

School District of Manawa

Board of Education Meeting Agenda - **Amended**
November 18, 2019



1. Call to Order – President Johnson – **6:30 p.m.** – MES Boardroom, 800 Beech Street
2. Adjourn to Closed Session – the Board of Education Shall Move into Closed Session Pursuant to Wis. Statutes 19.85(1)(c) and (f) for the Purposes of Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Support Staff and 2) Administrator Evaluations
3. Reconvene in Open Session - **7:00 p.m.**
4. Pledge of Allegiance
5. Roll Call
6. Verify Publication of Meeting
7. Presentations:
 - a. Hoffman Planning & Design, Inc. - Project Update
 - b. Administrative Team Presentation: State Accountability Report Card
 - c. Q12 Survey Strategies - Dr. Oppor
8. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
9. Consent Agenda
 - a. Approve Minutes of October 21 and 28, 2019 Board Meetings and Annual District Meeting
 - b. Treasurer’s Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. St. Paul Lutheran Church for Sponsoring “You Matter” Student Lyceum and Parent Night
 - ii. Zoetis - \$357.25 for Manawa FFA
 - iii. Wis. State Council Knights of Columbus \$285.87 for Backpack Project
 - iv. Jennifer Krueger - \$94.26 towards MES Library Furniture
 - v. Manawa FFA Alumni - \$750 to Manawa FFA National Convention
 - vi. Bear Lake Resort & Cedar Springs \$700 for Food Service Accounts & Urgent Needs Fund
 - vii. First State Bank on Behalf of Sue Schoenike \$50 for Urgent Needs Fund
 - d. Consider Acceptance of Resignation from Katherine McArthur, Social Studies Teacher
 - e. Consider Approval of Waiving the Liquidated Damages Fee as Presented**
 - f. Consider Approval of the Educator Effectiveness Grant Application for SY1920
 - g. Consider Approval of 4K Agreement with the School District of Waupaca as Presented**
10. Any Item Removed from Consent Agenda
 - a.
 - b.
11. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
12. Correspondence: No Correspondence this Month
13. Board Recognition:
 - a. Ellen Christensen, Austin Rohan, Nancy Zabler, Dan Koehler and Mike Thomack for the Direction and Production of the Musical “You’re a Good Man Charlie Brown”

14. District Administrator's Report:
 - a. Student Council Representative - Colin Moser, 11th Gr.
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. American Education Week November 18-22, 2019
 - e. Joint Review Board Annual Meeting for City of Manawa TID#2
 - f. State Superintendent Carolyn Stanford Taylor's Letter on Inclusive and Accepting Learning Environments
15. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
 - i. 2nd Shift Custodial Recommendation
 - ii. 7th Gr. Boys Basketball Recommendation
 - iii. Head Volleyball Coach Resignation
16. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. HPDC Construction Contingency - Revised
 - c. Kobussen Transportation Report
17. Director's Reports:
 - a. Curriculum / Special Education Director Highlights
 - b. Technology Director Highlights
18. Board Comments:
 - a. Director Scheller - CESA 6 Board of Control Meeting Report
 - b.
19. Committee Reports:
 - a. Curriculum Committee
 - i. Consider Changes to English Department Offerings for SY2021
 - ii. Consider Course of Study Guide for SY2021
 - b. Finance Committee
 - i. Annual Meeting Preparation
 - c. Buildings & Grounds
 - i. Football Field -
 1. Long Term Plans
 2. Boring Report
 3. Sieve Test (PSI) - analysis of soil amendment
 4. Blueprints
 - a. Irrigation Plan
 - b. Drainage Plan
 5. Is there other information needed?
 6. Response to Proposal (RFP)
 - a. Timeline
 - b. Scope of Work
 - c. Other Considerations
 - ii. B & G Budget Review

- d. Policy & Human Resources Committee
 - i. Endorse Professional Educator Handbook Correction
 - ii. Consider Professional Educator Handbook Change Regarding Compensation for Substitute Assignments
 - iii. Consider Adding Gifting of Sick Leave Language to Support Staff Handbook
 - iv. Endorse the Naming of Manawa Middle School and Little Wolf High School
 - v. Discussion on District Equity Statement
- 20. Unfinished Business:
 - a. Consider Approval of NEOLA Updates - Vol. 28 No. 2 as Presented
- 21. New Business:
 - a. Consider Approval of the Professional Educator Handbook Correction as Presented
 - b. Consider Approval of Professional Educator Handbook Change Regarding Compensation for Substitute Assignments as Presented
 - c. Consider Approval of Adding Gifting of Sick Leave Language to Support Staff Handbook SY1920 as Presented
 - d. Consider Approval of Endorsement of the Naming of Manawa Middle School and Little Wolf High School as Presented
 - e. Consider Approval of Changes to English Department Offerings for SY2021 as Presented
 - f. Consider Approval of the Course of Study Guide with Additions and Changes for SY2021 as Presented
- 22. Next Meeting Dates:
 - a. Dec. 2, 2019 – Finance Committee Mtg. – 5:00 p.m. – MES Board Room
 - b. Dec. 3, 2019 - Curriculum Committee Mtg - 4:30 p.m. - MES Board Room
 - c. Dec. 10, 2019 – STEP Volunteer Lunch – 12:00 p.m. – MES Board Room
 - d. Dec. 11, 2019 – Buildings & Grounds Committee Mtg - 5:30 p.m. - MES Board Room
 - e. Dec. 16, 2019 – Regular BOE Mtg – 7:00 p.m. – MES Board Room
 - f. Jan. 6, 2020 – Policy & Human Resources Committee Meeting – 5:30 p.m. – MES Board Rm
 - g. Jan. 8, 2020 – Buildings & Grounds Committee Mtg -5:30 p.m. - MES Board Room
 - h. Jan. 20, 2020 - Regular BOE Mtg – 7:00 p.m. – MES Board Room
 - i. Jan. 21-24, 2020 – WASB Convention - Milwaukee
- 23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), 118.22 and 118.125 as well as 120.13(1)(c) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation
- 24. Reconvene in Open Session
- 25. Board May Act on Items Discussed in Closed Session
- 26. Adjourn

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

Public Participation at Board Meetings (Bylaws 0167.3)

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:
 - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. 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;

- d. 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;
 - e. 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:
 - a. No obstructions are created between the Board and the audience.
 - b. No interviews are conducted in the meeting room while the Board is in session.
 - c. 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.

School District of Manawa

MINUTES Board of Education Meeting

October 21, 2019



The meeting was Called Order by President Johnson at 6:36 p.m. in the MES Board room.

Roll call: Scheller, Forbes, Hollman, Pohl, R. Johnson, J. Johnson. Pethke absent.

Motion by Scheller / Hollman to adjourn and Move into Closed Session Pursuant to Wis. Statutes 19.85(1)(c) and (f) to 1) discuss the medical history of and continued employment of an employee over which the School Board has jurisdiction and exercises responsibility and 2) Administrator Evaluations. Motion carried - Pethke absent. Pethke arrived at 6:48 p.m.

Motion by Scheller/Hollman to move into open session at 6:57 pm. Motion carried - all members present.

Meeting reconvened in open session / call to order at 7:03 p.m.

Pledge of Allegiance

Roll Call: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson - all present.

Verify Publication of Meeting was done by Dr. Oppor

Motion by Pohl / Scheller to move #13 Board Recognition to the top of the agenda. Motion carried.

Board Recognition: The following students earned a Level One - Youth Apprenticeship Certificate of Occupational Proficiency from the State of Wisconsin Department of Workforce Development: Alex Wepner (Agriculture, Food & Natural Resources), Conor Schuelke (Agriculture, Food & Natural Resources), and Colton Wegener (Agriculture, Food & Natural Resources).

Proclamation: National School Lunch Week October 14-18, 2019

Proclamation: Gifted Education Month October 1-31, 2019

Presentations:

Data Report - Administrative Team: Wisconsin State Testing Trends-Dani Brauer: Scores on ACT, Forward, Dynamic Learning and ACT Aspire were shared for Manawa and comparable schools-Manawa, Marion, Iola, Marion, Shiocton. Forward Reading and Math grades 3-8 data shared by Mrs. Pukita, Aspire ELA and Aspire Math-Mr. Wolfgram, ACT ELA-Mr. Wolfgram, ACT Math-Mr. Wolfgram, What is the plan going forward: Dani Brauer, Mrs. Sernau, Mr. Wolfgram, Leading for Learning and Standards Work, Weekly Literacy PLC Meetings, ACT Prep during RTI, SLO focus is becoming more balanced, Goal team work on Wednesdays, Exploring ACT Aspire Prep, SEL Teams(Social, Emotional Leadership), Shifting of High Effective Math Instructor to HS

At-Risk Program Report - Mary Eck: 2017-18 had a 87% graduation rate; 2018-2019 had 87% as well; Attendance rate 86%, 1 expulsion, discipline 1 student. Failure rate 20% based on a small set of students (2).

Kobussen Transportation Report - Casey Fields and Jake Elsner. Turnover in the office; Sherida will stay on as a substitute bus driver. Jake Elsner is the new office manager. All the drivers returned this year. Mitch Patri is having some health issues. New driver Roger Luedtke full-time driver. Sub drivers all returned as well. Iola and Manawa School districts have been working well together to cover each district's needs. Dr. Oppor commended Jake as an alumni of Manawa and for his quick and efficient response. Jake, Mrs. O'Brien and Casey are working on the bus scheduling through Bus Hive system with MES and MHS secretaries.

Summer School 2019 Report - Co-Chairs Mary Eck and Kevin Keller. Treasurer Pohl commended the variety of offerings to students. Discussion of next year summer school with the HS being closed for construction.

Announcements: President Johnson thanked the following for their generous Contributions to the District: Anonymous Donation of Clothing to Urgent Needs Valued at \$993.60 for MES/LWHS; Bay Valley Foods-TreeHouse Foods Inc. \$250 for Drama Club Production.

Other Contributions - there were no other contributions.

Approved by Consent: the Minutes of the September 16, 2019 Board Meeting Treasurer's Report Expenditures (\$483,080.10) & Receipts (\$23,807.63), Donations: Anonymous Donation of Clothing to Urgent Needs Valued at \$993.60 for MES/LWHS, Bay Valley Foods-TreeHouse Foods Inc. \$250 for Drama Club Production, the 66.0301 Tuition Agreement with Iola-Scandinavia School District for SY1920; the Grant Application for HS Choir Please Stay Suicide Awareness for \$588; the Grant Application for Suicide Prevention Sources of Strength Video Project Grant for HS FOR Club for \$1,000; the Grant Application - HS Student Council SOS Suicide Prevention Grant \$1,000; the Application for a Target Field Trip Grant \$700 for HS Art Department; the Start College Now Applications for SY1920 Spring Session as Presented; the Football Team Bonding Water Field Trip October 26, 2019 Iola Aquatic Center.

Compliment from Mrs. Pohl shared.

Any Item Removed from Consent Agenda: No items were removed from Consent Agenda.

Public Comments: No public comments this month.

Correspondence: No Correspondence This Month

District Administrator's Report: Homecoming-everything ran smoothly. Student Council Representative - Madalyn Nienhaus - senior class had asked about graduation and expectations - Mr. Wolfgram had addressed the rationale of why the caps cannot be decorated. 12th Grade. Q12 Staff Engagement Surveys went out today. Employee retention rate-94 employees. 8 left district. 6 took different position 91.9% retention rate. Leaders are Readers-HS students go to the MES to read with students. HS students are excited to interact with the MES students. Legislative Update, Third Friday Enrollment / Monthly Update - more information presented at finance meeting tomorrow; Referendum Update: Referendum report-Joe from Hoffman Weather and rain is a bit of a struggle. Distributed the schedule update; Safety-no incidents. Each Hoffman employee should have a sticker on hat and wearing a badge. MES-everything completed prior to the start of school; a 3-week look ahead/schedule so everyone is on the same page with project. Mental Health Board Priority Update: update-Heather Rausch coming back and sharing on November 8th. Looking at 2 times including evening; Big Brother/Big Sister-Debbie Sarna working on this effort; Manawa Library -Ellen Connor - Nov 20th trauma presentation

School Operations Reports: ES Principal and HS Principal Highlights were Included in Board Packet

Business Related Reports: Highlights and Kobussen Transportation Report were Included in Board Packet.

Director's Reports: Curriculum / Special Education Director Highlights and Technology Director Highlights were included in the board packet;

Committee Reports: Minutes for Curriculum, Finance, Buildings & Grounds and Policy were included in the packet. Finance Committee meeting tomorrow.

Unfinished Business: No Unfinished Business This Month

New Business:

Motion by Pohl/Hollman to approve Premier Bank RFP for Short-Term Borrowing as Presented. Motion carried.

Motion by Pohl/ R. Johnson to approve the RESOLUTION SY1920#2 AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE FOR CASH FLOW PURPOSES IN AN AMOUNT NOT TO EXCEED \$1,000,000. Motion carried.

Motion by Scheller/Forbes to approve the Phoenix (At-Risk) Program Handbook as Presented. Motion carried.

Motion by R. Johnson/Hollman to approve the Employability & Financial Skills Curriculum Map as Presented. Motion carried.

Motion by Forbes/R. Johnson to approve the K-6 Math Curriculum Maps as Presented. Motion carried.

1st Reading NEOLA Updates - Vol. 28 No. 2 as Presented - to be reviewed for next board meeting approval.

Motion by Forbes/R. Johnson to approve the TruGreen 3-Year Lawn Care Contract. Motion carried.

Motion by Hollman/Pohl to deny a One-Year Leave of Absence for Kathy Grimm as Requested. Motion carried

Motion by Scheller/Hollman to approve the Updated District Fundraising Spread sheet as Presented. Motion carried.

Next Meeting Dates:

Oct. 22, 2019 – Finance Committee Meeting – 5:00 p.m. – MES Board Rm

Oct. 28, 2019 – Annual District Meeting – 7:00 p.m. – MES Board Room

Nov. 11, 2019 – Veteran’s Day Program – 2:00 p.m. LWJr./Sr.HS Gym

Nov. 11, 2019 - Policy & Human Resources Committee Meeting – 5:00 p.m. – MES Board Room

Nov. 13, 2019 – Curriculum Committee Meeting – 4:30 p.m. – MES Board Room

Nov. 13, 2019 – Buildings & Grounds Committee Meeting - 5:30 p.m. - MES Board Room

Nov. 18, 2019 - Regular BOE Meeting – 7:00 p.m. – MES Board Room

Dec. 11, 2019 – Buildings & Grounds Committee Meeting - 5:30 p.m. - MES Board Room

Motion byHollman / Scheller to adjourn at 8:15 p.m. Motion carried.

Bobbi Jo Pethke, Clerk

School District of Manawa

MINUTES of Annual District Meeting

October 28, 2019



Call Meeting to Order at 7:03 p.m. by Board of Education President, Joanne Johnson - MES Board Room
Board members in attendance: Scheller, Forbes, Pohl, Pethke, J. Johnson. Absent: Hollman and R. Johnson

Pledge of Allegiance

There were 9 in attendance including the Board members that were present.

Appointment of Secretary of Annual Meeting - Jeanne Frazier

Election of Chairperson of the Meeting: Motion by Pohl/Pethke to appoint elect Joanne Johnson.
Motion carried. (there were no other nominations)

Annual Meeting Ground Rules - on page 7. Read by Chairperson Johnson.

Motion by Scheller/Forbes to approve the ground rules as presented. Motion carried.

District Administrator's Report - State of the District - Dr. Melanie J. Oppor

Included a PowerPoint presentation which is ready to attend and share with municipalities.

Personnel and Mission - innovate, establish process, collaborate problem solve to ensure academic, behavior and social-emotional skills. Key performance indicators; Monthly reports on indicators. In-service on trauma informed care will be covered Nov. 8th with all staff. An update on the referendum construction and demolition. Department of Justice grants: additional security cameras and related equipment, safety film for main entrances at both schools, and staff training in ALICE. Mental Health Focus: Mt on Sept 30th; one citizen looking into Big Brothers / Big Sisters; St. Paul is sponsoring a "You Matter" tour to staff and the community; Community video presented at Sturm Memorial Library re Trauma Sensitive Training. Refining building consultation team supports.

Reading of the 2018 Annual Meeting Minutes by Clerk, Pethke: Motion by Scheller / Forbes to dispense with reading of the minutes. Motion carried.

Treasurer's Report and Audit Summary - Treasurer, Hélène Pohl. The District is undergoing an audit by Erickson & Associates and all financial statements were provided by law; once completed the full audit will be presented to the Board. Motion by Scheller / Pethke to accept the auditor's summary. Motion carried.

Presentation of the Budget – Business Manager, Carmen O'Brien: Enrollment - 3-year average FTE decreased by 26 (from 733 to 707 students) which gave us extra levy authority. Property valuation increased by .86%; Private school vouchers increased by 284% to \$93,386; went from 3 to 11 students. The per pupil categorical aid increased by \$88 per student. Allowable revenue limit is \$3,279,084 which is a decrease of \$93,3986. Non-recurring referendum adds \$365,000 to the revenue limit. Changes to SY1920 Revenues: Levy \$3million less than allowable limit; raises the mill rate by \$0.25 to \$9.39 per \$1,000 of property value; 3.6% increase in total property tax levy to a total levy of \$3,534,716. Per pupil categorical aid increased by \$88 per member; adds \$62,216 in general fund revenue. Overall \$273,308 decrease in total state aids; increase of \$1,887 in federal aids; debt payment for the construction referendum adds \$504,716 to tax levy; Community service fund decrease of \$10,000 to \$30,000 added to tax levy for Fund

80 balance \$10,366.42. The budget reflects an overall revenue decrease of \$489,241 which is - 5.3% from SY1819; total expenditures decreased \$348,827 or 4% from the previous year.

2018-19 levied \$875,000 energy efficiency project. What raised the levy limit was the low-ceiling increase and private school vouchers. Manawa levied \$9,400 last year below the ceiling. The Largest increase we received in the low-revenue ceiling since 2008. The increase means you can increase your levy without going to referendum. Private school vouchers: depends on residency age and income. (live in Manawa but attend private school) Dpi subtracts this amount from our aid, but we can tax this amount back to taxpayers. Fund 80 is for the STEP program and MS athletics.

Resolutions:

Motion by Pohl/Scheller to approve Resolution SY1920#03 and levy upon the taxable property of the School District of Manawa, the sum of \$3,534,716 for defraying the operation and maintenance of the public schools for the school year 2019-2020. Motion carried.

Motion by Scheller/Pethke to approve Resolution SY1920#04 School Board Member's Salary and the following yearly salaries be adopted for the members of the Board of Education: for President, Vice President, Clerk and Treasurer, \$1,200 for Directors and that the Board members shall be paid \$50 per day when traveling outside the district to attend meetings, workshops, etc., in the performance of his/her duties. No payment shall be made unless authorized by the Annual or special common school district meeting, all being in accordance with provisions of Section 120.10 (3), Wisconsin Statutes. Motion carried.

Motion by Forbes/Scheller to approve Resolution SY1920#05 to furnish Free Textbooks for use in the school system and to establish a penalty for unusual and unreasonable wear according to rules that may be established by said Board. (Section 120.10 (15) of Wisconsin Statutes) as presented. Motion carried.

Motion by Pethke/Forbes to approve Resolution SY1920#06 to furnish hot lunches and milk to any and all students of said District at such places and times and at such cost as shall be set by said School Board, and the School Board is hereby authorized to pay any deficiency which may result from said lunch program. (Section 120.10 (16) Wisconsin Statutes). Motion carried.

Motion by Scheller/Pethke to approve Resolution SY1920#07 to directed to provide for the prosecution or defense of any action or proceeding in the District's interest for the remainder of the 2019-2020 school year. Motion carried.

Motion by Pethke/Scheller to approve Resolution SY1920#08 to provide for accident insurance covering pupils in the District and that the cost and expenditures for said insurance is hereby authorized. (Section 20.13 (2a) Wisconsin Statutes). Motion carried.

Motion by Forbes/Scheller to approve Resolution SY1920#09 to authorize to do all things necessary to negotiate and reach agreement on a lease for use of the Masonic Lodge, located at 407 South Bridge

Street, Manawa, Wisconsin, by the District, pursuant to such terms and conditions as determined to be reasonable and appropriate by the School Board. Motion carried.

Motion by Pethke/Pohl to approve Resolution SY1920#10 and set the dates of 2019-2020 Board of Education Meetings as follows: July 22, 2019, August 19, 2019, September 16, 2019, October 21, 2019, October 28, 2019, November 18, 2019, December 16, 2019, January 20, 2020, February 24, 2020, March 16, 2020, April 27, 2020, May 18, 2020 and June 15, 2020 as presented. Motion carried.

Motion by Scheller/Pethke to approve Resolution SY1920#11 to set the date for the 2020 Annual Meeting to Monday, October 26, 2020 at 7:00 p.m. Motion carried.

Any Other New Business Legally Considered at the Annual Meeting - there was no other new business to be considered.

Move by Forbes/Scheller to adjourn at 8:12 p.m. Motion carried.

Jeanne Frazier, Meeting Secretary

School District of Manawa

Special Board of Education Meeting Minutes
October 28, 2019



Call to Order – President Johnson at the Conclusion of the Annual District Meeting at 8:12 p.m. in the MES Board Room

Roll Call: Scheller Forbes, Pohl, J. Johnson, Pethke present. Absent - R. Johnson and Hollman

Verify Publication of Meeting - by Dr. Oppor

New Business:

Motion by Pohl / Scheller to adopt the final buget for 2019-20 as presented. Motion carried - R. Johnson and Hollman absent.

Motion by Scheller / Pohl to certify the tax levy of \$3,534,716 for 2019-2020 as presented. Motion carried - R. Johnson and Hollman absent.

Motion by Scheller / Pethke to adjourn at 8:18 p.m. Motion carried - R. Johnson and Hollman absent.

Jeanne Frazier, Recorder

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80326	ADDITUDE	jpap10	10/18/2019	TEACHER SUBSCRIPTION	SPECIAL EDUCATION FUND/OTHER NON-CAPITOL OBJECTS/MULTI-CATEGO RICAL	272000040	34.99
						Totals for 80326	34.99
80327	ALLIANT ENERGY	jpap10	10/18/2019	HS Electric - 9/10/19 - 10/8/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	8,744.57
80327	ALLIANT ENERGY	jpap10	10/18/2019	PAES LAB - ELECTRIC & GAS - 9/9/19 - 10/6/19	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272000036	67.15
80327	ALLIANT ENERGY	jpap10	10/18/2019	PAES LAB - ELECTRIC & GAS - 9/9/19 - 10/6/19	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272000036	126.08
80327	ALLIANT ENERGY	jpap10	10/18/2019	#4706230000 - CONCESSIONS - (9/10/19 - 10/8/19)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	47.38
80327	ALLIANT ENERGY	jpap10	10/18/2019	MES GAS 9/9/19- 10/8/19	GENERAL FUND/GAS FOR HEAT/OPERATION	1012000069	723.28
80327	ALLIANT ENERGY	jpap10	10/18/2019	LWHS GAS - 9/10/19 - 10/8/19	GENERAL FUND/GAS FOR HEAT/OPERATION	4002000149	865.05
80327	ALLIANT ENERGY	jpap10	10/18/2019	NEW SIGN - ELEC 9/10/19 - 10/8/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002000149	183.22
80327	ALLIANT ENERGY	jpap10	10/18/2019	MES ELECTRIC 9/9/19 - 10/8/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012000069	5,455.47
						Totals for 80327	16,212.20
80328	AMAZON CAPITAL SERVI	JPAP10	10/18/2019	CREDIT - HEALTH ROOM SUPPLIES(ENVISION 2-PLY FACIAL TISSUE	GENERAL FUND/GENERAL SUPPLIES/HEALTH	1012000076	-26.34
80328	AMAZON CAPITAL SERVI	JPAP10	10/18/2019	Wireless USB Handheld Finger Trackball Mouse with Laser Pointer For Brad Johnson - Purchased using Heart of Gold Funds	Special Revenue Trust Fund/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	8002000014	27.99
80328	AMAZON CAPITAL SERVI	jpap10	10/18/2019	HEALTH ROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/HEALTH	1012000076	59.51
80328	AMAZON CAPITAL SERVI	JPAP10	10/18/2019	Title II (P.D.) Book study	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/INSTRUCTIONA L STAFF TRAINING	1012000080	28.17
80328	AMAZON CAPITAL SERVI	JPAP10	10/18/2019	Title II (P.D.) Book study	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/INSTRUCTIONA L STAFF TRAINING	1012000080	159.63
80328	AMAZON CAPITAL SERVI	JPAP10	10/18/2019	Title II (P.D.) Book study	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/INSTRUCTIONA	1012000080	93.90

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80328	AMAZON CAPITAL SERVI	jpap10	10/18/2019	JACI GRIGNON HEALTH ROOM SUPPLIES	L STAFF TRAINING GENERAL FUND/GENERAL SUPPLIES/HEALTH	4002000139	82.64
80328	AMAZON CAPITAL SERVI	jpap10	10/18/2019	JACI GRIGNON HEALTH ROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/HEALTH	4002000139	5.99
80328	AMAZON CAPITAL SERVI	jpap10	10/18/2019	CINDY BUTTLES JANITORIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002000148	99.00
						Totals for 80328	530.49
80329	AUGUST WINTER & SONS	JPAP10	10/18/2019	REPAIR GAS LEAK IN CHEMISTRY ROOM	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	727.96
						Totals for 80329	727.96
80330	CENTURY LINK	jpap10	10/18/2019	Century Link bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000011	93.06
						Totals for 80330	93.06
80331	CESA 6-CONFERENCE RE	JPAP10	10/18/2019	COACHING SESSIONS - MELANIE OPPOR (DISTRICT SERVICES)	GENERAL FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION	0	2,900.00
80331	CESA 6-CONFERENCE RE	jpap10	10/18/2019	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/AUDIOLOGY CESA	272000039	96.01
80331	CESA 6-CONFERENCE RE	jpap10	10/18/2019	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEARING CESA	272000039	67.99
80331	CESA 6-CONFERENCE RE	jpap10	10/18/2019	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/O/M CESA	272000039	54.00
80331	CESA 6-CONFERENCE RE	JPAP10	10/18/2019	FULL- PRINCIPLES OF IMPROVEMENT - COHORT (POLKKI, WOLFGRAM, POPPY, PUKITA, STORMOEN, BREAKER, KONKOL, WHITMAN)	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	1,994.80
						Totals for 80331	5,112.80
80332	CINTAS CORPORATION L	jpap10	10/18/2019	MATS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	191.48
80332	CINTAS CORPORATION L	jpap10	10/18/2019	MATS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	427.97
80332	CINTAS CORPORATION L	jpap10	10/18/2019	MATS	SPECIAL EDUCATION FUND/CLEANING SERVICES/OPERATION	0	32.73
						Totals for 80332	652.18
80333	CLASSROOM COMPLETE P	jpap10	10/18/2019	BOOKS FOR SPED CLASSROOM	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATE GORICAL	272000044	187.36
						Totals for 80333	187.36
80334	HERMITAGE ART COMPAN	jpap10	10/18/2019	CARRIE KOEHN GRAD PROGRAM PAPER & SENIOR BANQUET PAPER	GENERAL FUND/GENERAL	4002000002	67.00

