

Minutes of December 19, 2022 School District of Manawa Board of Education Meeting

1. Meeting Called to Order at 7:01 pm.
2. Pledge of Allegiance
3. Roll Call: Reierson, Griffin, Hollman, Jepson, Fietzer, Riske. Krueger
4. Publication of meeting - Dr. Oppor Verified
5. District Showcase:
 - a. Artsonia Artists of the Week (early November) - Art Teachers Mrs. Zabler and Mrs. Bortle
 - i. Keither Jepson
 - ii. Caiden Penkalski
 - BOE Members congratulated Keither and Caiden and applauded their art teachers who guided their artistic talents.
6. Presentations:
 - a. Crime Stoppers - Nick Traeger
 - Hollman asked about the size of the Civilian Board
 - The representative explained that the reports are anonymous, being assigned a number with no identifying information.
 - Riske asked if it was similar to the “Stop It” app that we currently use?
 - Mrs. Michelle Johnson asked if the apps for “Crime Stoppers” and “Stop It” could be linked together somehow?
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of October 17, 2022 & November 30, 2022 Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts
 - c. Donations:
 - i. Waupaca County Farm Bureau Donation: \$210.00 to Manawa FFA for the Dairy Agstravaganza 2022/11/11
 - ii. Manawa Athletic Booster Club Donation: \$2,445.38 to Manawa School District for Fitness Center Plyo Box Set.
 - iii. Appleton Parade Committee: \$200.00 to Little Wolf HS Marching Band.
 - iv. Sacred Heart Catholic Church Donation: \$200.00 to Fund 21
 - Mrs. Carmen O’Brien - Donation going to Urgent Care, not Fund 21.
 - d. Endorse an Additional Start College Now Request as Presented
 - e. Endorse Secondary Special Education Paraprofessional as Presented
9. Any Item Removed from Consent Agenda: None.
10. Public Comments: None.

11. Correspondence:

- a. Premier Correspondence

12. District Administrator's Report:

- a. Student Council Representative: No Representative. Dr. Oppor relayed information from Student Council Meeting:
 - i. There were concerns about the Middle School/High School parking lot:
 - 1. Visitor parking spots are not clearly marked.
 - 2. Traffic flow, specifically at the end of the day.
 - a. Can the parent pick up area be moved?
 - 3. One way signage needs to be added.
 - ii. Students would like to teach peers about Hallway etiquette.
 - iii. Students would like for a second microwave to be added to the Commons
 - iv. There is excitement about the Commons furniture and they asked about the Collective Area.
- b. Legislative Update
- c. Monthly Enrollment Update
- d. WIAA Balance (Proposed procedure for establishing divisions for tournament play)
- e. Curriculum Director
- f. District Vacancy Update
- g. Policy Technical Changes as Presented: Push to January meeting due to changing the pronouns to nouns.
 - i. Policies
 - ii. Administrative Guidelines

13. School Operations Reports:

- a. ES Principal / Special Education Director: Highlights - Included in Board Packet
- b. MS / HS Principal: Highlights - Included in Board Packet

14. Business Related Reports:

- a. Highlights - Included in Board Packet
- b. Kobussen Transportation Report

15. Director's Reports:

- a. District Reading Specialist: Highlights - Included in Board Packet
- b. Technology Director: Highlights - Included in Board Packet

16. Board Comments:

- a. Jepson added that Mrs. Timm is a huge asset and is appreciated. Mrs. Timm's name was missed during the last meeting when the coaching staff/personnel were mentioned in appreciation.

