointments:
 - a. Committees (PO 0155)
 - i. Buildings & Grounds Committee
 - ii. Curriculum Committee
 - iii. Policy & Human Resources Committee
 1. Ad Hoc Recognition Committee (Active)
 2. Wellness Committee (Active 2023-2024)
 - iv. Finance Committee
 - b. CESA 6 Board of Control Convention Delegate
 - c. WASB Legislative Contact
 - d. WASB Convention Delegate

❖ **ADMINISTRATIVE TEAM REPORT(S)**

5. Administrative Reports and Updates:
 - a. Good News Report - Informational Presentation

❖ **COMMITTEE REPORTS**

6. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2024-04-17
7. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2024-04-10
8. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 03-27-2024
9. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2024-04-10
10. Ad Hoc Wellness Minutes (Johnson)
11. Ad Hoc Recognition Committee Minutes (2/27/24 & 3/17/24)

❖ **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.*

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.

The Board will consider approval of:

12. Recommendation for Approval of Donations:
 - a. Miranda Smith - \$100.00 for Post Prom
 - b. Victorian Bridal - \$50.00 for Post Prom
13. Recommendation for Approval of Minutes of Regular and Special Board Meetings
 - a. 2024-03-25: Regular Board Meeting
14. Recommendation for Approval - Facilities and Finance items:
 - a. Cash Receipts Report
 - b. Invoice Report Report
 - c. Rev / Exp Financial Report
 - d. WIPFLI Final Audit 22/23 SY
15. Recommendation for Approval of Personnel related items:
 - a. Personnel Chart

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

❖ **BOARD COMMENTS**

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

16. Recommendation for Approval - **2nd Reading** - 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
17. Recommendation for approval - **Reading** - NEOLA Administrative Guideline Revisions Vol. 33, No. 1
 - a. AG 5330 Administration of Medications
 - b. AG 5540 Relationship with Governmental Agencies
 - c. AG 7510C Supervision of Rented Facilities
 - d. AG 7530A Technology Equipment Security Procedures
 - e. AG 7530B Non School Use of District Equipment and Facilities By Students
 - f. AG 7530C Cellular Phones

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18. Policy Work - **1st Reading** and discussion of NEOLA Policy Revisions Vol. 33, No. 1 and Technical Corrections
 - a. Policy 2413 Health Education
 - b. Policy 6320 Purchasing
 - c. Policy 7440 Safety and Security
 - d. Policy 7540 Technology
 - e. Policy 7544 Use of Social Media
 - f. Policy 8120 Volunteers
 - g. Policy 8310 Public Records
 - h. Policy 8330 Student Records
 - i. Policy 8431 Preparedness for Toxic Hazards
 - j. Policy 9140 Citizens' Advisory Committee

19. Discussion and Review - Benefit Plan Options (HRA & HSA)
 - a. MEMO - Informational and Recommendation

20. Discussion and Review - Wit & Wisdom Curriculum
 - a. MEMO - Informational and Recommendation

21. Discussion and Review - Storage Building @ LWHS/MMS
 - a. MEMO - informational and Recommendation

22. Discussion and Review - Reading Core Tutor
 - a. MEMO - Informational and Recommendation

23. Consider a \$3600.00 wage increase (cost of living) for the District and Business Administrator.

24. Discussion and Scheduling of upcoming Committee & Regular BOE Meetings
 - a. Committee Meetings - Regular and Recurring Schedule
 - b. MAY - Regular Board of Education Meeting
Monday, May 27 is Memorial Day

❖ **CLOSED SESSION**

- The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(b)(f), Wis. Statute, Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...
 - Discussion regarding employee concerns / personnel problems

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- *The Board of Education reserves the right to RECONVENE INTO OPEN SESSION in order to take formal action on agenda items that are noticed for closed session.*

❖ **ADJOURN**

Upcoming Meeting Dates/Times:

- *See posted agenda Item above.*

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

CERTIFICATION OF DETERMINATION OF PERSONS ELECTED

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

Brianna Coyle - 631

Pete Griffin - 644

Scott Emmert - 611

Shannon Hansen - 609

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

Dated this 4th day of April 2024

Board of Canvassers:

(Signed) 1. Jeanne Frazier
2. Julie Gray
3. Brada Lee Jackson

**School District
of Manawa**

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-2525
Fax: (920) 596-5308

District Administrator: Ryan M. Peterson

**Little Wolf High School
Manawa Middle School**

515 E. Fourth St
Manawa, WI 54949
Phone: (920) 596-5800
Fax: (920) 596-2655

Principal: Michelle Johnson

**Manawa
Elementary**

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Principal: Danni Brauer

ManawaSchools.org





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STATEMENT OF THE BOARD OF CANVASSERS

We, the undersigned members of the Board of Canvassers of the School District of Manawa, do hereby certify that the annexed and within tabular statement is correct and true as compiled from the original returns made to the school district in said school district, of the election held Tuesday, April 2, 2024. The number of votes given for the election of candidates for school board is as follows:

Zone 1 - City of Manawa

Brianna Coyle - 631
Kyle Radtke - 1
Sandra Postel - 1
Blank - 1

Zone 2 - Township of Little Wolf

Pete Griffin - 644
Kyle Radtke - 2
Tom Helpap - 1
Jack Griffin - 1
Bruce Scheller - 1
Blank - 2

Zone 3 - Helvetia / Union

Scott Emmert - 611
Kyle Radtke - 2
Christal Buch - 1
Blank - 2

Zone 5 - Royalton / Mukwa

Shannon Hansen - 609
Kyle Radtke - 2
Blank - 1

Board of Canvassers:

(Signed) 1. *Jeanne Frazier*
2. *Julie Poy*
3. *Sara LaLee Jackson*

Date: April 04, 2024

EL-106

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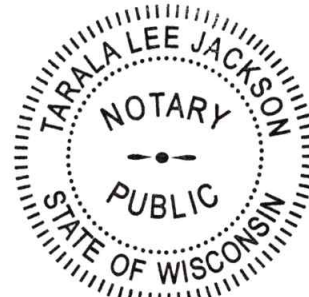
CERTIFICATE OF ELECTION

State of Wisconsin)
County of Waupaca) ss

To All to Whom These Present Shall Come:

I, TaraLa Lee Jackson , Notary Public, do hereby certify that Brianna Coyle, as appears from the official canvass of the votes given at a Spring election held on the 2nd day of April, 2024, was duly elected a school board member of said school district for a term of three years, beginning on the 22nd day of April, 2024.

(Official Seal)



Given under my hand and official seal at 800 Beech Street Manawa, this 16th day of April 2024


Notary Public

My Commission expires:

TaraLa Lee Jackson
Notary Public, ID: 253697
Expires May 30, 2027

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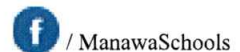
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School District of Manawa

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OFFICIAL OATH OF OFFICE

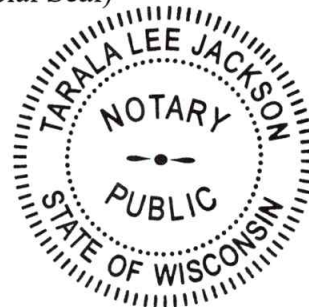
S. 20.06 (10), Wisconsin Statutes

State of Wisconsin)
County of Waupaca) ss

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

(Signed)

(Official Seal)



Sworn and signed before me this 17th day
of April in the year 2024.

Notary Public

My Commission expires on: TaraLa Lee Jackson
Notary Public, ID: 253697
Expires May 30, 2027

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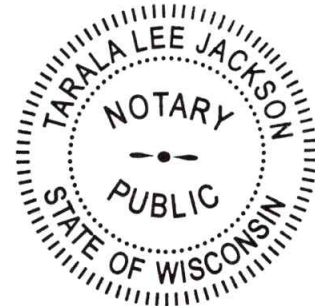
CERTIFICATE OF ELECTION

State of Wisconsin)
County of Waupaca) ss


To All to Whom These Present Shall Come:

I, TaraLa Lee Jackson , Notary Public, do hereby certify that Pete Griffin, as appears from the official canvass of the votes given at a Spring election held on the 2nd day of April, 2024, was duly elected a school board member of said school district for a term of three years, beginning on the 22nd day of April, 2024.

(Official Seal)



Given under my hand and
official seal at 800 Beech Street
Manawa, this 18th day of April
2024


Notary Public

My Commission expires: **TaraLa Lee Jackson**
Notary Public, ID: 253697
Expires May 30, 2027

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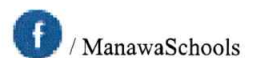
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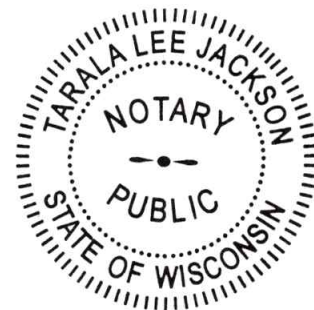
CERTIFICATE OF ELECTION

State of Wisconsin)
County of Waupaca) ss

To All to Whom These Present Shall Come:

I, TaraLa Lee Jackson, Notary Public, do hereby certify that Shannon Hansen, as appears from the official canvass of the votes given at a Spring election held on the 2nd day of April, 2024, was duly elected a school board member of said school district for a term of two years, beginning on the 22nd day of April, 2024.

(Official Seal)



Given under my hand and
official seal at 800 Beech Street
Manawa, this 18th day of April
2024


Notary Public

My Commission expires: TaraLa Lee Jackson
Notary Public, ID: 253697
Expires May 30, 2027

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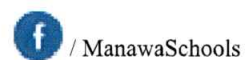
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Board Meeting Date: 4/22/24

Subject: Committee Organization and Policy 0155

Presenter(s): Ryan Peterson

I. Overall Content/Purpose:

The purpose of this memo is to propose a reorganization of the committee structure to the Board of Education.

II. Board Motion Needed:

Administration recommends the Board of Education approve the proposed reorganization of the committee structure and the revision of Policy 0155.

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

A. There are often two specific classifications for the day to day work within schools: Education based work and Operations based work. The educational work includes all of the components connected to teaching and learning (Curriculum, assessment, instruction, interventions, classroom management, materials, results, professional development, etc.). The operational work includes all of the components needed to support the smooth operations of the district: (Facilities, Finance, Maintenance, Benefits, Capital Improvements, Service Contracts, Transportation, Food Service, etc.). Along with these classifications, there is the critical and foundational work related to Policy. The proposed reorganization to the committee structure will align more efficiently to this daily reality.

B. Reorganization of Committee Structure:

1. Combine the Finance and Building & Grounds responsibilities into 1 committee = Buildings, Grounds and Finance.

a) Committee, like Curr. and P&HR, will have 3 members.

b) Alignment will create efficiencies for Board and District Staff.

(1) Agenda Items have had to go before both committees without clear delineation between committees on who should workshop and endorse specific items leading to repetitive discussions across multiple committees and at times mixed messages.

(2) Preparation for each committee meeting requires significant investment of time and attention:

development of agendas, preparation for meeting topics, public notification process, etc.

Combining these committees will help streamline workload for District Staff.

- c) All standing monthly agenda items will be included in the B,G & F Committee: monthly financial reports, capital improvement list, maintenance updates.
 - d) Combination of these committees will allow for seamless discussion and action on agenda items moving forward.
- C. This committee reorganization will allow for the Curriculum Committee to work on all Education based items. Buildings, Grounds, and Finance will be able to work on all Operations base items. Policy & Human Resources will work on all of the Policy and Personnel based items.
- D. PO 0155 Committees - current policy (see attachment)
- E. PO 0155 Committees - draft of possible Revision (see attachment)
- F. PO 0131.1 - Bylaws and Policies (see attachment)
- 1. Policy allows for the Board of Education to waive the 2 meeting process, receive the new policy proposal, and act on it in the same meeting on matters of unusual urgency.

Contact for More Information:

Name: Ryan Peterson



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of COMMITTEES - DRAFT
Code	po0155
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	June 26, 2023
Last Reviewed	April 16, 2024

0155 - **COMMITTEES**

The Board of Education believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District in more depth. The committee structure is designed to assist the Board in conducting business: it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have the following ~~four~~ **three** (~~4-3~~) standing committees, which shall be subunits of the Board:

- A. **Buildings, Grounds, and Finance (BG&F)** Committee
- B. **Curriculum** ~~Buildings and Grounds~~ Committee
- C. **Policy and Human Resources** ~~Curriculum~~ (**P&HR**) Committee
- D. ~~Policy and Human Resources~~ Committee

Standing committees shall perform specific functions and duties as determined by the Board. Committee shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds. The Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The **Buildings, Grounds, and Finance** Committee is charged with decision-making related to:

- A. Budget planning
- B. **Long-term financial budgeting** ~~Service contracts~~
- C. **Cash Management** ~~Long term financial budgeting~~
- D. **Short-term routine maintenance plans** ~~Cash management~~
- E. **Long-range planning for the care of all district buildings and sites**
- F. **Service Contracts**
- G. **Transportation**
- H. **Safety plans**

- I. All other **building, grounds, and** financial issues in the District

~~The Buildings and Grounds Committee is charged with decision-making related to:~~

- ~~A. Short term routine maintenance plans~~
- ~~B. Long range planning for the care of all district buildings and sites~~
- ~~C. Transportation~~
- ~~D. Safety plans~~
- ~~E. All other buildings and grounds issues in the District~~

The Curriculum Committee is charged with decision-making related to:

- A. Curriculum review and endorsement
- B. Textbook/resources for instructional purposes
- C. New course approval
- D. Graduation requirements
- E. Professional development plans and programs
- F. Testing and assessment
- G. Accountability and reporting
- H. Instructional technology
- I. District programs and services
- J. All other curriculum, instruction, and assessment issues in the District

The Policy and Human Resources Committee is charged with decision-making related to:

- A. Board and Education policies and guidelines
 - 1. Review of current policies and rules
 - 2. Development of new policies
 - 3. Monitor State statutes and Federal policies impacting District policies
- B. Employee handbooks
- C. Job descriptions
- D. Employee hiring process and timeline
- E. Employee contracts
- F. All other policy and employment issued in the District

Standing committees shall be appointed annually by the Board President, after receiving preferences from individual Board members. The appointments shall occur within thirty (30) days of the annual election of Board officers and are subject to approval by the Board. Each committee shall consist of three (3) Board members. The quorum of each standing committee shall be defined as a majority of the full membership of the committee.

The first-named person on the list of appointees for each committee shall act as committee chair, and the second-named person shall act as the alternate chair in the event the chairperson is unable to attend a scheduled meeting or otherwise perform the duties of the chair. No Board member shall be appointed as the chair of multiple standing committees, except by necessity or except with the approval of the Board.

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

The appointed members of the various committees and the committee chairs shall serve until the next annual appointments are made, assuming no vacancies occur and assuming no subsequent action is taken by the Board to modify committee structures or committee membership.

In the event of a vacancy on the Board, a proposal to revise committee membership for the purpose of a quorum as well as committee chair appointments for the remainder of the annual period may be presented for Board approval.

Any Board member may attend and participate in discussions that occur at any standing committee meeting; however, only official members of the committee shall have the authority to make motions and vote at the committee meetings. All Board members shall receive copies of committee meeting minutes to stay fully informed of committee activities.

Committee meeting minutes shall not be submitted for publication as a legal notice, but shall be made available to the public as appropriate when requested under the public records law.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board shall take no action as governmental body at the committee meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. In addition, committee meetings may provide for a period of public comment, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one (1) of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The following format for committee agendas is recommended:

SPECIAL NOTICE OF COMMITTEE MEETING WHEN A QUORUM OF BOARD MEMBERS IS EXPECTED TO BE PRESENT

A meeting of the (specify committee name) Committee of the School District of Manawa shall be held on ____ (identify the date and time of the meeting) in the ____ (identify the location of the meeting). The items of business to be taken up by the committee at the meeting are the following:

- A. First Item of Business
- B. Second Item of Business
- C. List any other items of Business

Further notice is hereby given that School Board members who are not members of the (specify committee name) Committee, up to and possibly including all Board members, may attend the above-noticed committee meeting so as to constitute a quorum of the Board. However, the role of any Board member who is not a member of the above-identified committee is limited to information gathering and participation in the committee's discussion. The Board shall take no action as a governmental body as part of the committee meeting.

The Board may establish advisory or temporary Ad hoc committees for specific purposes from time to time to advise the Board on specific topics of interest or concern in the District. Ad hoc Advisory Committees include, but are not limited to the:

- A. Recognition Committee - meets annually
- B. Districtwide Safety Committee - meets every three years

C. Human Growth and Development Committee - meets every three years

D. Wellness Committee - meets every three years

Committee membership shall be determined by the Board President subject to approval by the Board. Membership selection shall seek to reflect community diversity, represent varied viewpoints and include members with special expertise as appropriate to the purpose of the committee. Each committee shall receive a set of guidelines from the Board that include the following information:

A. specific charge to the committee including tasks and/or reports to be completed;

B. membership appointments, including the length of time each member is to serve;

C. clarification of limitations, policies governing committee work, resources to be provided and the relationship to the Board.

D. approximate timeline for progress reports, task completion and final reports or recommendations; and

E. procedures for dissemination of information to the public.

Notice shall be given for Board advisory or temporary committee meetings in accordance with State law and Board policies. Board members may attend any of these committee meetings.

The findings and recommendations of advisory or temporary committees shall be based upon appropriate research and fact. The committees shall be dissolved upon completion of the assigned tasks or as determined by the Board.

Revised 4/23/18

Revised 8/15/22

T.C. 6/26/23

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Last Modified by Ryan Peterson on April 16, 2024



Book	Policy Manual
Section	0000 Bylaws
Title	COMMITTEES
Code	po0155
Status	Active
Adopted	April 25, 2016
Last Revised	June 26, 2023

0155 - **COMMITTEES**

The Board of Education believes committees can be useful in the decision-making process. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner and study issues facing the District in more depth. The committee structure is designed to assist the Board in conducting business: it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have the following four (4) standing committees, which shall be subunits of the Board:

- A. Finance Committee
- B. Buildings and Grounds Committee
- C. Curriculum Committee
- D. Policy and Human Resources Committee

Standing committees shall perform specific functions and duties as determined by the Board. Committee shall be fact-finding, deliberative and advisory in nature. Committees shall have no power to take any action on behalf of the Board, or to otherwise commit the Board or District to any course of action or expenditure of funds. The Board retains discretion to make final determinations as to the most appropriate committee, if any, to address specific issues.

The Finance Committee is charged with decision-making related to:

- A. Budget planning
- B. Service contracts
- C. Long-term financial budgeting
- D. Cash management
- E. All other financial issues in the District

The Buildings and Grounds Committee is charged with decision-making related to:

- A. Short-term routine maintenance plans

- B. Long-range planning for the care of all district buildings and sites
- C. Transportation
- D. Safety plans
- E. All other buildings and grounds issues in the District

The Curriculum Committee is charged with decision-making related to:

- A. Curriculum review and endorsement
- B. Textbook/resources for instructional purposes
- C. New course approval
- D. Graduation requirements
- E. Professional development plans and programs
- F. Testing and assessment
- G. Accountability and reporting
- H. Instructional technology
- I. District programs and services
- J. All other curriculum, instruction, and assessment issues in the District

The Policy and Human Resources Committee is charged with decision-making related to:

- A. Board and Education policies and guidelines
 - 1. Review of current policies and rules
 - 2. Development of new policies
 - 3. Monitor State statutes and Federal policies impacting District policies
- B. Employee handbooks
- C. Job descriptions
- D. Employee hiring process and timeline
- E. Employee contracts
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Revised 4/23/18

Revised 8/15/22

T.C. 6/26/23

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Last Modified by Tamela Moody on July 6, 2023



Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	Active
Adopted	April 25, 2016
Last Revised	January 17, 2022

0131.1 - **BYLAWS AND POLICIES**

The Board shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute. In the event of any conflict between these bylaws and policies and any applicable law or regulation, including temporary emergency orders or mandates, the legal authority shall prevail.

Bylaws and policies not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board.

Adoption of new or revised policies, as well as the deletion of policies, is solely the responsibility of the Board. Recommendations for new or revised policies shall be brought to the Board for consideration at two (2) scheduled Board meetings. At the first meeting, the Board shall discuss the proposed policy and offer any suggested changes. At a subsequent meeting, the Board may vote on the adoption of the policy, including any amendments approved by the Board.

On matters of unusual urgency, and following a Board vote to waive the two (2) meeting process, a new proposed policy may be introduced and acted upon at the same meeting. Policy revisions that include only stylistic or minor content changes may be adopted at the same meeting initially presented.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

Technical Corrections

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

Revised 12/18/17

Revised 3/15/21
T.C. 1/17/22

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Last Modified by Brittany Wiggins on February 10, 2022



School District of Manawa

Curriculum COMMITTEE MEETING

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

Wednesday, April 17, 2024
5:15 P.M.