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					SUPPLIES/MISC HIGH SCHOOL		
					Totals for 80334		67.00
80335	ISLAND MUSIC INC	jpap10	10/18/2019	AUSTIN ROHAN INSTRUMENT SUPPLIES INVOICE 306831	GENERAL FUND/NON-CAPITAL EQUIPMENT/INSTRUMENT AL MUSIC	4002000146	519.94
					Totals for 80335		519.94
80336	J W PEPPER & SON INC	jpap10	10/18/2019	ELLEN CHRISTENSEN SHEET MUSIC AND AUDIO	GENERAL FUND/NON-CAPITAL EQUIPMENT/VOCAL MUSIC	4002000113	22.95
80336	J W PEPPER & SON INC	jpap10	10/18/2019	ELLEN CHRISTENSEN SHEET MUSIC AND AUDIO	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	4002000113	153.59
80336	J W PEPPER & SON INC	jpap10	10/18/2019	ELLEN CHRISTENSEN SHEET MUSIC AND AUDIO	GENERAL FUND/NON-CAPITAL EQUIPMENT/VOCAL MUSIC	4002000113	192.77
					Totals for 80336		369.31
80337	KOBUSSEN BUSES LTD	jpap10	10/18/2019	SEPTEMBER 2019 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	47,103.36
80337	KOBUSSEN BUSES LTD	jpap10	10/18/2019	SEPTEMBER 2019 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	7,068.84
80337	KOBUSSEN BUSES LTD	jpap10	10/18/2019	SEPTEMBER 2019 BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	5,608.20
80337	KOBUSSEN BUSES LTD	jpap10	10/18/2019	SEPTEMBER 2019 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	417.25
80337	KOBUSSEN BUSES LTD	jpap10	10/18/2019	SEPTEMBER 2019 BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	562.97
					Totals for 80337		60,760.62
80338	KOLBE, JEFFREY	jpap10	10/18/2019	JV/VARSITY VOLLEYBALL OFFICIAL ON 9/26/19 VS BOWLER	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
					Totals for 80338		94.00
80339	MACGILL DISCOUNT MED	jpap10	10/18/2019	HEALTH ROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/HEALTH	1012000075	419.61
80339	MACGILL DISCOUNT MED	jpap10	10/18/2019	JACI GRIGNON LWHS HEALTH ROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/HEALTH	4002000138	274.02
					Totals for 80339		693.63

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80340	MANAWA AREA CHAMBER	jpap10	10/18/2019	DAN WOLFGRAM PBIS CERTIFICATES CHAMBER BUCKS **PLEASE SEND CHECK TO THE HIGH SCHOOL	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	4002000155	280.00
						Totals for 80340	280.00
80341	MANAWA BOOSTER CLUB	jpap10	10/18/2019	THINK PINK T-SHIRT PURCHASE MONEY COLLECTED AND MADE OUT TO SDM BUT THE BOOSTER CLUB IS PAYING THE INVOICE	GENERAL FUND/OTHR REVENUE FROM LOCAL SOURCE/DISTRICT WIDE	0	420.00
						Totals for 80341	420.00
80342	MOE, DAVID	jpap10	10/18/2019	MS FOOTBALL OFFICIAL ON 9/24/19 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
80342	MOE, DAVID	jpap10	10/18/2019	JV FOOTBALL OFFICIAL ON 10/7/19 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
						Totals for 80342	95.00
80343	NASSCO, INC	jpap10	10/18/2019	MES CUSTODIAL SUPPLIES - 2 PCS WHEEL SET	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	128.05
80343	NASSCO, INC	jpap10	10/18/2019	LWHS CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	70.08
						Totals for 80343	198.13
80344	OFFICE DEPOT	JPAP10	10/18/2019	OFFICE SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/DISTRICT ADMINISTRATION	0	58.19
						Totals for 80344	58.19
80345	PRUE, DARREL	jpap10	10/18/2019	VARSITY FOOTBALL OFFICIAL ON 9/27/19 VS IOLA-SCANDINAVIA	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 80345	70.00
80346	REMINGTON'S QUALITY	jpap10	10/18/2019	FOOD FOR CLASSROOM COOKING ACTIVITIES	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000031	9.99
80346	REMINGTON'S QUALITY	jpap10	10/18/2019	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000030	9.40
80346	REMINGTON'S QUALITY	jpap10	10/18/2019	FOOD FOR CLASSROOM COOKING ACTIVITIES	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000031	7.58
						Totals for 80346	26.97
80347	SCHOOL SPECIALTY INC	jpap10	10/18/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000143	86.87
80347	SCHOOL SPECIALTY INC	jpap10	10/18/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	4002000143	49.98
						Totals for 80347	136.85
80348	TEACHER SYNERGY, LLC	jpap10	10/18/2019	ONLINE STUDENT RESOURCE	SPECIAL EDUCATION	272000047	25.20

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80348	TEACHER SYNERGY, LLC	jpap10	10/18/2019	ONLINE STUDENT RESOURCES	SPECIAL EDUCATION	272000046	29.40
					FUND/OTHER		
					MEDIA/MULTI-CATEGORI		
					CAL		
					FUND/OTHER		
					MEDIA/MULTI-CATEGORI		
					CAL		
						Totals for 80348	54.60
80349	THEDACARE AT WORK	JPAP10	10/18/2019	DS RAPID 5 BUNDLED/PHYSICAL	GENERAL	0	149.00
				FREE FROM COMM DISEASE -	FUND/PERSONAL		
				JOYCE JOSIE	SERVICES/HEALTH		
					SERVICES		
80349	THEDACARE AT WORK	JPAP10	10/18/2019	XRAY CHEST/DS RAPID 5	GENERAL	0	477.00
				BUNDLED/TB QUESTIONNAIRE	FUND/PERSONAL		
				REVIEW/PHYSICAL FREE FROM	SERVICES/HEALTH		
				COMM DISEASE - M. ADSERIAS	SERVICES		
						Totals for 80349	626.00
80350	R.W. WOOLSEY PLUMBIN	JPAP10	10/18/2019	SLOAN SPUD COUPLING ASSEMBLY	GENERAL	0	72.57
					FUND/NON-CAPITAL		
					EQUIPMENT/OPERATION		
						Totals for 80350	72.57
80351	SILVER LAKE LANES	JPAP10	10/23/2019	CWC FOOTBALL BANQUET 14 MEALS	GENERAL	4002000161	182.00
				@ \$13 EA	FUND/EMPLOYEE		
					TRAVEL/GENERAL		
					ATHLETICS		
						Totals for 80351	182.00
80353	AMAZON CAPITAL SERVI	JPAP10	10/25/2019	SPED CLASSROOM ITEMS	SPECIAL EDUCATION	272000045	84.48
					FUND/GENERAL		
					SUPPLIES/MULTI-CATEG		
					ORICAL		
80353	AMAZON CAPITAL SERVI	JPAP10	10/25/2019	FLASHLIGHTS FOR STAFF	GENERAL	4002000154	27.95
				EMERGENCY BAGS	FUND/NON-CAPITAL		
					EQUIPMENT/UNDIFFEREN		
					TIATED CURRICULUM		
80353	AMAZON CAPITAL SERVI	JPAP10	10/25/2019	SPED CLASSROOM ITEMS	SPECIAL EDUCATION	272000045	17.97
					FUND/GENERAL		
					SUPPLIES/MULTI-CATEG		
					ORICAL		
						Totals for 80353	130.40
80354	BADGER SPORTING GOOD	JPAP10	10/25/2019	SHIPPING/HANDLING CHARGES ON	GENERAL	0	20.33
				THE FOOTBALL JERSEY ORDER	FUND/NON-CAPITAL		
					EQUIPMENT/BOYS		
					FOOTBALL		
						Totals for 80354	20.33
80355	CESA 6-CONFERENCE RE	JPAP10	10/25/2019	TECHNOLOGY COORDINATORS	GENERAL	0	25.00
				COLLABORATIVE SERIES 10/4/19	FUND/TRANSFER TO		
				- B COBARRUBIAS	CESA/ADMINISTRATIVE		
					TECHNOLOGY SERV		
						Totals for 80355	25.00
80356	COMMERCIAL APPLIANCE	JPAP10	10/25/2019	REPLACE LIMIT THERMOSTAT &	FOOD SERVICE	0	1,455.10
				DRAIN PUMP ON COMBI OVEN.	FUND/REPAIR &		
				REPLACE PRESSURE SWITCH ON	MAINTENANCE		
				STEAM KETTLE.	SERVICES/FOOD		
					SERVICES		
						Totals for 80356	1,455.10
80357	HEINEMANN	JPAP10	10/25/2019	2ND GRADE CURRICULUM ITEMS	GENERAL	1012000082	330.00

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					FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE		
					Totals for 80357		330.00
80358	NASSCO, INC	JPAP10	10/25/2019	MES CUSTODIAL SUPPLIES	GENERAL	0	567.58
					FUND/GENERAL SUPPLIES/OPERATION		
80358	NASSCO, INC	JPAP10	10/25/2019	LWHS CUSTODIAL SUPPLIES	GENERAL	0	211.07
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
80358	NASSCO, INC	JPAP10	10/25/2019	LWHS CUSTODIAL SUPPLIES	GENERAL	0	535.46
					FUND/GENERAL SUPPLIES/OPERATION		
80358	NASSCO, INC	JPAP10	10/25/2019	ADVANCE ADPHIBIAN W/225 AH S/N 4000135112	GENERAL	0	7,515.00
					FUND/EQUIPMENT PURCHASE-ADDITION/OPERATION		
					Totals for 80358		8,829.11
80359	REMINGTON'S QUALITY	JPAP10	10/25/2019	FOOD FOR CLASSROOM COOKING ACTIVITIES	SPECIAL EDUCATION	272000031	25.97
					FUND/FOOD/MULTI-CATEGORICAL		
					Totals for 80359		25.97
80360	REYNA, JENNIFER	JPAP10	10/25/2019	REIMBURSE FOOD SERVICE BALANCE	FOOD SERVICE	0	75.10
					FUND/OTHER DEFERRED REVENUES		
					Totals for 80360		75.10
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	805.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	761.65
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	0.00
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80361	SOLARUS	JPAP10	10/25/2019	PAES lab telephone/internet bill	SPECIAL EDUCATION	272000037	148.23
					FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION		
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	GENERAL	8002000016	375.79
					FUND/TELEPHONE AND		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	TELEGRAPH/CENTRAL SERVICES GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	0.00
80361	SOLARUS	JPAP10	10/25/2019	Telephone bills	TELEGRAPH/CENTRAL SERVICES GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	0.00
						Totals for 80361	2,090.67
80362	STANDARD INSURANCE C	JPAP10	10/25/2019	LIFE/STD & LTD PREMIUMS - NOVEMBER	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,167.48
80362	STANDARD INSURANCE C	JPAP10	10/25/2019	LIFE/STD & LTD PREMIUMS - NOVEMBER	GENERAL FUND/LTD INS PAYABLE	0	955.04
80362	STANDARD INSURANCE C	JPAP10	10/25/2019	LIFE/STD & LTD PREMIUMS - NOVEMBER	GENERAL FUND/STD INS PAYABLE	0	314.05
						Totals for 80362	2,436.57
80363	TEACHER SYNERGY, LLC	JPAP10	10/25/2019	ONLINE STUDENT RESOURCES	SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORICAL	272000049	5.60
						Totals for 80363	5.60
80364	TOWERGARDEN.COM	JPAP10	10/25/2019	SANDY CORDES STREBE ACCOUNT	Special Revenue Trust Fund/NON-CAPITAL EQUIPMENT/AGRICULTURE	4002000156	37.90
						Totals for 80364	37.90
80365	WASBO (WI ASSOC OF S	JPAP10	10/25/2019	BUSINESS PROFESSIONAL CONFERENCE - NOV 20, 2019 @ FVTC - JULIE PREY	GENERAL FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS	0	75.00
80365	WASBO (WI ASSOC OF S	JPAP10	10/25/2019	Business Office Professionals Conference - CARMEN O'BRIEN	GENERAL FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS	5002000002	75.00
						Totals for 80365	150.00
80366	WCA GROUP HEALTH TRU	JPAP10	10/25/2019	NOVEMBER 2019 HEALTH INS PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	89,385.35
						Totals for 80366	89,385.35
80367	ZABEL'S SAWMILL	JPAP10	10/25/2019	DAN KOEHLER CLASS SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002000140	1,910.00
						Totals for 80367	1,910.00
80371	WISCONSIN SCTF	P9	10/31/2019	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	63.23
						Totals for 80371	63.23
80372	CEJKA, DALE	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 2 PLAY-OFFS VS COLEMAN ON 11/1/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	75.00
						Totals for 80372	75.00
80373	ERSPAMER, STEVEN	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 1	GENERAL	0	75.00

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				PLAY-OFFS VS PARDEEVILLE ON 10/25/19	FUND/PERSONAL SERVICES/GENERAL ATHLETICS		
				Totals for 80373			75.00
80374	GOTTA, MARK	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 1 PLAY-OFFS VS PARDEEVILLE ON 10/25/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	75.00
				Totals for 80374			75.00
80375	KLEIN, MICHAEL	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 2 PLAY-OFFS VS COLEMAN ON 11/1/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	75.00
				Totals for 80375			75.00
80376	LINDAU, MICHAEL	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 2 PLAY-OFFS VS COLEMAN ON 11/1/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	189.00
				Totals for 80376			189.00
80377	LOBNER, RUSSELL	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 1 PLAY-OFFS VS PARDEEVILLE ON 10/25/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	75.00
				Totals for 80377			75.00
80378	PILGRIM, RYAN	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 2 PLAY-OFFS VS COLEMAN ON 11/1/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	75.00
				Totals for 80378			75.00
80379	SHERMAN, RYAN	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 1 PLAY-OFFS VS PARDEEVILLE ON 10/25/19	GENERAL FUND/PERSONAL SERVICES/GENERAL ATHLETICS	0	75.00
				Totals for 80379			75.00
80380	4IMPRINT	JPAP11	11/01/2019	T-SHIRTS - CHILD DEVELOPMENT DAYS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	1012000086	204.13
80380	4IMPRINT	JPAP11	11/01/2019	T-SHIRTS - CHILD DEVELOPMENT DAYS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/EARLY CHILDHOOD	1012000086	204.00
				Totals for 80380			408.13
80381	AUGUST WINTER & SONS	JPAP11	11/01/2019	RTU 14 IS LEAKING	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	543.20
				Totals for 80381			543.20
80382	C.E.S.A. #5	JPAP11	11/01/2019	WAUPACA COUNTY ALTERNATIVE PROGRAM - 2 SPOTS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	10,000.00
80382	C.E.S.A. #5	JPAP11	11/01/2019	WAUPACA COUNTY ALTERNATIVE PROGRAM - 2 SPOTS	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	7,500.00

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						Totals for 80382	17,500.00
80383	CESA 6-CONFERENCE RE	JPAP11	11/01/2019	EDUCATOR LEADERSHIP & COACHING COLLABORATIVE SERIES - VAL PARI	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	634.00
80383	CESA 6-CONFERENCE RE	JPAP11	11/01/2019	EDUCATOR LEADERSHIP & COACHING COLLABORATIVE SERIES - VAL PARI	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	91.00
						Totals for 80383	725.00
80384	DELTA DENTAL-VISION	JPAP11	11/01/2019	NOVEMBER VISION INSURANCE PREMIUM	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	592.21
						Totals for 80384	592.21
80385	ERICKSON & ASSOCIATE	JPAP11	11/01/2019	INTERIM BILLING - AUDIT OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 6/30/19	GENERAL FUND/PERSONAL SERVICES/AUDIT	0	7,500.00
						Totals for 80385	7,500.00
80386	JOHNSON CONTROLS FIR	JPAP11	11/01/2019	SERVICE PERFORMED ON THE SIMPLEX 4002 SYSTEM	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	2,525.00
						Totals for 80386	2,525.00
80387	JOSTENS INC.	JPAP11	11/01/2019	RITA GIPP YEARBOOKS	GENERAL FUND/GENERAL SUPPLIES/YEARBOOK FEE	4002000049	168.00
						Totals for 80387	168.00
80388	MACNEIL ENVIRONMENTA	JPAP11	11/01/2019	ASBESTOS BULKSAMP WI	GENERAL FUND/PERSONAL SERVICES/OPERATION	0	70.00
						Totals for 80388	70.00
80389	MID-AMERICAN RESEARC	JPAP11	11/01/2019	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	417.00
						Totals for 80389	417.00
80390	NASSCO, INC	JPAP11	11/01/2019	LWHS CUSTODIAL	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	388.37
80390	NASSCO, INC	JPAP11	11/01/2019	LWHS CUSTODIAL	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	176.46
						Totals for 80390	564.83
80391	NCS PEARSON INC	JPAP11	11/01/2019	MATH RTI	GENERAL FUND/TEXTBOOKS & WORKBOOKS/OTHER SPECIAL NEEDS	1012000017	106.00
						Totals for 80391	106.00
80392	SCHOOL SPECIALTY INC	JPAP11	11/01/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000163	1.42
80392	SCHOOL SPECIALTY INC	JPAP11	11/01/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000158	105.40
80392	SCHOOL SPECIALTY INC	JPAP11	11/01/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002000164	6.80

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					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 80392		113.62
80393	TEACHER SYNERGY, LLC	JPAP11	11/01/2019	PREFIXES & SUFFIXES, PLUS ROOTS NO-PREP PRINTABLES GRAMMAR PRACTICE - EDITING TASKS	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012000093	32.16
80393	TEACHER SYNERGY, LLC	JPAP11	11/01/2019	DIVISION STATION - RUN A PET SHELTER MULTIPLICATION PROJECT - LOST IN THE WOODS: A MULTIPLICATION ESCAPE ROOM ACTIVITY	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012000093	40.24
80393	TEACHER SYNERGY, LLC	JPAP11	11/01/2019	MULTIPLICATION STATION - SELF PACED PROGRAM	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012000093	25.19
					Totals for 80393		97.59
80394	WESTFIELD AREA HIGH	JPAP11	11/01/2019	CROSS COUNTRY MEET IN WESTFIELD	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	50.00
					Totals for 80394		50.00
80395	WI DEPT OF JUSTICE	JPAP11	11/01/2019	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (1@ 7.00)	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	7.00
					Totals for 80395		7.00
80396	WIS INTERSCHOL ATHLE	JPAP11	11/01/2019	PAYMENT FROM FOOTBALL PLAYOFF GAME 1 - MANAWA VS PARDEEVILLE ON 10/25/19	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GENERAL ATHLETICS	0	934.15
					Totals for 80396		934.15
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	71.44
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,010.23
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	137.99
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,367.64
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	SPECIAL DIET FOOD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	92.98
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	39.39
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,433.50
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	207.50
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE	0	1,390.70

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80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FUND/FOOD/FOOD SERVICES FOOD SERVICE	0	88.83
80397	REINHART FOOD SERVIC	JPAP91	11/04/2019	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES FOOD SERVICE	0	1,407.59
						Totals for 80397	7,247.79
80398	4IMPRINT	jpap11	11/08/2019	STAFF SHIRTS - 5 FOR NEW EMPLOYEES; 16 PAID BY STAFF	GENERAL FUND/SUPPLY RESALES/DISTRICT WIDE	5002000001	412.48
80398	4IMPRINT	jpap11	11/08/2019	STAFF SHIRTS - 5 FOR NEW EMPLOYEES; 16 PAID BY STAFF	GENERAL FUND/GENERAL SUPPLIES/DISTRICT ADMINISTRATION	5002000001	162.27
						Totals for 80398	574.75
80399	AMAZON CAPITAL SERVI	jpap11	11/08/2019	HYGIENE PRODUCTS	Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE	1012000095	42.95
						Totals for 80399	42.95
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8002000010	6,453.97
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8002000010	5,629.48
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8002000010	675.56
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	8002000010	546.04
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/HEALTH	8002000010	1,891.38
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	8002000010	1,103.55
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	8002000010	2,240.47
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	8002000010	1,099.97
80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/PSYCHOLOGICAL	8002000010	103.95

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80400	CESA 6-CONFERENCE RE	JPAP11	11/08/2019	CESA #6 Invoice (10 payments - Sept - June)	SERVICES SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEALTH	8002000010	772.68
80400	CESA 6-CONFERENCE RE	jpap11	11/08/2019	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/AUDIOLOGY CESA	272000039	96.00
80400	CESA 6-CONFERENCE RE	jpap11	11/08/2019	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEARING CESA	272000039	68.00
80400	CESA 6-CONFERENCE RE	jpap11	11/08/2019	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/O/M CESA	272000039	54.00
					Totals for 80400		20,735.05
80401	DEMCO	JPAP11	11/08/2019	Heart of Gold - \$500 InFaith Community Funds XL TUFF DUCK BACK JACK CHAIRS & OVERSTUFFED BEAN BAG CHAIRS	Special Revenue Trust Fund/NON-CAPITAL EQUIPMENT/UNDIFFERENTIATED CURRICULUM	8002000015	594.26
					Totals for 80401		594.26
80402	FOLLETT SCHOOL SOLUT	JPAP11	11/08/2019	September Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002000144	531.44
80402	FOLLETT SCHOOL SOLUT	JPAP11	11/08/2019	September Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1012000083	106.63
80402	FOLLETT SCHOOL SOLUT	JPAP11	11/08/2019	September Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002000144	233.69
80402	FOLLETT SCHOOL SOLUT	JPAP11	11/08/2019	September Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1012000083	595.45
					Totals for 80402		1,467.21
80403	INTELLICORP RECORDS,	JPAP11	11/08/2019	OUT OF STATE BACKGROUND CHECK -	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	39.05
					Totals for 80403		39.05
80404	KOBUSSEN BUSES LTD	jpap11	11/08/2019	BUSING CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED FLEET	0	52,139.26
80404	KOBUSSEN BUSES LTD	jpap11	11/08/2019	BUSING CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CIRCULAR TRANS	0	5,536.03
80404	KOBUSSEN BUSES LTD	jpap11	11/08/2019	BUSING CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL	0	6,169.02

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80404	KOBUSSEN BUSES LTD	jpap11	11/08/2019	BUSING CHARGES	L EDUCATION HDCP GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	310.45
80404	KOBUSSEN BUSES LTD	jpap11	11/08/2019	BUSING CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	1,158.76
						Totals for 80404	65,313.52
80405	LWHS TEACHER ACCOUNT	JPAP11	11/08/2019	HS TEACHER SHARE OF THE PEPSI CHECK	GENERAL FUND/SUPPLY RESALES/DISTRICT WIDE	0	54.38
						Totals for 80405	54.38
80406	MIRACLE ON BRIDGE ST	JPAP11	11/08/2019	DISTRICT LOGO ADVERTISEMENT FOR MIRACLE ON BRIDGE STREET	GENERAL FUND/PRINTING AND BINDING/GENERAL ADMINISTRATION	0	40.00
						Totals for 80406	40.00
80407	MULTI MEDIA CHANNELS	jpap11	11/08/2019	ANNUAL MTG BUDGET NOTICE/AUGUST 2019 MINUTES/WOLF PACK OCTOBER JOB/WOLF PACK JOB POSTAGE	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	2,088.55
						Totals for 80407	2,088.55
80408	NORTH EASTERN WISCON	JPAP11	11/08/2019	North Eastern WI Rehabilitation Co. - OT SERVICES - OCTOBER	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	2,443.26
80408	NORTH EASTERN WISCON	JPAP11	11/08/2019	North Eastern WI Rehabilitation Co. - OT SERVICES - OCTOBER	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	349.04
						Totals for 80408	2,792.30
80409	NASSCO, INC	JPAP11	11/08/2019	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	50.23
80409	NASSCO, INC	JPAP11	11/08/2019	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	95.16
80409	NASSCO, INC	JPAP11	11/08/2019	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	95.16
						Totals for 80409	240.55
80410	REMINGTON'S QUALITY	jpap11	11/08/2019	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000032	8.07
80410	REMINGTON'S QUALITY	jpap11	11/08/2019	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000032	9.80
80410	REMINGTON'S QUALITY	jpap11	11/08/2019	FOOD FOR CLASSROOM COOKING ACTIVITIES	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000034	23.94
						Totals for 80410	41.81
80411	RSCHOOLTODAY(DWC)	jpap11	11/08/2019	RSCHOOL VIRTUAL TRAINING	GENERAL	8002000007	109.32