17. Committee Reports:

- a. Curriculum Committee (Hollman)

- i. Consider Endorsement of the LWSHS 2023-24 Course of Study Guide
 - ii. Consider Endorsement of the Evaluation and Recommendation Report Format for Club and Organizations as Presented Found at: [Co-Curricular Club Evaluation Plan](#)
 - iii. Consider Endorsing K-5 Math Curriculum as Presented
 - iv. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators
- b. Finance Committee (Jepson)
 - i. Budget Development, Communication, and Tracking
 - ii. Fund 46 CD Investment
 - iii. Salary Comparisons for Administrators, Educators, and Support Staff
 - iv. Top 6 Projects as Discussed at Recent Buildings & Grounds Meeting
 - v. Monthly Financial Summary
- c. Buildings & Grounds (Griffin)
 - i. Review Project Options
 - 1. Discuss Available Finances
 - 2. Set Criteria for Prioritizing Projects
 - 3. Apply Criteria
 - 4. Establish Prioritization Ranking
 - 5. Other
 - ii. MES Playground Structure Proposal as Presented
 - 1. Removal of damaged/unsafe equipment
 - 2. Excavation pricing
 - 3. Wood chip price
 - 4. Other
 - iii. Review MacNeil Environmental Report
 - iv. Review Won Door Inspection Report
 - v. Update on Hoffman Projects
 - 1. Site Lighting for MS/HS West Parking Lot (Northland Electric) - Completed
 - 2. Auto Operator on Atrium Door - Completed
 - 3. Ag Animal Room Exhaust (Push button on/off versus HVAC Programming - Trane)
 - vi. Discuss School Security Improvement or Enhancement
 - vii. Covering over rubberized track where athletes walk or the lawnmower drives - Completed
- d. Policy and Human Resources (Reierson) November 25, 2022 Meeting and December 8, 2022 Meeting
 - i. Update on Possible Roles and Responsibilities of a Potential School Resource Officer
 - 1. School Perceptions Survey - Bill Foster (virtual)
 - 2. Visit with St. Paul Personnel
 - 3. Policy
 - 4. Job Description

5. Other
 - ii. Consider Endorsement of Adding a Third Section of Grade 5 Under a Limited Term Contract for a Grade 5 Teacher Position for Second Semester of the 2022-23 School Year as Presented
 - iii. Consider Endorsement of Ad Hoc Districtwide Safety Committee Advisory Recommendations
 - iv. Consider Endorsement of a Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented
 1. Job Descriptions
 2. Policy
 3. AD Full-time Year Round Position to Include Super Sub. and Maintenance Duties
 4. Other
 - v. Consider Endorsement of Revised Policy 5460 - Graduation Requirements
 - vi. Discuss Development of an Employment Orientation Process
 - vii. Create a Donations Policy
 - viii. Discuss Alternative Policy-Administrative Guideline Development Options
 - ix. Confirmation of Required Website Information is Complete
 - x. Confirmation of Required Posting and Notices are Complete
 - xi. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01.
 - xii. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators
 - xiii. Update on School Resource Officer
 - a. Visit with St. Paul Principal
 - b. Next Steps
 - xiv. Consider Endorsement of a Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented
 1. Job Descriptions
 2. Policy
 3. AD Full-time Year Round Position to Include Super Sub. and Maintenance Duties
 4. Other
 - xv. Support Staff concerns (10/10/22 meeting) - Special Ed paraprofessional coverage
 - xvi. Discuss Development of an Employment Orientation Process
 - xvii. Create a Donations Policy
 - xviii. Discuss Alternative Policy-Administrative Guideline Development Options
 - xix. Confirmation of Required Website Information is Complete
 - xx. Confirmation of Required Posting and Notices are Complete

- xxi. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01.
- xxii. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators

18. Unfinished Business:

- a. Consider Approval of the Investment of \$350,000.00 in ADM CD's as Presented.
Motion by: Fietzer, Hollman
Motion carried.
- b. Review School Counselor Mentor Report for November as Presented
- Verbal overview: November and December reports will be combined.
- c. Consider Approval of NEOLA Update Volume 31, No. 2 Updates as Presented
Motion by: Riske, Krueger
Motion carried.
- d. Consider Approval of Revised PO2416 - Student Privacy and Parental Access to Information as Presented
Motion by: Griffin, Krueger
Motion carried.
- e. Consider Approval of Revised AG2416 - Procedures for Inspection of Survey, Administered or Distributed to Students as Presented
Motion by: Griffin, Hollman
Motion carried.
- f. Consider Approval of Revised PO5136 - Personal Communication Devices as Presented
Motion by: Griffin, Fietzer
Motion carried.
- g. Consider Approval of Revised PO5830 - Student Fundraising as Presented
Motion by: Krueger, Jepson
Motion carried.