Board of Education Committee Members:
Riske (C), Fietzer, and Emmert

❖ **CALL TO ORDER 5:15 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present: Riske, Fietzer, Emmert. Also in attendance DBA Peterson, Principal Johnson and Literacy Specialist Hintz*

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

❖ **AGENDA**

1. Wit and Wisdom - Elementary Materials *Ms. Hintz presented that this is the last of the three legs in our current curriculum. It fills holes that were found. The cost of the material is \$32,675.17 and can be paid through ESSER III funds. Fietzer moved to endorse to full Board, Emmert seconded. Approved 3 - 0*

2. Curriculum - Financial Literacy

a. Memo

b. Financial Literacy Scope and Sequence PDF

The Scope was reviewed. A question was raised as to what is required? Curriculum must meet the six standards of Financial Mindset, Education and Employment, Money Management, Saving and Investment, Credit and Debt and Risk Management and Insurance. We are currently in compliance.

3. Testing Update

Principal Johnson presented how the days went.

❖ **FUTURE MEETING AGENDA ITEMS**

➤

❖ **ADJOURN Riske, Emmert adjourned at 6:42 pm**

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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
Wednesday, April 10, 2024
4:00 - 4:45 P.M.

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

❖ **CALL TO ORDER at 4:00 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Jepson, Reierson – Fietzer excused*
- *Also present: Tohm, Riske, Coyle, Mr. Peterson*

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

❖ **AGENDA**

1. Review of current Financial Report(s)
 - a. Cash Receipts Report
 - b. Invoice Report
 - c. Revenues/Expenditures Report

Discussion of potential printer/copier cost savings.

2. Review of Vending Report
 - a. Report (if available)

Report is not yet available due to the ability of staff to access the needed Skyward reports.

3. Review of Final Audit 22/23SY
 - a. Report

Motion to endorse the Final Audit 22/23 SY report to go to the full Board.

Motion by: Reierson, Jepson

Motion carried. Fietzer excused.

❖ **FUTURE MEETING AGENDA ITEMS**

- Review of Vending Report

Next Finance Committee meeting to be determined during the April 22, 2024 BOE meeting.

❖ **ADJOURN**

Motion to adjourn by: Reierson, Jepson

Motion carried at 4:47 pm. Fietzer excused.

Policy and HR Committee Meeting Minutes
Wednesday, March 27, 2024
5:00 P.M.

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

❖ **CALL TO ORDER - 5:01 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

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

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
Email from 3/22/2024 noticed

❖ **AGENDA**

1. Policies / Administrative Guideline Updates per B.O.E.

a. 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 endorse PO 2413 revisions.

Motion by: Hansen, Jepson

Motion carried.

b. PO 6320

These revisions eliminate reference to policies that are no longer in the School District of Manawa Policy Manual.

Motion to endorse PO 6320 revisions.

Motion by: Jepson, Hansen

Motion carried.

2. NEOLA - Policy Update Vol. 33, No. 1

a. PO 7440 Safety and Security

This policy is revised to clarify the definition of metal detectors to include handheld wands. Also, school event supervisors are authorized to respond to school safety situations when an Administrator is not present as may be the case at after-school and/or evening events.

Motion to endorse PO 7440 revisions.

Motion by: Jepson, Hansen

Motion carried.

b. PO 7540 Technology

The policy is revised to incorporate security and usage procedures that had previously been in the administrative guideline into the policy.

Motion to endorse PO 7540 revisions.

Motion by: Hansen, Jepson

Motion carried.

c. **PO 7544 Use of Social Media**

These revisions clarify the public forum options available as to social media platforms/sites and add a prohibition of the use of such sites by staff or volunteers to communicate privately with students.

Motion to endorse PO 7544 revisions.

Motion by: Hansen, Jepson

Motion carried.

d. **PO 8120 Volunteers**

This policy is revised to include an option for Board members to serve as volunteer bus drivers under certain conditions consistent with recent statutory changes as a result of 2023 Wisconsin Act 26.

Motion to endorse PO 8120 revisions.

Motion by: Jepson, Hansen

Motion carried.

e. **PO 8310 Public Records**

This policy has been revised to highlight the responsibility of the District Records Custodian to provide notice of the public records policy, including identifying in said notice the positions that each district identifies as a local public office.

Motion to endorse PO 8310 revisions.

Motion by: Jepson, Hansen

Motion carried.

f. **PO 8330 Student Records**

This policy now includes an option for directory data available under FERPA but, as stated in the drafting note, it is unclear if it would be considered directory data under Wisconsin law and thus consultation with legal counsel is recommended.

Motion to endorse PO 8330 revisions.

Motion by: Jepson, Hansen

Motion carried.

g. **PO 8431 Preparedness for Toxic Hazards**

Revisions to this policy authorize the District Administrator to designate two required job titles in the District--the Toxic Hazard Preparedness Officer and the Chemical Hygiene Officer.

Motion to endorse PO 8431 revisions.

Motion by: Jespon, Hansen

Motion carried.

h. **PO 9130 Public Requests, Suggestions, or Complaints**

This policy is revised to include additional clarification of the procedure and options for review of classroom and, if options are selected, library materials.

Motion to Table PO 9130.

Motion by: Reiersen, Jepson

Motion carried.

i. **PO 9140 Citizens' Advisory Committees**

This policy is revised to account for alternative requirements for committee development in specific cases, for example, a committee to recommend curriculum revisions in human growth and development must be appointed by the Board and must include staff members.

Motion to endorse PO 9140 revisions.
Motion by: Jepson, Hansen
Motion carried.

3. NEOLA - Administrative Guidelines Update Vol. 33, No. 1
 - a. AG 5330 Administration of Medications - **Revision**
Motion to endorse AG 4330 revisions.
Motion by: Jepson, Hansen
Motion carried.
 - b. AG 5540 Relationship with Governmental Agencies - **Revision**
Motion to endorse AG 5540 revisions.
Motion by: Hansen, Jepson
Motion carried.
 - c. AG 7510C Supervision of Rented Facilities - **Revision**
Motion to endorse AG 7510C revisions.
Motion by: Jepson, Hansen
Motion carried.
 - d. AG 7530A Technology Equipment Security Procedures - **Rescind**
Motion to endorse rescinding AG 7530A.
Motion by: Jepson, Hansen
Motion carried.
 - e. AG 7530B Non School Use of District Equipment and Facilities By Students - **Rescind**
Motion to endorse rescinding of AG 7530B.
Motion by: Jepson, Hansen
Motion carried.
 - f. AG 7530C Cellular Phones - **Rescind**
Motion to endorse rescinding of AG 7530C.
Motion by: Hansen, Jepson
Motion carried.

- ❖ **FUTURE MEETING AGENDA ITEMS - Next meeting May 1, 2024.**
 - **Exploration of Salaried Business Office Position(s)**
 - **PO 9130 that was tabled and AG 9130A**
 - **PO 5540 - reference to SRO.**
 - **Review Coach job descriptions - have not been updated since between 2018-2020**
- ❖ **ADJOURN - Motion by: Jepson, Hansen. Motion carried at 7:00 pm.**



School District of Manawa

Building & Grounds COMMITTEE MEETING

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

Wednesday, April 10, 2024
4:50 P.M.

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

❖ **CALL TO ORDER 4:50**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Griffin, Jepson, Riske, Reiersen,*
- *Admin: Peterson, Marzofka*
- *Public: Coyle, M.Griffin*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]
Verified by Email on April 8th email

❖ **AGENDA**

1. Tour of Facilities
 - a. The Spring Tour will have a Technology (IT) Focus
Dean took us around the MES & MMS & LWHS to show us areas that need improvement. See Dean for more information.
2. Building & Grounds Maintenance
 - a. Updates and Discussion
*Roof being looked at Monday
3 calls bathroom renovations*
3. Capital Improvements List
 - a. Ongoing Discussion regarding Facility concerns:
 - i. Possible Recommendations
Servers and generators added to the capital project list
4. Secondary School Storage Shed Discussion
 - a. Discussion around Proposals
*Recommendation to go with Barren to build storage shed -
Motion by Riske/Griffin Motion passes Jepson opposed*

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School District of Manawa

Building & Grounds COMMITTEE MEETING

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

5. Environmental Management Consulting - Safety/Training Service
 - a. Informational Document
3yrs was \$48,000 Looking into going with year to year contract.

❖ FUTURE MEETING AGENDA ITEMS

- Waiting for reassignment at full board meeting

❖ ADJOURN

- Motion to adjourn at 7:23 pm by Riske/Jepson Motion carries

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School District of Manawa

Ad Hoc Wellness COMMITTEE MEETING

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

**Wednesday, April 10, 2024
3:30 P.M.**

Called to order at 3:30 by Stephanie Riske

Attendance: Denise Buschke (Food service), Stephanie Riske (BOE and Parent), TaraLa Jackson (parent, district staff), Corrie Ziemer (phy ed teacher, parent,), Dixie Moericki (LWH student), Michelle Johnson (principal), Jill Krause (secondary health/physical education teacher)

Absent: Cathy McCoy, Katie Riehl

❖ AGENDA

1. Policy Review
 - a. PO 8510 - Wellness
 - Discussion. No new changes to Wellness committee policy since last meeting.
2. Student Wellness Discussion
 - Fancy Friday- Seniors will come to elementary- dress up, set up fancy lunch tables, teach manners, dress up-working with Elementary set up.
 -
3. Staff Wellness Discussion
 - April 12th PD-Staff health option/activity- Lightning staff challenge at secondary, Dance practice at elementary
 - Scavenger Hunt around town as an idea for the last PD in May
 - M2 Health Updates hung in staff bathrooms
 - SEL April calendar for staff
 - Physical activities BINGO- handed out during staff meeting.
4. Food Management
 - Ala Carte/Vending Machine- Not in competition with food service. Funding goes towards food service.
 - Brenda Suehs will run the total vending machine amount upon return.
 - Food service assured that vending/Ala Carte snacks are following snack guidelines.

Meeting Adjourned at 4:08, by Stephanie Riske, Seconded by Michelle Johnson

❖ FUTURE MEETING DATE & AGENDA ITEMS

- **May 22, 3:30-4:30**

School District of Manawa

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



Tuesday, February 27, 2024

3:30 P.M.

❖ Recognition Event Planning AGENDA

Members Present: T. Jackson, R. Peterson, M. Poppe, S. Riske, M. Tassone, M, Wright

1. Planning for the School District of Manawa Staff Recognition and Awards Event:
 - a. Review information from prior years (traditions, awards, recognitions, procedures).
 - i. Past years planning documents, awards, and recognitions were reviewed.
 - b. Brainstorm regarding 23/24 SY Recognition & Awards Event
 - i. Dinner Banquet to be held during the Staff Appreciation week was discussed and decided upon.
 1. Heart of Gold, Friend of Education, Years of Service Recognition and Retirement Recognition will be presented.
 - c. Additional discussion related to the details of the event
 - i. Check in with venue(s) - Riske
 - ii. Research possible awards - Jackson
 - iii. Connect with Staff to gauge interest - ALL
 - iv. Beginning discussion on Invitation and RSVP Process

2. Set Next Meeting Date: March 13, 2024

3. Future Meeting Agenda Items:
 - Continue Planning of Recognition Event

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School District of Manawa

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



Wednesday, March 13, 2024
3:30 P.M.

❖ Recognition Event Planning AGENDA

Members Present: T. Jackson, R. Peterson, M. Poppe, S. Riske, M. Tassone, M, Wright

1. Planning for the Recognition Event:
 - a. Review information from the last meeting.
 - i. Confirmed Event - Wednesday, May 8 @ Bear Lake
 1. Dinner @ 5:30 PM & Program @ 6:30 PM
 - b. Next Steps/Finalize Plans:
 - i. Send out nomination forms
 - ii. Send out invitations / RSVP
 - iii. Student Jazz Ensemble discussion/will explore
 - iv. Intro - Ryan, Award Presentation and Recognition - BOE Members (read script and give award/recognition item)
 - c. Additional Items:
 - i. Discussion regarding event program and script creation
 - ii. Friends of Education and Heart of Gold selection process discussion; will be done the way it has been done previously.
 - iii. Additional discussion and planning around a staff gift for the retirees.

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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.

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

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



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

- ❖ **CALL TO ORDER - 6:00 p.m.**
- ❖ **PLEDGE OF ALLEGIANCE**
- ❖ **ROLL CALL - Verification of Quorum**
 - *B.O.E. Members Present: Shannon Hansen, Kerri Jepson, Pete Griffin, Sondra Reiersen, Craig Fietzer, Scott Emmert, and Stephanie Riske.*
- ❖ **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 (Reiersen) - 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**

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

Motion to approve all items in “Consent Agenda” by Griffin. Motion seconded by Fietzer. Motion Carried.

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
- 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)

Motion to approve by Jepson. Motion seconded by Hansen. Motion Carried.

- 12. Recommendation for Approval of Summer School Program Catalog

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- a. Summer School Program Catalog

Motion to approve by Riske. Motion seconded by Fietzer. Motion Carried.

13. Recommendation for Approval of Water Related/Overnight Field Trips from Secondary School

- a. Memo and Form - State FFA Trip (June 2024)

Motion to approve by Fietzer. Motion seconded by Riske. Motion Carried.

14. Recommendation for Approval - Manawa Athletic Booster Club Yearly Advertising on Stadium

- a. Memo and Information from Manawa Athletic Booster Club

Motion to approve by Jepson. Motion seconded by Hansen. Motion Carried.

15. Recommendation for Approval of AdHoc Wellness Committee members

- a. Memo - List of Members and information regarding open invitation for broader participation

Motion to approve by Riske. Motion seconded by Griffin. Motion Carried.

16. Recommendation for Approval of Nutrition Survey

- a. Memo
- b. Copy of the Survey

Motion to approve by Griffin. Motion seconded by Hansen. Motion Carried.

Motion to move to closed session with a 10 minute break by Fietzer. Motion seconded by Hansen. Motion Carried at 7:58 pm.

❖ **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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Name	Reference	Trans Date	Description	Post Date	Amount
		03/01/2024		03/01/2024	1,666.60
			Totals for 17073		1,666.60
		03/06/2024		03/06/2024	30.00
			Totals for 17053		30.00
		03/06/2024		03/06/2024	176.00
			Totals for 17054		176.00
		03/06/2024		03/06/2024	806.00
			Totals for 17055		806.00
		03/06/2024		03/06/2024	230.00
			Totals for 17056		230.00
		03/06/2024		03/06/2024	170.00
			Totals for 17057		170.00
		03/06/2024		03/06/2024	30.00
			Totals for 17059		30.00
		03/06/2024		03/06/2024	10.00
			Totals for 17060		10.00
		03/06/2024		03/06/2024	20.00
			Totals for 17061		20.00
		03/06/2024		03/06/2024	5.00
			Totals for 17062		5.00
		03/06/2024		03/06/2024	5.00
			Totals for 17063		5.00
		03/06/2024		03/06/2024	38.00
			Totals for 17064		38.00
		03/06/2024		03/06/2024	10.00
			Totals for 17065		10.00
		03/07/2024		03/06/2024	40.00
			Totals for 17058		40.00
		03/14/2024		03/14/2024	504.00
			Totals for 17080		504.00
		03/15/2024		03/22/2024	1,055.00
			Totals for 17078		1,055.00
		03/18/2024	ST PATTYS DAY PARADE 3.16.24	03/18/2024	500.00
			Totals for 17079		500.00
		03/19/2024		03/19/2024	652.05
			Totals for 17075		652.05
		03/19/2024		03/19/2024	279.00
			Totals for 17076		279.00
		03/19/2024		03/19/2024	3,299.65
			Totals for 17077		3,299.65
		03/22/2024	MES YEARBOOK	03/22/2024	15.50
			Totals for 17081		15.50
		03/22/2024	MES FOOD SERVICE DEPOSIT	03/22/2024	565.40
			Totals for 17082		565.40
		03/22/2024		03/22/2024	754.00
			Totals for 17085		754.00
		03/26/2024	SEPT TO JAN 2023 2024 SY	03/26/2024	5,925.48
			Totals for		5,925.48
		03/26/2024		03/26/2024	336.46
			Totals for 16745		336.46
		03/26/2024	2ND EEN CATEGORICAL AID PAYMENT CESA 5	03/26/2024	1,780.73
			Totals for 16936		1,780.73
		03/26/2024	POST PROM DONATIONS	03/26/2024	1,475.00

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 17083		1,475.00
		03/26/2024	RESALE OF BOYS BBALL JERSEY	03/26/2024	20.00
			Totals for 17084		20.00
		03/26/2024	BASEBALL HATS AND SOCKS	03/26/2024	312.00
			Totals for 17086		312.00
		03/26/2024	SOFTBALL SOCKS	03/26/2024	10.00
			Totals for 17087		10.00
		03/26/2024	OLD SOFTBALL UNIFORMS	03/26/2024	276.00
			Totals for 17088		276.00
		03/26/2024	DONATION FROM ROYALTON STATION FOR PLAYG	03/26/2024	500.00
			Totals for 17089		500.00
		03/26/2024	DEPOSIT TO FUND 10 CASH ACCOUNT - JE RUN	03/26/2024	68.76
			Totals for 17090		68.76
		03/27/2024	CATERING INVOICE FOR FFA MILK & VALENTIN	03/27/2024	316.96
			Totals for 17033		316.96
		03/28/2024		03/28/2024	15.50
			Totals for 17094		15.50
		03/28/2024		03/28/2024	350.00
			Totals for 17095		350.00
			Total for Cash Receipts		22,248.09

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	405.22	1,782.00	0.00	2,187.22
21	Special Revenue Trust Fund	0.00	3,161.00	0.00	3,161.00
27	SPECIAL EDUCATION FUND	0.00	7,706.21	0.00	7,706.21
50	FOOD SERVICE FUND	8,846.70	316.96	0.00	9,163.66
80	COMMUNITY SERVICE FUND	0.00	30.00	0.00	30.00
***	Fund Summary Totals ***	9,251.92	12,996.17	0.00	22,248.09

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85447	INTEGRATED SYSTEMS C	JPAP03	03/01/2024	HOSTING SERVICE	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
Totals for 85447								388.80
85454	OVERTURE CENTER FOR	JPAP03	03/07/2024	CHULA - Tickets for Overture Center for the Arts - Harry Potter in Concert	10 E 200 411 125500 000	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC	2002400013	1,479.60
Totals for 85454								1,479.60
85455	AMAZON CAPITAL SERVI	JPAP03	03/08/2024	PETHKE - Visitor Signs, Cones, Rubber bottoms for chairs, posts, etc	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400145	227.21
85455	AMAZON CAPITAL SERVI	JPAP03	03/08/2024	PETHKE - Visitor Signs, Cones, Rubber bottoms for chairs, posts, etc	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400145	171.41
Totals for 85455								398.62
85458	CESA 6-CONFERENCE RE	JPAP03	03/08/2024	PHYSICAL THERAPY	27 E 101 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	1,003.20
85458	CESA 6-CONFERENCE RE	JPAP03	03/08/2024	PHYSICAL THERAPY	27 E 200 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	668.80
Totals for 85458								1,672.00
85460	E O JOHNSON CO., INC	JPAP03	03/08/2024	MONTHLY COPIER INVOICE	10 E 800 354 260000 000	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002400016	4,052.41
Totals for 85460								4,052.41
85462	JENSEN, THERESA	JPAP03	03/08/2024	STUDENT TRANSPORTATION - FEBRUARY 2024	27 E 101 341 256750 019	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	93.80
Totals for 85462								93.80
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 800 341 256710 000	GENERAL FUND/CONTRACTED	0	48,310.26