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80411	RSCHOOLTODAY(DWC)	jpap11	11/08/2019	ONLINE ATHLETIC DIRECTOR TRAINING	FUND/PERSONAL SERVICES/ADMINISTRAT IVE TECHNOLOGY SERV GENERAL	8002000013	160.00
					FUND/PERSONAL SERVICES/ADMINISTRAT IVE TECHNOLOGY SERV		
					Totals for 80411		269.32
80412	S & S EXCAVATING	jpap11	11/08/2019	100 TON SALT	GENERAL	0	14,900.00
					FUND/GENERAL SUPPLIES/SITES		
					Totals for 80412		14,900.00
80413	SCHOLASTIC INC.	JPAP11	11/08/2019	WORD FAMILY TALES TEACHING - DOWNLOAD	SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORI CAL	272000050	8.42
					Totals for 80413		8.42
80414	US CELLULAR	jpap11	11/08/2019	CELL PHONES	GENERAL	0	383.27
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 80414		383.27
80415	WEX BANK - GLOBAL FL	JPAP11	11/08/2019	ALL OTHER FUEL	GENERAL	0	137.18
					FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS		
					Totals for 80415		137.18
80416	WIS INTERSCHOL ATHLE	JPAP11	11/08/2019	LEVEL 2 FOOTBALL PLAYOFF - MANAWA VS COLEMAN	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GENERAL ATHLETICS	0	1,494.15
					Totals for 80416		1,494.15
80417	DAIN, VICKIE	JPAP11	11/12/2019	RENT ASSISTANCE PAYMENT FOR HEATHER KNAPP/LEVI SCHUELKE	Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE	0	430.00
					Totals for 80417		430.00
80418	KOHN LAW FIRM S.C.	P9	11/15/2019	Payroll accrual	GENERAL	0	37.24
					FUND/GARNISHMENT DEDUCTION		
					Totals for 80418		37.24
80419	WISCONSIN SCTF	P9	11/15/2019	Payroll accrual	GENERAL	0	46.17
					FUND/GARNISHMENT DEDUCTION		
					Totals for 80419		46.17
80420	AMAZON CAPITAL SERVI	JPAP11	11/15/2019	Long extension cords & PoE Injector	GENERAL	8002000017	139.46
					FUND/NON-CAPITAL EQUIPMENT/ADMINISTRA TIVE TECHNOLOGY SERV		
80420	AMAZON CAPITAL SERVI	JPAP11	11/15/2019	ATHLETIC ITEMS	GENERAL	4002000166	70.72
					FUND/GENERAL SUPPLIES/GENERAL ATHLETICS		
80420	AMAZON CAPITAL SERVI	JPAP11	11/15/2019	Bulk USB flash drives. For board office and IT	GENERAL	8002000019	139.99
					FUND/NON-CAPITAL		

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				department.	EQUIPMENT/ADMINISTRATIVE TECHNOLOGY SERV		
80420	AMAZON CAPITAL SERVI	JPAP11	11/15/2019	Chromebook parts	GENERAL FUND/CENTRAL SUPPLY ROOM/ADMINISTRATIVE TECHNOLOGY SERV	8002000018	500.40
					Totals for 80420		850.57
80421	BRASS BELL	jpap11	11/15/2019	ELLEN CHRISTENSEN SHEET MUSIC	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	4002000122	25.76
					Totals for 80421		25.76
80422	CENTURY LINK	JPAP11	11/15/2019	Century Link bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000011	92.80
					Totals for 80422		92.80
80423	CORVUS INDUSTRIES, L	JPAP11	11/15/2019	BLEACHER INSPECTION - INDOOR & OUTDOOR	GENERAL FUND/CLEANING SERVICES/EQUIPMENT	0	99.00
80423	CORVUS INDUSTRIES, L	JPAP11	11/15/2019	BLEACHER INSPECTION - INDOOR & OUTDOOR	GENERAL FUND/CLEANING SERVICES/EQUIPMENT	0	198.00
					Totals for 80423		297.00
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	211.98
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	141.96
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	196.50
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	92.83
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	65.20
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	145.74
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	150.90
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	141.67
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	163.25
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	244.83
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	211.98

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80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	64.60
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	210.53
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	76.15
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	157.23
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	124.88
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	218.00
80424	ENGELHARDT DAIRY OF	JPAP11	11/15/2019	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	141.96
					Totals for 80424		2,760.19
80425	GRAICHEN DISPOSAL &	JPAP11	11/15/2019	Graichen - garbage disposal service	GENERAL FUND/CLEANING SERVICES/OPERATION	800200009	810.00
					Totals for 80425		810.00
80426	HEID MUSIC CO, INC.	JPAP11	11/15/2019	AUSTIN ROHAN SHEET MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4002000168	60.00
80426	HEID MUSIC CO, INC.	JPAP11	11/15/2019	AUSTIN ROHAN SHEET MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4002000168	280.00
80426	HEID MUSIC CO, INC.	JPAP11	11/15/2019	AUSTIN ROHAN SHEET MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4002000168	133.60
					Totals for 80426		473.60
80427	INTEGRATED SYSTEMS C	jpap11	11/15/2019	DECEMBER HOSTING SERVICES	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	360.00
					Totals for 80427		360.00
80428	JIM'S MUSIC & TEACHI	JPAP11	11/15/2019	AUSTIN ROHAN EQUIPMENT	GENERAL FUND/NON-CAPITAL EQUIPMENT/INSTRUMENT AL MUSIC	4002000169	70.99
80428	JIM'S MUSIC & TEACHI	JPAP11	11/15/2019	AUSTIN ROHAN EQUIPMENT	GENERAL FUND/NON-CAPITAL EQUIPMENT/INSTRUMENT AL MUSIC	4002000169	62.16
80428	JIM'S MUSIC & TEACHI	JPAP11	11/15/2019	AUSTIN ROHAN TROMBONE REPAIR	GENERAL FUND/PERSONAL SERVICES/INSTRUMENTA L MUSIC	4002000170	46.75
					Totals for 80428		179.90
80429	JOSTENS INC.	jpap11	11/15/2019	CARRIE KOEHN DIPLOMAS & COVERS	GENERAL FUND/GENERAL	4002000003	429.50

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					SUPPLIES/MISC HIGH SCHOOL		
80429	JOSTENS INC.	jpap11	11/15/2019	CARRIE KOEHN DIPLOMAS & COVERS	GENERAL FUND/GENERAL SUPPLIES/MISC HIGH SCHOOL	4002000003	243.87
					Totals for 80429		673.37
80430	J W PEPPER & SON INC	JPAP11	11/15/2019	THE MERRY BELLS! PERFORMANCE MP3 & ACCOMPANIMENT MP3 MERRY! MERRY! 3PT PERFORMANCE MP3 & ACCOMPANIMENT MP3	GENERAL FUND/NON-CAPITAL EQUIPMENT/VOCAL MUSIC	4002000113	43.96
					Totals for 80430		43.96
80431	NEOLA, INC.	jpap11	11/15/2019	CONTINUING UPDATE SERVICE FOR SCHOOL BOARD POLICIES, VOLUME 29: NUMBER 1	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	1,225.00
					Totals for 80431		1,225.00
80432	PAN-O-GOLD BAKING	JPAP11	11/15/2019	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	52.80
80432	PAN-O-GOLD BAKING	JPAP11	11/15/2019	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	105.00
80432	PAN-O-GOLD BAKING	JPAP11	11/15/2019	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	98.04
80432	PAN-O-GOLD BAKING	JPAP11	11/15/2019	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	119.32
					Totals for 80432		375.16
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	39.18
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,091.09
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	105.58
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,044.22
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	USDA COMMODITY	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	6.25
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	220.44
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	661.78
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	USDA COMMODITY	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	11.25
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	USDA COMMODITY	FOOD SERVICE FUND/FOOD/FOOD	0	11.25

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80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	USDA COMMODITY	SERVICES FOOD SERVICE	0	43.75
					FUND/FOOD/FOOD SERVICES		
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	83.33
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
80433	REINHART FOOD SERVIC	JPAP11	11/15/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	1,029.43
					FUND/FOOD/FOOD SERVICES		
					Totals for 80433		4,347.55
80434	REMINGTON'S QUALITY	JPAP11	11/15/2019	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION	272000032	7.12
					FUND/FOOD/MULTI-CATE GORICAL		
80434	REMINGTON'S QUALITY	JPAP11	11/15/2019	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION	272000032	14.14
					FUND/FOOD/MULTI-CATE GORICAL		
					Totals for 80434		21.26
80435	SCHOOL SPECIALTY INC	jpap11	11/15/2019	POPPY CLASSROOM SUPPLIES	GENERAL	1012000040	15.12
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
80435	SCHOOL SPECIALTY INC	jpap11	11/15/2019	POPPY CLASSROOM SUPPLIES	GENERAL	1012000040	0.00
					FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM		
80435	SCHOOL SPECIALTY INC	jpap11	11/15/2019	POPPY CLASSROOM SUPPLIES	GENERAL	1012000040	0.00
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
80435	SCHOOL SPECIALTY INC	jpap11	11/15/2019	HARVEY CLASSROOM SUPPLIES	GENERAL	1012000055	15.12
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
80435	SCHOOL SPECIALTY INC	jpap11	11/15/2019	HARVEY CLASSROOM SUPPLIES	GENERAL	1012000055	0.00
					FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM		
80435	SCHOOL SPECIALTY INC	jpap11	11/15/2019	HARVEY CLASSROOM SUPPLIES	GENERAL	1012000055	0.00
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 80435		30.24
80436	TRUGREEN LIMITED PAR	jpap11	11/15/2019	MES ICE PALLETS	GENERAL	0	875.00
					FUND/GENERAL SUPPLIES/SITES		
80436	TRUGREEN LIMITED PAR	jpap11	11/15/2019	LWHS ICE MELT PALLETS	GENERAL	0	1,750.00
					FUND/GENERAL SUPPLIES/SITES		
					Totals for 80436		2,625.00
80437	UNEMPLOYMENT INSURAN	jpap11	11/15/2019	UNEMPLOYMENT - OCTOBER 2019	GENERAL	0	1,480.00
					FUND/UNEMPLOYMENT COMPENSATION/INSURAN CE AND JUDGEMENTS		
					Totals for 80437		1,480.00
80438	WCA GROUP HEALTH TRU	jpap11	11/15/2019	DECEMBER 2019 HEALTH	GENERAL FUND/WEA	0	86,751.51

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				INSURANCE PREMIUM	TRUST EFF 090115		
					Totals for 80438		86,751.51
80439	FAMILY OF DIANE KOLL	JPAP11	11/15/2019	MEMORIAL	GENERAL	0	25.00
					FUND/PERSONAL		
					SERVICES/BOARD OF		
					EDUCATION		
					Totals for 80439		25.00
151674013	REINDERS, INC	JPAP10	10/24/2019	POWDER FOR THE FOOTBALL FIELD TO AID IN DRYING	GENERAL	0	540.00
					FUND/GENERAL		
					SUPPLIES/OPERATION		
					Totals for 151674013		540.00
192000088	CHRISTENSEN, ELLEN	JPAP10	10/18/2019	REIMBURSE FOR PAINT FOR MUSICAL	Special Revenue	0	119.73
					Trust Fund/GENERAL		
					SUPPLIES/VOCAL		
					MUSIC		
192000088	CHRISTENSEN, ELLEN	jpap10	10/18/2019	ELLEN CHRISTENSEN CHOIR UNIFORMS	GENERAL	4002000152	106.60
					FUND/APPAREL		
					(Instructional		
					only)/VOCAL MUSIC		
					Totals for 192000088		226.33
192000089	HERZOG, THOMAS	JPAP10	10/18/2019	VARSITY FOOTBALL OFFICIAL ON 10/11/19 VS WEYAUWEGA-FREMONT	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					FOOTBALL		
					Totals for 192000089		70.00
192000090	ABBAY, JANET	JPAP10	10/25/2019	REIMBURSE FOR BOOKS PURCHASED FOR CHILD DEVELOPMENT DAYS	GENERAL	1012000092	52.75
					FUND/TEXTBOOKS &		
					WORKBOOKS/UNDIFFEREN		
					TIATED CURRICULUM		
					Totals for 192000090		52.75
192000091	FLAMANG-FIELD, KATHE	JPAP10	10/25/2019	TPT MATH 2ND GRADE CURRICULUM ITEMS	GENERAL FUND/OTHER	1012000091	154.09
					MEDIA/UNDIFFERENTIAT		
					ED CURRICULUM		
					Totals for 192000091		154.09
192000092	ORT, JESSIE	JPAP10	10/25/2019	MILEAGE REIMBURSEMENT - TAKING BOYS TO WORK	SPECIAL EDUCATION	272000048	174.00
					FUND/CONTRACTED		
					PUPIL		
					TRANSPORTATIO/FIELD		
					TRIPS		
					Totals for 192000092		174.00
192000093	HALUSKA, JAMES JR	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 2 PLAY-OFFS VS COLEMAN ON 11/1/19	GENERAL	0	75.00
					FUND/PERSONAL		
					SERVICES/GENERAL		
					ATHLETICS		
					Totals for 192000093		75.00
192000094	TOTZKE, JEFFREY	JPAP10	10/31/2019	VARSITY FOOTBALL - LEVEL 1 PLAY-OFFS VS PARDEEVILLE ON 10/25/19	GENERAL	0	125.00
					FUND/PERSONAL		
					SERVICES/GENERAL		
					ATHLETICS		
					Totals for 192000094		125.00
192000095	ANDERSON, MEGAN	JPAP11	11/01/2019	REIMBURSE FOR CLASSROOM SUPPLIES	SPECIAL EDUCATION	272000051	29.96
					FUND/GENERAL		
					SUPPLIES/MULTI-CATEG		
					ORICAL		
					Totals for 192000095		29.96
192000096	KELLER, SHELLEY	JPAP11	11/01/2019	MILEAGE TO SKYWARD USER GROUP	GENERAL	0	121.80

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				IN WI DELLS ON 10/21/19	FUND/EMPLOYEE TRAVEL/STAFF SERVICES		
					Totals for	192000096	121.80
192000097	THOMACK, HOWARD	JPAP11	11/01/2019	MILEAGE FOR MAINTENANCE	GENERAL	0	83.52
					FUND/EMPLOYEE TRAVEL/OPERATION		
					Totals for	192000097	83.52
192000098	ORT, JESSIE	jpap11	11/08/2019	MILEAGE REIMBURSEMENT - TAKING BOYS TO WORK	SPECIAL EDUCATION	272000052	179.85
					FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS		
					Totals for	192000098	179.85
192000099	RADLEY, DANIEL	jpap11	11/08/2019	MS BOYS BASKETBALL OFFICIAL ON 11/7/19 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE	0	60.00
					FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES		
					Totals for	192000099	60.00
192000100	UJAZDOWSKI, LUANNE	JPAP11	11/08/2019	PBIS INCENTIVES AND SHAMPOO	GENERAL	1012000094	32.00
					FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
192000100	UJAZDOWSKI, LUANNE	JPAP11	11/08/2019	PBIS INCENTIVES AND SHAMPOO	Special Revenue	1012000094	13.96
					Trust Fund/GENERAL SUPPLIES/GUIDANCE		
					Totals for	192000100	45.96
192000101	WELCH, TIM	jpap11	11/08/2019	MS BOYS BASKETBALL OFFICIAL ON 11/7/19 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE	0	60.00
					FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES		
					Totals for	192000101	60.00
192000102	O'BRIEN, CARMEN	JPAP11	11/15/2019	ORIENTAL TRADING PURCHASE FOR MIRACLE ON BRIDGE STREET	GENERAL	0	71.98
					FUND/PRINTING AND BINDING/GENERAL ADMINISTRATION		
					Totals for	192000102	71.98
201900067	WISCONSIN RETIREMENT	R9*	09/13/2019	Payroll accrual	GENERAL FUND/WI	0	9,542.17
					RETIREMENT FUND		
201900067	WISCONSIN RETIREMENT	R9*	09/13/2019	Payroll accrual	SPECIAL EDUCATION	0	1,653.05
					FUND/WI RETIREMENT FUND		
201900067	WISCONSIN RETIREMENT	R9*	09/13/2019	Payroll accrual	FOOD SERVICE	0	416.94
					FUND/WI RETIREMENT FUND		
201900067	WISCONSIN RETIREMENT	R9*	09/13/2019	Payroll accrual	GENERAL FUND/WI	0	9,542.17
					RETIREMENT FUND		
201900067	WISCONSIN RETIREMENT	R9*	09/13/2019	Payroll accrual	SPECIAL EDUCATION	0	1,653.05
					FUND/WI RETIREMENT FUND		
201900067	WISCONSIN RETIREMENT	R9*	09/13/2019	Payroll accrual	FOOD SERVICE	0	416.94
					FUND/WI RETIREMENT FUND		
					Totals for	201900067	23,224.32
201900079	WISCONSIN RETIREMENT	R9	09/30/2019	Payroll accrual	GENERAL FUND/WI	0	8,867.49
					RETIREMENT FUND		

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201900079	WISCONSIN RETIREMENT	R9	09/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,501.18
201900079	WISCONSIN RETIREMENT	R9	09/30/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	369.69
201900079	WISCONSIN RETIREMENT	R9	09/30/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,867.49
201900079	WISCONSIN RETIREMENT	R9	09/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,501.18
201900079	WISCONSIN RETIREMENT	R9	09/30/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	369.69
					Totals for 201900079		21,476.72
201900090	DELTA DENTAL OF WISC	JPWI10	10/09/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,202.08
					Totals for 201900090		2,202.08
201900091	DELTA DENTAL OF WISC	JPWI10	10/16/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	825.60
					Totals for 201900091		825.60
201900092	EMPLOYEE BENEFITS CO	JPWI10	10/10/2019	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	145.00
201900092	EMPLOYEE BENEFITS CO	JPWI10	10/10/2019	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	311.00
201900092	EMPLOYEE BENEFITS CO	JPWI10	10/10/2019	HRA & FSA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	3,058.41
					Totals for 201900092		3,514.41
201900093	EMPLOYEE BENEFITS CO	JPWI10	10/17/2019	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	259.82
					Totals for 201900093		259.82
201900095	MAGIC WRIGHTER INC	JPWI10	10/10/2019	INTERNET TRANSACTIONS AND FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	37.50
					Totals for 201900095		37.50
201900096	EMPLOYEE BENEFITS CO	JPWI10	10/24/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	2,173.98
201900096	EMPLOYEE BENEFITS CO	JPWI10	10/24/2019	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	5,349.00
					Totals for 201900096		7,522.98
201900097	EMPLOYEE BENEFITS CO	JPWI10	10/31/2019	HRA & FSA ADMINISTRATION FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	303.75
					Totals for 201900097		303.75
201900098	DELTA DENTAL OF WISC	JPWI10	10/23/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	565.00
					Totals for 201900098		565.00

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201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,897.40
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,401.21
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	357.16
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	6.28
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,080.89
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	327.70
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	83.53
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	1.47
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	421.00
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	16.50
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,848.66
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,168.78
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	202.89
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,080.89
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	327.70
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	83.53
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	1.47
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,897.40

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201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,401.21
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	357.16
201900099	INTERNAL REVENUE SER	P9	10/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	6.28
						Totals for 201900099	38,998.35
201900100	MASSMUTUAL FINANCIAL	P9	10/31/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,259.85
201900100	MASSMUTUAL FINANCIAL	P9	10/31/2019	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 201900100	1,309.85
201900101	WEA TAX SHELTERED AN	P9	10/31/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
201900101	WEA TAX SHELTERED AN	P9	10/31/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	400.00
201900101	WEA TAX SHELTERED AN	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 201900101	600.00
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	90.00
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	13.59
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,655.10
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	796.06
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	145.89
201900102	WISCONSIN DEPT OF RE	P9	10/31/2019	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 201900102	7,705.64
201900104	WEA MEMBER BENEFIT T	P9	10/31/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201900104	WEA MEMBER BENEFIT T	P9	10/31/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	65.00
						Totals for 201900104	221.09
201900105	DELTA DENTAL OF WISC	JPWI10	10/30/2019	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,049.71
						Totals for 201900105	1,049.71
201900106	EMPLOYEE BENEFITS CO	JPWI11	11/07/2019	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	1,000.00
201900106	EMPLOYEE BENEFITS CO	JPWI11	11/07/2019	HRA & FSA CLAIMS	GENERAL FUND/STD	0	606.53

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					INS PAYABLE		
					Totals for 201900106		1,606.53
201900107	DELTA DENTAL OF WISC	JPWI11	11/06/2019	DENTAL CLAIMS	GENERAL FUND/SELF	0	3,243.12
					FUND-EMPLOYER SHARE		
					PREMI		
					Totals for 201900107		3,243.12
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	Special Revenue	0	510.00
					Trust Fund/PUPIL		
					DUES AND		
					FEES/UNDIFFERENTIATE		
					D CURRICULUM		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	223.02
					FUND/GENERAL		
					SUPPLIES/OPERATION		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	-13.36
					FUND/EMPLOYEE		
					TRAVEL/STAFF		
					SERVICES		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	-13.36
					FUND/EMPLOYEE		
					TRAVEL/STAFF		
					SERVICES		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	-13.36
					FUND/EMPLOYEE		
					TRAVEL/STAFF		
					SERVICES		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	1,380.00
					FUND/TECH/SOFTWARE		
					SERVIC/OFFICE OF		
					SUPERINTENDENT		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	15.37
					FUND/EMPLOYEE		
					TRAVEL/OFFICE OF		
					SUPERINTENDENT		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	374.00
					FUND/EMPLOYEE		
					TRAVEL/OFFICE OF		
					SUPERINTENDENT		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	36.65
					FUND/EMPLOYEE		
					TRAVEL/OFFICE OF		
					SUPERINTENDENT		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	129.00
					FUND/EMPLOYEE		
					TRAVEL/ADMINISTRATIV		
					E TECHNOLOGY SERV		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	249.00
					FUND/PERSONAL		
					SERVICES/ADMINISTRAT		
					IVE TECHNOLOGY SERV		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	35.85
					FUND/TECH/SOFTWARE		
					SERVIC/ADMINISTRATIV		
					E TECHNOLOGY SERV		
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	GENERAL	0	32.53
					FUND/GENERAL		

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201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/GENERAL	0	32.57
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/GENERAL	0	81.08
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/GENERAL	0	24.27
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/TECH/SOFTWARE	0	34.99
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SERVIC/FOREIGN LANGUAGES GENERAL FUND/GENERAL	0	16.18
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/SPECIAL	0	36.00
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	ASSIGNMENTS/OTHER SPECIAL NEEDS GENERAL FUND/GENERAL	0	542.62
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/TECHNOLOGY EDUCATION GENERAL FUND/GENERAL	0	119.99
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/OPERATION GENERAL FUND/GENERAL	0	24.99
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SUPPLIES/OPERATION GENERAL FUND/TECH/SOFTWARE	0	300.00
201900108	BMO MASTERCARD	COCCOC	10/20/2019	Credit Card Payment AP Invoice.	SERVIC/GENERAL ATHLETICS GENERAL FUND/GENERAL	0	707.15
					Totals for 201900108		4,865.18
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,397.21
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,314.66
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	345.31
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	458.90
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FICA	0	2,197.75

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	307.47
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	80.76
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	107.32
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	421.00
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	11.00
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	11,255.86
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,100.61
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	168.73
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	111.95
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,197.75
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	307.47
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	80.76
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	107.32
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,397.21
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,314.66
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	345.31
201900109	INTERNAL REVENUE SER	P9	11/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	458.90
Totals for 201900109							41,517.15
201900110	MASSMUTUAL FINANCIAL	P9	11/15/2019	Payroll accrual	GENERAL FUND/HARTFORD INS -	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					TSA/ROTH		
					Totals for 201900110		50.00
201900111	WEA TAX SHELTERED AN	P9	11/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
201900111	WEA TAX SHELTERED AN	P9	11/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	325.00
201900111	WEA TAX SHELTERED AN	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201900111		525.00
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	90.00
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	52.43
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,944.93
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	751.60
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	125.99
201900112	WISCONSIN DEPT OF RE	P9	11/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	80.22
					Totals for 201900112		8,050.17
201900114	WEA MEMBER BENEFIT T	P9	11/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201900114	WEA MEMBER BENEFIT T	P9	11/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.05
201900114	WEA MEMBER BENEFIT T	P9	11/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201900114		349.14
201900115	DELTA DENTAL OF WISC	JPWI11	11/13/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	536.40
					Totals for 201900115		536.40
201900116	EMPLOYEE BENEFITS CO	JPWI11	11/14/2019	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	134.61
					Totals for 201900116		134.61
					Totals for checks		623,472.06

CREDIT CARD STATEMENT - October			WUFAR Code						Description
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	
Dan Wolfram									
9/23/2019	FREESTYLE PHOTO	\$707.15	10	E	400	411	121000	000	NANCY ZABLER - CLASSROOM SUPPLIES
9/23/2019	R-SCHOOL	\$300.00	10	E	400	360	162000	000	ATHLETIC SOFTWARE SUBSCRIPTION
10/1/2019	MILLS FLEET FARM	\$24.99	10	E	400	411	253000	000	MIKE THOMACK - BUILDING & GROUNDS
10/2/2019	NORTHERN TOOL	\$542.62	10	E	400	411	136000	000	DAN KOEHLER-CLASS ROOM SUPPLIES
10/2/2019	MILLS FLEET FARM	\$119.99	10	E	400	411	253000	000	MIKE THOMACK - BUILDING & GROUNDS
10/3/2019	NORTHERN TOOL	\$16.18	10	E	400	411	136000	000	DAN KOEHLER-CLASS ROOM SUPPLIES
10/3/2019	GED EXAM	\$36.00	10	E	400	948	179000	000	MARY ECK - GED TESTS
10/10/2019	NORTHERN TOOL	\$81.08	10	E	400	411	136000	000	DAN KOEHLER-CLASS ROOM SUPPLIES
10/10/2019	NORTHERN TOOL	\$24.27	10	E	400	411	136000	000	DAN KOEHLER-CLASS ROOM SUPPLIES
10/10/2019	QUIZLET	\$34.99	10	E	400	360	123000	000	AMY ANAYA - CLASSROOM ONLINE SUBSCRIPTION
10/17/2019	NORTHERN TOOL	\$32.57	10	E	400	411	136000	000	DAN KOEHLER-CLASS ROOM SUPPLIES
10/17/2019	NORTHERN TOOL	\$32.53	10	E	400	411	136000	000	DAN KOEHLER-CLASS ROOM SUPPLIES
	TOTAL	\$1,952.37							
Jeanne Frazier									
10/20/19	Kalahari Resort	-\$13.36	10	E	800	342	264000	0	Refund Tax Skyward Conv. Kalahari J. Frazier
	Kalahari Resort	-\$13.36	10	E	400	342	264000	0	Refund Tax Skyward Conv. Kalahari J. Prey
	Kalahari Resort	-\$13.36	10	E	400	342	264000	0	Refund Tax Skyward Conv. Kalahari S. Keller
	TOTAL	-\$40.08							
Bryant Cobarrubias									
09/28/2019	WinHost	\$35.85	10	E	800	360	295000	000	Rtl Planner Hosting
10/09/2019	Slate Conference	\$249.00	10	E	800	310	295000	000	Slate Conference
10/09/2019	Kalahari Resort	\$129.00	10	E	800	342	295000	000	Slate Conference
	TOTAL	\$413.85							
Michelle Pukita									
Sept. 28	Mills Fleet Farm	\$223.02	10	E	101	411	253000		MIKE THOMACK - BUILDING & GROUNDS
Oct. 3	Green Bay Hall of Fame	\$510.00	21	E	800	943	110000	672	Used Heart Of Gold Money for 6th grade field trip to Green Bay Packer's Hall of Fame
	TOTAL	\$733.02							
Melanie Oppor									
09/18/19	Concourse Hotel	\$374.00	10	E	500	342	232100	0	DA to Fall State Superintendent's Conf. Madison
09/19/19	L'Etoile & Graze	\$36.65	10	E	500	342	232100	0	DA Dinner during Fall State Superintendent's Conf. Madison
09/26/19	Crystal Cafe	\$15.37	10	E	500	342	232100	0	Lunch durnig CWC Mtg
10/18/19	Gallup	\$1,380.00	10	E	500	360	232100	0	Gallup Q12 Employee Engagement Survey
	TOTAL	\$1,806.02							