19. New Business:

- a. Consider Acceptance of District Administrator - Dr. Melanie J. Oppor Retirement as Presented
Motion by: Griffin, Krueger
Motion carried.
- b. Consider Acceptance of the Business Manager - Carmen O'Brien Resignation as Presented
Motion by: Fietzer, Griffin
Motion carried.
- c. Review Status of Board Approved Projects as Presented
Dr. Oppor conducted a brief review and answered Board Member questions.
- d. Consider Endorsement of the LWHS 2023-24 Course of Study Guide as Presented
 - Do we have the space (yes), supervision (?) and technology (yes) to do this?
 - Assessment of the Spanish course provided by ERVING needs to be conducted.
 - Table for changes.

Motion by: Riske, Krueger

Motion carried.

- e. Consider Endorsing K-5 Math Curriculum as Presented
 - Reiersen added that it has to have financial literacy from K-12.Motion by: Krueger, Hollman
Motion carried.
- f. Consider Endorsing the NWECS/ERVING Collaborative Distance Learning Initiative Grant as Presented
Motion by: Krueger, Riske
Motion carried.
- g. Consider Appointment of Ad Hoc Wellness Committee Membership as Presented.
 - Starts in January. Add Mrs. Krueger to committee.As revised - Motion by: Jepson, Hollman
Motion carried.
- h. Consider Approval of Ad Hoc Districtwide Safety Committee Advisory Recommendations
 - Jepson asked about how this information will get to our staff?Motion by: Griffin, Jepson
Motion carried.
- i. Consider Approval of Option B Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented
 - Discussion by Fietzer and Jepson to look at/review allocation of time by the end of the school year.Motion by: Fietzer, Hollman
Motion carried.
- j. Consider Approval of Compensation at the Teacher C2 Rate for the AD Full-time Year Round Position to Include Super Sub. and Athletic Field/Gymnasium Maintenance Duties
Motion by: Jepson, Fietzer
Motion carried.
- k. **First Reading** of or Approval of Revised PO2431 - Interscholastic Athletics as Presented
- l. **First Reading** of or Approval of Revised AG2431 - Interscholastic Athletics as Presented
- m. Consider Approval of Athletic Director/Super Sub. Recommendation as Presented
 - Starts 2nd SemesterMotion by: Krueger, Riske
Motion carried.

20. Next Meeting Dates:

- a. December 19, 2022 Board of Education Meeting – 7:00 p.m. – MES Board Room
- b. January 9, 2023 [Special Board Meeting](#) - 6:00 p.m. - MES Board Room
- c. January 10, 2023 Policy & Human Resources Committee Meeting – 5:00 p.m. – MES Board Room

- d. January 11, 2023 Curriculum Committee Meeting – 5:00 p.m. – MES Board Room
- e. January 16, 2023 Buildings & Grounds Meeting – 5:00 p.m. - MES Board Room
- f. January 23, 2023 Board of Education Meeting – 6:00 p.m. – MES Board Room
 - The start of having the Board of Education Meetings on the fourth Monday of the month.
 - January 18-20, 2023 the State Education Convention will be held in Milwaukee.

President Reiersen asked for adjournment into closed session for the agenda items listed below.

Motion by: Krueger, Jepson

Motion carried.

Adjourn: 9:35 pm

- 21. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Contracts 2) Investigation of Student Report
- 22. Board May Act on Items Discussed in Closed Session
- 23. Adjourn

Minutes Taken by: TaraLa Jackson