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 800 341 256740 000	PUPIL TRANSPORTATIO/CONTRACTED FLEET GENERAL	0	2,617.98
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 400 341 256770 000	PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS GENERAL	0	1,155.52
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 101 341 256770 000	PUPIL TRANSPORTATIO/FIELD TRIPS GENERAL	0	471.01
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	27 E 800 341 256750 011	PUPIL TRANSPORTATIO/FIELD TRIPS SPECIAL EDUCATION	0	6,462.57
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	80 E 800 343 390000 000	PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP COMMUNITY SERVICE	0	2,037.41
85465	KOBUSSEN BUSES LTD	JPAP03	03/08/2024	BUS CHARGES - FEBRUARY 2024	10 E 200 341 256770 000	FUND/TRAVEL-CONTRACTED SERVICE/OTHER COMMUNITY SERVICES GENERAL	0	616.03
							Totals for 85465	61,670.78
85468	RADLEY, JONI	JPAP03	03/08/2024	MICHAEL - Pay for Piano Accompaniment for Solo & Ensemble (Joni) Please send check to Joni.	10 E 200 310 125400 000	GENERAL FUND/PERSONAL SERVICES/VOCAL MUSIC	4002400149	86.00
85468	RADLEY, JONI	JPAP03	03/08/2024	MICHAEL - Pay for Piano Accompaniment for Solo &	10 E 400 310 125400 000	GENERAL FUND/PERSONAL	4002400149	114.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Ensemble (Joni) Please send check to Joni.		SERVICES/VOCAL MUSIC		
						Totals for 85468		200.00
85472	PMC	JPAP03	03/11/2024	KOEHLER - Router Table Package and New Wood Router - Using Carl Perkins Grant	10 E 400 440 136000 517	GENERAL FUND/NON-CAPITAL EQUIPMENT/TECHNOLOGY EDUCATION	4002400110	1,388.00
						Totals for 85472		1,388.00
85474	AMAZON CAPITAL SERVI	JPAP03	03/15/2024	CENTRAL SUPPLY ITEMS	10 E 101 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400086	202.44
						Totals for 85474		202.44
85475	BRAINPOP LLC	JPAP03	03/15/2024	BrainPop Renewal	10 E 200 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400089	1,228.50
85475	BRAINPOP LLC	JPAP03	03/15/2024	BrainPop Renewal	10 E 101 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400089	2,047.50
85475	BRAINPOP LLC	JPAP03	03/15/2024	BrainPop Renewal	10 E 400 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400089	819.00
						Totals for 85475		4,095.00
85476	CENTURY LINK	JPAP03	03/15/2024	LONG DISTANCE SERVICE - MONTHLY	10 E 800 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400018	35.12
						Totals for 85476		35.12
85477	CESA 6-CONFERENCE RE	JPAP03	03/15/2024	COMMUNICATING & COLLABORATING WITH PRIVATE SCHOOL PARTNERS W TURNER & C HINTZ	10 E 800 386 221300 141	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	160.00
						Totals for 85477		160.00
85478	C.E.S.A. #9	JPAP03	03/15/2024	2 - WI VIRTUAL SCHOOL JANUARY 2024 ENROLLMENTS	10 E 400 386 431000 000	GENERAL FUND/TRANSFER TO CESA/Gen	0	580.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Tuition-Non-Open Enrollmen		
						Totals for 85478		580.00
85479	DELTA DENTAL-VISION	JPAP03	03/15/2024	COBRA - DENTAL VISION APRIL 2024 PREMIUM	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	4.78
85479	DELTA DENTAL-VISION	JPAP03	03/15/2024	APRIL 2024 VISION INSURANCE PREMIUM	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	550.04
						Totals for 85479		554.82
85480	DISCOUNT MAGAZINE SU	JPAP03	03/15/2024	Magazine Subscription Renewals	10 E 101 434 222200 031	GENERAL FUND/PERIODICALS/SCH OOL LIBRARY	1012400088	319.71
						Totals for 85480		319.71
85481	DIVERSIFIED BENEFIT	JPAP03	03/15/2024	MARCH 2024 HRA ADMIN SERVICES	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	249.95
						Totals for 85481		249.95
85482	HANDRICH, JESSICA	JPAP03	03/15/2024	Practical Trauma - Informed Strategies (Virtual training) on April 8, 2024	27 E 101 310 221300 019	SPECIAL EDUCATION FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	272400086	175.00
						Totals for 85482		175.00
85484	HEID MUSIC CO	JPAP03	03/15/2024	MICHAEL -	10 E 400 940 125400 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC	4002400100	38.28
85484	HEID MUSIC CO	JPAP03	03/15/2024	MICHAEL -	10 E 200 940 125400 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC	4002400100	28.85
85484	HEID MUSIC CO	JPAP03	03/15/2024	I'M STANDING & EASY SONGS BEG TENOR II	10 E 200 411 125400 000	GENERAL FUND/GENERAL SUPPLIES/VOCAL MUSIC	0	28.16
						Totals for 85484		95.29
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	LWHS/MMS - COMMERCIAL STANDARD MONITORING - DMP3156	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	273.26
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	LWHS/MMS - COMMERCIAL	10 E 200 329 253000 000	GENERAL	0	206.14

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				STANDARD MONITORING - DMP3156		FUND/CLEANING SERVICES/OPERATION		
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD MONOITORING - MES	10 E 101 329 253000 000	GENERAL	0	479.40
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD LEVATOR MONITORING - ELV380	10 E 400 329 253000 000	GENERAL	0	273.26
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD LEVATOR MONITORING - ELV380	10 E 200 329 253000 000	GENERAL	0	206.14
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD TWO WAY COMMUNICATION - ELV387TWC	10 E 400 329 253000 000	GENERAL	0	273.26
85486	MARTIN SYSTEMS, INC.	JPAP03	03/15/2024	COMMERCIAL STANDARD TWO WAY COMMUNICATION - ELV387TWC	10 E 200 329 253000 000	GENERAL	0	206.14
						Totals for 85486		1,917.60
85487	MASTER ELECTRICAL SE	JPAP03	03/15/2024	MES - PROVIDED ELECTRICITY TO WATER BOTTLE FILLER	10 E 101 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	344.29
						Totals for 85487		344.29
85489	THEDACARE AT WORK	JPAP03	03/15/2024	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - J. BEYER	10 E 800 310 264500 000	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	196.00
						Totals for 85489		196.00
85491	UNIFIRST CORPORATION	JPAP03	03/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	46.62
85491	UNIFIRST CORPORATION	JPAP03	03/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	35.17
85491	UNIFIRST CORPORATION	JPAP03	03/15/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	1012400045	60.94
						Totals for 85491		142.73
85492	WCA GROUP HEALTH TRU	JPAP03	03/15/2024	APRIL 2024 HEALTH INSURANCE	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	97,462.44

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
							Totals for 85492	97,462.44
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.52
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	7.18
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.62
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	7.25
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS GAS BILLS	10 E 400 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	2,752.40
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS GAS BILLS	10 E 200 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	2,076.37
85494	ALLIANT ENERGY	JPAP03	03/22/2024	MES ELECTRIC BILLS	10 E 101 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012400032	5,209.32
85494	ALLIANT ENERGY	JPAP03	03/22/2024	MES GAS BILLS	10 E 101 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	1012400032	3,659.92
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	4,740.95
85494	ALLIANT ENERGY	JPAP03	03/22/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	3,576.50
							Totals for 85494	22,049.03
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	HS/MS Office Supplies - Mechanical Lead Refills, Kleenex, Math Post-It Super	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE	4002400161	529.89

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Sticky Easel Pads, white envelopes		D CURRICULUM		
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	HS/MS Office Supplies - Mechanical Lead Refills, Kleenex, Math Post-It Super Sticky Easel Pads, white envelopes	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400161	399.75
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	Trela Co 100 Pairs Ear Plugs Bulk, NRR 29dB Reusable Silicone Ear Plugs with Plastic Cases Soft.	27 E 200 411 158000 019	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEGORICAL	272400087	24.98
85495	AMAZON CAPITAL SERVI	JPAP03	03/22/2024	PLAYGROUND EQUIPMENT STORAGE BIN	10 E 101 440 110000 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFERENTIATED CURRICULUM	1012400090	236.29
						Totals for 85495		1,190.91
85496	BARKHAUSEN WATERFOWL	JPAP03	03/22/2024	4K FIELD TRIP TO BARKHAUSEN WATERFOWL PRESERVE	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATED CURRICULUM	1012400093	50.00
						Totals for 85496		50.00
85497	CHIPPEWA VALLEY SPOR	JPAP03	03/22/2024	Baseball Hats	10 E 400 450 162204 000	GENERAL FUND/MATERIALS FOR SALE/BOYS BASEBALL	602400055	338.33
85497	CHIPPEWA VALLEY SPOR	JPAP03	03/22/2024	Baseball/Softball Lime/Diamond Dry	10 E 400 411 162103 000	GENERAL FUND/GENERAL SUPPLIES/GIRLS SOFTBALL	4002400143	1,154.00
85497	CHIPPEWA VALLEY SPOR	JPAP03	03/22/2024	Baseball/Softball Lime/Diamond Dry	10 E 400 411 162204 000	GENERAL FUND/GENERAL SUPPLIES/BOYS BASEBALL	4002400143	1,154.00
						Totals for 85497		2,646.33
85498	COMMAND CENTRAL, LLC	JPAP03	03/22/2024	APRIL 2, 2024 PRESIDENTIAL PREFERENCE/SPRING ELECTION	10 E 800 310 231400 000	GENERAL FUND/PERSONAL SERVICES/ELECTION	0	4,963.40
						Totals for 85498		4,963.40
85499	HERMITAGE ART COMPAN	JPAP03	03/22/2024	2024 Graduation and 2024 Senior Paper to Create	10 E 400 411 120010 000	GENERAL FUND/GENERAL	4002400157	64.40

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Programs		SUPPLIES/MISC HIGH SCHOOL		
						Totals for 85499		64.40
85500	JIM'S PLUMBING	JPAP03	03/22/2024	LABOR & MATERIAL TO REPAIR 2 TOILET FLUSH VALVES & 2 FAUCETS AT MES	10 E 101 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	458.96
						Totals for 85500		458.96
85501	KEGLERS BOWLING CENT	JPAP03	03/22/2024	BOWLING UNIT FOR 9TH GRADERS	10 E 400 943 143000 000	GENERAL FUND/PUPIL DUES AND FEES/PHYSICAL EDUCATION	0	318.00
						Totals for 85501		318.00
85502	LIQUIDATORS PLUS	JPAP03	03/22/2024	WELDING OXYGEN & LINT ROLLER	10 E 400 411 121000 000	GENERAL FUND/GENERAL SUPPLIES/ART	0	22.00
85502	LIQUIDATORS PLUS	JPAP03	03/22/2024	WELDING OXYGEN & LINT ROLLER	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1.50
						Totals for 85502		23.50
85503	MID-AMERICAN RESEARC	JPAP03	03/22/2024	CUSTODIAL SUPPLIES	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002400058	1,083.57
85503	MID-AMERICAN RESEARC	JPAP03	03/22/2024	CUSTODIAL SUPPLIES	10 E 101 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002400058	283.00
85503	MID-AMERICAN RESEARC	JPAP03	03/22/2024	CUSTODIAL SUPPLIES	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002400058	817.43
						Totals for 85503		2,184.00
85504	NASSCO INC	JPAP03	03/22/2024	HEISE - can liners, Clorox wipes, oxivir, toilet paper, hand paper towel, blue medium gloves bleach	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400148	1,004.98
85504	NASSCO INC	JPAP03	03/22/2024	HEISE - can liners, Clorox wipes, oxivir, toilet paper, hand paper towel, blue medium gloves bleach	10 E 200 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400148	758.14
						Totals for 85504		1,763.12
85505	ORTHOPEDIC & SPINE T	JPAP03	03/22/2024	JILL TIMM SERVICES FOR	10 E 400 310 162000 000	GENERAL	0	320.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				ATHLETIC TRAINER/WRESTLING		FUND/PERSONAL SERVICES/GENERAL ATHLETICS		
						Totals for 85505		320.00
85506	ROSHOLT SCHOOL DISTR	JPAP03	03/22/2024	TRACK INDOOR INVITATIONAL AT UWSP ON 3/30/24	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	200.00
						Totals for 85506		200.00
85507	SOLIANT	JPAP03	03/22/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	680.00
85507	SOLIANT	JPAP03	03/22/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	765.00
						Totals for 85507		1,445.00
85509	UW-OSHKOSH TRACK & F	JPAP03	03/22/2024	TRACK INVATIONAL AT UW-OSHKOSH ON 3/14/24	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	250.00
						Totals for 85509		250.00
85510	AMAZON CAPITAL SERVI	JPAP03	03/27/2024	POPCORN	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	1012400094	59.99
						Totals for 85510		59.99
85511	AUGUST WINTER & SONS	JPAP03	03/27/2024	NO HEAT IN PARTS OF THE LWHS/MMS BUILDING	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	2,597.22
85511	AUGUST WINTER & SONS	JPAP03	03/27/2024	NO HEAT IN PARTS OF THE LWHS/MMS BUILDING	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,959.30
						Totals for 85511		4,556.52
85512	CENGAGE LEARNING	JPAP03	03/27/2024	Gale in Context Renewal	10 E 200 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	4002400155	962.36
85512	CENGAGE LEARNING	JPAP03	03/27/2024	Gale in Context Renewal	10 E 400 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL	4002400155	1,710.87

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						LIBRARY		
						Totals for 85512		2,673.23
85513	CESA 6-CONFERENCE RE	JPAP03	03/27/2024	WISEDATA SUPPOORT WITH SEEDS	27 E 800 362 295000 341	SPECIAL EDUCATION FUND/SOFTWARE SUBSCRIPTION/ADMINIS TRATIVE TECHNOLOGY SERV	0	320.00
						Totals for 85513		320.00
85514	CHIPPEWA VALLEY SPOR	JPAP03	03/27/2024	Baseball Equipment	10 E 400 440 162204 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/BOYS BASEBALL	4002400142	685.00
						Totals for 85514		685.00
85515	CLOVER MOTORS	JPAP03	03/27/2024	MAINTENANCE ON 2017 CHRYSLER PACICFICA TOURING	10 E 800 324 254500 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	164.48
						Totals for 85515		164.48
85516	COUGHLAN COMPANIES,	JPAP03	03/27/2024	PebbleGo Renewal	10 E 101 360 222200 031	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400091	1,399.00
						Totals for 85516		1,399.00
85517	GFL ENVIRONMENTAL	JPAP03	03/27/2024	MONTHLY TRASH & RECYCLE INVOICES	10 E 800 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	8002400013	1,381.75
						Totals for 85517		1,381.75
85519	JENSEN, THERESA	JPAP03	03/27/2024	TRANSPORTATION - NT	27 E 101 341 256750 019	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	268.00
						Totals for 85519		268.00
85520	JIM'S PLUMBING	JPAP03	03/27/2024	LABOR & MATERIAL TO REPLACE THE KOHLER VALVET ASSEMBLY AT THE KITCHEN STAFF RESTROOM LAVATORY	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	100.41
85520	JIM'S PLUMBING	JPAP03	03/27/2024	LABOR & MATERIAL TO REPLACE	10 E 200 324 254300 000	GENERAL FUND/REPAIR	0	75.75

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				THE KOHLER VALVET ASSEMBLY AT THE KITCHEN STAFF RESTROOM LAVATORY		& MAINTENANCE SERVICES/BUILDINGS		
							Totals for 85520	176.16
85521	MAVERICK PUMPING SER	JPAP03	03/27/2024	1 - 100 GALLON CREASE INTERCEPTOR PUMPED	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	195.00
85521	MAVERICK PUMPING SER	JPAP03	03/27/2024	2 - 100 GALLON GREASER INTERCEPTOR PUMPED	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	222.30
85521	MAVERICK PUMPING SER	JPAP03	03/27/2024	2 - 100 GALLON GREASER INTERCEPTOR PUMPED	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	167.70
							Totals for 85521	585.00
85523	STANDARD INSURANCE C	JPAP03	03/27/2024	LIFE/STD & LTD PREMIUM - APRIL 2024	10 L 811634	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,286.37
85523	STANDARD INSURANCE C	JPAP03	03/27/2024	LIFE/STD & LTD PREMIUM - APRIL 2024	10 L 811639	GENERAL FUND/LTD INS PAYABLE	0	1,041.63
85523	STANDARD INSURANCE C	JPAP03	03/27/2024	LIFE/STD & LTD PREMIUM - APRIL 2024	10 L 811635	GENERAL FUND/STD INS PAYABLE	0	716.03
							Totals for 85523	3,044.03
85524	VONBRIESSEN & ROPER,	JPAP03	03/27/2024	LEGAL FEES	10 E 800 310 231500 000	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	422.50
							Totals for 85524	422.50
202300225	DIVERSIFIED BENEFIT	JPWI03	03/01/2024	HRA REIMBURSEMENTS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,795.23
							Totals for 202300225	1,795.23
202300226	EMPLOYEE BENEFITS CO	JPWI03	03/07/2024	FSA & DEPENDENT CARE CLAIMS	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	711.92
							Totals for 202300226	711.92
202300227	DIVERSIFIED BENEFIT	JPWI03	03/08/2024	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,967.57
							Totals for 202300227	1,967.57
202300228	DELTA DENTAL OF WISC	JPWI03	03/06/2024	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,701.87
							Totals for 202300228	1,701.87
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA	0	8,704.25

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811611	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,693.83
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	406.76
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	84.13
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,035.68
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	396.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	95.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	19.67
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	534.00
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	134.24
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	8,814.56
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,207.29
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	162.14

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L	811612 COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	107.04
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,035.68
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	396.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	95.14
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L	811611 COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	19.67
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,704.25
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,693.83
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	406.76
202300229	INTERNAL REVENUE SER	P9	03/15/2024	Payroll accrual	80 L	811611 COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	84.13
						Totals for 202300229		37,855.47
202300230	WEA TAX SHELTERED AN	P9	03/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300230	WEA TAX SHELTERED AN	P9	03/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202300230		275.00
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	125.00
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	5,329.06
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION	0	842.97

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/STATE INCOME TAX		
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	50 L 811613	FOOD SERVICE	0	165.92
						FUND/STATE INCOME TAX		
202300231	WISCONSIN DEPT OF RE	P9	03/15/2024	Payroll accrual	80 L 811613	COMMUNITY SERVICE	0	61.98
						FUND/STATE INCOME TAX		
						Totals for 202300231		6,529.93
202300233	WEA MEMBER BENEFIT T	P9	03/15/2024	Payroll accrual	10 L 811656	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202300233		40.00
202300234	EMPOWER RETIREMENT	P9	03/15/2024	Payroll accrual	10 L 811655	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202300234		50.00
202300235	DIVERSIFIED BENEFIT	JPWI03	03/15/2024	HRA REIMBURSEMENTS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	1,697.18
						Totals for 202300235		1,697.18
202300236	EMPLOYEE BENEFITS CO	JPWI03	03/14/2024	UNCOVERED MEDICAL & FSA CLAIMS	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	421.25
202300236	EMPLOYEE BENEFITS CO	JPWI03	03/14/2024	UNCOVERED MEDICAL & FSA CLAIMS	73 E 800 992 420000 000	EMPLOYEE BENIFIT TRUST FUND/TRUST DISB-PENSION/TRUST FUND DISBURSEMENTS	0	500.00
						Totals for 202300236		921.25
202300237	DELTA DENTAL OF WISC	JPWI03	03/13/2024	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,421.80
						Totals for 202300237		2,421.80
202300238	DELTA DENTAL OF WISC	JPWI03	03/20/2024	DENTAL CLAIMS	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,105.60
						Totals for 202300238		2,105.60
202300239	EMPLOYEE BENEFITS CO	JPWI03	03/29/2024	BESTFLEX/PST EMPLOYMENT & HRA ADMIN FEES	10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	115.99
						Totals for 202300239		115.99

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300240	DIVERSIFIED BENEFIT	JPWI03	03/22/2024	HRA CLAIMS	10 L	811632 GENERAL FUND/HEALTH INSURANCE	0	1,180.14
						Totals for 202300240		1,180.14
202300241	EMPLOYEE BENEFITS CO	JPWI03	03/21/2024	FSA & DEPENDENT CARE CLAIMS	10 L	811654 GENERAL FUND/FLEX PLAN SY23-24	0	264.21
						Totals for 202300241		264.21
202300242	DELTA DENTAL OF WISC	JPWI03	03/27/2024	DENTAL CLAIMS & ADMINISTRATION	10 L	815110 GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	501.57
						Totals for 202300242		501.57
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,721.32
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,302.80
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	232.35
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,039.70
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	304.67
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	54.33
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	584.00
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	134.24
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L	811612 FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	8,362.64
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,061.61

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/FEDERAL INCOME TAX		
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L 811612	FOOD SERVICE	0	44.37
						FUND/FEDERAL INCOME TAX		
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,039.70
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	304.67
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	54.33
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,721.32
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,302.80
202300243	INTERNAL REVENUE SER	P9	03/29/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	232.35
						Totals for 202300243		35,522.20
202300244	WEA TAX SHELTERED AN	P9	03/29/2024	Payroll accrual	10 L 811683	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300244	WEA TAX SHELTERED AN	P9	03/29/2024	Payroll accrual	10 L 811683	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
						Totals for 202300244		275.00
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	125.00
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	10 L 811613	GENERAL FUND/STATE INCOME TAX	0	5,022.79
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	27 L 811613	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	647.30
202300245	WISCONSIN DEPT OF RE	P9	03/29/2024	Payroll accrual	50 L 811613	FOOD SERVICE FUND/STATE INCOME	0	50.44

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						TAX		
						Totals for 202300245		5,850.53
202300247	WEA MEMBER BENEFIT T	P9	03/29/2024	Payroll accrual	10 L 811656	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202300247		40.00
202300248	EMPOWER RETIREMENT	P9	03/29/2024	Payroll accrual	10 L 811655	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202300248		50.00
202300249	DIVERSIFIED BENEFIT	JPWI03	03/29/2024	HRA CLAIMS	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	823.62
						Totals for 202300249		823.62
232400229	ECK, MARY	JPAP03	03/01/2024	NAREN TRAVEL EXPENSES	10 E 400 342 179000 000	GENERAL FUND/EMPLOYEE TRAVEL/OTHER SPECIAL NEEDS	0	238.70
						Totals for 232400229		238.70
232400232	LITCHFIELD, LANCE	JPAP03	03/15/2024	Totes for Athletic Storage	10 E 400 411 162000 000	GENERAL FUND/GENERAL SUPPLIES/GENERAL ATHLETICS	4002400159	278.78
						Totals for 232400232		278.78
232400233	PETERSON, RYAN	JPAP03	03/15/2024	REIMBURSE FOR MILEAGE - WSSCA CONF	10 E 800 342 232100 000	GENERAL FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT	0	138.02
						Totals for 232400233		138.02
						Totals for checks		334,888.29