Name	Reference	Trans Date	Description	Post Date	Amount
		10/04/2019	MES FOOD SERVICE DEPOSIT 10/4/19	10/04/2019	1,457.20
			Totals for 14135		1,457.20
		10/04/2019	DONATION FROM TREEHOUSE FOODS FOR DRAMA	10/04/2019	250.00
			Totals for 14136		250.00
		10/04/2019	JENNA DAIN NSF REIMBURSEMENT	10/04/2019	15.00
			Totals for 14137		15.00
		10/04/2019	RECORDER DEPOSIT	10/04/2019	15.00
			Totals for 14138		15.00
		10/04/2019	HS FOOD SERVICE WEEK OF 9/30	10/04/2019	2,478.65
			Totals for 14144		2,478.65
		10/04/2019	FB VS. IOLA-SCANDI	10/04/2019	1,305.75
			Totals for 14146		1,305.75
		10/11/2019	RESALE OF FOOTBALL JERSEYS	10/11/2019	440.00
			Totals for 14141		440.00
		10/11/2019	CHECKS WRITTEN TO DISTRICT THAT SHOULD H	10/11/2019	420.00
			Totals for 14142		420.00
		10/11/2019	MES FOOD SERVICE WEEK OF 10/7	10/11/2019	1,242.65
			Totals for 14143		1,242.65
		10/11/2019	HS FOOD SERVICE WEEK OF 10/7	10/11/2019	1,882.75
			Totals for 14145		1,882.75
		10/11/2019	VB VS. NL 10/8	10/11/2019	250.00
			Totals for 14147		250.00
		10/18/2019	MS ATHLETICS	10/18/2019	15.00
			Totals for 14155		15.00
		10/18/2019	HS ATHLETIC FEE	10/18/2019	30.00
			Totals for 14156		30.00
		10/18/2019	HS DISTRICT FEE	10/18/2019	40.00
			Totals for 14157		40.00
		10/18/2019	HS STUDENT FINE	10/18/2019	5.00
			Totals for 14158		5.00
		10/18/2019	HS STUDENT PARKING FEE	10/18/2019	40.00
			Totals for 14159		40.00
		10/18/2019	HS YEARBOOK FEE	10/18/2019	106.00
			Totals for 14160		106.00
		10/18/2019	CHROMEBOOK FINE	10/18/2019	50.00
			Totals for 14161		50.00
		10/18/2019	ADMISSION FB VS. WEGA 10/11	10/18/2019	440.25
			Totals for 14165		440.25
		10/18/2019	FOOD SERVICE FOR WEEK OF 10/14	10/18/2019	1,164.30
			Totals for 14169		1,164.30
		10/18/2019	RENTAL OF MES FOR FALL FEST BY CHAMBER D	10/18/2019	104.95
			Totals for 14170		104.95
		10/18/2019	FOOD SERVICE FOR WEEK OF 10/14 FOR MES	10/18/2019	922.70
			Totals for 14171		922.70
		10/24/2019	REPLACEMENT AGENDA	10/24/2019	5.00
			Totals for 14173		5.00
		10/24/2019	FOOD SERVICE HS WEEK OF 10/21	10/24/2019	1,113.75
			Totals for 14174		1,113.75
		10/28/2019	FOOTBALL PLAYOFF GAME ADMISSIONS, BROADC	10/28/2019	2,091.00
			Totals for 14172		2,091.00
			Total for Cash Receipts		15,884.95



Donations

October 28, 2019

Manawa School District
Urgent Needs Fund
515 E Fourth St
Manawa, WI 54949

On behalf of First State Bank, please accept this \$50.00 contribution to your organization, per the request of Sue Schoenike. We are honored to present you with this contribution and hope that it will help provide you with the resources you need to continue your endeavors.

At First State Bank we are committed to our communities, and encourage team members to volunteer in the areas which we all live, work, and serve. As a result of their hard work and dedication, we provide them with the opportunity to select organizations and causes, which they are passionate about, to which we can forward donations to.

We know that your organization goes above and beyond the call of duty. You represent all that is good, wholesome, ethical, and moral in an organization.

Regards,

The Committed to Communities Team
First State Bank

First State Bank, 113 W. North Water St., New London, WI 54961




New London (Main Office) | 113 W North Water St | PO Box 268 | New London, WI 54961
(920) 982-3300 | (800) 994-2500 | bankfirststate.com

Dear Dr. Oppor and Mr. Wolfgram,

Please accept this letter as formal notification that I will be resigning my position as a Social Studies teacher at Little Wolf Junior/Senior High School, effective January 20th. Thank you for hiring me and supporting me in my time here at Manawa. I have really enjoyed the last year and a half. Unfortunately, I need to shift my priorities to focus on my family and supporting my daughter. I appreciate your support in my decision. I am happy to help with the hiring process for my replacement and any other things that would assist in making this transition as smooth as possible.

Thank you for your assistance in this difficult time.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. McArthur', with a long horizontal flourish extending to the right.

Katharine McArthur



For questions regarding this grant, contact:

The Educator Development & Support Team

Phone: (608) 267-3750; Email: educator.effectiveness@dpi.wi.gov

I. GENERAL INFORMATION

Applicant Agency Manawa School District		Mailing Address <i>Street, City, State, ZIP</i> 800 Beech Street, Manawa, WI 54949-8664	
Contact Person Dr. Melanie Joy Oppor		Title District Administrator	
E-Mail Address mopper@manawaschools.org		Fax Area/No. (920) 596-5308	Phone Area/No. (920) 596-2525
Program Coordinator <i>If other than contact person</i> NA		Title NA	
E-Mail Address NA		Phone Area/No.	
Program Coordinator's Mailing Address <i>Street, City, State, ZIP</i> 800 Beech Street		Grant Period Beginning Date <i>Mo./Day/Yr.</i> 7/1/2019	Ending Date <i>Mo./Day/Yr.</i> 6/30/2020
Total Funds Requested \$ 4,320	Project Title Educator Effectiveness Grant: Practice Model Implementation		

II. ABSTRACT

In order to implement the Wisconsin Educator Effectiveness System, school districts receive, up to \$80 per educator (i.e., superintendents, principals, teachers, and other licensed educator roles) to cover the costs associated with system development, training, software, support, resources, and ongoing refinement.

The Grant Process

The Department of Administration (DOA) appropriated Educator Effectiveness funds to DPI in the form of a grant.

1. In summer 2019, DPI will distribute to district's a simple grant application requiring all district superintendents to confirm the pre-populated information, including the number of licensed educators based on principals, teachers, and other licensed educator roles from the 2018-19 WISEstaff Report (formerly the PI-1202). Note: EE Grant educator counts are not exact, but are based on the WISEstaff Report. EE Grant educator counts cannot be changed. Please contact the Educator Development and Support team with any questions or concerns.
2. Districts should identify additional program coordinators using the form fields in Section I. General Information of this form. DPI will use these program coordinators and program contacts to communicate with the district about WI EE System news and developments.
3. Districts should return the signed grant application no later than November 29, 2019. Upon receipt, DPI will ensure the application was adequately completed.
4. Following confirmation of satisfactory grant completion, DPI will send districts a Grant Award Notification (GAN). Due to the large volume of grant applications, this process may take four (4) to six (6) weeks.
5. Upon receipt of the GAN and expenditure of EE Grant funds as described by the application, districts may claim funds using the PI-1086 form.

Grant Restrictions

Districts will only receive funds for appropriate, approved expenditures associated with participation in the Wisconsin Educator Effectiveness System within the period of the grant award (upon DPI's receipt of an application through June 30, 2020). Districts cannot carry over funds.

III. GENERAL ASSURANCES

The Applicant understands and agrees that the following Certifications and Assurances are pre-award requirements generally imposed by federal and state law or regulation, and do not include all federal and state regulations that may apply to the Applicant or its project. Most requirements are posted to: Uniform Administrative Requirements. <https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf> or Educational Department of General Administrative Regulations (EDGAR): <http://www.ecfr.gov/cgi-bin/text-idx?node=34:1.1.1.23&rgn=div5> or the Wisconsin Uniform Financial Accounting Requirements (WUFAR): <https://dpi.wi.gov/sfs/finances/wufar/overview>.

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

- Step 1—Read each assurance that follows.
- Step 2—Sign and date the certification statement.
- Step 3—Include signed certifications and assurances with your application materials.
- Step 4—Keep a copy for your records.

Assurance is hereby provided that:

1. **Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs.
2. **Statutes and Regulations:** The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of—
 - a. Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]
 - b. Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]
 - c. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C.794]
 - d. The Age Discrimination Act [42 U.S.C. 6101 et seq.]
3. **Allowable Costs:** Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR Subpart E-Cost Principles].
4. **Budget Modifications:** The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget [2 CFR § 200.308(e)]. This applies to all grants unless there are more restrictive or specific requirements of the grant award which may be the case with discretionary grants.
5. **Confidentiality:** The Applicant shall comply with provisions regarding confidentiality of student information [WI Statute § 118.125, pupil records].
6. **Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Wis. Stat. 19.59 (1) (a)] [2 CFR § 200.112].
7. **Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in [2 CFR §§ 200.318-200.326] Procurement Standards.
8. **Debarred and Suspended Parties:** A contract (see 2 CFR §180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
9. **Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the WDPI or USDE of by their contractors [2 CFR §200.328(1)].
10. **Copyright, Acknowledgement, and Publications:** The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The U.S. Department of Education and the WDPI reserve royalty-free, nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use, for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.

The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the USDE and WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the WDPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal funds in a statement.
11. **Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR §328(1)].
12. **Indirect Costs:** If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI. Indirect costs cannot be charged against capital objects.
13. **Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations and the approved application [34 CFR §76.700].
14. **Lobbying:** By accepting this award, the Applicant assures it will comply with the requirements of 31 U.S.C.1352, as well as the common rule, "New Restrictions on Lobbying" published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying" and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).
15. **OMB Standard Form 424B:** The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>
16. **Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:
 - a. Any revision of the scope or objectives of the project;
 - b. Changes in key persons where specified in the application or grant award;

III. GENERAL ASSURANCES (cont'd)

- c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
 - d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
 - e. Changes in the amount of approved cost-sharing or matching provided by the subrecipient [2 CFR §200.308e(1,2,3,6,7)].
17. **Record Retention:** In accordance with 2 CFR §200.333(b), this is written notification to the subrecipient that WDPI requires an extension to the record retention period for grants addressed in the *Wisconsin Records Retention Schedule for School Districts*. <http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>. For all other grants, the Applicant will ensure records are maintained for a period of at least three years after the end of the project year (2 CFR §200.333). If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.
 18. **Reporting:** The Applicant will ensure all required financial and program data is reported to the WDPI timely on a schedule established by the WDPI. The Applicant will report to WDPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) [2 CFR §200.302(b)(2)].
 19. **Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates [2 CFR §300.328(b)(1)].
 20. **Single Audit:** Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1–June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services auditor [2 CFR §200.501].
 21. **Text Messaging and E-Mailing While Driving:** The Applicant/Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving October 1, 2009]. <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>
 22. **Time and Effort Supporting Documentation:** For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430(i)(1). The subrecipient must retain records that accurately reflect the work performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
 23. **Trafficking in Persons:** The grant condition specified in 2 CFR §175.10 includes the following language: "i. Trafficking in persons. 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award." A subrecipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

IV. PROGRAM SPECIFIC ASSURANCES

Assurance is further provided that:

1. The Applicant shall cooperate with the annual evaluation of the Wisconsin Educator Effectiveness System conducted by an external evaluator on behalf of the Wisconsin Department of Public Instruction.
2. The Applicant shall cooperate with the WI EE System's external evaluation by: a) providing staff contact data upon request in the manner requested, b) whitelisting the email address domain (local-part@domain) of the external evaluator, and c) allowing the external evaluator to contact staff to encourage their participation in the external evaluation through the annual Survey of Wisconsin Educator Development, Support and Retention (WEDSR).
3. The Applicant shall not require individual district and school staff to respond to the WEDSR, but rather encourage participation through cooperation with Program Specific Assurances 1 and 2 above and not prohibiting staff from participating.

IV. CERTIFICATION/SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

Signature of Applicant Agency Administrator ➤ <i>Melanie J. Cooper, PhD</i>	Date Signed Mo./Day/Yr. <i>11-12-19</i>
Signature of School Board Clerk <i>If applicable</i> ➤	Date Signed Mo./Day/Yr.

VII. BUDGET DETAIL

INSTRUCTIONS: Confirm the model listed under "Agency/Vendor" and sign the application in Section II. Either email educator.effectiveness@dpi.wi.gov, fax (608) 267-2920, or mail the grant application to DPI, attention of Scott Prinster.

If your district has been approved to use an equivalent model and that has not been indicated on this grant application, contact the Educator Development and Support Team at (608) 267-3750 or educator.effectiveness@dpi.wi.gov.

If your district intends to apply for equivalency using a new equivalent model this spring, contact the Educator Effectiveness Team at (608) 267-3750 or educator.effectiveness@dpi.wi.gov.

Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency	Project No. <i>For revisions only</i>
11/12/2019	Manawa School District	

Purchased Services Summary (300s)

a.	b.	c.	d.	e.	f.
WUFAR Function Code	Type of Service Purchased	Date(s) Service to be Provided	Specify Agency/Vendor or Supplier <i>If known</i>	Number of Licensed Educators	Cost of Educator Effectiveness Model <i>(Number of Educators multiplied by \$80)</i>
221300	Registration Fees	FY20	CESA 6	54	\$ 4,320

IX. BUDGET SUMMARY

Applicant Agency Manawa School District	Grant Period Begin	Initial Request 11/12/2019	Date Submitted	
	7/1/2019		First Revision	Second Revision
Project Number <i>For DPI Use Only</i> 583	End			
	6/30/2020			

Budget Revisions: Submit a copy of this page, with appropriate revisions included. (Attach this to a brief letter of justification.) **Note:** Submit request at least 30 days prior to expenditure of grant monies. If a field should be left blank, you must enter a zero "0" in that field.

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
Instruction (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Instruction		\$ 0	\$ 0
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)	\$ 4,320		
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Pupil / Instructional Staff Services		\$ 4,320	\$ 0
Support Services—Administration (Associated with functions in 230 000 series and above.) Includes general; building; business; central service administration, and insurances.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Insurance (700s)			
	g. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Admin.		\$ 0	\$ 0
Indirect Cost	Approved Restricted Rate 0%	\$ 0	\$ 0	\$ 0
TOTAL BUDGET	\$ 4,320	\$ 4,320	\$ 0	\$ 0
DPI Approval	Signature of DPI Reviewer ➤		Date Signed Mo./Day/Yr.	



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

Pursuant to a resolution adopted by each of the following school districts:

The School District of Manawa and the School District of Waupaca agree to share the services for teachers and any related services for one four-year old kindergarten student to cooperatively provide the best educational opportunities for the child. This process allows the child to be enrolled in two school district simultaneously which is usually not the case but is in the best interest of this child and the child’s parents and is in keeping with the Wisconsin Department of Public Instruction standardized process for serving students.

Said school districts hereby mutually agree to the following conditions for the 2019-20 school year:

1. That said above parties agree and contract for the cooperation of a student’s participation in the district’s respective 4K programs;
2. That the School District of Manawa will count the child on the 3rd Friday in September count;
3. That the School District of Manawa will be responsible for WISEdata and any other state/federal mandated reporting;
4. That both parties agree to follow the school year attendance calendar as provided by the parents (as attached);
5. That the School District of Manawa shall compensate the School District of Waupaca based on .6 FTE of the base revenue per member of \$9,700 based on the percentage of enrolled days in the respective 4K programs. As such, of 140 4K days of instruction, the student will attend the School District of Manawa for 72 days or 51.4% and the School District of Waupaca for 68 days or 48.6%. The School District of Manawa shall pay the School District of Waupaca \$2,828.52.
6. That the School District of Manawa shall compensate the School District of Waupaca in two equal payments, one by December 15, 2019 and the other by June 15, 2020.
7. That the superintendents of the above parties shall confer if the child’s circumstances change during the 2019-20 school year.

Dated this 31st Day of October, 2019

School District of Manawa

School District of Waupaca

(President)

(President)

(Clerk)

(Clerk)

(District Administrator)

(District Administrator)

Dr. Melanie J. Oppor

Daniel J. Wolfgram

Michelle Pukita

Carmen O’Brien

Danielle Brauer

District Administrator

Jr./Sr. High School Principal

Elementary Principal

Business Manager

Curriculum/Special Ed. Dir.

moppor@manawaschools.org

dwolfgram@manawaschools.org

mpukita@manawaschools.org

cobrien@manawaschools.org

dbrauer@manawaschools.org

(920) 596-2525

(920) 596-5800

(920) 596-5700

(920) 596-5332

(920) 596-5301

Monthly Enrollment Count for SY2019-2020

Grade	21-May-18	16-Sep-19	3rd Fri SEPT	OCT	NOV	DEC	JAN	FEB
EC / Speech .5	7	6	6	6	6			
4K .6	37	30	31	31	30			
Kdg	30	38	39	39	39			
1	46	29	30	30	29			
2	31	52	52	52	51			
3	33	30	30	30	30			
4	50	34	34	34	35			
5	37	55	55	55	54			
6	37	38	37	37	38			
7	52	38	38	37	38			
8	54	52	52	52	52			
9	53	59	60	60	60			
10	66	52	52	52	52			
11	50	63	64	63	62			
12	62	54	54	54	54			
Subtotal Students	645	630	634	632	630			
Less OE IN	-18	-22	-25	-25	-26			
Plus OE OUT	91	107	89	89	89			
Less Tuition Sharing	-2	-3	-3	-3	-3			
Plus Cty Sch Enrollment		1	1	2	2			
Total Enrollment	716	713	696	695	692			
3rd Friday Sept 2018	716							

Note: September Open Enrollment numbers are tentative until after the 3rd Friday Count and Open Enrollment is Verified wit

**NOTICE OF ANNUAL JOINT REVIEW BOARD MEETING
CITY OF MANAWA, WISCONSIN**

Notice is Hereby Given that the City of Manawa will hold a Joint Review Board meeting on December 2, 2019 at 2:00 p.m. at the Manawa City Hall, located at 500 S. Bridge Street. The purpose of the meeting is to review the annual report and the performance and status of the Tax Incremental District governed by the Joint Review Board as required by Wis. Stat. § 66.1105(4m)(f).

The meeting is open to the public. Copies of the annual reports will be available for viewing in the offices of the City Clerk at the Manawa City Hall, located at 500 S. Bridge Street, during normal business hours and will be provided upon request.

By Order of the City of Manawa, Wisconsin

Published November 21, 2019

November 15, 2019

Mayor John Smith
Dave Thiel
Paul Shrode
Melanie Oppor
Kevin Keller

City Representative
Waupaca County
Fox Valley Technical College District
Manawa School District
Public Member

Sent Via Electronic Mail Only

manawamayor@wolfnet.net; wcedc@charter.net; shrode@fvtc.edu; moppor@manawaschools.org;
kkeller@manawaschools.org; cityhall@wolfnet.net; dkoeppe@kmedtran.com;
Jill.Lodewegen@co.waupaca.wi.us; vanstrat@fvtc.edu; schiedef@fvtc.edu

RE: City of Manawa, Wisconsin Annual Tax Incremental Finance District Reports and Meeting

This letter is to confirm that a Joint Review Board (“JRB”) meeting will be held at 2:00 p.m. on December 2, 2019 at the Manawa City Hall located at 500 S. Bridge Street.

This meeting has been scheduled as required by Wis. Stat. § 66.1105(4m)(f) for the purpose of reviewing the City’s annual tax incremental financing report and to review the performance and status of the district governed by the Board. The meeting is informational and no action will be taken by the Board other than to appoint a chair and public member as necessary, and to acknowledge filing of the annual report and compliance with the annual meeting requirement.

As quorum must be achieved for the City to meet its annual meeting requirement, we would ask that you ensure the availability of your appointee to participate. The Board will also include a member appointed by the City as well as a public member. The City will nominate the public member for consideration by the Board.

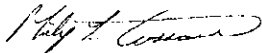
We've attached the following materials that will be referenced during the meeting:

- The meeting agenda.
- A copy of the legal notice published for this meeting.
- A "Resolution Acknowledging Filing of Annual Report and Compliance with Annual Meeting Requirement."
- A copy of the summary report for the City's Tax Incremental District which was active in the prior calendar year, which includes the following:
 - Current TID boundary map.
 - Current TID cash flow projection.
 - A copy of the PE-300 annual report filed with the Wisconsin Department of Revenue as required by Wis. Stat. § 66.1105(6m)(c)(intro).

If you have any questions regarding the meeting or attached materials, please contact me or Paula Czaplewski at 800-552-1171.

Sincerely,

EHLERS



Philip L. Cosson, CIPMA
Senior Municipal Advisor – Board Chair

cc: Logan Hass, City Clerk - Treasurer
Dick Koeppen, County Board Chair
Jill Lodewegen, County Clerk & Administrative Coordinator
Amy Van Straten, CFO, Fox Valley Technical College
Faith Schiedermayer, Budget & Info. Reporting Manger, Fox Valley Technical College
Brian Roemer, Municipal Advisor, Ehlers
Paula Czaplewski, TIF Coordinator, Ehlers

**JOINT REVIEW BOARD
RESOLUTION ACKNOWLEDGING FILING OF ANNUAL REPORT AND
COMPLIANCE WITH ANNUAL MEETING REQUIREMENT
CITY OF MANAWA**

WHEREAS, Wis. Stat. § 66.1105(4m)(f) requires that the Joint Review Board (“JRB”) meet annually on July 1, or when an annual report under Wis. Stat. § 66.1105(6m)(c)(intro.) becomes available, to review the annual report and to review the performance and status of each district governed by the JRB; and

WHEREAS, the City has filed an annual report with the Wisconsin Department of Revenue for Tax Incremental District No. 2; and

WHEREAS, a copy of the annual report has been provided to each overlying taxing jurisdiction; and

WHEREAS, the JRB met on December 2, 2019 to review the annual report and the performance and status of the district governed by the JRB.

NOW, THEREFORE, BE IT RESOLVED that the City has complied with its reporting requirements under Wis. Stat. § 66.1105(6m)(c)(intro.) and requirement to hold an annual JRB meeting under Wis. Stat. § 66.1105(4m)(f).

Passed and adopted this _____ day of _____, 2019.

