

AGENDA
SCHOOL DISTRICT OF MANAWA
BOARD OF EDUCATION
FEBRUARY 20, 2017

1. **Call to Order – 6:30 p.m.** – President Johnson – Board Room – 800 Beech Street
2. Closed Session – 6:31 p.m. the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), 118.22 and 118.125 Wis. Statutes , for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility for 1) Administrator Evaluation and 2) Teacher Evaluation Review
3. **Reconvene in Open Session – 7:00 p.m.**
4. Pledge of Allegiance
5. Roll Call
6. Verify Publication of Meeting
7. Presentation:
 - a. *The Trust Edge* Video Presentation – Dr. Melanie Oppor
 - b. Fountas & Pinnell Reading Results – Mrs. Michelle Pukita
 - c. **Color Run Fundraiser – Special Education Department**
8. Announcements:
 - a. Establish Book Study of *The Trust Edge* for Board Members
 - b. Contributions to the District
9. Consent Agenda
 - a. Approve Minutes of January 23, and February 13, 2017 Board Meetings
 - b. Treasurer’s Report/Approve Expenditures & Receipts (**on Website**)
 - c. Donations:
 - i. \$100 - Tim & Julaine Botting for the Jr. High School Washington DC Trip
 - ii. \$100 - Hélène & Mark Pohl for the Jr. High School Washington DC Trip
 - iii. \$200 - Kathryn Burr, for Food Service – Urgent Needs
 - iv. \$520 - Bemis & Employee Matching Wayne Krueger - for LWHS Bowling Club
 - v. \$100 – Sandy Cordes for the Jr. High School Washington DC Trip
 - vi. \$100 – Ellen Connor for the Jr. High School Washington DC Trip
 - vii. \$910 – Anonymous Donation for the Jr. High School Washington DC Trip
 - viii. **David Forsythe for 8 Beja Shrine Circus Tickets for MES Students**
 - d. Consider Approval of Overnight Field Trip Requests:
 - i. LWHS Band / Choir Overnight Trip to Orlando Florida – March 4-9th, 2018
 - ii. LWHS WASC State Conf. Overnight Trip to Madison, April 23-24, 2017
 - iii. FFA State Convention Overnight Trip to Madison, June 12-15th, 2017
10. Any Item Removed from Consent Agenda
 - a.
 - b.
11. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines on Reverse)
12. Correspondence – from the Family of Edna Wurth
13. Board Recognition:
 - a. **School Bus Driver Recognition Week - February 13-17, 2017**
 - b. **National FFA Week February 20-27th**
 - c. National School Breakfast Week – March 6-10, 2017
 - d. Introduction of New Staff – Heidi Heideman – Long-Term 4K Teacher
 - e. Introduction of New Staff – Connie Sell, 4K Aide
14. District Administrator’s Report:
 - a. Legislative Update
 - b. Monthly Enrollment Report
 - c. ACT – College Readiness – Trends
 - d. WASB 2017 Day at the Capitol