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	189,282.20	0.00	118,748.15	308,030.35
27	SPECIAL EDUCATION FUND	11,432.53	0.00	10,461.35	21,893.88
50	FOOD SERVICE FUND	2,050.03	0.00	0.00	2,050.03
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	376.62	0.00	2,037.41	2,414.03
***	Fund Summary Totals ***	203,141.38	0.00	131,746.91	334,888.29

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

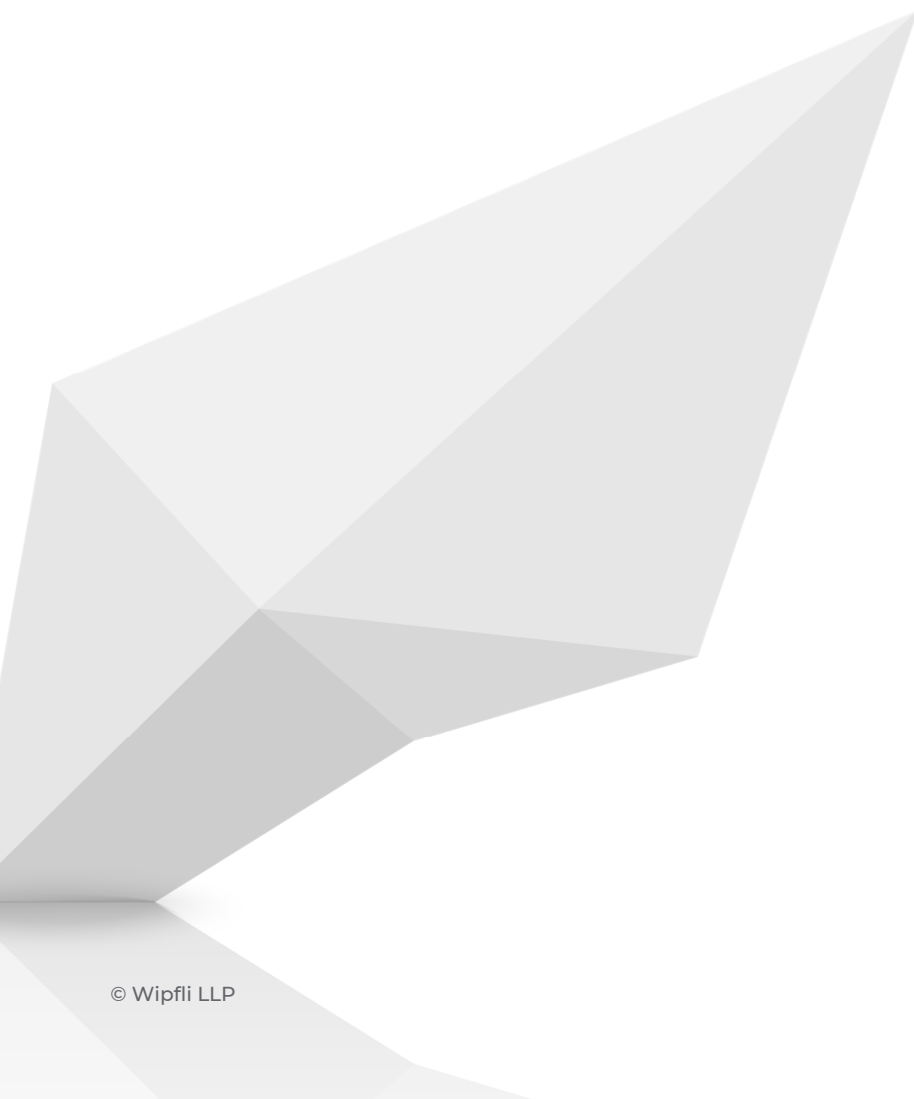
REVENUE(S)										
Grants		Allocation (23-24)	Remaining to Claim							
ARP Homeless Children & Youth II		\$6,140.00	\$166.82							
Carl Perkins (Tech. Ed)		\$8,014.00	\$8,014.00							
ESSER III		\$811,111.00	\$811,111.00							
Title I - (Reading/Math)		\$143,539.00	\$143,539.00							
Title II - (Professional Dev.)		\$25,152.00	\$25,152.00							
Title III		\$360.00	\$360.00							
Title IV - (Student Support & Enrichment)		\$10,000.00	\$10,000.00							
IDEA Flow Through (SPED)	Fund 27	\$186,544.00	\$186,544.00							
IDEA Preschool	Fund 27	\$8,516.00								
EXPENDITURE(S)				2023-24	2023-24	2023-24	2023-24			
		OBJECT Code		Budgeted	Total FY Activity	10 FY Activity	F27 FY Activity			
Salaries	Fund 10 & 27	100's		3,662,317.00	2,304,734.25	1967696.99	337037.26			
Benefits	Fund 10 & 27	200's		1,546,497.00	953,011.17	806873.82	146137.35			
Purchased Services	Fund 10 & 27	300's		3,263,978.37	991,604.04	906178.11	85425.93			
Non-Capital Objects	Fund 10 & 27	400's		397,049.63	255,407.60	243680.07	11727.53			
Capital Objects	Fund 10 & 27	500's		292,940.75	166,543.21	163701.04	2842.17			
Insurance & Judgments	Fund 10 & 27	700's		108,673.25	99,344.75	99344.75				
Transfers (i.e. to Fund 27)	Fund 10 & 27	800's		763,159.31	1,606.32	1606.32				
Other (Dues & Fees)	Fund 10 & 27	900's		46,566.20	30,347.99	29292.99	1055			
		Total:			4,802,599.33					
				2023-24	2023-24					
		OBJECT Code		Budgeted	FY Activity					
Salaries	Fund 50	100's		128,002.79	77,295.51					
Benefits	Fund 50	200's		44,504.58	29,759.37					
Purchased Services	Fund 50	300's		30,209.98	6,651.18					
Food	Fund 50	400's		157,764.32	74,020.42					
Capital Equipment	Fund 50	500's		1,559.00	1,559.39					
Other - Fin. Adj.		900's		0	1606.32					

School District of Manawa

Manawa, Wisconsin

Financial Report

Year Ended 6/30/2023



School District of Manawa
Financial Statements and Supplementary Financial Information
Year Ended June 30, 2023

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Independent Auditor's Report

Board of Education
School District of Manawa
Manawa, Wisconsin

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the School District of Manawa (the "District"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the School District of Manawa, as of June 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States require that the budgetary comparison schedule - general fund, the schedules of the employer's proportionate share of the net pension liability (asset) and employer contributions - Wisconsin Retirement System be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management’s discussion and analysis that accounting principles generally accepted in the United States require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Financial Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances - nonmajor governmental funds are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedules of expenditures of federal awards and state financial assistance are presented for purposes of additional analysis as required by the Wisconsin Public School District Audit Manual, issued by the Wisconsin Department of Public Instruction, and are also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States. In our opinion, the combining statements and the schedules of expenditures of federal awards and state financial assistance are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2023, on our consideration of the School District of Manawa's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Wipfli LLP

Wipfli LLP
Madison, Wisconsin
October 20, 2023

Government-Wide Financial Statements

School District of Manawa

Statement of Net Position

June 30, 2023

	Governmental
<i>Assets and Deferred Outflows of Resources</i>	Activities
Current assets:	
Cash and investments	\$ 3,973,341
Receivables:	
Taxes	928,176
Due from fiduciary fund	26,487
Due from other governments	450,804
Inventory	14,762
Total current assets	5,393,570
Noncurrent assets:	
Capital assets not being depreciated	130,000
Capital assets being depreciated, net	17,068,917
Total capital assets, net	17,198,917
Total assets	22,592,487
Deferred outflows of resources - Related to pensions	4,180,956
Total assets and deferred outflows of resources	\$ 26,773,443
<i>Liabilities, Deferred Inflows of Resources, and Net Position</i>	
Current liabilities:	
Accounts payable	\$ 58,483
Accrued expenses	431,745
Accrued interest	109,361
Current portion of long-term obligations	490,000
Total current liabilities	1,089,589
Noncurrent liabilities:	
Noncurrent portion of long-term obligations	11,059,131
Total liabilities	12,148,720
Deferred inflows of resources - Related to pensions	2,405,128
Net position:	
Net investment in capital assets	5,649,786
Restricted	1,702,018
Unrestricted	4,867,791
Total net position	12,219,595
Total liabilities, deferred inflows of resources, and net position	\$ 26,773,443

See accompanying notes to the financial statements.

School District of Manawa

Statement of Activities

Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues		Net (Expenses)
		Charges for Services	Operating Grants and Contributions	Revenues and Changes in
				Net Position
				Total Governmental Activities
Governmental activities:				
Instruction:				
Regular instruction	\$ 3,808,858	\$ 269,227	\$ 370,094	\$ (3,169,537)
Vocational instruction	337,921	-	-	(337,921)
Special education instruction	681,366	-	522,274	(159,092)
Other instruction	575,003	19,062	110,249	(445,692)
Total instruction	5,403,148	288,289	1,002,617	(4,112,242)
Support services:				
Pupil services	356,313	-	-	(356,313)
Instructional staff services	450,593	-	34,258	(416,335)
General administration services	333,206	-	-	(333,206)
Building administration services	382,006	-	-	(382,006)
Business services	2,257,815	133,393	308,876	(1,815,546)
Central services	141,920	-	-	(141,920)
Insurance	108,673	-	-	(108,673)
Other support services	274,868	-	-	(274,868)
Community services	47,871	1,665	-	(46,206)
Interest	306,374	-	-	(306,374)
Total support services	4,659,639	135,058	343,134	(4,181,447)
Total school district	\$ 10,062,787	\$ 423,347	\$ 1,345,751	(8,293,689)
General revenues:				
Property taxes:				
General purposes				2,417,795
Debt service				910,209
Community service				80,000
Mobile home taxes				3,176
State and federal aids not restricted to specific functions				5,161,484
Interest and investment earnings				121,102
Miscellaneous				(64,175)
Total general revenues				8,629,591
Change in net position				335,902
Net position - Beginning of year				11,883,693
Net position - End of year				\$ 12,219,595

See accompanying notes to the financial statements.

Fund Financial Statements

School District of Manawa
Balance Sheet - Governmental Funds
June 30, 2023

	General Fund	Debt Service Fund	Capital Projects Fund	Non-major Governmental Funds	Total Governmental Funds
Assets:					
Cash and investments	\$ 2,192,786	\$ 740,624	\$ 650,586	\$ 389,345	\$ 3,973,341
Receivables:					
Taxes	928,176	-	-	-	928,176
Due from other governments	450,804	-	-	-	450,804
Due from other funds	26,487	-	-	-	26,487
Inventory	-	-	-	14,762	14,762
Total assets	\$ 3,598,253	\$ 740,624	\$ 650,586	\$ 404,107	\$ 5,393,570
Liabilities:					
Accounts payable	\$ 58,483	\$ -	\$ -	\$ -	\$ 58,483
Accrued salaries and wages	431,745	-	-	-	431,745
Total liabilities	490,228	-	-	-	490,228
Fund balances:					
Nonspendable	-	-	-	14,762	14,762
Restricted	16,062	740,624	650,586	389,345	1,796,617
Unassigned	3,091,963	-	-	-	3,091,963
Total fund balances	3,108,025	740,624	650,586	404,107	4,903,342
Total liabilities and fund balances	\$ 3,598,253	\$ 740,624	\$ 650,586	\$ 404,107	\$ 5,393,570

See accompanying notes to the financial statements.

School District of Manawa
Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Position
June 30, 2023

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances - Governmental funds	\$	4,903,342
--	----	-----------

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund statements. Amounts reported for governmental activities in the statement of net position:

Governmental capital assets	\$ 25,040,138	
Governmental accumulated depreciation	(7,841,221)	17,198,917

The net pension asset (liability) and the deferred outflows of resources and deferred inflows of resources related to pensions are only reported in the statement of net position:

Net pension liability	(1,146,001)	
Deferred outflows of resources related to pensions	4,180,956	
Deferred inflows of resources related to pensions	(2,405,128)	629,827

Long-term liabilities and the related interest payable, including bonds and notes payable, are not due in the current period and, therefore, are not reported in the fund statements. Long-term liabilities reported in the statement of net position that are not reported in the fund's balance sheet are:

Bonds and notes payable, including unamortized premiums	(10,403,130)	
Accrued interest	(109,361)	(10,512,491)

Total net position - Governmental activities	\$	12,219,595
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See accompanying notes to the financial statements.

School District of Manawa
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Governmental Funds
Year Ended June 30, 2023

	General Fund	Debt Service Fund	Capital Projects Fund	Non-major Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 2,417,795	\$ 910,209	\$ -	\$ 80,000	\$ 3,408,004
Local sources	162,244	-	5,976	245,565	413,785
Interdistrict sources	243,789	-	-	-	243,789
Intermediate sources	28,252	-	-	-	28,252
State sources	5,548,152	-	-	8,335	5,556,487
Federal sources	599,714	-	-	214,382	814,096
Other sources	14,097	-	-	1,166	15,263
Total revenues	9,014,043	910,209	5,976	549,448	10,479,676
Expenditures:					
Instruction:					
Regular instruction	3,621,003	-	660	40,578	3,662,241
Vocational instruction	321,489	-	-	221	321,710
Special education	644,871	-	-	-	644,871
Other instruction	496,670	-	-	53,231	549,901
Total instruction	5,084,033	-	660	94,030	5,178,723
Support services:					
Pupil services	343,144	-	-	989	344,133
Instructional staff services	428,867	-	-	-	428,867
General administration services	320,363	-	-	-	320,363
Building administration services	359,764	-	-	-	359,764
Business services	1,720,793	-	-	484,280	2,205,073
Central services	141,472	-	-	-	141,472
Insurance	108,673	-	-	-	108,673
Other support services	274,868	-	-	-	274,868
Total support services	3,697,944	-	-	485,269	4,183,213
Community services	-	-	-	41,268	41,268
Debt service:					
Principal	-	475,000	-	-	475,000
Interest	-	343,284	-	-	343,284
Total debt service	-	818,284	-	-	818,284
Total expenditures	8,781,977	818,284	660	620,567	10,221,488
Excess of revenues over (under) expenditures	232,066	91,925	5,316	(71,119)	258,188
Other financing sources (uses):					
Transfers in/out	(295,000)	-	295,000	-	-
Total other financing sources (uses)	(295,000)	-	295,000	-	-
Net change in fund balances	(62,934)	91,925	300,316	(71,119)	258,188
Fund balances - Beginning of year	3,170,959	648,699	350,270	475,226	4,645,154
Fund balances - End of year	\$ 3,108,025	\$ 740,624	\$ 650,586	\$ 404,107	\$ 4,903,342

See accompanying notes to the financial statements.

School District of Manawa
Reconciliation of the Statement of Revenues, Expenditures, and Changes
in Fund Balances - Governmental Funds to the Statement of Activities
Year Ended June 30, 2023

Net change in fund balances - Governmental funds (from previous page) \$ 258,188

Amounts reported for governmental activities in the statement of activities are different because:

The acquisition of capital assets is reported in the governmental funds as expenditures. However, for governmental activities, those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expense in the statement of activities.

Capital outlays reported in governmental fund statements	\$ 407,299
Depreciation expense reported in the statement of activities	(424,121)

Amount by which capital outlays are more than depreciation in the current year	(16,822)
--	----------

Vested employee benefits are reported in the governmental funds when amounts are paid. The statement of activities reports the value of benefits earned during the year. (336,387)

The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, and donations) is to decrease net position. (80,987)

Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities.

The amount of long-term debt principal payments in the current year	475,000
Change in deferred premium	32,160
Change in accrued interest	4,750

Change in net position - Governmental activities	\$ 335,902
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See accompanying notes to the financial statements.

School District of Manawa
Statement of Fiduciary Net Position
June 30, 2023

	Employee Benefit Trust
<hr/>	
Assets:	
Cash and investments	\$ 287,669
<hr/>	
Liabilities:	
Due to other funds	26,487
<hr/>	
Net position - Restricted	261,182
<hr/>	
Total liabilities and net position	\$ 287,669
<hr/>	

See accompanying notes to the financial statements.

School District of Manawa
Statement of Changes in Fiduciary Net Position
Year Ended June 30, 2023

	Employee Benefit Trust
<hr/>	
Additions:	
Unrealized loss on investments	\$ 23,248
<hr/>	
Total additions	23,248
<hr/>	
Deductions:	
Employee benefit payments	10,656
<hr/>	
Total deductions	10,656
<hr/>	
Change in net position	12,592
Net position - Beginning of year	248,590
<hr/>	
Net position - End of year	\$ 261,182
<hr/>	

See accompanying notes to the financial statements.

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies

Introduction

The financial statements of the School District of Manawa (the "District") have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the District are described below.

Reporting Entity

The School District of Manawa was established on October 25, 1962 as a unified school district. The District, governed by a seven-member elected school board, operates grades pre-kindergarten through 12 and is comprised of all or part of 10 taxing districts.

This report includes all of the funds of the District. The reporting entity for the District consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. A legally separate organization should be reported as a component unit if the elected officials of the primary government are financially accountable to the organization. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

A legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization; (3) the economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government. This report does not contain any component units.

Basis of Presentation

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) display information about the reporting government as a whole. These statements include all the financial activities of the District, except for the fiduciary funds. The fiduciary funds are only reported in the statements of fiduciary net position and statements of changes in fiduciary net position at the fund financial statement level.

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Basis of Presentation (Continued)

The statement of net position and the statement of activities present financial information about the District's governmental activities. These statements include the financial activities of the overall government in its entirety, except those that are fiduciary. Eliminations have been made to minimize the double counting of internal transactions. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients for goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

The District applies restricted resources first when an expense is incurred for a purpose for which both restricted and unrestricted net position are available. Depreciation expense that can be specifically identified by function is included in the direct expenses of each function. Interest on general long-term debt is considered an indirect expense and is reported separately on the statement of activities.

Fund Financial Statements

The fund statements provide information about the District's funds, including fiduciary funds. Separate statements for each fund category—governmental and fiduciary—are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as other governmental funds.

The District reports the following major governmental funds:

- General Fund – This is the District's primary operating fund. It accounts for all financial activity that is not accounted for and reported in another fund, including educational programs for students with disabilities.
- Debt Service Fund – This fund accounts for financial resources that are restricted, committed, or assigned to expenditure for principal and interest on long-term general obligation debt of governmental activities, including amounts accumulated for principal and interest maturing in future years.
- Capital Projects Fund – This fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The District accounts for assets accumulated from employer contributions used to pay for postemployment benefits in the Employee Benefit Trust Funds.

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Measurement Focus and Basis of Accounting

The government-wide and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Nonexchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available (susceptible to accrual). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after the end of the current fiscal year.

Expenditures are recognized when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the District may fund certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Therefore, when program expenses are incurred, both restricted and unrestricted net position may be available to finance the program. It is the District's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less.

The Debt Service Fund accounts for its transactions through separate and distinct bank and investment accounts as required by State Statutes. In addition, the Long-term Capital Improvement Fund and the Trust and Agency Funds use separate and distinct accounts. All other funds share in common bank and investment accounts.

State Statutes permit the District to invest available cash balances, other than debt service funds, in time deposits (maturing in not more than three years) of authorized depositories, U.S. Treasury obligations, U.S. agency issues, municipal obligations within Wisconsin, high-grade commercial paper, and the local government pooled investment fund administered by the state investment board. Available balances in the Debt Service Fund may be invested in obligations of the United States and the local government pooled investment fund administered by the State of Wisconsin Investment Board.

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Deposits and Investments (Continued)

Donations to the District of securities or other property are considered trust funds and are invested as the donor specifies. In the absence of any specific directions, the District may invest the donated items in accordance with laws applicable to trust investments.

All investments are stated at fair market value.

Fair Value Measurements

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A three-tier hierarchy prioritizes the inputs used in measuring fair value. These tiers include Level 1, defined as quoted market prices in active markets for identical assets or liabilities; Level 2, defined as inputs other than quoted market prices in active markets that are either directly or indirectly observable; and Level 3, defined as unobservable inputs, therefore requiring an entity to develop its own assumptions. The asset's or liability's fair value measurement within the hierarchy is based on techniques that maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Receivables and Payables

All accounts receivable are shown at gross amounts and, where appropriate, are reduced by an allowance for uncollectible accounts. No allowance for uncollectible accounts has been provided since it is believed that such allowance would not be material.

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Inventory

Inventories, consisting of food, are valued at the lower of cost, determined on the first-in, first-out (FIFO) method, or market.

Capital Assets

Capital assets are recorded at historical cost, or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated acquisition value at the date of donation. The District maintains a threshold level of \$5,000 for capitalizing capital assets.