Joint Review Board

Representing

Waupaca County

Manawa School District

Fox Valley Technical College District

City of Manawa

Public Member

December 2, 2019

Annual Tax Increment District Report - TID No. 2 City of Manawa, Wisconsin

Prepared by:

Philip L. Cosson, CIPMA
Senior Municipal Advisor/
Director

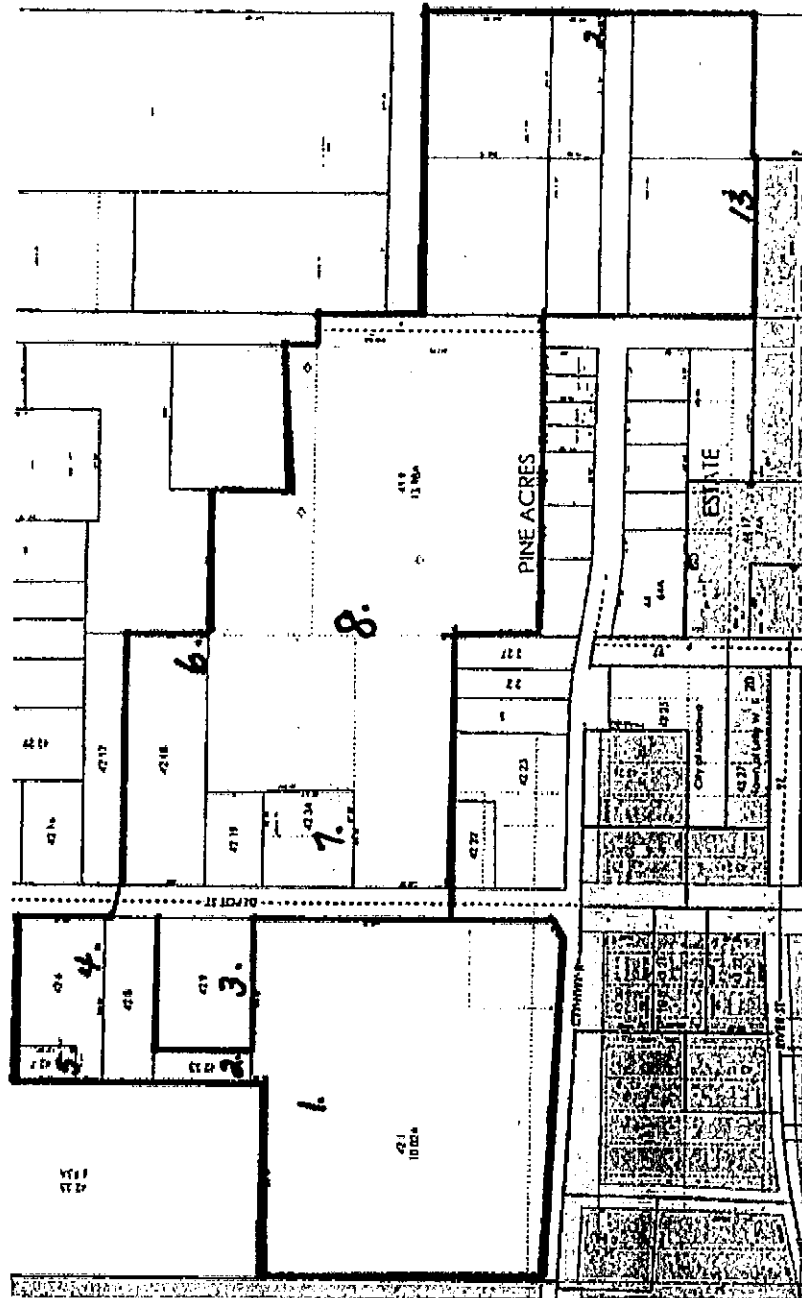
Brian Roemer
Municipal Advisor

Annual Tax Increment District Report

CITY OF MANAWA, WISCONSIN TAX INCREMENT DISTRICT NO. 2

Purpose:	State law requires municipalities with an active Tax Incremental District (TID) to electronically file an Annual Report for each TID by July 1 of each calendar year. This is a summary of that filing to be used at the annually required meeting of the standing Joint Review Board.	
District Summary:	Tax Increment District No. 2 (“District”) was created on November 13, 2015 as a Mixed-Use District. The TID has an expenditure period that ends on November 13, 2031 and has a mandatory termination date of November 13, 2036.	
Financial Data:	Base Value	\$2,392,700
	Incremental Value 1/1/2018	\$2,453,800
	Incremental Value 1/1/2019	\$2,508,400
	Year End Fund Balance	\$32,670
	Projected Closure (based on current cash flow*)	2025
	* The City may incur additional project costs as the expenditure period expires on November 13, 2031. The cash flow provided with this report does not project any additional project costs or future development. The projected closure year identified is based on current cash flow projections only.	
Notes:	There are no assumptions for additional development at this time.	
Joint Review Board Action:	Resolution acknowledging filing of Annual TID Report and compliance with annual meeting requirements.	
Attachments:	<ul style="list-style-type: none"> • TID Boundary Map • TID Increment Projection • TID Cash Flow Projection (Detail) • State Submittal 	

SECTION 3:
Preliminary Map of Proposed District Boundary



City of Manawa, Wisconsin

Tax Increment District # 2

Tax Increment Projection Worksheet

Type of District	Mixed Use	Base Value	2,392,700	
Creation Date	November 13, 2015	Appreciation Factor	0.00%	Apply to Base Value
Valuation Date	Jan 1, 2016	Base Tax Rate	\$26.65	
Max Life (Years)	20	Rate Adjustment Factor		
Expenditure Periods/Termination	15 11/13/2031	Tax Exempt Discount Rate	3.50%	
Revenue Periods/Final Year	19 2036	Taxable Discount Rate	4.50%	
Extension Eligibility/Years	Yes 3			
Recipient District	No			

	Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
1	2016	2,460,500	2017	0	2,460,500	2018	\$26.57	65,382	63,171	62,567
2	2017	0	2018	47,900	2,508,400	2019	\$29.71	74,513	132,730	130,800
3	2018	0	2019	0	2,508,400	2020	\$29.71	74,513	199,936	196,096
4	2019	0	2020	0	2,508,400	2021	\$29.71	74,513	264,870	258,579
5	2020	0	2021	0	2,508,400	2022	\$29.71	74,513	327,608	318,372
6	2021	0	2022	0	2,508,400	2023	\$29.71	74,513	388,224	375,590
7	2022	0	2023	0	2,508,400	2024	\$29.71	74,513	446,790	430,345
8	2023	0	2024	0	2,508,400	2025	\$29.71	74,513	503,376	482,741
9	2024	0	2025	0	2,508,400	2026	\$29.71	74,513	558,049	532,881
10	2025	0	2026	0	2,508,400	2027	\$29.71	74,513	610,872	580,862
11	2026	0	2027	0	2,508,400	2028	\$29.71	74,513	661,910	626,777
12	2027	0	2028	0	2,508,400	2029	\$29.71	74,513	711,221	670,714
13	2028	0	2029	0	2,508,400	2030	\$29.71	74,513	758,865	712,760
14	2029	0	2030	0	2,508,400	2031	\$29.71	74,513	804,898	752,995
15	2030	0	2031	0	2,508,400	2032	\$29.71	74,513	849,374	791,497
16	2031	0	2032	0	2,508,400	2033	\$29.71	74,513	892,346	828,341
17	2032	0	2033	0	2,508,400	2034	\$29.71	74,513	933,865	863,599
18	2033	0	2034	0	2,508,400	2035	\$29.71	74,513	973,979	897,339
19	2034	0	2035	0	2,508,400	2036	\$29.71	74,513	1,012,738	929,625
20	2035	0	2036	0	2,508,400	2037	\$29.71	74,513	1,050,185	960,521
Totals		2,460,500		47,900		Future Value of Increment		1,481,127		

Notes:

Actual results will vary depending on development, inflation of overall tax rates.

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

2018 Tax Increment Revenue from PE-300 2018 TIF Annual Report filed with DOR

2019 Tax Increment Revenue from 2019 DOR Statement of Changes Report and 2018 PC-202.

City of Manawa, Wisconsin

Tax Increment District # 2

Cash Flow Projection

Year	Projected Revenues				Expenditures							Balances			Year		
	Tax Increments	Interest Earnings/ (Cost) ¹	STFL Debt Proceeds	Total Revenues	State Trust Fund Loan 430,000 Dated Date: 02/24/17			Developers Incentive Payment (Kolbe)	Other Expenses	DOR Fees	Professional Services	Total Expenditures	Annual	Cumulative ²		Principal Outstanding	
2016				0													2016
2017			430,000	430,000				400,000	19,245	150	7,930	408,080	(19,245)	(19,245)	430,000		2017
2018	65,382	441		65,823	14,717	4.00%	18,095			150	2,866	35,828	29,995	32,670	415,283		2018
2019	74,513	82		74,595	16,201	4.00%	16,611			150	3,000	35,962	38,632	71,302	399,082		2019
2020	74,513	178		74,691	16,805	4.00%	16,007			150	3,000	35,962	38,729	110,031	382,277		2020
2021	74,513	275		74,788	17,521	4.00%	15,291			150	3,000	35,962	38,826	148,856	364,755		2021
2022	74,513	372		74,885	18,222	4.00%	14,590			150	3,000	35,962	38,923	187,779	346,533		2022
2023	74,513	469		74,982	18,951	4.00%	13,861			150	3,000	35,962	39,020	226,799	327,582		2023
2024	74,513	567		75,080	19,673	4.00%	13,139			150	3,000	35,962	39,118	265,917	307,909		2024
2025	74,513	665		75,178	20,496	4.00%	12,316			150	3,000	35,962	39,215	305,132	287,413		2025
2026	74,513	763		75,276	21,316	4.00%	11,497			150	3,000	35,962	39,313	344,446	266,098		2026
2027	74,513	861		75,374	22,168	4.00%	10,644			150	3,000	35,962	39,412	383,857	243,929		2027
2028	74,513	960		75,473	23,028	4.00%	9,784			150	3,000	35,962	39,510	423,368	220,901		2028
2029	74,513	1,058		75,571	23,976	4.00%	8,836			150	3,000	35,962	39,609	462,977	196,924		2029
2030	74,513	1,157		75,670	24,935	4.00%	7,877			150	3,000	35,962	39,708	502,685	171,989		2030
2031	74,513	1,257		75,770	25,933	4.00%	6,880			150	3,000	35,962	39,807	542,492	146,056		2031
2032	74,513	1,356		75,869	26,954	4.00%	5,858			150	3,000	35,962	39,907	582,399	119,102		2032
2033	74,513	1,456		75,969	28,048	4.00%	4,764			150	3,000	35,962	40,007	622,405	91,054		2033
2034	74,513	1,556		76,069	29,170	4.00%	3,642			150	3,000	35,962	40,107	662,512	61,884		2034
2035	74,513	1,656		76,169	30,337	4.00%	2,475			150	3,000	35,962	40,207	702,719	31,547		2035
2036	74,513	1,757		76,270	31,547	4.00%	1,265			150	3,000	35,962	40,307	743,026	0		2036
Total	1,406,614	16,887	430,000	1,853,501	430,000		193,434	400,000			64,796	1,110,475					Total

Notes:

- ¹ Investment Earnings estimated 2019 and beyond at 0.25% of Cumulative Balance
- ² 2017 Cumulative Balance ties with PE-300 form. 2015-2016 TID Creation Costs.

Legend:

- Projected TID Closure
- Annual Report Year

Form PE-300	TID Annual Report	2018 WI Dept of Revenue
----------------	--------------------------	-----------------------------------

Municipality/TID					
Co-muni code 68251	Municipality MANAWA	County WAUPACA	Due date 07-01-2019	Report type ORIGINAL	
TID number 002	TID type 6	TID name TID #2	Creation date 11-13-2015	Mandatory termination date 11-13-2036	Expected termination date N/A

Section 1 : Beginning Balance	
TID fund balance at beginning of fiscal year	\$2,675

Section 2. Revenue	
Does this TID receive allocated funds from another TID?	No
Allocation from another TID	Allocation amount
N/A	\$0
Subtotal allocation from another TID amount	\$0
Developer guarantee name	Developer guarantee amount
Subtotal developer guarantee amount	\$0
Transfer from other fund source	Transfer from other fund amount
Subtotal transfer from other fund amount	\$0
Other grant sources	Other grant amount
Subtotal other grant source amount	\$0
Other revenue sources	Other revenue amount
Subtotal other revenue source amount	\$0
Tax increment	\$65,382
Investment income	\$441
Debt proceeds	
Special assessments	
Exempt computer aid	
Sale of property	
Total Revenue (deposits)	\$65,823

Section 3. Expenditures	
Developer grant name	Developer grant amount
KOLBE & KOLBE	\$0
Subtotal developer grant amount	\$0
Does this TID allocate funds to another TID?	No
Allocation to another TID	Allocation amount
N/A	\$0
Subtotal allocation to another TID	\$0
Transfer to other fund name	Transfer to other fund amount
Subtotal transfer to other fund amount	\$0
Other expenditure name	Other expenditure amount
Subtotal other expenditures amount	\$0
Capital expenditures	
Administration	
Professional services	\$2,866
Interest and fiscal charges	\$18,095
DOR fees	\$150
Discount on long-term debt	
Debt issuance costs	
Principal on long-term debt	\$14,717
Environmental costs	
Real property assembly costs	
Total Expenditures	\$35,828

Section 4. Ending Balance	
TID fund balance at end of fiscal year	\$32,670
Future costs	\$0
Future revenue	
Surplus or deficit	\$32,670

Form PE-300	TID Annual Report	2018 WI Dept of Revenue
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Preparer/Contact Information	
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Preparer name LOGAN HASS	Preparer title CITY CLERK TREASURER
Preparer email cityhall@wolfnet.net	Preparer phone (920) 596-2577
Contact name LOGAN HASS	Contact title CITY CLERK TREASURER
Contact email cityhall@wolfnet.net	Contact phone (920) 596-2577

Submission Information	
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You successfully submitted your form. Save and/or print a copy for your records.	
Co-muni code	68251
TID number	002
Recording time	06-28-2019 01:59 PM
Confirmation	TIDAR201868251O1561495655026
Submission type	ORIGINAL

November 14, 2019

Dear District Administrators:

I hope your year is going well. I have had the privilege of visiting many schools this year and continue to be impressed with the work being done and the education students are receiving from dedicated educators. I am writing today, however, to draw your attention to an issue we must work together on as a community to address. As you have seen in the media recently, incidents, including racial slurs, mocking other cultures, and violent outbursts have been occurring in our classrooms and on our playing fields. This unacceptable behavior is becoming more prevalent in our schools, and we need to address this head on.

As we all know, students deserve to be educated in an environment free from bullying and intolerance and in which all students are accepted for who they are. We play a critical role in making sure students are prepared to engage in civil discourse, respect and appreciate differences, and collaborate effectively with others. Part of our vision for all students to become college and career ready includes the skills and habits necessary to apply this knowledge in a successful manner. Everything that happens within a school setting, from the classroom to involvement in extracurricular activities, prepares students with these skills and habits to become productive citizens in our society.

As part of your continuing review of school policies, and as you connect with your students, teachers, administrators, staff, coaches, and parents, I am asking you to identify ways in which you can further build inclusive and accepting learning environments. In particular, I would draw your attention to some policies you are required to have in place under state law:

- Wis. Stats. 120.13 (1)(a) requires codes of conduct. The code is developed in consultation with a committee of school district residents that consists of parents, pupils, members of the school board, school administrators, teachers, pupil services professionals, and other residents of the school district who are appointed to the committee by the school board.
- Wis. Stats. 118.46 requires a school board to adopt a policy on bullying.
- Administrative rule PI 9.03 requires each school board to develop policies prohibiting discrimination against pupils. Those policies are required to address, among other items, standards and rules of behavior, including pupil harassment.

Additionally, under federal law, there are requirements associated with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

District Administrators

Page 2

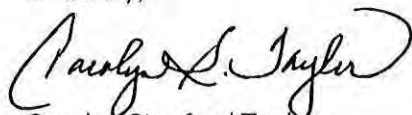
November 14, 2019

As educators, we work together with our entire school community to build a positive school culture. Please know the Department of Public Instruction has multiple resources to help you with safe and supportive school environments, which can be found at <https://dpi.wi.gov/sspw/safe-schools/safe-and-supportive>. These resources include model policies on school nondiscrimination, anti-bullying, guidance on how to reduce and respond to sexual harassment and violence, and recommendations for developing school-based support groups.

Our staff are also available to support you in your work. The Student Services/Prevention and Wellness Team can be reached at (608) 266-8960.

Thank you for all you do to improve the lives of students.

Sincerely,

A handwritten signature in black ink, reading "Carolyn S. Taylor". The signature is fluid and cursive, with a large initial "C" and "S".

Carolyn Stanford Taylor
State Superintendent

CST: bt



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: November 12, 2019
Re: Staff and Program Highlights

Red Ribbon Week: The week of Oct. 23rd through Oct. 31st was Red Ribbon Week. MES celebrated this week from Oct. 28th through Nov. 1st. Thank you to Student Council, Corrie Ziemer, Andrea Whitman, and LuAnne Ujazdowski for putting together dress-up days and activities for the week.

- The following events took place during the week:
 - Door Decorating: Teachers were encouraged to decorate their classroom doors with their students to go along with this theme.
 - Dress Up Days - The following were Dress-up days:
 - *Monday, October 28th:* Pajama Day
 - *Tuesday, October 29th:* Tie Dye Day
 - *Wednesday, October 30th:* Sunglasses and Hat Day
 - *Thursday, October 31st:* Orange and Black Day
 - *Friday, November 1st:* Manawa Wolves Day



5th Graders dressed up for Pajama Day during Red Ribbon Week.



4K and EC dressed in tie dye during Red Ribbon Week.



5th Grade dressed in their hats and sunglasses during Red Ribbon Week.



2nd Grade dressed in orange and black during Red Ribbon Week.



Door Decorating was an activity done during Red Ribbon Week.

- **Food Drive Kick-Off:** The MES Student Council worked cooperatively with the high school Leadership Class and the high school and junior high Student Council to collect food for students in need. The high school and junior high students read “Twas the Night Before Thanksgiving.” Then the students spoke with the MES students about the food drive. Every item the students bring in, their classrooms move their turkey five yards down the field. The class that scores the most touchdowns will win a game day with the high school class. Food collected will be put into Thanksgiving dinner meal kits for families who may not be able to have a traditional Thanksgiving meal without some assistance. Thank you to Ms. Cordes, Ms. Eck, and Mr. Johnson for allowing the junior high and high school students to come down to MES to promote the food drive. Thank you to the MES Student Council, Ms. Ziemer, Ms. Whitman, and Ms. Ujzdzowski for running the food drive at MES.







Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

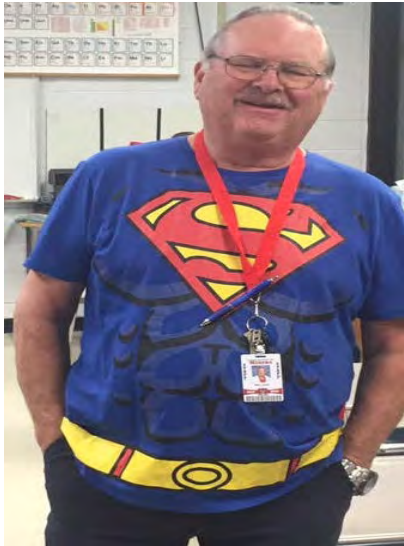
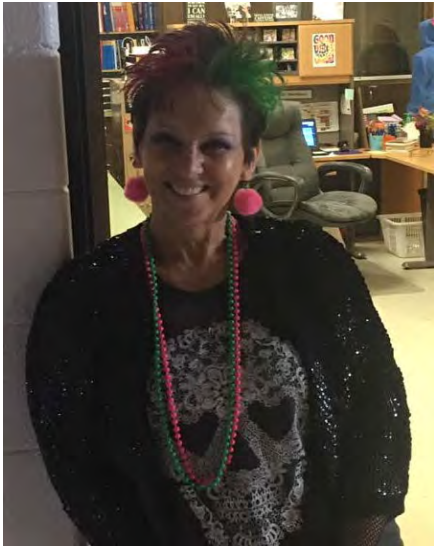
Date: 11/12/2019

Re: Staff and Program Highlights – November 2019

Construction Zone Information: Hallway demolition will be accelerating the week of Nov. 25. Crews will be in and working 2nd shift and throughout the holiday weekend in an attempt to finish the removal of all hallway ceiling tiles to provide access to the plenum, HVAC and plumbing systems. Staff will continue to be briefed regarding plans. Additionally, two classrooms and the commons areas will have finished concrete work being done over the Thanksgiving Break. Thanks to custodial and teacher flexibility to deal with the accelerated schedules.



Staff Halloween Fun: Staff and students dressed up for Halloween and had school-wide “Best Costume” contests. See below for rare staff footage:



Veterans Day 2019: Kudos to Little Wolf Jr./Sr. HS staff for their contributions to make this year's Veteran's Day program especially memorable. Caring staff and students came together in a feeling of community to honor those that are willing to give the ultimate sacrifice. This event is a special day that is filled with honor, pride, and integrity.

Mr. Celske's comments stirred us and helped us to reflect that what we do makes a difference. What we instill in the "Next Generation" is as important as the "Greatest Generation."



Virtual Reality Presentation - Public Opportunity On Tuesday, Nov. 5th, Hoffman Planning, Design & Construction, Inc. offered a virtual reality opportunity to experience some of the new features of Manawa Middle School and Little Wolf High School.

Virtual reality (VR) is the use of computer technology to create a simulated environment. VR places the user inside an experience. Instead of viewing a screen in front of them, users are immersed and able to interact with 3D worlds. A person using virtual reality equipment is able to look around the artificial world, move around in it, and interact with virtual features or items. The effect is commonly created by VR headsets consisting of a head-mounted display with a small screen in front of the eyes. While someone is experiencing virtual reality via the headset others will be able to see what the user is viewing on the monitor.

Hoffman plans on returning on Nov. 19th to replicate the experience for students in Ms. Gipp's Engineering classes.

Musical Preparation: For the first time in recent memory, the Vocal Music Department under the direction of Mrs. Ellen Christensen is going to be producing a musical. *You're a Good Man, Charlie Brown* is a 1967 musical comedy with music and lyrics by Clark Gesner, based on the characters created by cartoonist Charles M. Schulz in his comic strip Peanuts. The musical has been a popular choice for amateur theatre productions because of its small cast and simple staging. Production dates are November 16 at 7:00 p.m. and Sunday, November 17 at 2:00 p.m.

Congratulations to Wolves Football: Kudos to Coach Brad Johnson, Coach Casey Johnson, Coach Bortle, and Coach Ziemer as well as the entire Wolves football team for their outstanding performance on and off the field this fall. Their enthusiasm generated school spirit that we have not experienced this deep in the playoffs for a number of years.

FFA Success! Thank you and congratulations to Mrs. Cordes and her students who attended the FFA Convention this past week in Indianapolis. The chapter earned the elite 3 Star National Chapter Award for its program of activities. Colton Wegener earned a gold ranking for his Nursery Operations Proficiency Award.



All School Lyceum: On Friday, November 8, Little Wolf Jr./Sr. High School welcomed guest speaker Heather Ruesch. Mrs. Rausch’s message of “You Matter”, was a motivational speech touching on the topics of responsible decision-making and mutual respect for each other. We thank St. Paul’s Lutheran Church and School for sponsoring this event. A parent/adult roundtable was available the same evening at 6:00 p.m. in the high school commons.



HEATHER RUESCH is a mother, a youth speaker and the author of the book *Sexuality Mentality*. Join as she presents a message of the value of every human life, and how that value shapes our entire lives...our every decision...our every action.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 11/7/2019

Re: 2nd Shift Custodial Recommendation – Mary Wilson

This memo is to recommend Mrs. Mary Wilson for the Little Wolf Jr./Sr. High School 2nd Shift Custodian position for the remainder of the 2019-20 school year.

Mrs. Wilson is familiar with the Manawa School District as both of her children attended Manawa while living in Ogdensburg. Currently, Mrs. Wilson is employed by the Wisconsin Veteran's Home in King as a Certified Nursing Assistant (CNA). She has worked as a CNA for the past 23 years and currently resides in Clintonville.

In addition to her skills as a CNA, Mrs. Wilson has spent her life working on her family farm. The opportunities for cleaning and light repair work represent a large portion of her days. Cleaning and disinfecting are also large part of her duties as a CNA. She brings a strong work ethic and a positive attitude to the job.

Her co-workers and evaluators had praise for Mrs. Wilson and stated, "If Mary gets the job, it would be a significant loss to the team. She is a hard worker and gets her work done."

The initial candidate pool consisted of four candidates. Three of the four were interviewed. The interview committee was unanimous in its decision to recommend Mrs. Wilson for the 2nd Shift custodial position at Little Wolf Jr./Sr. High School.



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

To: Dr. Melanie Oppor
Fr: Dawn Millard
Date: 10/31/19
Re: 2019 7th-Grade Boys Basketball Coach

I am recommending Josh Griesbach for the 7th-grade boy's basketball coaching position.

Name	Position	Information
Josh Griesbach	7th-grade boys basketball coach	Josh is a 2019 LWHS graduate who is attending FVTC. He played basketball throughout his middle and high school careers. Josh exhibits excellent skills in all areas of the sport. He was recommended for the job by Kevin Murphy, physical education teacher, based on his willingness to work with athletes, his understanding of the skills needed at this level, and his patience and understanding of how athletes learn and develop skills of the sport.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O'Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301



Melanie Oppor <moppor@manawaschools.org>

Volleyball Resignation

1 message

Amy Ostrenga <coach.ostrenga@gmail.com>
To: Melanie Oppor <moppor@manawaschools.org>

Fri, Nov 15, 2019 at 7:42 AM

To Whom It May Concern;

After further consideration and discussion with my family, I feel it best to give my resignation as head volleyball coach. I sincerely enjoyed the opportunity of working with the young ladies and sharing my passion for a sport I love. I thank you for the opportunity and I can only hope that I made a positive impact for the future of Manawa volleyball in some small way.

--

Sincerely,
Amy Ostrenga
Head Volleyball Coach
Manawa School District



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: November 2019
Re: Business Office Highlights and Updates

The Annual meeting engrossed my time this past month. Since there was only one community member in attendance, it was recommended that I record a presentation for the public to view that explains the rationale for this year's levy. It is my hope to have that done and published to our website by Monday, November 18, 2019.

After the annual meeting, all reports were filed on time with DPI.

Project: 18268- School District of Manawa

PROJECT CONTINGENCY - BP1 REPORT

Original Contingency	221,011.00
Previously Approved	-43,815.61
Contingency Balance	177,195.39

APPROVED PROJECT CONTINGENCY - BP1 THIS PERIOD

Description	Amount
15 Remove Allowance - Fiber Optic Relocation Line 33.60	7,638.14
16 Remove Allowance - Site Lighting/Telephone Reloc Line 33.70	15,000.00
17 Penthouse Screws per Invoice 47391	-472.59
18 Service Call for Broken Wires	-390.00
19 Abatement Cont was over the allowance amount	-2,150.00
20 August Winter - Service Calls PO	-524.00
TOAL CURRENT	19,101.55
SUBTOTAL CONTINGENCY BALANCE + CURRENT CHANGE ORDERS	196,296.94

PENDING PROJECT CONTINGENCY - BP1

Description	Amount
21 Faulks - Temp Sidewalk at MES	-500.00
TOTAL PENDING	-500.00
SUBTOTAL CONTINGENCY BALANCE + CURRENT CHANGE ORDERS + PENDING CHANGE ORDERS	195,796.94

Project: 18268- School District of Manawa

PROJECT CONTINGENCY - BP2 REPORT

Original Contingency 750,000.00

APPROVED PROJECT CONTINGENCY - BP2 THIS PERIOD

Description Amount

1 Removal of Sewer Piping -1,750.00

2 Credit for damage to the water heater 1,000.00

3 CB#1 -2,155.00

Add CPT-4 to Ramps at MMHS Rooms D-418 & D-420

TOAL CURRENT -2,905.00

SUBTOTAL CONTINGENCY BALANCE + CURRENT CHANGE ORDERS 747,095.00

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

November 11, 2019

October Transportation Report

Prepared For: School District of Manawa

For the month of October, the Manawa School District had 22 school days and ran 25 extracurricular trips.