- e. Wellness Update
 - f. Nexus Project Update
 - g. Site Analysis & Feasibility Study Update
15. School Operations Reports
- a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
16. Business Related Reports:
- a. Summary of Expenditures & Receipts
17. Director's Reports:
- a. Curriculum Director Highlights
 - b. Technology Support Specialist Highlights
 - c. Special Education Director Highlights
18. Board Comments:
19. Committee Reports:
- a. Finance Committee (Pohl)
 - i. Presentation on M3 Insurance Projections - Mary Basel
 - ii. Review Financial Aspects of Staff and Program Change Proposal
 - iii. Review Possible Budget Reductions
 - iv. Review CPI for 2017-18
 - v. Review Salary Projections
 - vi. Business Manager Report on Professional Development - Baird, Forecast5
 - vii. Consider Approval of Forecast5 Software
 - b. Buildings & Grounds (R. Johnson)
 - i. Review Lawn Care RFP and Choose Vendor
 - ii. Presentation by H & S Protection Systems, Inc.
 - iii. 2017-18 Projects for Budget Planning
 - iv. Snow Removal Costs
 - c. Policy & Human Resources Committee (Pethke)
 - i. Staff & Program Change Proposal for 2017-18 (Action)
 - ii. Handbook Updates (Action)
 - 1. Professional Educator Handbook
 - 2. Support Staff Handbook
 - 3. Salary & Stipend Guide (PACE)
 - iii. Administrator Guidelines – 8500 Food Service Management (Advisory)
 - d. Curriculum Committee (Hollman)
 - i. Jr. High Instrumental Jazz Club Proposal
 - ii. Curriculum Writing Format
 - iii. Draft Long-Range Curriculum Writing Plan
 - iv. Curriculum Writing Proposal
 - 1. Cycle of Curriculum Writing, Materials Proposals and Payment
 - v. Curriculum Writing – Long Term Plan
 - 1. Rotation of Departments and Annual Cost
 - vi. A.P. Psychology Textbook Adoption
 - e. Ad-Hoc Recognition Committee (J. Johnson)
 - i. Recap: Groups to Recognize
 - ii. Recap: Type of Award / Recognition
 - iii. Confirm Date for Recognition Ceremony
 - iv. Confirm Ceremony Format / Agenda
 - v. Set Date for Presentation to the Board of Education
20. Unfinished Business
- a. None This Month

21. New Business:
 - a. Consider Approval of the Formation of the Jr. High School Jazz Club
 - b. Consider Approval of a 3-Year Contract for Lawn Care with TruGreen
 - c. Consider Approval of Staff Recognition Luncheon and Heart of Gold Award as Presented
 - d. Consider Approval of the Curriculum Writing Proposal Including the Cycle of Curriculum Writing, Materials Proposals and Payment as Presented
 - e. Consider Approval of the Curriculum Writing Long Range Plan, Rotation of Departments and Annual Cost as Presented
 - f. Consider Approval of the A.P. Psychology Textbook Adoption as Presented
 - g. Consider Approval of Forecast5 Software Purchase as Presented
 - h. Consider Approval of the Waupaca County Charter School SY1718 Contract
 - i. Consider Approval of the Staff & Program Changes for SY1718 as Presented
 - j. Consider Approval of the Professional Educator Handbook Updates as Presented (**on Website**)
 - k. Consider Approval of Establishing a Manawa Project Backpack Club
 - l. **Consider Approval of Three New Fundraisers: Project Backpack, Color Run & MES PTO Penny War**
22. Next Meeting Dates:
 - a. Feb. 22, 2017 – HG&D Mtg – 6:30 p.m. – MES Board Rm
 - b. Mar 6, 2017 – Ad Hoc Recognition Mtg – 6:00 p.m. – MES Board Rm
 - c. Mar 7, 2017 – Finance Comm Mtg – 5:30 pm – MES Brd Rm
 - d. Mar 7, 2017 – Bldgs & Grounds Comm Mtg – 7:00 p.m. – MES Board Rm
 - e. Mar 9, 2017 – Policy & Human Resources Comm Mtg – 5:15 p.m. – MES Brd Rm
 - f. Mar 20, 2017 – Regular BOE Mtg – 6:30 closed session – 7:00 pm Open Session – MES Brd Rm
 - g. Mar 21, 2017 – Curriculum Comm – 4:00 p.m. – MES Board Rm
 - h. Mar 28, 2017 – Spec BOE Mtg – RFP Interviews – 5:00 pm – MES Brd Rm (5:00, 6:00, 7:00)
23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), 118.22 and 118.125 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility for 1) Administrator Evaluation and 2) Teacher Evaluation Review
24. Board May Act on Items Discussed in Closed Session
25. Adjourn

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

Bylaws 0167.3

Public Participation at Board Meetings

The Board of Education 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 wishing to place an item on the agenda shall register their intent with the District Administrator no later than fifteen (15) 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 approval of the District Administrator and the Board President.

Public-Participation Section of the Meeting

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public participation 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. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. 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.

19.90, Wis. Stats.