Capital assets are recorded in the government-wide financial statements but are not reported in the fund financial statements. Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared no longer needed for public school purposes by the District, no salvage value is taken into consideration for depreciation purposes. Useful lives vary

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Capital Assets (Continued)

from 10 to 50 years for land improvements and buildings and 5 to 25 years for equipment. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend the asset's life is not capitalized. Capital assets not being depreciated include land and construction in progress. The District does not possess any material amounts of infrastructure capital assets, such as sidewalks and parking lots. Such items are considered to be part of the cost of buildings or other improvable property.

Unearned Revenue

Unearned revenue consists of money received related to food deposits that has not been earned.

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenses.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section of deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has deferred outflows related to pensions.

In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents the acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has deferred inflows related to pensions.

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Pension Benefits

Pensions - The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions,
- Pension Expense (Revenue).

Information about the fiduciary net position of the WRS and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

When both restricted and unrestricted resources are available for use, it is the District's policy to use externally restricted resources first.

Fund Balances

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form - prepaid items or inventories or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

Restricted fund balance: This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

School District of Manawa

Notes to Financial Statements

Note 1: Summary of Significant Accounting Policies (Continued)

Fund Balances (Continued)

Committed fund balance: These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions of the Board of Education - the District's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the Board of Education removes the specified use by taking the same type of action that imposed the original commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned fund balance: This classification reflects the amounts constrained by the District's "intent" to be used for specific purposes, but the amounts are neither restricted nor committed. The Board of Education has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned fund balance: This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the District's policy to use externally restricted resources first, then unrestricted resources - committed, assigned, and unassigned - in order as needed.

Property Tax Levy

Under Wisconsin law, personal property taxes and first installment real estate taxes are collected by city, town, and village treasurers or clerks who then make proportional settlement with the school district and county treasurer for those taxes collected on their behalf. Second installment real estate taxes and delinquent taxes are collected by the county treasurer who then makes settlement with the city, town, village, and school districts before retaining any for county purposes.

The aggregate district tax levy is apportioned and certified by November 6 of the current fiscal year for collection to comprising municipalities based on the immediate past October 1 full or "equalized" taxable property values. As permitted by a collecting municipality's ordinance, taxes may be paid in full or two or more installments with the first installment payable the subsequent January 31 and a final payment no later than the following July 31. On or before January 15, and by the 20th of each subsequent month thereafter, the District may be paid by the collecting municipalities its proportionate share of tax collections received through the last day of the preceding month. On or before August 20, the county treasurer makes full settlement to the District for any remaining balance.

Property taxes are recognized as revenue in the period for which the taxes are levied. The 2022 tax levy is used to finance operations of the District's fiscal year ended June 30, 2023. All property taxes are considered due on January 1 when an enforceable lien is assessed against the property and the taxpayer is liable for the taxes. All taxes are collected within 60 days of June 30 and are available to pay current liabilities.

School District of Manawa

Notes to Financial Statements

Note 2: Stewardship and Accountability

Limitation on School District Revenues

Wisconsin Statutes limit the amount of revenues school districts may derive from general school aids and property taxes unless a higher amount is approved by a referendum. This limitation does not apply to revenues needed for the payment of any general obligation debt service (including refinanced debt) authorized by either of the following:

- A resolution of the school board or by referendum prior to August 12, 1993
- A referendum on or after August 12, 1993

Note 3: Cash and Investments

The District's cash and investment balances at June 30, 2023 were as follows:

	Amount	Fair Value Level
Deposits at financial institutions	\$ 3,972,191	N/A
Investments:		
Money market funds	3,303	Level 1
Mutual funds - equity	155,953	Level 1
Mutual funds - fixed income	128,413	Level 1
Petty cash	1,150	N/A
Total	\$ 4,261,010	

The District's cash and investment balances as shown in the basic financial statements are as follows:

Government-wide statement of net position		
Cash and investments	\$ 3,973,341	
Fiduciary fund statement of net position		
Cash and investments		287,669
Total	\$ 4,261,010	

Deposits

Custodial Credit Risk: Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of June 30, 2023, the District had a bank balance of \$4,256,587 of which \$1,246,104 was covered by federal and state depository insurance and the remaining balance of \$2,609,897 was exposed to custodial credit risk as uninsured and uncollateralized.

School District of Manawa

Notes to Financial Statements

Note 3: Cash and Investments (Continued)

Investments

Interest Rate Risk: The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. State Statute limits the maturity of fixed income securities to not more than seven years.

Credit Risk: State Statute limits investments in fixed income securities to the top two ratings issued by nationally recognized statistical rating organizations. The District does not have a formal policy to address credit risk, but the risk is mitigated by the fact that the District is not invested in any individual securities and is invested in index funds, which allow for a more diversified portfolio. The District's fixed income and equity mutual funds and money market funds are not rated.

Note 4: Interfund Balances and Activity

Interfund receivable and payable balances in the fund financial statements on June 30, 2023, are as follows:

Receivable fund:	Payable Fund:	Amount
General Operating Fund	Employee Benefit Trust Fund	\$ 26,487

The purpose for interfund receivable and payable balances is to reimburse the District's health insurance payments for retirees.

Interfund transfers at June 30, 2023, were as follows:

Transfer To:	Transfer From:	Amount
Capital Projects Fund	General Fund	\$ 295,000

The purpose for the interfund transfer to the Capital Projects Fund is to fund the District's long-term Capital Improvement Fund.

School District of Manawa

Notes to Financial Statements

Note 5: Capital Assets

Capital asset balances and activity for the year ended June 30, 2023, were as follows:

	Beginning Balance	Increases	Decreases/ Reclassifications	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 130,000	\$ -	\$ -	\$ 130,000
Construction in progress	12,071,543	-	(12,071,543)	-
Total capital assets not being depreciated	12,201,543	-	(12,071,543)	130,000
Capital assets being depreciated:				
Land improvements	860,344	-	(28,255)	832,089
Buildings and improvements	11,279,952	-	11,591,543	22,871,495
Equipment	1,244,724	407,299	(445,469)	1,206,554
Total capital assets being depreciated	13,385,020	407,299	11,117,819	24,910,138
Less accumulated depreciation for:				
Land improvements	(473,757)	(35,366)	27,499	(481,624)
Buildings and improvements	(6,870,425)	(211,426)	480,000	(6,601,851)
Equipment	(945,655)	(177,329)	365,238	(757,746)
Total accumulated depreciation	(8,289,837)	(424,121)	872,737	(7,841,221)
Total capital assets, being depreciated - Net of accumulated depreciation	5,095,183	(16,822)	11,990,556	17,068,917
Governmental activities capital assets - Net	\$ 17,296,726	\$ (16,822)	\$ (80,987)	\$17,198,917

Depreciation expense was charged to governmental activities as follows:

Business services	\$ 424,121
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School District of Manawa

Notes to Financial Statements

Note 6: Long-Term Obligations

Long-term obligations of the District are as follows:

	Balance 07/01/22	Additions	Reductions	Balance 06/30/23	Amounts Due Within One Year
Bonds	\$ 7,305,000	\$ -	\$ -	\$ 7,305,000	\$ -
Notes	3,485,000	-	475,000	3,010,000	490,000
Plus deferred amounts:					
Premium	120,290	-	32,160	88,130	-
Subtotals	10,910,290	-	507,160	10,403,130	490,000
Net Pension Liability - WRS	-	1,146,001	-	1,146,001	-
Totals	\$ 10,910,290	\$ 1,146,001	\$ 507,160	\$ 11,549,131	\$ 490,000

General Obligation Debt

All general obligation debt is secured by the full faith and credit and unlimited taxing powers of the District. General obligation debt at June 30, 2023, is comprised of the following individual issues:

	Governmental Activities			Balance 06/30/23
	Issue Dates	Interest Rates %	Final Maturity	
GO Promissory Notes	03/03/20	2.00-3.00%	3/01/2029	\$ 3,010,000
GO Refunding Bonds	05/22/19	3.00-4.00%	3/01/2039	7,305,000
Total general obligation debt				\$ 10,315,000

The 2023 equalized valuation of the District as certified by the Wisconsin Department of Revenue is \$448,502,761. The legal debt limit and margin of indebtedness as of June 30, 2023, in accordance with Section 67.03(1)(a) of the Wisconsin Statutes, are as follows:

Legal debt limit (10% of \$448,502,761)	\$ 44,850,276
Deduct:	
Long-term debt applicable to debt margin	\$(10,315,000)
Add:	
Debt service fund assets available	740,624 (9,574,376)
Margin of indebtedness	\$ 35,275,900

School District of Manawa

Notes to Financial Statements

Note 6: Long-Term Obligations (Continued)

9Aggregate cash flow requirements for the retirement of long-term principal and interest as of June 30, 2023, are as follows:

<i>Governmental Activities</i> <i>Year Ended June 30:</i>	Principal	Interest	Totals
2024	\$ 490,000	\$ 328,084	\$ 818,084
2025	505,000	313,384	818,384
2026	520,000	298,234	818,234
2027	535,000	282,634	817,634
2028	550,000	266,584	816,584
2029-2033	3,135,000	1,071,920	4,206,920
2034-2038	3,760,000	473,370	4,233,370
2039	820,000	25,584	845,584
Totals	\$ 10,315,000	\$ 3,059,794	\$ 13,374,794

Note 7: Net Position

Net position reported on the government wide statement of net position at June 30, 2023:

Governmental Activities:	
Net investment in capital assets:	
Land and other nondepreciable assets	\$ 130,000
Other capital assets, net of accumulated depreciation	17,068,917
Less: related long-term debt outstanding	(11,549,131)
Total net investment in capital assets	5,649,786
Restricted:	
Common school fund	16,062
Debt service	631,263
Capital improvements	650,586
Donation & student activities	239,378
Food service	111,757
Community services	52,972
Total restricted	1,702,018
Unrestricted	4,867,791
Governmental activities net position	\$ 12,219,595

School District of Manawa

Notes to Financial Statements

Note 8: Fund Balance

Fund balance reported on the balance sheet - governmental funds at June 30, 2023:

Nonspendable Fund Balance

Inventory:

Food Service	\$	14,762
<hr/>		
Total nonspendable fund balance	\$	14,762
<hr/>		

Restricted Fund Balance

Common school fund	\$	16,062
Debt service		740,624
Capital projects		650,586
Donation & student activities		239,378
Food service		96,995
Community services		52,972
<hr/>		
Total restricted fund balance	\$	1,796,617
<hr/>		

Unassigned Fund Balance

General Fund	\$	3,091,963
<hr/>		

Note 9: Employee Retirement Plans - Wisconsin Retirement System

Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government, and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

School District of Manawa

Notes to Financial Statements

Note 9: Employee Retirement Plans - Wisconsin Retirement System (Continued)

Vesting

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before 12/31/2016) are entitled to receive a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Postretirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

School District of Manawa

Notes to Financial Statements

Note 9: Employee Retirement Plans - Wisconsin Retirement System (Continued)

Year	Core Fund Adjustment	Variable Fund Adjustment
2013	(9.6)%	9.0 %
2014	4.7 %	25.0 %
2015	2.9 %	2.0 %
2016	0.5 %	(5.0)%
2017	2.0 %	4.0 %
2018	2.4 %	17.0 %
2019	- %	(10.0)%
2020	1.7 %	21.0 %
2021	5.1 %	13.0 %
2022	7.4 %	15.0 %

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and executives and elected officials. Starting on January 1, 2016, the executive and elected officials category was merged into the general employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$246,128 in contributions from the employer.

Contribution rates as of June 30, 2023, are as follows:

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.80%	6.80%
Protective with Social Security	6.80%	13.20%
Protective without Social Security	6.80%	18.10%

School District of Manawa

Notes to Financial Statements

Note 9: Employee Retirement Plans - Wisconsin Retirement System (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2023, the District reported a liability of \$1,146,001 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021, rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The District's proportion of the net pension asset was based on the District's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the District's proportion was 0.02163204%, which was a decrease of 0.00143318% from its proportion measured as of December 31, 2021.

For the year ended June 30, 2023, the District recognized pension expense of \$589,156.

At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,825,225	\$ 2,397,936
Net differences between projected and actual earnings on pension plan investments	1,946,791	-
Change in assumptions	225,351	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	33,627	7,192
Employer contributions subsequent to the measurement date	149,962	-
Total	\$ 4,180,956	\$ 2,405,128

\$149,962 reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	Net Deferred Outflows (Inflows) of Resources
2024	\$ 71,659
2025	338,307
2026	349,021
2027	866,879

School District of Manawa

Notes to Financial Statements

Note 9: Employee Retirement Plans - Wisconsin Retirement System (Continued)

Actuarial Assumptions

The total pension liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	December 31, 2021
Measurement date of net pension liability (asset)	December 31, 2022
Experience study	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial cost method	Entry age
Asset valuation method	Fair value
Long-term expected rate of return	6.8 %
Discount rate	6.8%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality	2020 WRS Experience Mortality Table
Postretirement adjustments*	1.7%

**No postretirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.*

Actuarial assumptions are based on an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The total pension liability for December 31, 2022, is based on a rollforward of the liability calculated from the December 31, 2021, actuarial valuation.

Long-Term Expected Return on Plan Assets: The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

School District of Manawa

Notes to Financial Statements

Note 9: Employee Retirement Plans - Wisconsin Retirement System (Continued)

Asset Allocation Targets and Expected Returns
As of December 31, 2022

Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Core fund:			
Global equities	48.0%	7.6%	5.0%
Fixed income	25.0%	5.3%	2.7%
Inflation sensitive assets	19.0%	3.6%	1.1%
Real estate	8.0%	5.2%	2.6%
Private equity/debt	15.0%	9.6%	6.9%
Total core fund	115.0%	7.4%	4.8%
Variable fund:			
U.S. equities	70.0%	7.2%	4.6%
International equities	30.0%	8.1%	5.5%
Total variable fund	100.0%	7.7%	5.1%

New England Pension Consultants Long-Term U.S. CPI (Inflation) Forecast: 2.5%

Asset allocations are managed within established ranges; target percentages may differ from actual monthly allocations.

The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used, subject to an allowable range of up to 20%.

School District of Manawa

Notes to Financial Statements

Note 9: Employee Retirement Plans - Wisconsin Retirement System (Continued)

Single Discount Rate: A single discount rate of 6.8% was used to measure the Total Pension Liability for the current and prior year. The single discount rate is based on the expected rate of return on pension plan investments of 6.8% and a municipal bond rate of 4.05% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2022. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate: The following presents the District's proportionate share of the net pension (asset) calculated using the discount rate of 6.80%, as well as what the District's proportionate share of the net pension (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (5.80%) or 1 percentage point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
District's proportionate share of the net pension liability (asset)	\$ 3,803,541	\$ 1,146,001	\$ (682,158)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Payables to the Pension Plan

At June 30, 2023, the District reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2023.

School District of Manawa

Notes to Financial Statements

Note 10: Other Postemployment Benefits

The District has evaluated its potential other postemployment benefits liability. The District offers HRA payments and continued health insurance coverage at the active employer rate to all eligible employees, which creates an implicit subsidy of retiree health insurance. Former employees who choose to retain their rights to health insurance through the District are required to pay 100% of the current premium. However, few former employees have chosen to stay in the District's health insurance plan. Therefore, there has been little utilization and, therefore, an immaterial implicit subsidy to calculate in accordance with GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. Therefore, the District has not recorded any postemployment benefit liability as of June 30, 2023.

Note 11: Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and workers' compensation for which the District carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There was no significant reduction in the District's insurance coverage in fiscal 2023.

Required Supplementary Information

School District of Manawa
Budgetary Comparison Schedule - General Fund
Year Ended June 30, 2023

	Original and Final Budget	Actual on Budgetary Basis	Variance With Final Budget Positive (Negative)
Revenues:			
Property taxes	\$ 2,418,995	\$ 2,417,795	\$ (1,200)
Other local sources	42,950	162,244	119,294
Interdistrict sources	267,773	243,789	(23,984)
Intermediate sources	6,218	5,394	(824)
State sources	5,245,419	5,332,758	87,339
Federal sources	766,744	312,637	(454,107)
Other sources	10,750	14,097	3,347
Total revenues	8,758,849	8,488,714	(270,135)
Expenditures:			
Instruction:			
Regular instruction	4,094,040	3,579,003	515,037
Vocational instruction	210,466	321,489	(111,023)
Other instruction	356,581	496,670	(140,089)
Total instruction	4,661,087	4,397,162	263,925
Support services:			
Pupil services	189,684	214,314	(24,630)
Instructional staff services	299,309	331,977	(32,668)
General administration services	290,762	320,363	(29,601)
Building administration services	268,345	359,754	(91,409)
Business services	1,923,025	1,644,595	278,430
Central services	113,062	138,797	(25,735)
Insurance	113,673	108,673	5,000
Other support services	267,857	272,854	(4,997)
Total support services	3,465,717	3,391,327	74,390
Total expenditures	8,126,804	7,788,489	338,315
 Excess of revenues over (under) expenditures	 632,045	 700,225	 68,180
 Other financing uses:			
Transfers out	(632,045)	(763,159)	(637,271)
 Net change in fund balance	 -	 (62,934)	 (569,091)
 Fund balance - Beginning of year	 3,170,959	 3,170,959	 -
Fund balance - End of year	\$ 3,170,959	\$ 3,108,025	\$ (62,934)

See accompanying notes to budgetary comparison schedule.

School District of Manawa

Notes to Budgetary Comparison Schedule - General Fund

Note 1: Budgetary Information

Budgets are adopted each fiscal year for all funds in accordance with Section 65.90 of the Wisconsin Statutes, using the budgetary accounting basis prescribed by the Wisconsin Department of Public Instruction (DPI). The legally adopted budget and budgetary expenditure control are exercised at the two-digit subfunction level in the General Fund and at the function level for all other funds. Reported budget amounts are as originally adopted or as amended by School Board resolution.

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

- Based upon requests from District staff, District administration recommends budget proposals to the School Board.
- The School Board prepares a proposed budget including proposed expenditures and the means of financing them for the July 1 through June 30 fiscal year.
- A public notice is published containing a summary of the budget and identifying the time and place where a public hearing will be held on the proposed budget.
- Pursuant to the public budget hearing, the School Board may make alterations to the proposed budget.
- Once the School Board (following the public hearing) adopts the budget, no changes may be made in the amount of tax to be levied or in the amount of the various appropriations and the purposes of such appropriations unless authorized by a 2/3 vote of the entire School Board.

Appropriations lapse at year-end unless authorized as a carryover by the School Board. The portion of fund balance representing carryover appropriations is reported as an assigned fund balance.

School District of Manawa

Notes to the Budgetary Comparison Schedule - General Fund (Continued)

Note 2: Budgetary Comparisons

GAAP requires a budgetary comparison for the General Fund and each major special revenue fund.

Required comparisons are between the final budget and actual on a budgetary basis. The "original budget" represents the budget as approved by the school board after it sets the tax to be levied for the fiscal year. The "final budget" is the "original budget" adjusted for any budget amendments approved by the school board during the fiscal year and up to the time the financial statements are ready to be issued. The "actual on a budgetary basis" excludes the revenues, expenditures, and other financing sources/(uses) of the special education fund, which is treated as a special revenue fund for budgetary purposes. The following schedule reconciles the "budgetary basis" revenues and expenditures of the *budgetary comparison schedule - general fund* to the *governmental funds - statement of revenues, expenditures, and changes in fund balances*:

	General Fund		General Fund
	Actual on	Special	Actual on
	Budgetary	Education	GAAP Basis
	Basis	Fund	
Revenues	\$ 8,488,714	\$ 525,329	\$ 9,014,043
Expenditures	(7,788,489)	(993,488)	(8,781,977)
Other financing sources (uses)	(763,159)	468,159	(295,000)
Net change in fund balance	\$ (62,934)	\$ -	\$ (62,934)

Note 3: Excess of Expenditures Over Appropriations

For the year ended June 30, 2023, the General Fund had expenditures in excess of appropriations for the following two-digit subfunction categories:

	Budget	Actual	Actual Over
			Budget
Vocational instruction	\$ 210,466	\$ 321,489	\$ 111,023
Other instruction	356,581	496,670	140,089
Pupil services	189,684	214,314	24,630
Instructional staff services	299,309	331,977	32,668
General administration services	290,762	320,363	29,601
Building administration services	268,345	359,754	91,409
Central services	113,062	138,797	25,735
Other support services	267,857	272,854	4,997

School District of Manawa

Schedule of the Employer's Proportionate Share of the Net Pension Liability (Asset) and Employer Contributions - Wisconsin Retirement System

Last 10 Years*

Schedule of the Employer's Proportionate Share of the Net Pension Liability (Asset) Wisconsin Retirement System (WRS)

Last 10 Calendar Years*

Measurement Date December 31,	District's Proportion of the Net Pension Liability (Asset)	District's Proportionate Share of the Net Pension Liability (Asset)	District's Covered Payroll	Districts Proportionate Share of the Net Pension Liability (Asset) as a Percentage of it's Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2022	0.02163204 %	\$ 1,146,001	\$ 3,699,284	30.98 %	95.72 %
2021	0.02306522	(1,859,099)	3,768,463	(49.33)	106.02
2020	0.02424518	(1,513,660)	3,789,535	(39.94)	105.26
2019	0.02525245	(814,254)	3,974,014	(20.49)	105.26
2018	0.02602051	925,728	3,897,692	23.75	96.45
2017	0.02685031	(797,217)	3,801,313	(20.97)	102.93
2016	0.02765534	227,946	3,930,400	5.80	99.12
2015	0.02801930	455,308	3,953,136	11.52	98.20
2014	0.02850723	(700,023)	3,910,781	(17.90)	102.74

Schedule of the Employer Contributions Wisconsin Retirement System (WRS)

Last 10 Fiscal Years*

Year Ended June 30,	Contractually Required Contributions for the Fiscal Period	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	District's Covered Payroll for the Fiscal Year	Contributions as a Percentage of Covered Payroll
2023	\$ 246,128	\$ 246,128	\$ -	\$ 3,684,800	6.68 %
2022	\$ 239,953	\$ 239,953	\$ -	\$ 3,633,436	6.60 %
2021	256,524	256,524	-	3,800,351	6.75
2020	257,334	257,334	-	3,859,615	6.67
2019	261,145	261,145	-	3,950,519	6.61
2018	258,490	258,490	-	3,848,157	6.72
2017	259,407	259,407	-	3,854,487	6.73
2016	268,814	268,814	-	3,884,595	6.92
2015	273,756	273,756	-	4,037,699	6.78

School District of Manawa

Schedule of the Employer's Proportionate Share of the Net Pension Liability (Asset) and Employer Contributions - Wisconsin Retirement System

Last 10 Years*

Notes to the Schedules:

Changes of benefit terms: There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions: Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-ended December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

*These schedules are intended to present information for the last 10 years. Additional information will be presented as it becomes available.