There are a few notable changes. We currently have two trainees, Linda Driver and Cynthia Spatz. Linda will serve as a substitute/trip driver and the plan is to have Cynthia be a route/trip driver. Along with training Cynthia, she brought along her husband, Kyle, who will serve as our shop hand that will oversee the fleet's preventative maintenance.

Adam Iverson is going from a route driver to a trip driver after discussion with him and the district. The plan is to have Cynthia take his place on the route.

On October 26th, two of our Manawa drivers participated in "Trunk or Treat." Sue Suehs and Alicia Stiebs volunteered their time to decorate a bus and spent the evening handing out candy to the community.

We continue to have monthly safety meetings with all our drivers. For October, we covered student pickup and drop off procedures.

As always, if you ever have any questions, comments, or concerns, feel free to call us at any time.

Sincerely,

Jacob Elsner
Terminal Manager
Kobussen Buses LTD

Office: 920-389-1500
Cell: 920-427-1408
Jacob.elsner@kobussen.com



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

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District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 11/12/18
Re: Special Education/Curriculum Update

Special Education

- The HS Special Education Department is busy planning and preparing for their annual Thanksgiving dinner. Students choose staff to invite as a thank you for the part that the staff member has played in his or her life. The students will often write and read to the group the reason he or she invited that specific person. It is an authentic way to teach life and social skills to students.
- Staff at the elementary have been working very hard to support some of our students who are struggling with their behavior. I continue to be impressed about how dedicated they are to what is best for kids even if it is hard and frustrating. They all truly care for the students they work with.

Curriculum

- Elementary classroom teachers are continuing to work on a 4 step process in improving learning in the area of math. Last year, they started the process of choosing Power Standards and writing Learning Targets. So far this year, teachers verified vertical alignment of the Power Standards and are beginning the tasks of writing common assessments and pacing guides. A plethora of resources is available to teachers along with assistance by me and C&I Advisory Committee members. Teachers at the secondary level are also working on student learning projects. Collaborative groups wrote proposals for the projects they'd like to work on. Mr. Wolfgram and I vetted and approved the projects.
- Goal teams have also restarted this year. They meet every other Wednesday, opposite standards/student learning work. Each goal team is working to answer a question that will improve its building systems and engagement. Examples of goal team foci are ACT score improvement strategies, increased service-learning, and improving a multi-level system of support.
- Mr. Wolfgram and I met with the math department this week to discuss changes to course offerings. The team decided that we do not have enough time to implement the changes for the upcoming year. There is more research and discussion that needs to happen first. I continue to be impressed with the thoughtfulness of the teachers in this district.

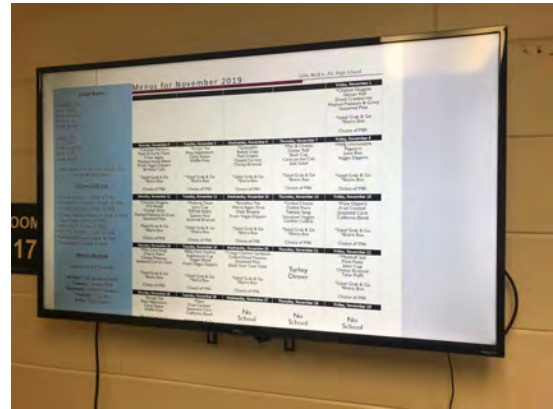
Technology Board Report

November 15, 2019



Display Screen

We are experimenting with display screens in LWHS. The screens will allow us to share information with our students during the school day. One screen has been installed near the middle of the building. A second is planned for a wall near the commons. On the screens, we will feature lunch menus, upcoming events, positive affirmations, and other useful.



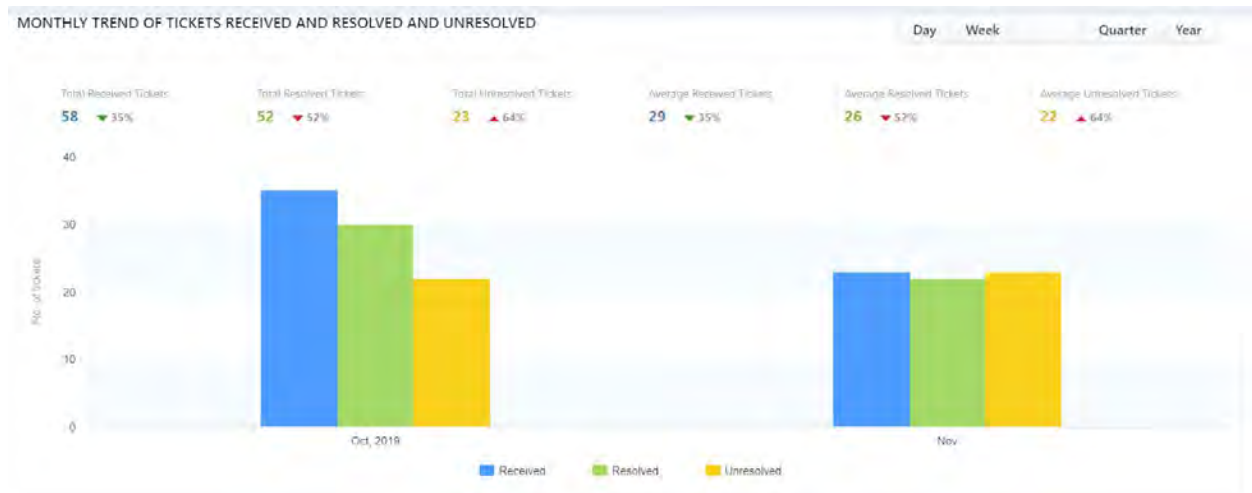
District Wireless Access Points

This spring we are planning to upgrade our wireless access points. The exact time frame will change depending upon the existing construction projects. Proposals will be sent to the appropriate board committees for review and approval.

Aruba has been contacted to help reach out to local vendors. They will recommend vendors with technical experienced needed for this project.

Help Desk Tickets

These reports help understand the flow of open, resolved, and pending IT help desk tickets. The table below shows tickets are being resolved about the rate they are received.



Minutes of the November 13, 2019 Curriculum Committee Meeting

The meeting started at 4:41 p.m. in the MES Board Room

Board Committee Members: Scheller (C), Pohl, Hollman

In Attendance: Hollman, Scheller, Brauer, Dr. Oppor

Recorder: Hollman

1. Consider Changes to English Department Offerings for SY2021 (Information/Action)
Discussed CAPP English courses. Motion by Hollman / Scheller to approve as presented and send to full Board for approval. Motion carried.
2. Consider Course of Study Guide for SY2021 (Information/Action)
Moton by Hollman / Scheller to approve the proposed changes and additions and send to the full Board for approval. Motion carried.
3. Curriculum Committee Planning Guide - Informational
4. Next Meeting Date: December 3, 2019 - 4:30 p.m.
5. Motion by Hollman / Scheller to adjourn at 5:16 p.m. Motion carried.

Minutes of the October 22, 2019 Finance Committee Meeting

The meeting started at 5:00 p.m. in the MES Board Room

Board Committee Members: Pohl (C), J. Johnson, Pethke

All in Attendance: B. Pethke, J. Johnson, H. Pohl, B. Scheller, C. O'Brien and Dr. Oppor

Recorders: Oppor / O'Brien

Annual Meeting Planning - Informational.

The Annual Meeting Report was previewed; suggestions and feedback were given.

Next Finance Committee Meeting Date: December 2, 2019 at 5:00 p.m.

Adjourn at 6:10 p.m.

Minutes of the November 13, 2019 Buildings & Grounds Committee Meeting

The meeting started at 5:31 p.m. in the MES Board Room

Board Committee Members: R. Johnson (C), Scheller, Forbes

In Attendance: R. Johnson, Scheller, Forbes, Hollman, Dr. Oppor

Recorder: Bruce Scheller

Football Field - (Information/Action)

- a. Long Term Plans
- b. Boring Report
- c. Sieve Test (PSI) - analysis of soil amendment
Motion by Forbes / Scheller to have the Sieve Test completed by PSI as soon as possible.
Motion carried.
- d. Blueprints
 - i. Irrigation Plan
 - ii. Drainage Plan
- e. Is there other information needed?
- f. Response to Proposal (RFP)
 - i. Timeline
 - ii. Scope of Work
 - iii. Other Considerations

B & G Budget Review - Informational

Set Next Meeting Date: December 11, 2019 at 5:30 p.m.

Next Meeting Items:

- a. Add Alternate Options Review
- b. Bleacher Solutions
- c. Mid-State Tree Trimming
- d. S & S Excavating - MES Playground Drain Tile & Woodchips
- e. Other?

Motion by Forbes / Scheller to Adjourn at 6:25 p.m.

Minutes of the November 11, 2019 Policy & Human Resources Committee Meeting

The meeting started at 5:04 p.m. in the MES Board Room

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance: Pethke, Forbes, J. Johnson, Dr. Oppor, Scheller, Pohl

Timer: Pethke

Recorder: J. Johnson

Motion by J. Johnson/Forbes to reorder the agenda by moving item 5 to the first of the agenda.

Motion carried.

1. Endorse Professional Educator Handbook Correction (Action):
Motion by J. Johnson/Forbes to recommend endorsement of the Professional Educator Handbook to the full Board as presented. Motion carried.
2. Consider Professional Educator Handbook Change Regarding Compensation for Substitute Assignments (Action):
Motion by J. Johnson/Forbes to recommend Professional Educator Handbook Change Regarding Compensation for Substitute Assignments to the full Board as presented. Motion carried.
3. Consider Adding Gifting of Sick Leave Language to Support Staff Handbook (Action):
Motion by J. Johnson/Forbes to recommend Adding Gifting of Sick Leave Language to Support Staff Handbook to the full Board as presented. Motion carried.
4. Endorse the Naming of Manawa Middle School and Little Wolf High School (Action):
Motion by J. Johnson/Forbes to recommend Endorsement of the Naming of Manawa Middle School and Little Wolf High School to the full Board as presented. Motion carried.
5. Discussion on District Equity Statement: Informational.
6. Policy & Human Resources Committee Planning Guide (Information): Informational.
7. Set Next Meeting Date: January 6, 2020 at 5:30 p.m.
8. Next Meeting Items: None listed
9. Motion by J. Johnson/Forbes to adjourn. Motion carried at 6:25 p.m.



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Overview & Comments
Code	1 - Explanations & Comments - Vol. 28, No. 2
Status	

WISCONSIN OVERVIEW AND COMMENTS

**Volume 28, Number 2
June 2019**

BYLAWS & POLICIES

Policy 0142.4 – Oath (Revised)

The policy has been revised to clarify some of the procedural aspects of administering the oath to Board members, as well as to cover the timing of administration of the oath for appointed members who will take office at different points in the year. An additional statutory citation has been added to the legal references. These changes are recommended for consistency with statute and practice.

Policy 0165.1 – Notice of Regular Meetings (Revised)

The title of this policy has been changed to “Notice of Regular Meetings” to better reflect its content, and the reference to the official newspaper has been clarified to be consistent with statute. The change is recommended for clarity and consistency with law.

Policy 0168.1 – Meeting Minutes (Revised)

The title of this policy has been changed to “Meeting Minutes” to better reflect the content of the policy and the options for distribution of meeting proceedings have been clarified. A drafting note is also included for those districts where a newspaper is published within the District. Clarification of the options for meeting minutes content has also been clarified. The changes are recommended but not required.

Policy 2260 – Nondiscrimination and Equal Access (Revised)

This policy has been revised in response to an audit of a Neola client by the U.S. Department of Education. The OCR auditor determined that the policy was inconsistent with Section 504 because the investigation and review process does not permit the respondent a right of appeal. Although the OCR auditor stated that such a requirement is “specifically required by Section 504” the regulations referenced in support of that proposition do not state anything with specificity. The regulation (34 C.F.R. Section 104.7) requires that a School District “adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by this part.”

The policy presently provides that the decision on the complaint following investigation will be provided to the Complainant. Neola policy contemplates the potentially sensitive nature of a complaint’s topic and facts under this policy. For that reason, the current policy balances between the inherent chilling effect associated with the policy language that in every case necessitates sharing of a report with a Respondent in a complaint and a Respondent who is subject to adverse action as a result of a complaint being permitted to defend themselves. The policy as written requires communication with the Complainant regarding the investigation decision, and notes the limitation on confidentiality, specifically stating that the Complainant’s identity may become known to a Respondent.

The OCR auditor in this instance concluded that “due process” requires automatic disclosure of a decision on a complaint to the Respondent. It is not Neola’s position that this is necessarily required by law, but clients are informed that at least one auditor has concluded it is. There may be circumstances where disclosure is inappropriate or limited, such as in the case where allegations are not

substantiated and no disciplinary action is issued, or where sensitive information not pertaining to the Respondent is part of the investigation. For these reasons, this policy revision is provided as an option and included in the option are provisions allowing for the redaction of certain elements of any written decision or report.

That same audit noted that the policy does not provide the Respondent with the right to appeal the decision following an investigation. The policy templates include a grievance procedure and, to the extent that adverse action resulted from a complaint filed pursuant to the policy, the individual would have an extensive process by which to challenge the decision. The policy is revised simply to explicitly point out the existence of those grievance policies. Presumably, if a complaint resulted in no action against a Respondent, that Respondent would not wish to appeal such a decision.

Neola advises districts, as to the first issue in this section, to consult with their legal counsel before adopting revisions that require all complaint decisions be automatically communicated to the Respondent or target of the complaint.

Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability (Revised)

This policy is revised to incorporate the same language, per the same OCR auditor, as was incorporated into Policy 2260, described above.

Policy 2260.02 - English Language Proficiency (Revised)

This policy is revised to incorporate language which was removed from Policy 2411. This language relates to the delivery of EL services and is, therefore, more appropriately discussed in this policy. The revision is recommended, but not required.

Policy 2340 – District-Sponsored Trips (Revised)

The policy is revised to better distinguish between school-sponsored trips that are part of the regular lesson plan of a part of the curriculum (i.e. field trips), those trips that are part of an extra-curricular or co-curricular program (i.e. a band trip), overnight trips, and other trips that, while arranged and/or coordinated by the District are not directly part of either a course or school district club or group (i.e. summer trip).

Policy 2411 – School Counseling and Academic and Career Planning (Revised)

The policy is revised by removing reference to English Learners in the policy. The English Learner provisions are covered in Policy 2260.02 and therefore are redundant here and, to avoid confusion and/or inconsistencies in the language interpretation, it is recommended that it be removed in this policy.

Policy 2451 – Program or Curriculum Modifications (Revised)

The policy has been revised to reflect the more detailed requirements of State law as it pertains to such programs and to expressly reference a different policy which deals with a related topic, namely, programming for students identified as being at risk of not graduating high school.

Policy 3111/4111 – Creating a Position (Revised)

The policy is revised to remove and replace setting salary/wages based on a collective bargaining agreement with reference to other sources of wage determination. The policy is also revised to remove reference to U.S. citizens to avoid the appearance of a U.S. Citizen hiring preference, which a District is not permitted to have. Finally, revision is made to eliminate the option to verify the authorized employment of all new hires, as that is a required function of the District and should not be presented as an option.

Adoption of these revisions is recommended.

Policy 3132/4132 – Vacancies (Revised)

The policy is revised to remove reference to collective bargaining agreements.

Policy 5111 – Eligibility of Resident/Nonresident Students (Revised)

Policy revisions are made to clarify tuition payment situations and to clarify, by adding additional statutory requirements in situations of conditional enrollment (i.e. enrollment of a student who has been expelled from another district but permitted to attend a new district under a set of conditions). Adoption of these revisions is recommended to assure the policy communicates State law requirements.

Policy 5112 – Entrance Age (Revised)

The policy is revised to clarify that 4-year-old kindergarten is an optional program and to make other clarifications.

Adoption of the revisions is recommended, particularly depending on the situation regarding the availability of 4-year-old kindergarten in a particular district.

Policy 5113 – Open Enrollment Program (Inter-District) (Revised)

Some questions have arisen with respect to additional language incorporated into Policy 5113 concerning the alternative open enrollment procedures. The policy is revised in this update to reflect DPI's final regulations regarding alternative procedures.

Language was added in update Volume 28, Part 1 in reaction to a Department of Public Instruction's Emergency Rule 1832, adopted December 26, 2018, which temporarily amended PI 36.04(7). The Emergency Rule created additional restrictions on the approval of alternative procedures applications. The emergency rule placed a higher burden on an alternative procedure applicant, namely that they can only qualify if the subsequent year's class or service has not been limited at all by the nonresident school district, as opposed to the traditional evaluation which is whether there is space available at the time of review and decision on the application.

The statute, conversely, expressly excludes the application timelines and the waiting list procedures in relation to alternative procedures; however, DPI's rule, places a much higher burden on those applications by imposing a space limitation consideration not found in the statute.

Likewise, the rule imposes a restrictive interpretation relative to alternative procedures applications received prior to the 3rd Friday in September. The rule now prohibits approval of such an application unless all applications for the same level received during the regular application period were approved, without regard to permissible reasons to reject an application that are not space related (i.e. prior expulsion, habitual truancy, pending evaluation for special services).

This emergency rule has now become incorporated into the Administrative Code and as such is the regulation followed by DPI. The policy is accordingly revised to reflect the Code. Districts are cautioned to seek legal counsel in the event an alternative application is subject to denial due to the regulatory language despite the present availability of space.

Policy 5340 – Student Accidents/Illness/Concussions (Revised)

The policy is revised to assure that the requirements relative to concussion paperwork and training is consistent with State law.

Adoption of these revisions is recommended to assure the policy communicates State law requirements.

Policy 5460 – Graduation Requirements (Revised)

The policy is revised to provide more accurate representation and to provide the option to include more detail of graduation requirements and for alternative diploma requirements. Also, a provision is added to the policy to clarify that participation in graduation ceremonies is a right and that student conduct issues may result in the loss of that right. This is intended to put students and parents on notice of this in the event it later arises.

These revisions are recommended, but not required.

Policy 5710 – Student Complaints (Revised)

The policy has been modified to include references to other specific policies which contain complaint procedures, as well as the addition of general language for instances not covered by the specific policies.

These revisions are recommended but not required.

Policy 5830 – Student Fund-raising (Revised)

The policy is revised to incorporate DPI's determination relative to student fund-raising activities pursuant to Federal law. Federal law leaves the regulation of fund-raising involving the sale of foods up to the states. The policy reflects DPI's determination under this authority.

Adoption of this revision is recommended to assure compliance with the law.

Policy 6152 – Student Fees, Fines, and Charges (Revised)

The policy has been revised to place additional controls on the collection and accounting of monies collected to better protect against fraud or loss of such funds. These revisions are recommended but not required.

Policy 6470 – Payment of Invoices (Revised)

This policy has been revised to more accurately address the process of paying invoices and to account more accurately for the use of electronic means of paying invoices. These revisions are recommended but not required.

Policy 6510 – Payroll Authorization (Revised)

This policy is revised to remove reference to collective bargaining agreements. Likewise, language is added to account for the common practice of incorporating school year payroll elections in the individual teaching contracts or, for other employees, providing a District-specific form. There is also a form provided for that purpose as part of Neola's forms service.

Policy 6610 – Student Activity Fund (Revised)

Minor revisions are made to the policy to reference appropriate regulations and restrictions on the handling of those funds. These revisions are recommended but not required.

Policy 6630 – Cash Handling and Deposits (New)

This policy is provided as an option to govern the handling of cash received in the course of various District operations. Specifically, the policy requires secure storage and retention of sufficient documentation to audit and verify the proper handling of such funds. This policy is recommended but not required.

Policy 6830 – Audit (Revised)

The policy has been modified to reflect that Section 120.14 Wis. Stat. and PI 14 do not require a school board to “approve” the audit. The auditor submits its report to the Board and to DPI, and while Board minutes may reflect that the Board has received or discussed the audit, the Board does not approve or disapprove of the audit, as it is an independent work product of the auditor. The modifications also better reflect the required components of the audit, and PI14 has been added to the legal references.

The revisions are recommended for closer consistency with statute and regulations.

Policy 7300 – Disposition of Real Property (Revised)

This policy is revised to separate policy concerning real and personal property (See Policy 7310, below). The policy is also revised to remove reference to a “public” board meeting in order to avoid confusion that this policy requires that all offers to purchase involving a potential real estate transaction must be reviewed in open session. While such offers are considered at a board meeting subject to the open meetings law, in most cases at least initial discussion will likely occur in an authorized closed session for competitive bargaining purposes.

Adoption of this revision is recommended.

Policy 7310 – Disposition of Personal Property (Revised)

This policy is revised to reflect that it applies only to personal property, and to cross-reference District policy concerning the disposition of real property in Policy 7300. Additional clarification is included to better apply to the various types of personal property owned by a District that it may wish to dispose of in some fashion.

Policy 7434 – Use of Tobacco on School Premises (Revised)

This policy is revised to reflect that the District prohibits the use of tobacco products at outdoor facilities as well as indoor facilities.

Adoption of this policy revision is recommended.

Policy 7455 – Accounting System for Fixed Assets (Revised)

This policy is revised to incorporate reference to Policies 7300 - Disposition of Real Property and 7310 - Disposition of Personal Property which deal directly with the sale of District property.

Adoption of this revision is recommended.

Policy 7540.01 - Technology Privacy (Revised)

The two versions have been merged into a single version for ease of decision making as it relates to technology privacy and how technology can be used.

These revisions are strongly recommended.

Policy 8210 – School Calendar (Revised)

Language has been added to this policy for inclusion of the virtual instruction option to supplement school hours and the requirements for that option, along with a legal reference to PI 8.01. The revisions are recommended for closer consistency with statute and regulations.

Policy 8330 – Student Records (Revised)

This policy has been revised to reference terminology used in Wisconsin law, specifically "adult student," in addition to the term "eligible student" used in Federal law. Likewise, the policy has been revised to reference the adult student's right to restrict parental access to his/her records by providing written notice to the District.

Adoption of these revisions is recommended to assure compliance with applicable law.

Policy 8660 – Transportation by Private Vehicle (Revised)

This policy is revised to more accurately reflect the statutory language governing the transportation of students using vehicles that are not classified as school buses. The transportation requirements are less stringent but do still require some oversight if authorized by a District.

Adoption of these revisions is recommended to more fully incorporate legal requirements.

Policy 9600 - Staff/Student Participation in Community Events (Revised)

The policy is revised to remove reference to administrative guidelines. There presently is not such a guideline. Upon consideration, the diversity of community activities and events makes it difficult to adequately set guidelines without creating exposure to the district in terms of allegations of censorship or the promotion of certain beliefs.

ADMINISTRATIVE GUIDELINES

AG 5460 - Graduation Requirements (Delete)

The guideline has been deleted and pertinent components incorporated into the policy for greater clarity and consistency in practice. The deletion is recommended but not required.

AG 5751 – Education and Service for School-Age Parents (Revised)

This guideline has been revised to incorporate additional legal standards and accommodation provisions, along with statutory citations in the legal references. Adoption of these revisions is recommended to more fully incorporate legal requirements.

AG 8330 - Student Records (Revised)

The guideline is revised consistent with revisions made to Policy 8330 (see Note above).

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of OATH
Code po0142.4
Status
Adopted April 25, 2016

0142.4 - **OATH**

Each newly-elected or appointed Board member shall file the oath of office with the Clerk, ~~and shall take an oral oath of office administered by the Clerk.~~

On or prior to the fourth Monday in April, any Board member elected or re-elected to office at the spring election shall take and file the official oath. Board members appointed to office between elections shall take and file the oath prior to taking office. The School District Clerk has authority to administer the oath of office, unless s/he was re-elected in the spring election. A notary public or other person with authority to administer oaths may also administer the oath to members.

The official oath shall be in writing and subscribed and sworn to as required by law. The oath does not need to be administered at or in conjunction with a Board meeting. If desired, the oath may also be administered orally in addition to the written oath.

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Legal 120.06 (10), Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title NOTICE of REGULAR MEETINGS
Code po0165.1
Status
Adopted April 25, 2016

0165.1 - NOTICE OF REGULAR MEETINGS

Public notice of all meetings shall be given pursuant to statute. The Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

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

The notice shall be given to the Racine Journal and, upon the written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

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Legal 120.11(4), Wis. Stats.
985.05(3), Wis. Stats.
19.84, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title MEETING MINUTES
Code po0168.1
Status
Adopted April 25, 2016

0168.1 - **OPEN MEETING MINUTES**

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Clerk; or by a person designated by the presiding officer which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be published as a Class I notice and copies of the minutes shall be posted on the District's website within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the District Administrator's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board as part of the consent agenda unless there is a request for removal from the consent agenda at its next regular meeting.

The minutes shall show only the date, time, place, members present, members absent, any action(s) taken at a meeting open to the public, and the purpose or purposes for which a closed session is called.~~action taken.~~

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Legal 120.11, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	
Adopted	October 17, 2016
Last Revised	July 22, 2019

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

In furtherance of the aforesaid goal, the District Administrator shall:

- A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the 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 discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive a public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Title IX Complaint Coordinators/Compliance Officers (hereinafter referred to as the "COs").

The Board designates the following individuals to serve as the District's CO's: ~~Title IX Complaint Coordinators/Compliance Officers~~ (hereinafter referred to as the "COs").

Carmen O'Brien
Business Manager
School District of Manawa
800 Beech Street

Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org

Daniel Wolfgram
High School/Junior High School Principal
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfgram@manawaschools.org

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

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; 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 CO 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 report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal or District Administrator if the principal is the compliance officer prior to any action being taken. 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 any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably 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 written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. 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 Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding the complaint or request ~~the complaint~~ further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the

release of information raises concerns regarding the integrity of the complaint or investigation process. 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 ten (10) business 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 will be reviewed by the Board upon request.

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

Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue 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.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Retention of Public Records, Student Records, and Investigatory Records and Materials

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, including but not limited to:

- A. all written reports;
- B. narratives of all verbal reports or statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. written witness statements;
- F. narratives or audio, video, or digital recordings of verbal witness statements;
- G. any documentary evidence;
- H. handwritten and contemporaneous notes;
- I. e-mails, texts, or social media posts related to the investigation and allegations;
- J. dated written determinations;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to Complainants, including no-contact orders; and

M. documentation of all actions taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

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.