See Independent Auditor's Report.

School District of Manawa

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2022	2021	2020	2019	2018
Valuation Date:	December 31, 2020	December 31, 2019	December 31, 2018	December 31, 2017	December 31, 2016
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Method:	Amortization Period	Amortization Period	Amortization Period	Amortization Period	Amortization Period
	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Amortization Period:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Asset Valuation Method:					
Actuarial Assumptions					
Net Investment Rate of Return:	5.4%	5.4%	5.4	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.0%	7.0%	7.0%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.0%	3.0%	3.0%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	1.9%	1.9%	1.9%	2.1%	2.1%

School District of Manawa

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions (continued):

	2022	2021	2020	2019	2018
Retirement Age:	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012-2014.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012-2014.
Mortality:	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

School District of Manawa

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions (continued):

	2017	2016	2015	2014	2013
Valuation Date:	December 31, 2015	December 31, 2014	December 31, 2013	December 31, 2012	December 31, 2011
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
	Level Percent of	Level Percent of	Level Percent of	Level Percent of	Level Percent of
	Payroll-Closed	Payroll-Closed	Payroll-Closed	Payroll-Closed	Payroll-Closed
Amortization Method:	Amortization Period	Amortization Period	Amortization Period	Amortization Period	Amortization Period
	30 Year closed from	30 Year closed from	30 Year closed from	30 Year closed from	30 Year closed from
	date of participation in	date of participation	date of participation	date of participation	date of participation
	WRS	in WRS	in WRS	in WRS	in WRS
Amortization Period:	Five Year Smoothed	Five Year Smoothed	Five Year Smoothed	Five Year Smoothed	Five Year Smoothed
	Market (Closed)	Market (Closed)	Market (Closed)	Market (Closed)	Market (Closed)
Asset Valuation Method:					
Actuarial Assumptions					
Net Investment Rate of Return:	5.5%	5.5%	5.5%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.2%	7.2%	7.2%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.2%	3.2%	3.2%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	3.2%
Post-retirement Benefit Adjustments*:	2.1%	2.1%	2.1%	2.1%	2.1%

School District of Manawa

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions (continued):

<i>Year Ended June 30, 2023</i>	2016	2015	2014	2013	2013
Retirement Age:	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2009 valuation pursuant to an experience study of the period 2006 - 2008.	Experience based table of rates that are specific to the type of eligibility condition. Last updated for the 2009 valuation pursuant to an experience study of the period 2006 - 2008.
Mortality:	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality.	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality.	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality.	Wisconsin Projected Experience Table - 2005 for women and 90% of the Wisconsin Projected Experience Table - 2005 for men.

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Supplementary Financial Information

School District of Manawa
Combining Balance Sheet - Nonmajor Governmental Funds
June 30, 2023

	Donation Fund	Food Service Fund	Community Service Fund	Total Nonmajor Governmental Funds
Assets:				
Cash and investments	\$ 239,378	\$ 96,995	\$ 52,972	\$ 389,345
Inventory	-	14,762	-	14,762
Total assets	\$ 239,378	\$ 111,757	\$ 52,972	\$ 404,107
Fund balances:				
Nonspendable	-	14,762	-	14,762
Restricted	239,378	96,995	52,972	389,345
Total fund balances	\$ 239,378	\$ 111,757	\$ 52,972	\$ 404,107

See Independent Auditor's Report

School District of Manawa
Combining Statement of Revenues, Expenditures, and
Changes in Fund Balances - Nonmajor Governmental Funds
Year Ended June 30, 2023

	Donation Fund	Food Service Fund	Community Service Fund	Total Nonmajor Governmental Funds
Revenues:				
Property taxes	\$ -	\$ -	\$ 80,000	\$ 80,000
Local sources	110,507	133,393	1,665	245,565
State sources	-	8,335	-	8,335
Federal sources	-	214,382	-	214,382
Other sources	-	866	300	1,166
Total revenues	110,507	356,976	81,965	549,448
Expenditures:				
Instruction:				
Regular instruction	40,578	-	-	40,578
Vocational instruction	221	-	-	221
Other instruction	53,231	-	-	53,231
Total instruction	94,030	-	-	94,030
Support services:				
Pupil services	989	-	-	989
Business services	126	484,154	-	484,280
Total support services	1,115	484,154	-	485,269
Community services	-	-	41,268	41,268
Total Expenditures	95,145	484,154	41,268	620,567
Excess of revenues over (under) expenditures	15,362	(127,178)	40,697	(71,119)
Other financing sources (uses):				
Transfers in/out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Net change in fund balances	15,362	(127,178)	40,697	(71,119)
Fund balances - Beginning of year	224,016	238,935	12,275	475,226
Fund balances - End of year	\$ 239,378	\$ 111,757	\$ 52,972	\$ 404,107

See Independent Auditor's Report

Other Reports

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit Performed in Accordance with *Government Auditing Standards*

Board of Education
School District of Manawa
Manawa, Wisconsin

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the School District of Manawa (the "District") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 20, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weakness. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2023-001 and 2023-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The District's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Wipfli LLP
October 20, 2023
Madison, Wisconsin

Independent Auditor's Report on Compliance for Each Major State Program and on Internal Control Over Compliance Required by the Wisconsin Public School District Audit Manual

Board of Education
School District of Manawa
Manawa, Wisconsin

Report on Compliance for Each Major State Program

Opinion on Each Major State Program

We have audited the School District of Manawa's (the "District") compliance with the types of compliance requirements described in the Wisconsin Public School District Audit Manual, issued by the Wisconsin Department of Public Instruction that could have a direct and material effect on each of its major state programs for the year ended June 30, 2023. The District's major state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2023.

Basis for Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the compliance requirements of the Wisconsin Department of Public Instruction in the Wisconsin Public School District Audit Manual. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Wisconsin Public School District Audit Manual will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Wisconsin Public School District Audit Manual we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Wisconsin Public School District Audit Manual, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit the attention of those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Wisconsin Public School District Audit Manual. Accordingly, this report is not suitable for any other purpose.



Wipfli LLP
October 20, 2023
Madison, Wisconsin

School District of Manawa

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2023

Grantor Agency/Pass Through Agency/Program Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Accrued Revenue 7/1/2022	Cash Received	Federal Expenditures	Accrued Revenue 6/30/2023
<u>U.S. DEPARTMENT OF AGRICULTURE</u>						
Passed through Wisconsin Department of Public Instruction						
<i>Child Nutrition Cluster</i>						
School Breakfast Program	10.553	2023-683276-DPI-SB-546	\$ 6,088	\$ 48,998	\$ 42,910	\$ -
National School Lunch Program	10.555	2023-683276-DPI-NSL-547	13,468	167,577	154,109	-
Donated Food Commodities	10.555	N/A	-	17,363	17,363	-
Total AL 10.555			<u>13,468</u>	<u>184,940</u>	<u>171,472</u>	<u>-</u>
Total Child Nutrition Cluster			<u>19,556</u>	<u>233,938</u>	<u>214,382</u>	<u>-</u>
<u>U.S. DEPARTMENT OF EDUCATION</u>						
Passed through Wisconsin Department of Public Instruction						
ESEA Title I - Basic Grant	84.010	2023-683276-DPI-TI-A-141	111,266	131,264	142,135	122,137
<i>Special Education Cluster</i>						
IDEA Flow Through	84.027	2023-683276-DPI-FLOW-341	169,400	169,400	221,762	221,762
Preschool Entitlement	84.173	2023-683276-DPI-PRESCH-347	11,211	11,211	10,394	10,394
Total Special Education Cluster			<u>180,611</u>	<u>180,611</u>	<u>232,156</u>	<u>232,156</u>
ESEA Title II-A Teacher/Principal	84.367	2023-683276-DPI-TIIA-365	22,051	22,001	43,074	43,124
Title IV-A-Student Support and Acad Enrich Grants	84.424	2023-683276-DPI-TIVA-381	6,640	6,641	22,966	22,965
COVID-19 Education Stabilization Fund	84.425	2023-683276-DPI-ESSERFI-160	8,542	10,606	2,064	-
COVID-19 Education Stabilization Fund	84.425	2023-683276-DPI-ESSERFII-163	77,502	71,528	17,451	23,425
COVID-19 Education Stabilization Fund	84.425	2023-683276-DPI-ARPHCYII-173	-	5,973	5,973	-
Total AL 84.425			<u>86,044</u>	<u>88,107</u>	<u>25,488</u>	<u>23,425</u>
Passed through CESA #3						
Career and Technical Education - Basic Grants to States	84.048	2023-683276-DPI-CTE-400	2,962	7,756	4,794	-
Total U.S. Department of Education			<u>409,574</u>	<u>436,380</u>	<u>470,613</u>	<u>443,807</u>
<u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>						
Passed through Wisconsin Department of Health Services						
Medicaid Cluster	93.778	N/A	-	54,921	54,921	-
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$429,130</u>	<u>\$725,239</u>	<u>\$ 739,916</u>	<u>\$ 443,807</u>

See Independent Auditor's Report

See Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance.

School District of Manawa

Schedule of State Financial Assistance Year Ended June 30, 2023

Grantor Agency/Pass Through Agency/Program Title	State I.D. Number	Pass-Through Entity Identifying Number	Accrued Revenue 7/1/2022	Cash Received	Federal Expenditures	Accrued Revenue 6/30/2023
<u>WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION</u>						
Special Education and School Age Parents:						
Internal District Program	255.101	683276-100	\$ -	208,517	208,517	-
State Lunch	255.102	683276-107	-	2,721	2,721	-
Common School Fund	255.103	683276-104	-	34,258	34,258	-
Transportation Aid	255.107	683276-102	-	19,409	19,409	-
Wisconsin School Day Milk Program	255.115	683276-109	-	3,550	3,550	-
General Equalization	255.201	683276-116	-	4,419,065	4,419,065	-
Sparsity Aid	255.210	683276-119	-	3,055	3,055	-
Supplemental Per Pupil Aid	255.212	683276-162	-	248,644	248,644	-
State Breakfast Program	255.344	683276-108	-	2,064	2,064	-
Early College Credit Program	255.445	683276-178	-	64	64	-
Educator Effective Eval Sys Grants	255.940	683276-154	-	-	3,840	3,840
Per Pupil Aid	255.945	683276-113	-	478,590	478,590	-
High Cost Transportation Aid	255.947	683276-114	-	66,750	66,750	-
Career and Technical Education Incentive Grants	255.950	683276-171	-	15,078	15,078	-
Assessments of Reading Readiness	255.956	683276-166	-	8,145	8,145	-
Special Education Transition Incentive Grants	255.960	683276-168	-	3,822	3,822	-
Total Wisconsin Department of Public Instruction			-	5,513,732	5,517,572	3,840
TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE			\$ -	\$ 5,513,732	\$ 5,517,572	\$ 3,840

See Independent Auditor's Report

See Notes to Schedule of Expenditures of Federal Awards and State Financial Assistance.

School District of Manawa

Notes to the Schedules of Expenditures of Federal Awards and State Financial Assistance

Year Ended June 30, 2023

Note 1: Summary of Significant Accounting Policies

The accompanying schedules of expenditures of federal awards and state financial assistance include the federal and state award activity of the District under programs of the federal and state government for the year ended June 30, 2023. The information in these schedules is presented in accordance with the requirements of the Wisconsin Public School District Audit Manual. Because the schedules present only a selected portion of the operations of the District, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of the District. Expenditures reported on the schedules are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedules represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 2: De Minimis Cost Rate

The District has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3: Special Education and School Age Parents Program

2022-2023 eligible costs under the State Special Education Program are \$616,537.

Note 4: Subrecipients

The District does not have subrecipients or subrecipient expenditures.

School District of Manawa

Schedule of Findings and Questioned Costs

Year Ended June 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	Yes
Noncompliance material to the financial statements noted?	No

State Financial Assistance

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with the Wisconsin Public School District Audit Manual?	No

Identification of major state programs:

State I.D. Number	Name of State Program
255.201	General Equalization

School District of Manawa

Schedule of Findings and Questioned Costs (Continued)

Year Ended June 30, 2023

Section II - Financial Statement Findings

2023-001: Segregation of Duties

Criteria - No one employee should have access to both physical assets and the related accounting records or to all phases of a transaction.

Condition - Incompatible functions are currently being performed by the same individual.

Cause - Limited staff available and inadequate compensating controls.

Effect - Decreased likelihood that unauthorized, false, or incorrectly coded transactions will be prevented, or detected and corrected, in a timely fashion, which may result in misstated financial statements.

Recommendation - We recommend that management and those charged with governance continue to evaluate whether to accept the degree of risk associated with this condition because of cost or other considerations.

Management's Response - The District does not have the resources available to increase staff size and address this internal control deficiency. The Board and management are aware of the incompatible duties and will continue to provide oversight and monitor the District's operations. In addition, the Board reviews monthly cash disbursements for oversight.

2023-002: Financial Accounting and Reporting

Criteria - The District is responsible for reporting financial data reliably in accordance with accounting principles generally accepted in the United States (GAAP).

Condition - As part of our professional services for the year ended June 30, 2023, we were requested to draft the financial statements and accompanying notes to the financial statements.

Cause - The District does not expect, nor does it require, its financial staff to have the ability to prepare GAAP financial statements.

Effect - As a result of not having an individual trained in the preparation of GAAP basis financial statements, the completeness of the financial statement disclosures and the accuracy of the financial statement presentation is negatively impacted as outside auditors do not have the same comprehensive understanding of the District as its own management.

Recommendation - We recommend that management and those charged with governance continue to evaluate whether to accept the degree of risk associated with this condition because of cost or other considerations.

Management's Response - The District does not have the resources and staff to prepare the financial statements and notes but will continue to oversee the auditor's services and review and approve the financial statements and notes.

School District of Manawa

Schedule of Findings and Questioned Costs (Continued)

Year Ended June 30, 2023

Section III - State Financial Assistance Findings and Questioned Costs

None.

Section IV - Other Issues

Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern? No

Does the audit report show audit issues (i.e., material noncompliance, nonmaterial noncompliance, questioned costs, material weakness, significant deficiency, management letter comment, excess revenue, or excess reserve) related to grants/contracts with funding agencies that require audits to be in accordance with the *State of Wisconsin Single Audit Guidelines*:

Department of Public Instruction No

Department of Health Services No

Was a Management Letter or other document conveying audit comments issued as a result of this audit? Yes



Name of Partner

Brian Anderson

Date

October 20, 2023

School District of Manawa

Schedule of Prior Year's Findings and Questioned Costs

Year Ended June 30, 2023

Financial Statement Findings

2022-001: Segregation of Duties - See finding 2023-001.

2022-002: Financial Statement Preparation - See finding 2023-002.



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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Last Modified by Ryan Peterson on February 16, 2024



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.

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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.

Last Modified by Ryan Peterson on March 4, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	June 26, 2023

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
jtbortle@manawaschools.org

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

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

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 District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

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Legal 119.25, 120.13, Wis. Stats.
 18 U.S.C. 921(a)(3)
 20 U.S.C. 7151
 42 U.S.C. 11431 et seq.

Last Modified by Ryan Peterson on February 16, 2024



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.

Within five (5) days of receipt of a protest, the District Administrator shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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Legal 2 C.F.R. 200.317 - .326
 Appendix II to Part 200
 2 C.F.R. 200.520

Last Modified by Ryan Peterson on February 29, 2024



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	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of ADMINISTRATION OF MEDICATIONS
Code	ag5330
Status	Proposed to Policy & Human Resources Committee
Adopted	August 20, 2018
Last Revised	April 25, 2022

5330 - **ADMINISTRATION OF MEDICATIONS**

For purposes of this guideline:

- A. ~~"Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.~~ "Practitioner" means any physician, naturopathic doctor, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the Principal's Office before the student will be allowed to begin receiving any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
1. student's name and date of birth;
 2. medication and dosage or procedure required;

3. times required;
 4. special instructions including storage and sterility requirements;
 5. date prescribed medication will be started;
 6. date prescribed medication will no longer be needed;
 7. practitioner's name, address, and telephone number;
 8. authorization for trained and authorized school staff to administer the prescribed medication;
 9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
1. student's name
 2. practitioner's name
 3. date
 4. pharmacy name and telephone
 5. name of medication
 6. prescribed dosage and frequency
 7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the Principal's office. Upon receipt of the medication, the health aide shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. Two to four (2-4) weeks' supply of medication is recommended. **Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about the student's person. An exception to this would be prescriptions for emergency medications.**

Nonprescription Drug Products

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name
2. date
3. name of medication
4. dosage and frequency

5. special handling and storage directions
6. authorization for trained and authorized school staff to administer the medication
7. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable

General Procedures

- A. A Medications Administration Daily Log recording the administration of each prescribed medication and nonprescription drug product shall be maintained. The log will note the personnel giving the medication, the date, the exact dosage administered, and the time of day. The log will include each error in the administration of the medication and each missed administration of the medication. This log will be maintained along with the practitioner's written request and the parent's written release.
- B. Written documentation of the Department of Public Instruction approved training provided for each person authorized to administer a prescribed medication or treatment will show:
 1. what training was given;
 2. the trainer's name and professional status;
 3. when the training was given;
 4. the duration of the training.
- C. The staff member administering the medication shall make a reasonable effort to see that the student takes the medication properly.
- D. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication.
- E. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication within appropriate time frames, in the correct dosage, in accordance with accepted practice, and to the correct student. In the event of a medication error, the school nurse shall notify the parent(s) immediately. If there is a question of potential harm to the student, the nurse shall also notify the student's practitioner.

The school nurse shall document medication errors on the Medications Log. The school nurse shall review reports of medication errors and provide consultation to ensure appropriate medication administration in the future.

- F. If a student is exhibiting behavior which causes the teacher to be concerned about his/her/their medical status, this behavior must be reported to the building Principal. A designated person may then contact the parent and advise that they seek medical attention for the child.

G. Student with Severe Asthmatic Symptoms

Use of Metered Dose or Dry Powder Inhalers

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three (3) conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

H. Students with Severe Allergic Reactions

Use of Epi-pen

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted to the Principal, and
3. the practitioner's order for medication administration has been submitted to the Principal authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse. The school nurse shall provide instruction and written protocols, as well as documentation that both were provided.

- I. Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.
- J. To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

School personnel trained to administer medications shall keep a copy of the Administration of Medication Policy and Guidelines in an accessible spot for quick reference and have the right to refuse to administer medication to students when the required authorization forms and signatures have not been completed.

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Last Modified by Ryan Peterson on March 22, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of RELATIONSHIP WITH GOVERNMENTAL AGENCIES
Code	ag5540
Status	Proposed to Policy & Human Resources Committee
Adopted	August 20, 2018
Last Revised	April 25, 2022

5540 - **RELATIONSHIP WITH GOVERNMENTAL AGENCIES**

On occasion, principals will need assistance from law enforcement but should avoid unnecessary and inappropriate law enforcement involvement. Principals are expected to be proactive in calling law enforcement when necessary, and not to leave the decision to the discretion of other staff members, except by delegation in their temporary absence. The situations listed below are examples of situations in which it is appropriate to call law enforcement. The District Administrator should be advised of any such situation as soon as feasible.

- A. refusal of a person to leave school property after being requested to do so by the appropriate school authority
- B. willful destruction of school property--particularly if the District is likely to seek restitution
- C. theft--particularly if items are of value and insurance claims will be filed
- D. obvious crime
- E. arson
- F. assaults or serious fighting--if not controlled or if serious injury results
- G. forgery--if assistance is needed in determining whether it is forgery
- H. possession of a dangerous weapon
- I. possession of alcohol or drugs
- J. sale or distribution of controlled substances
- K. blackmail, threatening, or extortion of students or staff members
- L. bona fide threat against a person's life or threats of terrorist acts, bomb scares, etc.
- M. illegal or inappropriate operation of a motor vehicle
- N. child abuse or molestation
- O. mass walkout from or sit-in on school property--if not controlled or if property damage or personal injury result

- P. setting off firecrackers, pulling fire alarms and similar mischief (discretionary, but advised if reoccurring or the situation is getting out of hand) behaviors;
- Q. a student leaving school property without permission, a missing person situation, or a self-inflicted injury by a student

Interview Procedures

School officials stand in loco parentis (in place of the parent) in respect to the child. This will require the Administrator to strive to maintain a standard of care and concern similar to that of a parent.

- A. All attempts to notify the parent(s) should be documented according to District procedures.
- B. Law enforcement and other governmental authorities should investigate alleged law violations off of school property if at all possible. The investigation can take place immediately on school property, at the request of the principal, if the alleged law violation took place on school property or at school-related event.
- C. When law enforcement or other governmental authorities arrive at the school and wish to interview a student or investigate an alleged law violation, they will contact the principal indicating the nature of their investigation and their desire to question a student or students. Access will be granted consistent with Policy 5540 - The Schools and Governmental Agencies or Policy 5540.01 - Investigations Involving Suspected Child Abuse.
- D. If the principal concurs that the questioning is appropriate, s/he will send for the student, move him/her to an unoccupied room and, if appropriate and a parent is not present, remain in the room during the questioning. If the situation involves suspected child abuse or an emergency requiring prompt action, notification of parents will be determined by the investigator (see also the investigation procedure in AG 8462 - Student Abuse Mandatory Reporting of Child Abuse of Neglect and Threats of Violence).
- E. Should a student be taken into custody or removed from the school premises by law enforcement, the principal shall attempt to notify the student's parents as soon as practicable.

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Book Administrative Guideline Manual
 Section AGs Ready for the BOE 33-1 (and extras)
 Title Copy of SUPERVISION OF RENTED FACILITIES
 Code ag7510C
 Status Proposed to Policy & Human Resources Committee
 Adopted August 21, 2017

7510C - **SUPERVISION OF RENTED FACILITIES**

Each non-school sponsored group requesting the use of District facilities may be required to use the services of a District custodian and must pay for such services.

Each group requesting the use of District facilities must indicate an individual, satisfactory to the Administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

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Last Modified by Ryan Peterson on March 22, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of TECHNOLOGY EQUIPMENT SECURITY PROCEDURES - RESCIND
Code	ag7530A
Status	Proposed to Policy & Human Resources Committee
Adopted	January 21, 2019

~~7530A~~ **TECHNOLOGY EQUIPMENT SECURITY PROCEDURES**

~~A. Identification:~~

- ~~1. A label with the District's name and an identification number will be placed on each piece of equipment.~~
- ~~2. Records of the identification number, serial number, model, etc. for each piece of audiovisual equipment shall be maintained by the Technology Director.~~
- ~~3. Records on each piece of software, organized by title and course or program, shall be maintained by the Technology Director.~~

~~B. Use of Hardware and Software:~~

~~All audiovisual equipment and software to be used either in the District or off school premises shall be checked out through the Technology Director. Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws. (See AG 2531)~~

~~The person checking out the item is responsible for the condition of the equipment/software until checked back in.~~

~~Students will use only audiovisual equipment or software preapproved for student use by the Technology Director.~~

~~Where an exceptional instructional need is demonstrated, permission to use equipment and software off the school premises shall be granted by the principal after consulting the Technology Director or Library Media Specialist.~~

~~Exceptional instructional needs include, but are not limited to:~~

- ~~1. increasing teacher proficiency in the operation of equipment or enlarging knowledge of particular software necessary for classroom instruction;~~
- ~~2. producing/preparing instructional materials or classroom lessons;~~
- ~~3. developing new or additional applications of the computer or software;~~
- ~~4. allowing students to do homework assignments or self tutoring.~~

~~C. Requests for Personal Use:~~

~~Personal use of equipment and software, including computers and peripherals, by students and staff, shall be in accordance with Policy 7530 and the accompanying guidelines. No business use shall be made of any borrowed~~

~~equipment or software. Software shall not be used in violation of any licensing agreement, nor shall it be copied.~~

~~Requests to use audiovisual equipment and software for personal use off school premises will require written permission from the Technology Director.~~

~~Students must receive permission from their instructor, based on a legitimate instructional purpose, prior to submitting a written request to the prior to the intended use two (2) days be submitted at least should. A request Technology Director~~

~~All requests will be maintained by the Technology Director.~~

~~Users will be responsible for arranging safe transportation and housing for equipment and software used off school premises.~~

~~The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstances but will be responsible for damages resulting from negligence. In no instance should an attempt be made to repair equipment or software. The defective item should be returned to the Technology Director as is. The District will repair the equipment and, if appropriate, bill the user.~~

D. Staff Services:

~~Media staff will instruct the user on the correct operation of equipment and software prior to receiving the material. The Technology Director will designate appropriate staff to assist in moving and setting up equipment and software for instructional purposes on school premises.~~

~~Media staff may assist other staff members in obtaining materials for instructional use by videotaping or audio taping within copyright guidelines.~~

E. Equipment Inventory and Repair:

~~All audiovisual software and hardware will be inventoried at the end of each school year. An accurate inventory of all District computers and other audio visual equipment in the District will be maintained by the Technology Director. Inventory of computers, other audiovisual equipment, and software will also be maintained in the school or department in which they are located.~~

~~If a piece of equipment or software requires repair, it will be sent to the Technology Director. An "out for repair" file is to contain a repair card detailing the characteristics of the problem, date requested, and the repairer. Subsequently, repair information including the type of repair, date repaired, and the cost shall be recorded in an electronic file by the Technology Director.~~

F. Report of Loss:

~~If any equipment or software is lost, the school principal and the Technology Director shall be notified. The principal may notify police if deemed appropriate. A complete inventory of all other equipment and/or software located in the same area as the lost items shall be taken. Inventory logs for all missing equipment/software shall be kept in a separate file for use in giving information to the police and/or the insurance company.~~

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Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of NON-SCHOOL USE OF DISTRICT EQUIPMENT AND FACILITIES BY STUDENTS - RESCIND
Code	ag7530B
Status	Proposed to Policy & Human Resources Committee
Adopted	January 21, 2019

~~7530B — NON-SCHOOL USE OF DISTRICT EQUIPMENT AND FACILITIES BY STUDENTS~~

~~The following guidelines describe the nature and extent of student use of District equipment and facilities for non-school purposes:~~

~~TELEPHONES~~

~~Students may use the telephones to make brief, local (non-toll) calls provided such calls are made with adult approval and are not for conducting private business.~~

~~No long-distance calls are to be made without adult permission.~~

~~COPY MACHINES~~

~~Students may use a District copier to make copies of assignments and personal documents providing such copying is done with staff approval.~~

~~With staff permission, a student may make multiple copies of one (1) or more documents for a per page/per side fee of two cents (\$0.02) for black/white, ten cents (\$0.10) for color which includes the cost of paper.~~

~~The number of copies is to be recorded and submitted, together with the fee payment, to the Business Office.~~

~~FAX transmissions are free and must be approved in advance by a staff member.~~

~~COMPUTERS~~

~~District computers and printers may be used for personal reasons as long as the student does not violate the acceptable use policy.~~

~~STUDENT USE OF FACILITIES/EQUIPMENT/SUPPLIES~~

~~Students may not use any of the District's facilities, equipment or supplies for non-school reasons.~~

~~Students under the auspices of an approved organization may use District facilities/equipment/supplies for non-school purposes providing they follow the guidelines established in AG 7510 — Use of District Facilities.~~

~~**STUDENT USE OF ATHLETIC UNIFORMS AND OTHER APPAREL** (e.g., athletic pads, athletic headgear)~~

~~Students may not use any of the District's athletic uniforms and other apparel in training or non-school competition outside the designated school season of a sport.~~

~~Students will not be charged a fee for the use of athletic uniforms and other apparel.~~

~~The fee schedule will be established by the District Administrator and approved annually by the Board.~~

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Last Modified by Ryan Peterson on March 22, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of CELLULAR PHONES - RESCIND
Code	ag7530C
Status	Proposed to Policy & Human Resources Committee
Adopted	January 21, 2019

~~7530C~~ **CELLULAR PHONES**

~~District owned cellular phones may be issued to the following staff members:~~

- ~~A. administrators~~
- ~~B. school secretaries~~
- ~~C. custodians~~

~~The phones are to be used primarily for:~~

- ~~A. emergency situations;~~
- ~~B. communicating with the administration, other staff members, or parents concerning classroom, school, or District activities.~~

~~Telephones are not to be used:~~

- ~~A. to transact personal business or non school related business unless this purpose has been preapproved by the Business Office and the approval usage fee is applied;~~
- ~~B. during classroom instructional time unless it is for an emergency or the call is an integral part of a learning activity;~~
- ~~C. by students at any time unless specifically authorized by the teacher or principal for school-related purposes only.~~

Last Modified by Ryan Peterson on March 22, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of HEALTH EDUCATION
Code	po2413
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	July 17, 2017

2413 - HEALTH EDUCATION

The Board of Education, in compliance with State law, has adopted a comprehensive program of health education that will prepare students to maintain good health and enable them to adapt to changing health problems in our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. ~~The District shall notify the parents, in advance of the instruction and about the content of the instruction and give the parents an opportunity to review the materials to be used.~~ A student may not be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances pursuant to State law and alcohol upon the human system, symptoms of disease, and the proper care of the body if the student's parent files with the teacher a written objection.

If a student does not take instruction in these subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, and the Board authorizes the District Administrator to determine if the student shall complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

If the subjects receive credit toward graduation the Board authorizes the District Administrator to determine if an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

The District Administrator shall notify parents of planned instruction in the health education curriculum regarding human growth and development topics as identified and in accordance with Policy 2414 - Human Growth and Development.

Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.

Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 - Automated External Defibrillators.

~~The District Administrator shall prepare administrative guidelines that require:~~

†The health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics. The health education program includes periodic evaluation of student understanding

and continual analysis of the effectiveness of the program and the accuracy, completeness, and relevancy of the information and instructional procedures.

In implementing the program, the District Administrator may use whatever District and outside resources, including Department of Education guidelines and consultants, ~~s/he deems~~ **deemed** appropriate.

115.35, 118.01(2)(d)2.c., 118.076, Wis. Stats.

Chapter 961, Wis. Stats.

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Legal 115.35, Wis. Stats.

Last Modified by Ryan Peterson on March 19, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PURCHASING
Code	po6320
Status	First Reading
Adopted	July 18, 2016
Last Revised	February 18, 2019

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts as established by ~~Policy 1130, Policy 3230, and Policy 4230~~ – **Ethics and** Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator seek at least two (2) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$10,000 or more, the Business Manager shall obtain competitive bids. Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

Bids shall be sealed or may be submitted electronically and shall be opened by the Business Manager in the presence of at least one (1) Board member. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if is qualified to submit a bid.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$10,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Purchasing Items with Federal Grant Funds

When purchasing items with Federal funds a District shall:

- A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;
- B. where appropriate, conduct an analysis of lease versus purchase options and the most economical and beneficial method shall be pursued;
- C. conduct an evaluation of the availability and feasibility of entering into inter-governmental agreements to procure the goods or services required on a shared basis;
- D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

General Provisions

The District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process or if the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the bid specifications.

Before the employee places a purchase order, s/he shall have the Business Manager check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Business Manager may make suggestion alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- E. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The District Administrator shall determine the maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$25,000, the District shall include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the District of that fact, which shall serve as sufficient grounds to terminate the contract as the District determines is appropriate.

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120.12(24), Wis. Stats.
66.0133, Wis. Stats.
2 C.F.R. Section 200.213; 200.318 - 200.326
48 C.F.R. Section 9.4

Last Modified by Ryan Peterson on March 22, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of SAFETY AND SECURITY
Code	po7440
Status	
Adopted	November 21, 2016
Last Revised	March 14, 2024

7440 - **SAFETY AND SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board of Education. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require the prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to ~~install~~ utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, ~~and other security devices that would assist in the detection of guns and dangerous weapons~~ in school buildings or on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building. School office staff must contact the classroom teacher to verify that the visitor is expected.
- C. All visitors are expected to sign out prior to departing the building.
- D. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact ~~the school resource officer or~~ local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, if applicable, appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents shall make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the only approved visitor entrance and shall check-in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to the parent's repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual either a student or staff member, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises, that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person who is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of his/her visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have children enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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120.13(35), Wis. Stats.

175.32(2), (3), Wis. Stat.

301.475, Wis. Stat.

State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

Last Modified by Ryan Peterson on March 14, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of TECHNOLOGY
Code	po7540
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	March 14, 2024

7540 - **TECHNOLOGY**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents must sign and comply with Policy 7540.03-- Student Technology Acceptable Use and Safety.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

The District Administrator, in conjunction with the Technology Director, shall review the DTP and report any changes, amendments, or revisions to the Board.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Equipment Security and Retention Procedures

The District invests significant resources in making current technology available for staff and students. Individual usage of devices that are not in a fixed location must be in accordance with these guidelines. The term "device" for purposes of this guideline includes District-owned computers, tablets, smart devices, and any other hardware or software systems or equipment owned or leased by the District.

- **Use of District-owned Devices:**

No device may be used to access any material that is prohibited by the District's technology usage policies, Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 7540.04 - Staff Technology Acceptable Use and Safety. Devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

- **Requests for Personal Use:**

Personal use of devices by students, staff, and others shall be in accordance with Policy 7530 - Lending District-Owned Equipment.

Additionally, a device shall not be used to access any material that is prohibited by the District's technology usage policies. (See Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 7540.04 - Staff Technology Acceptable Use and Safety)

If allowed for personal use, devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

No business use shall be made of any borrowed devices. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

No software or other applications may be downloaded onto any device except by the District's (X) Information Technology Director and only as authorized by the District Administrator.

Users will be responsible for arranging safe transportation and housing for use off school premises.

- **Staff Services:**

Media staff will instruct the user on the correct operation of devices. Media staff may assist other staff members in obtaining materials for instructional use by recording and/or copying within copyright guidelines.

- **Equipment Inventory and Repair:**

All devices will be inventoried pursuant to Policy 7450 - Property Inventory.

If a piece of equipment requires repair, it will be sent to the Information Technology Director.

- **Report of Loss:**

If any device is lost, the Principal shall be notified. The Principal may notify the police if deemed appropriate.

Access to Social Media

Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources or personally-owned PCDs to access and/or use social media for personal purposes.

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Legal 947.0125, Wis. Stats.

948.11, Wis. Stats.

Legal 947.0125, Wis. Stats.
948.11, Wis. Stats.

Last Modified by Ryan Peterson on March 14, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of USE OF SOCIAL MEDIA
Code	po7544
Status	Proposed to Policy & Human Resources Committee
Adopted	June 15, 2020
Last Revised	March 14, 2024

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board of Education authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff, and the general public. Social media is defined in Bylaw 0100.

The District Administrator is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Staff are not permitted to solicit or accept "Friend" requests from enrolled School District of Manawa students on any personal social media account. Staff that are guardians of School District of Manawa students are exempt from this requirement as it relates to soliciting or accepting "Friend" requests from their own children.

The District uses approved social media platforms/sites as interactive forms of communication and welcomes public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is

posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post information or announcements to a District social media platform, the staff member or volunteer may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, District Administrator, and Technology Director, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Staff members must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on District-Approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). **Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately with individual students.**

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

Staff members cannot rely on social networking platforms (e.g., Facebook, **X - formerly Twitter**, ~~Twitter~~, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are

otherwise no longer available. Consequently, District employees who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's use during work hours does not interfere with his/her job performance.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees **and District-approved volunteers** are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

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Legal

~~Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)~~

~~Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)~~

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Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Ryan Peterson on April 19, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of VOLUNTEERS
Code	po8120
Status	Proposed to Policy & Human Resources Committee
Adopted	October 1, 2015
Last Revised	April 25, 2022

8120 - **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school-sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach, bus driver, or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteer's requirements for recognition from the District and the Department of Veterans Affairs.

Legal

120.20, Wis. Stats.

Last Modified by Ryan Peterson on March 27, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 27, 2020

8310 - PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records, including providing the notice required under 19.34(1) Wis. Stats., identifying the positions of the District that constitute a local public office pursuant to 19.32(1dm), and 19.42 (7w), Wis. Stats., and other required information. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her the office held; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her the originator's recollection and as a matter of convenience (not part of his/her assigned job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may charge the requester of a copy of a record of \$0.25 per page, that represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained, except by a Board officer or employee in the course of the performance of his/her/their duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

The District Board has adopted the Wisconsin Department of Public Instruction's guidelines on School District record retention.

It may be accessed at the following web address:

<https://publicrecordsboard.wi.gov/documents/school%20grs.pdf>

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Legal 19.42, Wis. Stats. 118.125, Wis. Stats.

Legal 19.21, Wis. Stats.
19.31-39, Wis. Stats.
120.13(12), Wis. Stats.

Last Modified by Ryan Peterson on March 27, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of STUDENT RECORDS
Code	po8330
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 24, 2023

8330 - **STUDENT RECORDS**

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

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

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

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

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

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

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of

the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

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

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

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

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

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

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

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

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

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

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

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

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

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

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

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

DIRECTORY DATA

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

- A. a student's name;
- B. photograph;

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

~~(-) Directory data may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

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

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

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

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

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

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

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

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools

- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

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

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

The District Administrator shall also develop procedural guidelines for:

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

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

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

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

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Legal	46.215 Wis Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125, Wis. Stats.
	118.125(2)(q) Wis. Stats.
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)

20 U.S.C. Section 1232h (FERPA)

20 U.S.C. Section 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

25 U.S.C. 450b(L)

26 U.S.C. 152

34 C.F.R. Part 99

Last Modified by Ryan Peterson on March 27, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016

8431 - **PREPAREDNESS FOR TOXIC HAZARDS**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

~~The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:~~

The District Administrator, or another designated and qualified person designated by the District Administrator, will serve as the Toxic Hazard Preparedness (THP) Officer.

(X) The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ~~ensure~~ require that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property;
- D. design and implement a written communication program that:
 1. lists hazardous materials present on District property;
 2. details the methods used to inform staff and students of the hazards;
 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.;

F. ~~()~~ ensure require that any ~~staff member~~ individual who applies pesticides on District property is certified in accordance with State law. In the event of pesticide application, notice of such application shall be posted by the individual who applies pesticides prior to application; including the following information: 1) a pesticide is to be applied, 2) type of pesticide and its potential side effects, 3) location of the application, and 4) the date of the application.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan. ~~(X)~~ The Board authorizes the District Administrator to designate the CHO.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements promulgated developed by the Wisconsin Department of Health and Social Services.

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- Legal
- 101.58 et seq, 254.162, 254.20, Wis. Stats.
- 15 U.S.C. 2601
- 20 U.S.C. 4022
- 20 U.S.C. 4014
- 20 U.S.C. 4011
- 20 U.S.C. 4011 et seq.
- 29 C.F.R. 1910.1450(b)
- OSHA Brief – Hazard Communication Standard: Safety Data Sheets

Last Modified by Ryan Peterson on March 19, 2024



Book	Policy Manual
Section	Vol. 33, No. 1, Dec. 2023
Title	Copy of CITIZENS' ADVISORY COMMITTEES
Code	po9140
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 23, 2018

9140 - **CITIZENS' ADVISORY COMMITTEES**

The Board of Education, in its discretion, may establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed. All appointments of citizens to advisory committees shall be approved by the Board, **except as otherwise provided in policy or as required by law.** All appointments of staff members to citizens' advisory committees shall be made by the District Administrator, **except as may be expressly required by law.** Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator with the advice of the President.

The District Administrator shall transmit the contents of any communication from a committee to the Board at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

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Legal 19.81 et seq., Wis. Stats.

Last Modified by Ryan Peterson on March 19, 2024



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 4/22/24

Subject: Benefit Plan Information (HRA vs. HSA)

Presenter(s): Ryan Peterson and Mary Basel (M3 Insurance - Sr. Account Executive)

I. Overall Content/Purpose:

The purpose of this memo is to provide information to the Board of Education regarding the School District's current benefit plan to compare against possible options in plan structure.

II. Board Motion Needed:

Administration recommends the Board of Education approve the addition of a second plan option (HSA -Health Savings Plan) for employees that are eligible for benefits.