Revised 12/18/17

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Legal

- 118.13 Wis. Stats.
- P.I. 9, Wis. Adm. Code
- P.I. 41, Wis. Adm. Code
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. Section 1681, Title IX of Education Amendments Act
- 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
- 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
- 42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Last Modified by Melanie Oppor on October 9, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code po2260.01
Status
Adopted October 17, 2016

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

District Compliance Officer

The following persons are designated as the District Section 504 Compliance Officers/ADA Coordinators ("hereinafter referred to as the COs").

Carmen O'Brien
Director of Curriculum & Assessment
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawa.k12.wi.us

Daniel Wolfgram
High School/Junior High School Principal
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5310
dwolfgram@manawa.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff [and student](#) handbooks and on the School District's web site.

The CO is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the CO.

The CO will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing.

Training

The CO will also oversee the training of employees of the Board so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13).

Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; 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 CO 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 report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal or District Administrator if the principal is the compliance office prior to any action being taken. 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 any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably 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 written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. 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 Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. 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 ten (10) business 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 will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue 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.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take additional such actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed. All Complainants, through the investigation process shall be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Retention of Public Records, Student Records, and Investigatory Records and Materials

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, including but not limited to:

- A. all written reports;
-
- B. narratives of all verbal reports or statements;
-
- C. a narrative of all actions taken by District personnel;
-
- D. any written documentation of actions taken by District personnel;
-
- E. written witness statements;
-
- F. narratives or audio, video, or digital recordings of verbal witness statements;
-
- G. any documentary evidence;
-
- H. handwritten and contemporaneous notes;
-
- I. e-mails, texts, or social media posts related to the investigation and allegations;
-
- J. dated written determinations;
-
- K. dated written descriptions of verbal notifications to the parties;
-
- L. written documentation of any interim measures offered and/or provided to Complainants, including no contact orders; and
-
- M. documentation of all actions taken to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

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.



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	
Adopted	October 17, 2016
Last Revised	April 23, 2018

2260.02 - ENGLISH LANGUAGE PROFICIENCY

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English learners (EL), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

The Board shall provide the following services, through the school counselors' office, for students who have limited English proficiency:

- A. an effective instructional program and supportive services appropriate to meet the needs of the student;
- B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
- C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction in the student's native language to assist the student in becoming proficient or advanced in all subject areas.

School counseling personnel are directed to provide information and direction to students with EL regarding access to programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

EL students will no longer be considered limited-English proficient when they have the language skills necessary to compete with mainstream English speakers. The District Administrator shall establish administrative guidelines that provide the:

- A. standards for reclassification/exit decisions;
- B. process for monitoring and maintaining documentation on the exiting student for two (2) years;
- C. access for students to re-enter a bilingual or EL program if there is evidence that the reclassification decision was premature;
- D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;
- E. opportunity for the parent(s) to appeal the exit or re-entry decision.

The District will include in its annual report to the public information required by statute regarding the performance of EL students.

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Legal P.I. 13 Wis. Admin Code
 118.13, 118.30(2), 115 Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	DISTRICT-SPONSORED TRIPS
Code	po2340
Status	
Adopted	October 17, 2016

2340 - ~~FIELD AND OTHER~~ DISTRICT-SPONSORED TRIPS

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

Field Trips

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

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

~~For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.~~

~~← Out-of-state field trips that do not include an overnight stay must be approved by the school administration.~~

Extra-Curricular/Co-Curricular Trips

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

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

Overnight and Water-Related Travel

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

Other District-Sponsored Trips

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

Trip Approval Process

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

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

~~The District Administrator shall approve those field trips and other District sponsored trips that are planned to keep students out of the District overnight or longer or out of the State.~~

General Trip Provisions

Students may be charged fees for District-sponsored trips.

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

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

~~The District Administrator shall prepare administrative guidelines for the operation of both field and other District sponsored trips, including athletic trips, which shall ensure:~~

- ~~A. the safety and well-being of students;~~
- ~~B. parental permission is sought and obtained before any student leaves the District on a trip;~~
- ~~C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities that enhance its usefulness;~~
- ~~D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;~~
- ~~E. each trip is properly monitored;~~

- ~~F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;~~
- ~~G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.~~

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

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

~~The distance traveled outside the State and the use of non-district vehicles shall be consistent with Chapter 121 Wis. Stats.~~

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Legal 121.54(7), Wis. Stats.

Last Modified by Melanie Oppor on October 9, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING
Code	po2411
Status	
Adopted	October 1, 2015
Last Revised	April 23, 2018

2411 - **SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING**

The Board requires that a planned program of school counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes").

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

~~The Board shall provide the following services, through the counselors' office, for students who have limited English proficiency:~~

- ~~A. an effective instructional program and supportive services appropriate to meet the needs of the student;~~
- ~~B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and~~
- ~~C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve the skills of such students in the use of their native language to assist the student in becoming proficient or advanced in all subject areas.~~

~~Guidance and counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to English Learner (EL) programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.~~

Revised 6/19/17

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Legal

121.02 (1)(e) Wis. Stats.

P.I. 8.01(2)(e), Wis. Adm. Code

34 C.F.R. 100.3(b)(I)

34 C.F.R. 100.3(b)(iv)

34 C.F.R. 100.3(b)(v)

34 C.F.R. 106.36

34 C.F.R. 104.37(b)

28 C.F.R. 35.130, Guidelines V-D

Vocational Educational Guidelines, Appendix B, Title 6

Last Modified by Steve LaVallee on October 2, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	PROGRAM OR CURRICULUM MODIFICATIONS
Code	po2451
Status	
Adopted	October 17, 2016
Last Revised	June 19, 2017

2451 - **PROGRAM OR CURRICULUM MODIFICATIONS**~~ALTERNATIVE EDUCATION PROGRAMS~~

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need ~~an alternative education~~ program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School).

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications, including, but not limited to:

-
- A. modifications within the student's current academic program;
-
- B. a school work training or work-study program;
-
- C. enrollment in an alternative public school or program located in the School District in which the student resides;
-
- D. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;
-
- E. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;
-
- F. enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The Board or an administrator who is designated to do so, must render its decision, in writing, within ninety (90) days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within thirty (30) days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

~~The Board may provide an alternative high school education program for such students. In implementing this policy, the District Administrator will comply with the requirements specified in Section 118.15, Wis. Stats.~~

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Legal 118.15, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of CREATING A POSITION
Code po3111
Status
Adopted May 16, 2016

3111 - CREATING A POSITION

The Board recognizes the need to establish positions that, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only persons ~~U.S. citizens and others lawfully~~ authorized to work in the United States.

The District Administrator shall verify all new full-time and part-time employees' identity and authorization ~~right~~ to work in the United States according to ~~the~~ Federal law ~~Immigration Reform and Control Act of 1986~~.

The Board reserves the right to create new positions; specify the number of persons to be employed with each job category; and set the initial salary subject to the staffing program change process.

The Board shall, upon the advice of the District Administrator, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

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Legal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of VACANCIES
Code	po3132
Status	
Adopted	May 16, 2016

3132 - **VACANCIES**

It shall be the policy of the Board to employ the person best suited to perform the duties of a particular District vacancy at any level.

Vacancies shall be announced in accordance with established District procedures. Vacancies will be posted externally and internally simultaneously with no preference given to current employees. The best candidate, as determined by the administration, will be selected for approval by the Board.

The District Administrator shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of CREATING A SUPPORT STAFF POSITION
Code po4111
Status
Adopted May 16, 2016

4111 - CREATING A SUPPORT STAFF POSITION

The Board recognizes the need to establish positions that, when filled by competent and qualified support staff, will assist the District in achieving the education goals set by the Board. The District employs only persons~~U.S. citizens and others lawfully~~ authorized to work in the United States.

The District Administrator shall verify all new full-time and part-time employees' and substitutes' identity and authorization~~right~~ to work in the United States according to ~~the~~ Federal law~~Immigration Reform and Control Act of 1986~~.

The Board shall, upon the advice of the District Administrator, creating a new support position or of increasing the number of support staff in an existing position.

The Board delegates the right to fix and prescribe the duties of support staff to the District Administrator.

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Legal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of VACANCIES
Code	po4132
Status	
Adopted	May 16, 2016

4132 - **VACANCIES**

It shall be the policy of the Board to employ the person best suited to perform the duties of a particular District vacancy at any level.

Vacancies shall be announced in accordance with established District procedures. Vacancies will be posted externally and internally simultaneously with no preference given to current employees. The best candidate, as determined by the administration, will be selected for approval by the Board.

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Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	
Adopted	June 20, 2016
Last Revised	July 22, 2019

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement must not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.
- E. Resident students in grades 9-12 who attend a tribal school, private school or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, ~~provided the other district agrees.~~ The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- G. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- H. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.
- I. Foreign students, participating in a bona fide, foreign-exchange program may be admitted tuition-free and consistent with Federal law.
- J. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

- L. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- M. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- N. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- O. Nonresident students may be accepted into the District's program under the Part-Time and Full-Time Open Enrollment Program. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time.
- P. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- Q. The following provisions apply to a student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. The District Administrator may choose whether to recommend the student be enrolled. In the event that the District Administrator intends to enroll a student during the term of an expulsion order issued by another Wisconsin public school District, the enrollment must be approved by the Board.
2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the District Administrator may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order as well as a written explanation of the expulsion reasons and terms.
3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out-of-State The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the board that expelled the student instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final. public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. ~~During any period of conditional enrollment, if an alleged violation of any enrollment condition occurs:~~

- a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student or, if the student is a minor, the student's parent, may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record.

If the District Administrator finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.

- b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.
 - 1. ~~If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent.~~
- c. ~~If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.~~
 -
- d. ~~The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to any early reinstatement conditions, if any, imposed by the school board that expelled the student or instead of or in addition to any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal.~~
- R. ~~Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition free.~~
- S. ~~Nonresident students may be accepted into the District's program under the Part Time Open Enrollment Program. Nonresident students accepted into the District's Part Time Open Enrollment Program may attend no more than two (2) courses at any time.~~

Revised 8/22/16
Revised 12/18/17
Revised 11/19/18

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Legal 118.51, Wis. Stats.
 118.52, Wis. Stats.
 120.13(1), Wis. Stats.
 121.77, Wis. Stats.
 121.78(2)(a), Wis. Stats.
 121.81, Wis. Stats.
 121.84, Wis. Stats.
 42 U.S.C. 11431 et seq.

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of ENTRANCE AGE
Code	po5112 - No Revision
Status	
Adopted	June 20, 2016
Last Revised	July 22, 2019

5112 - **ENTRANCE AGE**

The Board of Education shall establish student entrance age requirements that are consistent with Wisconsin Law and sound educational practice and that ensure equitable treatment.

A. Kindergarten

1. A child is eligible for entrance into four-(4)-year-old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.
2. A child is eligible for five-(5)-year-old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets residency requirements. The child may not be placed in an alternative program without permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five-(5)-year-old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five-(5)-year-old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5)-year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five-(5)-year-old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the District Administrator by submitting a written request to the Administrator within ten (10) days of the decision of the principal.

The decision of the District Administrator is final.

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

A child may be exempt from the required immunizations upon written request of the parent of such child stating the objection to immunizations on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

F. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to four-year old and five-year old kindergarten and first grade.

G. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think his/her enrollment will interfere with the education of the other students.

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Legal Wis. Stats 118.14, 118.15, 120.12(25)

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	
Adopted	June 20, 2016
Last Revised	July 22, 2019

5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance all with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin that is not a student's district of residence.

B. Non-Resident Student

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who is a resident of the State of Wisconsin and who pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all of his/her required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program. Circumstances such as enrollment projections for a particular school, class, or program may influence optimum class size.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether there is space available for non-resident transfer students. The School Board shall determine during a regular meeting each January the anticipated space available for the next school year in the schools, programs, classes and grades of the District. In determining the amount of space available, the District will count resident students, tuition waiver students under 121.84 Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) and are already attending public school in the District.

Other factors the District Administrator shall consider include, but shall not be limited to the following:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
 - c. Enrollment projections for the schools of the District that include, but are not limited to, the following factors: the likely short-and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non- resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
 - d. The number of non-resident students currently attending the schools of the District for whom tuition is paid by another district under Section 121.78(1)(a), Wis. Stats.
 - e. The number of resident home schooled or private school students likely to attend the schools of the District in accordance with Section 118.415, Wis. Stats.
2. Whether an applicant for a pre-kindergarten, early childhood resides in a district that offers the program for which application is made.
 3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made, to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.

- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

- 4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP"), if any, are available in the District. The District shall prepare an estimate of costs associated with providing the special education or related services required by a non-resident student's IEP to the resident school district no later than the 3rd Friday following the first Monday in May, or within ten (10) days of receipt of an application from a student with an IEP under the alternative procedures.
- 5. Whether there is space available in the District for the special education program identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections. (See paragraph B. 1. above).
- 6. Whether the non-resident student has been screened by the resident School Board to determine if there is reasonable cause to believe that s/he is a child with exceptional educational needs.
- 7. Whether the resident School Board has been informed that the non-resident student may have exceptional education needs that have not yet been evaluated by an IEP Team.
- 8. Whether the application of a non-resident student has been denied by the District of which s/he is a resident.

(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the non-resident may be returned to the resident school district.)

- 9. Whether the non-resident school board has made a determination that a student attending the non-resident school district is habitually truant from the non-resident school district during either semester of the current school year, the non-resident school board may prohibit the student from attending the non-resident school district in the succeeding semester or school year.

C. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications:

Whether the resident student is a special education student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

Financial burden is determined through review of actual increased expenses relative to providing services specific to the student in question, not including pro-rated costs of facilities and materials and including expenses for instructional faculty only if those faculty are added as a result of the student and devoted primarily to that student.

(Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the non-resident school district would impose an undue financial burden on the District.)

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters junior high school or high school.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by his/her IEP.

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of STUDENT ACCIDENTS/ILLNESS/CONCUSSION
Code	po5340
Status	
Adopted	June 20, 2016

5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first-aid by trained persons so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator and ~~()~~ business office ~~school office~~ ~~()~~ on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330 and AG 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the District Administrator () Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics. ~~() Each school year, students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.~~

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

~~Further, pursuant to AG 5340A -- Student Accident/Illness/Concussion, p~~Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Legal

118.29, 118.293, Wis. Stats.

Last Modified by Melanie Oppor on October 9, 2019

Book Policy Manual

Section For Board Review - Vol. 28, No. 2

Title Copy of GRADUATION REQUIREMENTS

Code po5460

Status

Adopted June 20, 2016

Last Revised January 21, 2019

5460 - GRADUATION REQUIREMENTS

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

~~The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board-approved credit requirements.~~

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

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

~~Beginning with the graduating class of 2013,~~ a student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Student must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. ~~In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.~~ ~~A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school.~~
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of ~~at least 26 credits for the Class of 2018, and~~ 24 credits for Class of 2019 and beyond in grades 9 through 12 to include:

English	4 credits
Social Studies	3 credits
Physical Education	1 ½ credits
Health	½ credit
Math	3 credits
Science	3 credits
Electives for 2018	11 credits
Electives for 2019 and beyond	9 credits

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

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

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit.

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

D. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).

E. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

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

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

F. Post-Secondary Course Work

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

1. correspondence/online school.

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

2. accredited college/technical college.

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

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

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

G. Attendance

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

H. School Program Obligations

All fee, fine, detention, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

Graduation Activities and Ceremony

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

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

Policy Reporting and Review

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

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

~~The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.~~

~~A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.~~

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

Last Modified by Melanie Oppor on October 9, 2019

Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of STUDENT COMPLAINTS
Code po5710
Status
Adopted June 20, 2016

5710 - STUDENT COMPLAINTS

The Board recognizes that, as citizens, students have the right to request redress of grievances. Furthermore, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal guidelines implemented.

Multiple policies provide complaint procedures available to students which include but may not be limited to:

-
- A. Policy 5517.01- Bullying;
-
- B. Policy 2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability;
-
- C. Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity;
-
- D. Policy 5517 - Student Anti-Harassment; and
-
- E. Policy 9130 - Public Requests, Suggestions, or Complaints.

If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.

~~A student complaint shall be any such that arises out of actions, guidelines, and policies of this Board or its employees or the lack of such policy or guidelines.~~

~~The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to guidelines established by the District Administrator.~~

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Legal 118.13 Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. 1681, Title IX of Education Amendments Act
20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
42 U.S.C. 2000 et seq., Civil Rights Act of 1964
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,
Department of Education, Office of Civil Rights, 1979



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	
Adopted	October 1, 2015
Last Revised	December 18, 2017

5830 - **STUDENT FUNDRAISING**

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale to students of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the Principal.

Funds raised by any student organization, club or class shall be processed through the appropriate financial accounting system and in accordance with the District's student activity funds management policy and procedures.

Fundraising off school grounds may be permitted by the District Administrator.

In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the District Administrator.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Board upon the recommendation of the District Administrator.

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity involves students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fundraising shall be done in accordance with Board Policy 9700.

Revised 6/19/17

Legal

Wis. Stat. 103.23

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of STUDENT FEES, FINES, AND CHARGES
Code	po6152
Status	
Adopted	July 18, 2016
Last Revised	July 17, 2017

6152 - **STUDENT FEES, FINES, AND CHARGES**

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges. Money received from resale of such material shall be returned to the Business office with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees (including trip fees) or fines collected by members of the staff are to be turned into the school office no later than the end of the day on which the money was collected. If the school office is not open or accessible, the collected monies should be deposited in the financial institution designated by the District or in another secure location specified by the District no later than the end of the day on which the money was collected. Staff are prohibited from leaving collected money in classrooms overnight or taking collected money home. Money shall be deposited by the District no less than one (1) week after collected with a full accounting of all transactions. ~~school office within twenty-four (24) hours after collection.~~

In the event the above course of action does not result in the fee being collected, the Board authorizes the Business Manager to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Revised 8/22/16

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Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of PAYMENT OF INVOICES
Code po6470
Status
Adopted July 18, 2016

6470 - PAYMENT OF **INVOICES CLAIMS**

The Board directs the prompt payment of **invoicesc**laims by suppliers of goods and services to the School District.

Each bill or obligation must be itemized fully, and verified before **payment may be issued**, ~~a voucher can be drawn for its payment.~~

When an invoice is received, the Business Manager shall verify that a **check** voucher **or record of electronic payment** is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

Each verified **invoice**claim is to be paid within thirty (30) days.

All payments shall be submitted for Board review in the form of a listing that includes the vendor name; the number and amount of the check.

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Legal 66.0607, 66.0135, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of PAYROLL AUTHORIZATION
Code po6510
Status
Adopted July 18, 2016

6510 - PAYROLL AUTHORIZATION

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board except where authority to appoint certain personnel of the District has been specifically delegated to the District Administrator by the Board.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual and the position title.

Eligible District personnel employed on a school year basis may voluntarily request payment over a twelve (12) month period for service performed during the school year, pursuant to 109.03, Wis. Stats, Employees who wish to receive their compensation over a twelve (12) month-period must complete [the appropriate District form or section of the employee's contract if applicable.](#) ~~Form 6510-F6.~~

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Legal 109.03, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of STUDENT ACTIVITY FUND
Code	po6610 - District Specific
Status	
Adopted	July 18, 2016
Last Revised	July 18, 2016

6610 - **STUDENT ACTIVITY FUND**

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations. [The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor's recommendations.](#)

Each class or student club shall be assigned a faculty advisor by the District Administrator or his/her designee. Upon the election of officers, each class shall submit an annual listing of class officers to the building principal. The class treasurer and faculty advisor shall be responsible to the building principal for documentation of the collection and disbursements of all class funds.

All funds collected or raised by student classes or clubs shall be under the financial control of the Board and shall be deposited in the District account after being received by the Board Treasurer. Any interest earned on the deposit shall be credited to the student activity fund.

Disbursements of student class/club funds may be made only with the recommendation of the faculty advisor upon the approval of the building principal. Proper documentation of vouchers or receipts must accompany each disbursement.

No student class or club may be allowed to operate with a negative balance. Exceptions may be made with the approval of the building principal based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

[All collected money shall be handled, secured, and deposited in accordance with Policy 6630.](#)

[Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion and/or termination.](#)

If an account has had no activity for twelve (12) consecutive months, it may be considered inactive and the building principal may close the account and notify the bookkeeping office. Funds from inactive accounts shall be transferred to the District general fund.

Complete records relating to student class/club funds shall be submitted at the end of each school year to the Board through the building principal. An audit of all student class/club funds shall be made at the same time as the annual audit of school funds at District's expense.

At the end of the school year, balances of all student classes and clubs except the graduating class, will be carried over to the next school year. After covering its expenses and before the end of the school year, the graduating class, or its class officers, may designate how any remaining balance will be spent. Such designation must be approved by the building principal. Any funds remaining in a graduating class treasury at the end of the school year of graduation must be moved to a community bank before June 30 of the current year. If the money is transferred, the class officers are responsible for maintaining the account and the funds may only be used to help cover the expenses of holding a class reunion. If the funds are not moved by June 30, the funds will be transferred into the District general fund.

Revised 7/18/16

Legal

120.14(1), Wis. Stats.

120.16, Wis. Stats.

120.18, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019

Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title NEW POLICY - VOL. 28, NO. 2 - CASH HANDLING AND DEPOSITS
Code po6630
Status

NEW POLICY - VOL. 28, NO. 2

6630 - CASH HANDLING AND DEPOSITS

The Board requires that cash be handled in accordance with generally accepted accounting practices and specific recommendations provided by the District's independent auditor. Receipts and records of all cash transactions must be maintained for accounting and auditing.

Specifically, it is prohibited to leave cash in an unsecured location overnight. All collected money shall be submitted to the school office no later than the end of the day on which the money was collected, and the money shall be secured in a ~~()~~ locked safe, ~~() designated location or night depository~~. If there is not access to the school office and its ~~()~~ locked safe ~~() designated secure location or night depository~~, then the money shall be secured overnight in accordance with the procedures established by the District. Cash may not be removed from District premises or retained overnight by a District employee or volunteer without permission of the District Administrator.

Cash shall be accounted for and deposited in a financial institution within one week of being collected. Whenever possible, cash shall be counted and cross-checked by two persons.

The District Administrator shall implement cash handling safeguards that include, but are not limited to, the following:

- A. ~~() Safe combinations should always be changed whenever an employee holding that safe combination leaves employment.~~
- B. ~~()~~ Two (2) or more people should be counting/verifying the cash counts () and ticket count reconciliation with cash counts **[END OF OPTION]** at all times.
- C. ~~()~~ A Cash Count Sheet that provides the names of the people counting the cash and the cash breakdown of coins, currency, checks and credit card slips should always be used.
- D. ~~() The Cash Count Sheet should always be signed by all people counting the cash.~~
- E. ~~()~~ Bank deposit slip amounts should match the Cash Count Sheets and the deposit receipt from the bank.
- F. ~~()~~ Copies of the Cash Count Sheet(s), deposit slip(s), and the bank deposit receipt(s) should all be retained together for auditing purposes.

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Legal 120.14, Wis. Stats.

Last Modified by Melanie Oppor on October 9, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of AUDIT
Code po6830
Status
Adopted July 18, 2016
Last Revised November 19, 2018

6830 - **AUDIT**

The Board requires that, after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and the Wisconsin Uniform Financial Accounting Requirements of the DPI (WUFAR). The audit shall include all funds over which the Board has direct or supervisory control.

The District Auditor shall prepare a detailed report which shall be submitted to the Board and Department of Public Instruction. ~~each year after it has been presented to and approved by the Board. The District Administrator shall assure that the audit report is completed timely and submitted prior to the deadline established by DPI.~~

The auditor's report shall include:

- A. the financial audit statement for the fiscal year;
- B. a management letter;
- C. the auditor's communication with those charged with governance, including any significant findings or issues from the audit; and
- D. Federal and State program audit reports and schedules, as appropriate.

The District Administrator shall assure that the audit report is completed timely and submitted prior to the deadline established by DPI.

~~The Board minutes shall reflect receipt of the annual audit report by the Board and compliance with the above submission).~~

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Legal 120.14, Wis. Stats.

Last Modified by Melanie Oppor on October 9, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of DISPOSITION OF REAL PROPERTY
Code po7300
Status
Adopted October 1, 2015
Last Revised June 19, 2017

7300 - **DISPOSITION OF REAL PROPERTY**

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials. [Disposition of Personal Property shall be determined in accordance with Policy 7310 - Disposition of Personal Property.](#)

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

- A. Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.
- B. All property considered for (sale) disposition shall be subjected to a current, outside, professional appraisal prior to the solicitation of offers.
- C. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the District Administrator and the Board Finance Committee. The Board shall give final approval of all contracts.
- D. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- E. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- F. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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Legal 120.10(12), Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019

Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of DISPOSITION OF PERSONAL PROPERTY (SURPLUS MATERIAL AND EQUIPMENT)
Code	po7310
Status	
Adopted	October 1, 2015
Last Revised	June 19, 2017

7310 - **DISPOSITION OF PERSONAL PROPERTY (SURPLUS MATERIAL AND EQUIPMENT)**

The Board requires the District Administrator to review the personal -property of the District periodically and to dispose of that material and equipment that is no longer usable in accordance with the terms of this policy.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program and other equipment owned by the District and maintenance programs periodically, to determine the condition and usability of such equipment. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer are readily available
2. repair records indicate the equipment has no usable life remaining
3. equipment is obsolete and no longer contributing to the educational program or in use for other operational purposes
4. equipment has some potential for sale ~~at a school auction~~
5. equipment creates a safety or environmental hazard

C. Disposition

The District Administrator is authorized to dispose of obsolete instructional and other equipment by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of personal surplus materials or equipment

purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per-unit fair-market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

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Legal 2 C.F.R. 200.312, 200.313
 120.10(12), Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of USE OF TOBACCO ON SCHOOL PREMISES
Code po7434
Status
Adopted November 21, 2016

7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board is committed to providing students, staff, and visitors with a tobacco- and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. Furthermore, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours, off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

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Legal 120.12(20), Wis. Stats.
111.321, Wis. Stats.
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
20 U.S.C. 7182

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of ACCOUNTING SYSTEM FOR FIXED ASSETS
Code po7455
Status
Adopted November 21, 2016

7455 - **ACCOUNTING SYSTEM FOR FIXED ASSETS**

The Board shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The District Administrator shall develop procedures to ensure compliance with all fixed-asset policies. Each principal shall also be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$300.00. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines
- I. construction-in-progress

Leased fixed assets and assets that are jointly-owned shall be identified and recorded on the fixed-asset system.