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

- A. Staff retention and recruitment continue to be a top priority for the district. We are striving to create a culture where students, staff and community members feel valued by the district. Providing options for staff within the benefit structure allows for our staff to choose a plan that best meets their individual needs.
- B. 2 year history of plan with HRA (Health Reimbursement Account)
1. 22/23 School Year Plan Usage/Cost: 60 Plan Participants
 - a) Maximum Deductible Liability = \$101,000 Utilization Rate = 39.35%
Amount Reimbursed = \$39,742
 2. 23/24 School Year Plan Usage/Cost: (Mid-Year Totals) 56 Plan Participants
 - a) Maximum Deductible Liability = \$92,000 Utilization Rate = 26.68% (partial year)
Amount Reimbursed = \$24,544 (partial year)
- C. Review HRA Plan (current) vs. HSA (option) Plan Comparison Document
- D. Financial Impact on District
1. Annual Premium:
 - a) **HRA Plan** - Annual Premium = \$1,172,810.88
 - b) *HSA Option* - Annual Premium = \$1,125,897.72 **Difference = (\$46,913) savings**
 2. School District of Manawa Deductible Contribution:
 - a) **HRA Plan** = Deductible Liability - Utilization = Cost (amount reimbursed)
 - b) *HSA Option* = Savings Contribution (per plan participant) = Deductible Liability (becomes yearly deductible cost for the district)

Contact for More Information: __Ryan Peterson__



Manawa School District
 Health Insurance Benefit Comparison
 Effective Date: 7/1/2024

Health Carrier	WCA Group Health Trust		WCA Group Health Trust	
	Current/Renewal			
Insurance Type	PPO - Embedded		PPO HSA	
Provider Network:	UHC Choice Plus		UHC Choice Plus	
Deductible	Single	Family	Single	Family
In Network	\$2,000	\$4,000	\$2,750	\$5,500
	Embedded		Non-Embedded	
Out of Network	\$4,000	\$8,000	\$4,750	\$9,500
Co-Insurance				
In Network	100% after Deductible		100% after Deductible	
Out of Network	70/30 to Out of Pocket Max		70/30 to Out of Pocket Max	
Maximum Out-of-Pocket (Ded/Coins)	Single	Family	Single	Family
In Network	\$2,000	\$4,000	\$2,750	\$5,500
Out of Network	\$8,000	\$16,000	\$8,750	\$17,500
Max Out-of-Pocket (Ded/Coins/Copay)	Single	Family	Single	Family
In Network Medical	\$2,000	\$4,000	\$2,750	\$5,500
In Network Rx	\$2,000	\$4,000	Included in Medical Max Out of Pocket	
Out of Network	Does Not Apply		Does Not Apply	
Office Visits	PCP	Specialist	PCP	Specialist
In Network	Deductible Applies		Deductible Applies	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance	
Routine/Preventive Care				
In Network	Select Services Covered in Full		Select Services Covered in Full	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance	
Urgent Care				
In Network	Deductible Applies		Deductible Applies	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance	
Emergency Room				
	In-Network Deductible Applies		In-Network Deductible Applies	
Hospital Services				
In Network	Deductible Applies		Deductible Applies	
Out of Network	Deductible & Coinsurance		Deductible & Coinsurance	
Prescription Drugs				
In Network	\$0 / \$10 / \$30 / \$60 / 25% to \$250		Deductible Applies	
Out of Network	\$0 / \$10 / \$30 / \$60 / 25% to \$250		Deductible & Coinsurance	
Rates		Current	Renewal	Estimated Rates
Employee	11	\$899.66	\$899.66	11 \$863.67
Employee + 1	11	\$1,800.58	\$1,800.58	11 \$1,728.56
Family	28	\$2,429.70	\$2,429.70	28 \$2,332.51
Annual Δ% from Current			0.00%	-4.00%
Monthly Totals		\$97,734.24	\$97,734.24	\$93,824.81
Annual Totals		\$1,172,810.88	\$1,172,810.88	\$1,125,897.72
Annual Δ\$ from Current			\$0	(\$46,913)

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



Manawa School District

Health Insurance Benefit Comparison

Effective Date: 7/1/2024

	Traditional Plan	
	Single	Family
Medical Maximum	\$2,000	\$4,000
Rx Out of Pocket	\$2,000	\$4,000
Total Plan Exposure	\$4,000	\$8,000
Employee Exposure	\$3,000	\$6,000
HRA Employer Exposure	\$1,000	\$2,000

	HSA Plan	
	Single	Family
Medical Maximum	\$2,750	\$5,500
Rx Out of Pocket	Included in Medical Out of Pocket	
Total Plan Exposure	\$2,750	\$5,500
Employee Exposure	\$1,750	\$3,500
HSA Employer Exposure	\$1,000	\$2,000

Enrollment	Renewal Premium	Total Premium
11 Single	\$899.66	\$9,896.26
11 Employee +1	\$1,800.58	\$19,806.38
28 Family	\$2,429.70	\$68,031.60
Monthly Premium		\$97,734.24
Annual Premium		\$1,172,810.88
HRA total Exposure	\$89,000	
HRA estimated utilization	40%	
	\$35,600	
Premium + HRA		\$1,208,410.88

If half the staff moved to HSA plan

Traditional Plan	Renewal Premium	Total Premium
6 Single	\$899.66	\$5,397.96
6 Employee +1	\$1,800.58	\$10,803.48
14 Family	\$2,429.70	\$34,015.80
Monthly Premium		\$50,217.24
Annual Premium		\$602,606.88
HSA Plan	Alternate Premium	Total Premium
5 Single	\$863.67	\$4,318.35
5 Employee +1	\$1,728.58	\$8,642.90
14 Family	\$2,332.51	\$32,655.14
Monthly Premium		\$45,616.39
Annual Premium		\$547,396.68
Combined Premium	Monthly Annual	\$95,833.63 \$1,150,003.56
HRA Exposure	\$46,000.00	
Estimated HRA utilization	40%	
Total HRA	\$18,400	
HSA Exposure	\$43,000	
Premium + HRA + HSA		\$1,211,403.56
Difference	\$2,992.68	
Buy Up Difference	\$24,103.20	

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



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 4/22/24

Subject: Wit & Wisdom Purchase Recommendation

Presenter(s): Danni Brauer & Christy Hintz

I. Overall Content/Purpose:

The purpose of this memo is to provide information regarding the purchase of Wit & Wisdom for grades K-3 to complement Really Great Reading and Geodes materials to align with Act 20 Legislation.

II. Board Motion Needed:

Administration recommends the Board of Education approve the purchase of Wit & Wisdom for the 2024-25 school year.

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

A. Act 20 Alignment

1. The Joint Committee on Finance approved Wit & Wisdom with Geodes and PK-3 Really Great Reading resources for the 2024-25 Early Literacy Instructional materials list. We currently use Really Great Reading (4K Launchpad, K Countdown, 1 Blast, 2 and 3 HD Word) and Geodes decodables.

B. Knowledge Building Pillar

1. Knowledge has a multiplier effect - the earlier you begin to build knowledge, the better you do academically in later years. English language arts lessons can integrate knowledge from science, history, geography, and other topics while students develop their reading and writing skills and expand their vocabulary. Wit & Wisdom's approach to ELA allows students to build both skills and knowledge with every lesson.

C. Writing

1. Wit and Wisdom lessons integrate writing into every lesson's core work, including daily opportunities for students to write to learn and learn to write. Students write to learn every day when they record text evidence in Evidence Organizers, take notes in Response

Journals, write creatively to imagine a character's perspective, summarize key ideas from reading, respond to text-dependent questions, and analyze key vocabulary by using graphic organizers. All craft instruction is grounded in the contents and texts, and students use writing as a tool for learning. Students learn to write through Craft Stages which are repeated, transferable stages that scaffold the writing process and students' skill-building. The Craft Stages are Examine, Experiment, Execute, and Excel.

D. Speaking

1. Wit and Wisdom builds students' ability to communicate by maximizing the quality, quantity, and variety of their speaking and listening experiences. Students have opportunities to speak to learn; they also have the instruction in the skills needed to learn to speak in academic discussions, like these: gallery walk, jigsaw, mix and mingle, oral rehearsal, think-pair-share, and whip around. Additionally, students apply the crafts of speaking and listening to express and extend what they have learned from their reading and writing in socratic seminars.

E. Cost

1. \$32,675.17

IV. Contact for More Information:

Name: Christy Hintz and Danni Brauer



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 4/22/24

Subject: Storage Building @ LWHS / MMS

Presenter(s): Ryan Peterson

I. Overall Content/Purpose:

The purpose of this memo is to provide information to the Board of Education regarding the construction of a Storage Building on the campus of Little Wolf High School/Manawa Middle School.

II. Board Motion Needed:

Administration recommends the Board of Education approve the construction of a storage building by Berrens Contracting.

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

A. There is a need for Athletic and facilities storage space at the MS/HS. Currently football and track share a small storage space above the concessions stand and in the H8 storage closet. There is not enough space to store everything the school owns currently. In H8 we have all football sled pads, tackling dummies, tackle wheels, sideline tarps, track covers, and the high jump pit. Pole Vault pads are currently stored off campus at Manawa Estates in locker 45 due to no room for all the pads at the school. Above the concession stand we store all the hurdles, and football game equipment. The space is not big enough to store the high jump pads or newly acquired pole vault pads. Hurdles are brought down one by one through the small entrance of the storage door. In order to run a full track meet you need 88 hurdles. New Storage options would be used to store pole vault equipment, high jump equipment, hurdles, as well as other track equipment, and football practice/game equipment. The football game equipment can go on a cart that is wheeled in and out for easy access. This would help elevate the pile of equipment stored in front of circuit breakers in the storage next to the concession stand.

Storage Building Specification:

Approximately 30'x50' or 1500 square feet.

Concrete slab

12' walls (Height could be adjusted based on design for additional storage)

2 - Overhead Doors: 1- 10'x12' o.h. door and 1- 10'x10' o.h. Door

1 - 3' service door.

The exterior will be steel panels with 2' eave overhang and 1' gable overhang.

Full electrical connection must be included.

Location: West end of the Stadium

B. Berrens Construction proposal (endorsed by the Building & Grounds Committee on April 10, 2024)

1. Clarification on Garage Door size (question from B&G Committee Discussion)

a) Administration contacted Berrens Contracting to discuss the overhead door size.

Existing quote includes a 10 x 10 overhead door. If a 10x12 (W x H) were included, the overall height of the building would need to increase by 2 feet from 12' to 14'.

(1) Installing a 2 foot taller door will increase the overall cost (materials and labor) by approximately \$7000.

b) Current storage arrangement for athletic equipment has a 10 x 8 overhead door.

c) It is recommended that the storage building move forward with the installation of 2 - 10x10 overhead doors.

2. Included is the quote from Master Electric.

C. Request for Proposal is included for reference.

Contact for More Information:

Name: Lance Litchfield or Ryan Peterson

February 8, 2024

Berrens Contracting Inc.

**E1621 Riverbend Lane
Waupaca Wi 54981
715 - 258 - 3593**

Proposal & Acceptance

We Propose to furnish material & labor for the sum of \$41,350.00 to provide a 30 x 50 x 12 state approved building.

We Include: 10 ft. post and truss stations, 2 x 6 drop in purlins 24" O. C. 40" wainscoting all walls, two 10 x 10 overhead door frame outs, two service doors keyed alike, 4/12 roof pitch trusses with a 50# snow load, Wick construction services, site lay out plan, Wisconsin supervising engineer, builders risk insurance, colored steel and trim, Wick warranty, pole in ground construction. Drip stop condensation control.

Payments as follows: 15% down payment, 50% material delivery payment, 35% final payment.

Berrens Contracting Inc. Sub work:

Site work: Fill and compaction of imported fill for the building and slope away to a 1/12 pitch away from the building, bring in top soil if needed for landscape grass seed. Per S & S Excavating .

\$6920.00

We will make sure there is adequate pitch for drianage for the site /building area. If additional sand fill is wanted to blend the area around the site it would be \$11.00 per yard.

Concrete floor 6" outside edge to a 4" floor, poly, under floor, 4000# concrete with fort-a-fiber, cut lines, sealed.

\$15,420.00

Two 10 x 10 non-insulated overhead doors.

\$4726.00

5 x 30 apron to the track, 5 x 5 service door stoop, 5 x 12 apron on the South O. H. door.

\$3164.00

Electrical: Wire building, trenching, pipe, wire, boring the road, \$6887.00

Pricing from Master Electrical Service LLC./ Dave Machowiah

TOTAL 78467.00

Jeffrey R. Berrens

Berrens Contracting Inc.

E 1621 Riverbend Lane

Waupaca, WI 54981

O. 715-258-3593 C 920-299-0279

PROPOSAL NUMBER 25495R DATED 02-07-24

MASTER ELECTRICAL SERVICES LLC – FOR ALL YOUR ELECTRICAL NEEDS!

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME: School District of Manawa
Attn: Shannon Hansen
ADDRESS: 800 Beech Street
Manawa, WI 54949
litchfield@manawaschools.org
EMAIL: shansen@wolfnet.net

LOCATION: High School
PHONE NO.:

We hereby propose to furnish the materials and perform the labor necessary to wire the following;

- Supply power to 30' x 50' storage shed on west end of football field to include:
- (6) 8' LED fixtures inside on one switch and (1) exit light.
- (4) 20-amp receptacles on (2) circuits.
- (2) wall pack lights outside with (1) photo eye to control both.
- (1) 100-amp panel with breakers to supply above.

NOTE:

All wires to be ran in metal conduit and metal boxes inside and PVC conduit and 100-amp wire from store room southwest corner of school to new building with directional bore under driveway.

Table with 2 columns: Description and Amount. Wire Building (Mat'l & Labor) \$3,106.00; Trenching, Pipe & Wire \$1,731.00; Boring \$1,750.00; Total \$6,587.00

Thank you for the opportunity to serve you!

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

See Above For Price(s) Dollars (\$ See Above)

Any alteration or deviation from above specification involving extra costs will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our controls. This proposal may be withdrawn by MES if not accepted within 5 days.

Due to the current volatility of the commodity markets (steel, copper, aluminum, brass, plastics, oil, etc.), we are not able to hold firm prices on materials or products for release any further out than factories or suppliers will guarantee. PRICE IS GOOD AT TIME AND DATE OF ESTIMATE ONLY.

All materials shall remain the property of Master Electrical Services until paid in full. Customer will be responsible for any and all costs of collection, including, but not limited to, reasonable attorney's fees and filing fees for court actions.

The information and data contained is provided to you as an instrument of service, and intended for use and reference relative only to the specific project they describe. The information may not be copied, modified or released to a third party without the direct written permission of M.E.S.

Percentage of completion payments respectfully submitted: MASTER ELECTRICAL SERVICES LLC.
A 1.5% Service Charge will be added to all balances over 30 days.

Per: Dave Mackowiak
Dave Mackowiak (sls)

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above.

Signature _____ Date _____

Master Electrical Services LLC
1913 Mill Street, New London, Wisconsin 54961
(920) 982-6467 FAX (920) 982-6484
General e-mail: general@master-electric.net



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

School Athletic/Phy. Ed. Storage Building Request For Proposal 2023-24

**School District
of Manawa**

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-2525
Fax: (920) 596-5308

District Administrator: Ryan M. Peterson

**Little Wolf High School
Manawa Middle School**

515 E. Fourth St
Manawa, WI 54949
Phone: (920) 596-5800
Fax: (920) 596-2655

Principal: Michelle Johnson

**Manawa
Elementary**

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-5700
Fax: (920) 596-5308

Principal: Danni Brauer

ManawaSchools.org



/ManawaSchools



/ManawaSchools

Introduction

The School District of Manawa is seeking proposals for the construction of an approximately 1500 square foot athletic storage building. The building will be utilized to store sports equipment, gear, and supplies for various athletic programs conducted within the school.

Background

The School District of Manawa is a PK-12 school district educating approximately 600 students in two main schools:

Manawa Elementary School
800 Beech Street
Manawa, WI 54949

Manawa Middle / Little Wolf High School
415 E. Fourth Street
Manawa, WI 54949

Storage space on the Middle and High School campus is limited. Additional storage is needed to enhance overall programming within the school district's athletics and physical education programming.

Submission Requirements

Name of Contractor and Complete Contact Information

Name of Primary Contact Person and Complete Contact Information

Pricing – include all pricing to the District.

Process – include a detailed process and timeline for design and construction.

Interested contractors are requested to provide the following information in their proposals:

Company background, experience, and expertise in similar construction projects. Proposed design and materials with detailed specifications. Cost estimate breakdown, including labor, materials, and any additional expenses. Proposed timeline for completion of the project. References from previous clients for similar projects.

Right of Rejection

The School District of Manawa reserves the right to accept or reject any or all responses to the RFP and enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of the district.

RFP Objective

The School District of Manawa requires a contractor to design and construct a 1500 square foot storage building. This will include possible installation of proper shelving, storage units, and organizational systems within the building. The building must meet all safety standards and regulations. Successful proposals will include the integration of security measures to safeguard stored equipment. The proposal should detail provisions for a durable, weather-resistant structure suitable for long-term use. See Technical Specifications below.

Technical Specifications:

Size: Approximately 30'x50' or 1500 square feet.

Material: Weather-resistant and durable materials suitable for long-term storage.

Flooring: Concrete or appropriate flooring for heavy equipment storage.

Roofing: Consideration of weather conditions and durability in roofing materials.

Doors and Access: Secure and easily accessible entry points for staff members. Two overhead doors w/ dimensions 1- 12'x10' overhead door and 1- 10'x10' overhead door. One - 3' service door.

Full electrical connection must be included in the project.

Scope of Services Requested

Contractor shall satisfy all requirements for successful design and construction for the completion of a storage building. It is the expectation of the school district that input and approval will be required throughout the design and construction phases. Successful proposals must include all necessary phases of the project. This includes but is not limited to: earthwork, masonry, rough and finish carpentry, electrical, etc. at the construction site. Construction must be completed by July 31, 2024.

Proposal Delivery

Proposals must be received either through the U.S. Postal Service, dropped off, or emailed no later than 4:00 p.m. on January 22, 2023. Late proposals may not be accepted.

USPS/Drop Off

School District of Manawa
Ryan Peterson - RFP
Storage Building RFP
800 Beech Street
Manawa, WI 54949

Email

rpeterson@manawaschools.org

Please contact Ryan Peterson regarding all questions about this RFP at rpeterson@manawaschools.org or (920)596-2525.

School District of Manawa

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-2525
Fax: (920) 596-5308

District Administrator: Ryan M. Peterson

Little Wolf High School Manawa Middle School

515 E. Fourth St
Manawa, WI 54949
Phone: (920) 596-5800
Fax: (920) 596-2655

Principal: Michelle Johnson

Manawa Elementary

800 Beech Street
Manawa, WI 54949
Phone: (920) 596-5700
Fax: (920) 596-5308

Principal: Danni Brauer

ManawaSchools.org



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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Board Meeting Date: 3/25/24

Subject: Reading Corps Tutor Recommendation

Presenter(s): Danni Brauer & Christy Hintz

I. Overall Content/Purpose:

The purpose of this memo is to provide information regarding the addition of a trained Reading Corps tutor to service K-3 students in need of additional reading support in the areas of decoding and reading fluency at no cost to the District.

II. Board Motion Needed:

Administration recommends the Board of Education approve the addition of a Reading Corps tutor at no cost to the District.

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

A. What?

1. Reading Corps Tutors:

- Serve in a school full-time working one-on-one with students who need extra help with reading.
- Tutor 20-25 students daily.
- Conduct tutoring sessions that are 20 minutes long, so each student is tutored 100 minutes per week.
- Track student progress and regularly meet with coaches to assess data and work toward learning targets.
- Use interventions that align with reading science and therefore are research- and evidence-based.

B. Why?

1. Students who are strong readers by the end of third grade are positioned to be strong learners for the rest of their lives. But in the United States, more than half of our students reach fourth grade without learning to read proficiently. Together, we can change this! The amazing thing about

- Reading Corps is they train ordinary people to make an incredible impact as tutors.
2. In 2017, Reading Corps was recognized by the Library of Congress for best practices in literacy promotion. As an honoree, Reading Corps is just one of four organizations worldwide to be recognized in reading instruction and tutoring!
 3. It's Effective: Reading Corps has proven to be effective in any setting. They've scaled nationally to benefit schools in urban, suburban, and rural communities – all with successful outcomes!
 4. It's Proven: Students who received Reading Corps tutoring demonstrated growth in phonics, reading fluency, and oral reading fluency scores that were equivalent to an extra 50%-90% of a year of schooling.
 5. It's Economical: Reading Corps programs provide good value for schools by providing hundreds of hours of support for the students and staff.
 6. After a single semester, the average kindergarten student in Reading Corps performs twice as well as their peers. Elementary students who receive Reading Corps services are nearly three times less likely to be referred for special education services.

C. Cost

1. No cost

IV. Contact for More Information:

Name: Christy Hintz and Danni Brauer