[An asset to be disposed of by sale shall be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property.](#)

In accordance with Generally Accepted Accounting Principles (GAAP), assets must be depreciated over their estimated useful lives and approved by the auditor. ~~Depreciation shall be recorded for fund fixed assets.~~

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. date purchased
- F. replacement cost
- G. appropriation
- H. manner of asset disposal

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Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of TECHNOLOGY PRIVACY
Code	po7540.01
Status	
Adopted	November 21, 2016
Last Revised	April 23, 2018

7540.01 - TECHNOLOGY PRIVACY

The Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All Board-owned District technology resources (as defined in Bylaw 0100) are the Board's property and are to be used primarily for business and educational purposes. The Board retains the right to access and review all information resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Board-owned technology resources may also be referred to as District technology resources and includes all those technology resources purchased by or authorized for acquisition and/or usage by the Board in the District's activities.

Review of such information may be done by the (.) Board (.) District [END OF OPTIONS] with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

~~Personal messages via Board-owned technology should be limited in accordance with the District Administrator's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District technology resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages. District technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.~~

The administrators and supervisory staff members authorized by the District Administrator have the authority to search and access information electronically.

All District technology resources and District information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on the Board's computers/servers without the express permission of the District Administrator or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the Technology Director. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

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



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of SCHOOL CALENDAR
Code po8210
Status
Adopted November 21, 2016

8210 - SCHOOL CALENDAR

The Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

Classes shall not begin prior to September 1st, except when holding year-round school or when so authorized by the Department of Public Instruction.

The Board shall determine annually the number of days when the schools will be in session for instructional purposes. The school year shall consist of student contact days, sufficient to meet all required student instruction time mandates set by State law, and shall contain a number of non-instructional days for parent-teacher conferences, staff education and training, or other reasons during which staff are required to report. When compensatory instruction is offered virtually for days when schools are closed for inclement weather or for parent-teacher conferences, staff in-services, or other reasons, such instruction may be counted when computing the minimum number of instructional hours required by the State, provided such instruction applies to the entire school or grade level and accessibility requirements have been satisfied.

The District Administrator is authorized to work with the CESA on the development of a common calendar for all of the districts in the service area.

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the Board shall determine whether additional school days during which student instruction will occur will be scheduled or whether additional instructional time shall be added to existing school days such that the required instructional time is reached. Non-instructional days lost due to inclement weather or other reasons may be made up at the discretion of the Board.

The District Administrator shall certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

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Legal PI 8.01
115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book	Policy Manual
Section	For Board Review - Vol. 28, No. 2
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	November 21, 2016
Last Revised	July 22, 2019

8330 - **STUDENT RECORDS**

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

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

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 eligible 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 his/her parents not be permitted access to personally identifiable information from his/her records.

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

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

The Board authorizes the administration to:

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

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

programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

- 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. (See Form 8330 F16)

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 his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

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

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

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data and participates in the extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, 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, 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 information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

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

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

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

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, 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 the microfilm process or electromagnetic processes of reproduction 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. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Revised 11/21/16

Revised 7/17/17

Revised 12/18/17

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Legal

46.23 Wis. Stats.

46.22 Wis. Stats.

46.215 Wis Stats.

115.298 Wis. Stats.

118.125, Wis. Stats.

118.125(2)(q) Wis. Stats.

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

34 C.F.R. Part 99

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

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

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

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

26 U.S.C. 152

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

20 U.S.C. 7165(b)

20 U.S.C. 7908

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of TRANSPORTATION BY PRIVATE VEHICLE
Code po8660
Status
Adopted November 21, 2016

8660 - TRANSPORTATION BY PRIVATE VEHICLE

The Board authorizes the transportation by private vehicle of students of the District for school-sponsored activities in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation.

Any ~~such~~ transportation of students in a private vehicle must be approved in advance and in writing by the District Administrator in accordance with the District Administrator's administrative guidelines.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, the parent of a student enrolled in this District, and the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age, be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This stipulation does not apply to law enforcement personnel.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by applicable law ~~District administrative guidelines~~. The District Administrator may withdraw the authorization of any private vehicle driver or vehicle whose insurance is not adequate or the vehicle is not in good working order.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

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Legal 121.52, 121.53, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2019



Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
Code po9600
Status
Adopted November 21, 2016

9600 - **STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS**

The Board recognizes that the local community offers many programs and events that provide learning experiences that are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the District Administrator to cooperate with their leaders both in the use of District resources and in the communication to staff and the student body of the group's activities. Furthermore, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Board supports and encourages staff participation in: ~~The District Administrator shall develop administrative guidelines that will better ensure:~~

- A. community activities and events that are related to District Courses of Study ~~are incorporated~~, as appropriate, ~~into such courses~~ as either required or enrichment assignments;
- B. school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community that appeal to the same audience.

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Last Modified by Steve LaVallee on October 2, 2019

07: Endorse Professional Educator Handbook Correction (Action)

While reviewing contracts and language it was discovered that the Liquidated Damages section (below) is accidentally missing from the handbook and needs to be corrected. This will fall after #5 Termination, Non-Renewal and Resignation (before the Grievance section on page 24)

6. Liquidated Damages

Should a teacher seek to be released from his/her contract, the teacher shall submit a written request for release to the Board and shall be subject to and obligated to pay liquidated damages in accordance with the following schedule:

- A teacher terminating his/her contract after June 1 but prior to July 1 will pay liquidated damages in the amount of \$500.
- A teacher terminating his/her contract after June 30 but prior to August 1 will pay liquidated damages in the amount of \$1,000.
- A teacher serving notice to the District after July 31 but prior to August 15 will pay liquidated damages in the amount of \$1,500.
- A teacher serving notice to the District after August 14 will pay liquidated damages in the amount of \$2,500.
- The Board, in its discretion, may waive the liquidated damages.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: 11/7/2019
Re: Professional Educator Handbook - change

Professional Educator Handbook, section IV. Compensation, B. Salary and Related Compensation, 5. Substitute Assignment (p. 25)

Current language states:

5. Substitute Assignment

Teachers who are asked to substitute of another teacher will receive \$18.00 per class.

This language is meant to compensate teachers substituting during their prep period, usually approximately 50 minutes, and is used largely at the Junior and Senior High levels. It does not account for teachers at the Elementary level that are asked to double up their classrooms with another teacher's class.

As a last resort, when a substitute teacher cannot be found, an elementary classroom teacher may be asked to take another teacher's class of students for either part or perhaps the full day. These teachers do not miss their prep period, but their day is much more difficult because they must teach double the number of students.

It is my recommendation to add language to the handbook that will compensate elementary teachers at the substitute teacher rate of \$110 per day or \$55 per half day when asked to double-up their classes and to clarify the different payments for each building. I also recommend that this new language be enacted retroactively for the 2019-20 school year.

Proposed language:

5. Substitute Assignment

Little Wolf High School or Manawa Middle School: Teachers asked to substitute for another teacher during their prep period will receive \$18.00 per class period.

Manawa Elementary School: Teachers asked to double-up classes will receive \$110 per day, \$55 per half day, or \$20 per teaching hour. For example, if a teacher is asked to double-up the second-grade class from 7:45-10:00 in the morning and that teacher teaches for the entire 2.25 hours, they will be paid \$45. If those students have specials during this time period, i.e. art, physical education, or music for 30 minutes, that teacher will be paid for a total of 1.75 hours equating to \$35.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: 11/8/2019
Re: Change to Support Staff Handbook

The Professional Educator Handbook SY2019-20 has language in it that allows staff to gift sick leave to employees that have exhausted their sick leave due to an illness or accident. The Support Staff Handbook SY2019-20 does not have this language.

I recommend adding the same language to the Support Staff Handbook as what is in the Professional Educator Handbook as follows:

Giftng of Sick Leave

An employee may choose to gift sick leave days to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave days.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor, Policy and Human Resources Committee

Fr: Dan Wolfgram

Date: 11/8/2019

Re: Naming of Manawa Middle School

The purpose of this memo is to recommend that the names of the schools which occupy 515 East 4th St. be respectively returned to Little Wolf High School and Manawa Middle School for the 2020-2021 school year.

This recommendation stems from the endorsement of community members gathered at Referendum Stakeholder meetings and the teaching staff in the SDM District. Middle school teachers were in 100% complete agreement with the naming of the grades 6-8th grade Manawa Middle School.

The rationale for the return to this name comes from the identity that existed before the junior high concept was introduced, and school buildings were consolidated. The curriculum, the architecture of the remodeling project, and the educational approach will all model the middle school concept.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor, BOE
From: Michele Koshollek and Tracy Konkol
Date: November 6, 2019
Re: Changes to English Department Course Offerings

The attached pages from the Course of Study Handbook illustrate the changes that we would like to make to the English Department offerings beginning in the school year of 2020-2021. We believe that these changes reflect what is best for our students. Differentiation of the 11th and 12 grade English courses will offer our students additional choice and a path to greater success in their future schooling or careers.

Potential benefits of these changes include:

- The ability to offer both AP and CAPP courses for upperclassmen--AP English Literature and Composition for juniors and CAPP English 101 for seniors
- Greater attention to the specialized needs of students who are entering the workforce, attending a technical school, or attending a four-year university
- A way for more students to earn Laude Points by choosing courses that are both challenging and aligned with their future plans

The following elements of our courses will continue:

- English 9 and World Literature (10) will remain the same.
- All junior students will continue to be given equal opportunities to prepare for the English, Reading, and Writing sections of the ACT test. They will hone their skills, practice sample questions, and discuss individual strategies for this important test administered each spring.
- All senior students will continue to be given equal opportunities to enhance their reading, writing, and communication skills to prepare for life after high school, however, their instruction and selected materials will be geared more toward their anticipated path following graduation. CAPP will follow college standards consistent with UWO.
- The Common Core Standards will still remain the focus of the English curriculum. The same standards will continue to be covered in each junior and senior class, but they may be covered in different ways. For example, persuasive writing topics may vary from class to class, but the expectations for valid research, documentation, argumentation strategies, organization, and conventions will remain.
- Curriculum maps and many units of study will remain the same because the essential skills will be similar. However, there may be changes in some of the reading materials utilized or in the way that the skills are covered within the units.

English – 4 credits

The English curriculum is designed to stress skills in reading, writing, listening and speaking. Units of study include literature units such as short stories, novels, drama and writing units such as expository writing, personal writing, and research paper.

Available English Courses:

- English 9
- World Literature 10
- English 11
- American Literature 11 (1 Laude Point)
- A.P. English-Literature and Composition (1.5 Laude Points)
- English 12
- College Prep English 12 (1 Laude Point)
- CAPP English 101(1.5 Laude Points)

Recommended Sequence of Courses:

Grade 9	Grade 10	Grade 11	Grade 12
English 9 (required)	World Literature 10 (required)	English 11 -OR- American Literature 11 -OR- A.P. English-Literature and Composition (one is required)	English 12 -OR- College Prep English 12 -OR- CAPP English 101 (one is required)

Course Descriptions

English 9 – required – This is a one credit course for all freshmen. Students will read, analyze, and discuss a wide variety of literature and nonfiction. Informative, creative, persuasive, and research writing will be expected, and the writing process will be utilized. Vocabulary, speaking, and grammar/editing skills are practiced throughout the semester. Students are heterogeneously grouped and exposed to a broad range of language arts and communication skills. Some material will coincide with 9th grade American History curriculum.

1 Credit **Grades: 9** **Prerequisite: None**

World Literature 10 – required – This one credit course is for all sophomores. Students will engage in the reading of works from a variety of places and perspectives to understand how universal themes span culture and time periods. Informative, persuasive, analytical and research writing will be expected, and the writing process will be utilized. Vocabulary, speaking, and grammar/editing skills are practiced throughout the semester. Students are heterogeneously grouped and exposed to a broad range of language arts and communication skills. Some material will coincide with 10th grade World History curriculum.

1 Credit **Grades: 10** **Prerequisite: English 9**

English 11-- *one choice of three for junior students*--This one credit course is designed to meet the needs of those students who do not intend to pursue further education at a four year university after high school. This course presents an integrated reading and writing curriculum with traditional and modern American literature selections and associated writing assignments and essays. Students read and learn about stories, poems, plays, novels, themes, and authors in a historical context. Communication, language, and vocabulary usage skills will be emphasized. Individual and group projects and ACT test preparation/practice will also occur throughout the year.

1 Credit

Grade: 11

Prerequisite: English 9 and World Lit

American Literature 11-- *one choice of three for junior students* -- **1 Laude Point**--This one credit course is designed to meet the needs of those students who intend to pursue further schooling after high school but who will not be taking AP English coursework. Students will read, analyze, and discuss short stories, essays, poems, and a play from an American Literature anthology, as well as at least two additional novels. Author information, historical connections, literary terms, and vocabulary will also be discussed in context. Larger writing tasks include a documented persuasive essay and a character comparison literary analysis essay. Individual and group projects and ACT test preparation/practice will also occur throughout the year.

1 Credit

Grade: 11

Prerequisite: English 9 and World Lit

A.P. English-Literature and Composition --*one choice of three for junior students*-- **1.5 Laude Points** – “The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. As they read, students consider a work’s structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works” (College Board AP English Literature and Composition Course Description).

NOTE: Students may receive credit/advanced course placement at a 4-year college/university by scoring a 3, 4, or 5 on the A.P. Literature and Composition test. The A.P. test is offered at Little Wolf Jr./Sr. High School. Cost is approximately \$93.00. Students who plan to take both A.P. Literature and Composition and A.P. Language and Composition are encouraged to check with any college or university they plan to attend to verify whether that school will allow credit for two A.P. English courses.

1 Credit

Grades: 11-12

Prerequisite: World Lit (grade of A)

English 12 --*one choice of three for senior students*. This one credit course is designed to meet the needs of students who will not be taking AP or College Prep English coursework. This course is focused for students who plan to enter the workforce or an apprenticeship program at a technical college. Students will practice basic narrative, informative, and research writing, as well as, strengthen reading skills. This will also include resume writing, job application, and other workplace writing and communication skills. Vocabulary and grammar/editing skills for workforce application will be emphasized. Reading will consist of both fiction and informational text throughout the course.

1 Credit

Grades: 12

Prerequisite: English 9, World Lit, and English 11, American Literature or AP Literature and Composition

College Prep English 12 - *one choice of three for senior students.*--**1 Laude Point** - This one credit course is designed to prepare students for post-secondary training at a four-year university or for a two-year technical college degree. Integrated reading and writing skills will be the focus, as well as higher level speaking, vocabulary, and critical thinking skills. Various study and note-taking skills important for the college-bound student will be introduced and practiced. A research paper covering a future career will be developed practicing both MLA and APA citation format. Reading will focus on informational text and fiction, with an emphasis on annotation and close reading skills. In addition, guidance and support will be offered to assist students with the transition between high school and college.

1 Credit

Grades: 12

Prerequisite: English 9, World Lit, and American Literature or AP Literature and Composition

CAPP English 101 (Dual Credit college course) --*one choice of three for senior students*-- **1.5 Laude Points**
--CAPP English focuses on rhetoric and writing curriculum, which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in fiction and non-fiction texts alike. This course will prepare students for college and will earn them 3 credits equivalent to college English at over 100 Universities nationwide, including all the UW system campuses. **There is a reduced college tuition cost for this course as college credit is awarded. Students will be enrolled at UW Oshkosh.

1 Credit

Grades: 11-12

Prerequisite: American Literature (Grade of A) or A.P. English Literature and Composition with a grade of B or better.



To: Dr. Melanie J. Oppor
 From: Danni Brauer
 Date: November 12, 2019
 Re: Course of Study Guide

The purpose of this memo is to highlight the changes in the Course of Study Guide as follows:

Page #	Section	Proposed Change or Addition
5	Laude	Added English changes to our Laude Page- Added Am Lit/College Prep and CAPP.
11-13	English	Added English 11, College Prep English 12 and CAPP English. We removed AP Language and Composition.
14	Mathematics	Changed the grade to pass Algebra in the 8 th grade to a B-.
14	Mathematics	Removed the courses Integrated Algebra and Integrated Geometry.
20-22	Social Studies	Changed the graduation requirement of Government and Global Studies to Junior Year, so 11-12 grades can now take this course, not just 12 th graders.
28	Financial Literature	Combined it with Employability Skills and removed it from Business and added it to the bottom of page 28.
33	Computer Science	Added Computer – Publications to the bottom of page 33 after Engineering. Removed all other Business classes.
34	Music	Updated the description of Survey of Jazz Music, removing the Polka music from it.

Course of Study Guide

2020-2021

Little Wolf Jr./Sr. High School



515 E. Fourth Street

Manawa, WI 54949

(920) 596 – 2524

“Our school is committed to building healthy relationships, focusing on high expectations, bolstering individual academic excellence, and creating a safe environment of respect and responsibility.”

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Welcome to Little Wolf High School!

During high school, students are preparing for more advanced curriculum while continuing to strengthen basic skills. It is our intention that this Course of Study Guide helps you gain a general understanding of the type of learning experiences you may participate in throughout the course of high school.

It is **your responsibility** to ensure that you have enough credits to graduate and that you have satisfied all LWHS requirements. You should check your credits at the beginning of each school year. Students planning on post-secondary education must meet with the School Counselor annually to make certain requirements are being met for acceptance to these institutions.

Students interested in discussing the option to drop/add a course, should meet with the school counselor and receive parent permission PRIOR to the start of the school year.

Your involvement in your education plays an important role in your success in school. Please feel free to contact your teachers, school counselor, or school administrators if you need assistance. They look forward to working with you during your high school experience.

Non-discrimination Clause

The Wisconsin Department of Public Instruction and Little Wolf High School do not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Wis. Stat. 118.13 Pupil discrimination prohibited

(1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Wolf Pride



“Our school, in collaboration with the community, is committed to focusing on high expectations, fostering individual academic excellence and creating a safe environment of respect and responsibility.”

~Tips for School Success~

- ❖ Arrive to class on time with appropriate materials (pen, pencil, note paper, textbooks, folder, handbook, etc.).
- ❖ Participate in classroom activities (be a good listener, respect the views of others).
- ❖ Take notes to assist in studying and test taking. Maintain notes in an orderly manner throughout the course.
- ❖ Attendance is crucial to academic success – set a goal for perfect attendance.
- ❖ Need help? Seek out teachers, counselors, or administrators for assistance. Teachers are available during their prep periods and before and after school.
- ❖ Don't procrastinate! Keep up with your studies. Turn in work on time.
- ❖ Know school procedures and policies contained in the school handbook, as well as the Co-curricular Code of Conduct if an athlete.
- ❖ Be involved in school activities, clubs and organizations.
- ❖ Parents – stay involved with your child. Please attend Parent/Teacher Conferences and student co-curricular activities. Also, provide a quiet study space at home that is free from interruptions.

Graduation Requirements

To graduate from Little Wolf High School in 2020, students must earn **24 credits**. Successful completion of the following subjects is required for graduation:

- English 4.0 credits
- Social Studies 3.0 credits
- Mathematics 3.0 credits
- Science 3.0 credits
- Physical Education 1.5 credits*
- Health Education 0.5 credits
- Financial Literacy 0.5 credits
- Elective Courses 8.5 credits

***Due to Senate Bill 95/WI Act 105:** permits pupils who participate in sports or other organized physical activity to complete an additional .5 credit in English, social studies, math, science or health education in lieu of a .5 physical education credit.

Grade Level Requirements

Students are required to have earned a minimum of...

- 6 credits to be considered a sophomore
- 12 credits to be considered a junior
- 18 credits to be considered a senior
- 24 credits to graduate

High school graduation requirements may be different from the entrance requirements for specific colleges and universities. The requirements listed below are the minimum requirements for students to be eligible for admission to these institutions. Students are encouraged to exceed these minimum requirements and to challenge themselves by taking rigorous courses, including Advanced Placement courses, to be competitive in the collegiate admission process.

The Laude System

Our Laude System Policy

This system replaces the class rank system. Class rank will not be routinely provided to colleges for admissions purposes. The transcript will report the student's cumulative GPA with an accompanying Laude point score/distinction. A cover letter will be provided to the colleges explaining out Laude System. This point-based system is combined with the cumulative GPA. It rewards students for completing rigorous courses by enabling students to earn points for certain classes.

Cum Laude or Higher Placement

Students must meet two criteria to earn Laude Distinction:

- Cumulative GPA of 3.4 or higher
- Laude Score of 4 or higher

Cum Laude (With Honor/Distinction: Laude Score of 4-17.49)

Magna Cum Laude (With Great Honor/Distinction: Laude Score of 17.5-28.79)

Summa Cum Laude (With Highest Honor/Distinction: Laude Score of 28.8+)

Laude Point Courses

Youth Options Course(s): 0.5

AP Course & CAPP Eng.: 1.5

American Lit & College Prep Eng.: 1

Economics: 0.5

Physics/Advanced Physics: 1

Human Biology: 1

Biology 2: 1

Chemistry 1

AP Chemistry: 1.5

Pre-Calculus/Trigonometry: 1

Statistics: 1

Animal Science TC: 1

Computer Applications 1 and 2 with certificate: 1

Accounting 1:1

Accounting 2: 1

Spanish 3: 1

Spanish 4: 1

Senior Art (3+ Art credits **and** 2+ years art team): 1

Music (Band and/or Chorus/Jazz Band 3+ years **and** 1st on class A Solo/Ensemble): 1

Business and Personal Law: 0.5

Robotics/Advanced Robotics: 1

SMAW/GMAW Welding Courses: 1

How do I calculate my Laude Score?

Figure out how many Laude points you have using the listing of Laude courses and their point value and then your GPA.

This table is just a guide. To calculate your actual laude score you should multiply your Cumulative GPA by the laude points earned. (example 3.827 GPA x 8.5 Laude Points = 32.53)

		G.P.A.						
		4.0	3.9	3.8	3.7	3.6	3.5	3.4
Honors Points	15	60	58.5	57	55.5	54	52.5	51
	14	56	54.6	53.2	51.8	50.4	49	47.6
	13	52	50.7	49.4	48.1	46.8	45.5	44.2
	12	48	46.8	45.6	44.4	43.2	42	40.8
	11	44	42.9	41.8	40.7	39.6	38.5	37.4
	10	40	39	38	37	36	35	34
	9	36	35.1	34.2	33.3	32.4	31.5	30.6
	8	32	31.2	30.4	29.6	28.8	28	27.2
	7	28	27.3	26.6	25.9	25.2	24.5	23.8
	6	24	23.4	22.8	22.2	21.6	21	20.4
	5	20	19.5	19	18.5	18	17.5	17
	4	16	15.6	15.2	14.8	14.4	14	13.6
	3	12	11.7	11.4	11.1	10.8	10.5	10.2
	2	8	7.8	7.6	7.4	7.2	7	6.8
	1	4						

Four Year Course Planning Worksheet

24 Credits Required for Graduation

FRESHMAN		SOPHOMORE	
English 9	1	World Literature 10	1
US History	1	World History	1
Biology	1	Earth & Environmental Science	1
Math: Choose	1	Math: Choose	1
P.E. I Health	.5 .5		
Up to 2 elective credits		Up to 3 elective credits	
MUST TAKE AT LEAST 6 CREDITS	6	MUST TAKE AT LEAST 6 CREDITS	6
JUNIOR		SENIOR	
Course Name	Credits	Course Name	Credits
English 11, American Literature 11 or A.P. English-Literature and Comp.	1	English 12, CIllege Prep English or CAPP English.	1
Physical Science or Chemistry	1		
Math: Choose	1	Employability Skills Financial Literacy	.5 .5
Global Studies Government	.5 .5	Up to 5 Elective Credits	
Up to 3 Elective Credits			
MUST TAKE AT LEAST 6 CREDITS	6	MUST TAKE AT LEAST 6 CREDITS	6

*If you take a Study Hall this counts as a class and decreases your elective credits by 1.

University of Wisconsin System

Students must meet the following minimum requirements in order to be eligible for admission:

English 4 credits

Mathematics 3 credits (Algebra, Geometry & Algebra 2 minimum)

Science 3 credits

Social Studies 3 credits

Electives/Language 4 credits

Two years of a single foreign language are required for admission to UW-Eau Claire and UW-Madison, and strongly recommended at other UW System campuses.

Nation's Top Universities

Students must meet the following minimum requirements in order to be eligible for admission:

English* 4 credits

Mathematics 4 credits

Science 3-4 credits

Social Studies** 3 credits

World Language*** 3-4 credits

*Intensive work in writing

**Includes American & European History

***At least one world language

Rigorous courses should be taken, including AP level when possible, and SAT or complete ACT achievement tests administered by the College Board.

Wisconsin's Technical Colleges

The following are recommended high school credits for adequate, comprehensive preparation for success in technical college programs:

English 4 credits

Mathematics 3 credits

Science 3 credits

Social Studies 3 credits

Technical Courses 3-4 credits

Technical college programs have admission standards, and some programs have waiting lists. Apply early and seek your counselor's advice regarding your chosen program.

Wisconsin's Private Universities

Students must meet the following minimum requirements in order to be eligible for admission:

English 4 credits

Mathematics 3 credits

Science 3 credits

Social Studies 3 credits

World Language 2 credits

Considerations for admission include either ACT or SAT scores and grades earned within the context of courses taken, as well as the challenge level of the courses.

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills.



What is ACP?

An **ongoing process** to actively engage students to:

- * Develop an understanding of his or her self
- * Create a vision of his or her future
- * Develop individual goals
- * Prepare a personal plan for achieving the vision and goals

A **product** that documents and reflects students’:

- * coursework, learning and assessment results
- * post-secondary plans aligned to career goals & financial reality
- * record of college and career readiness skills.

Transcripted Course



Transcripted Credit (TC)

- Through a memorandum of understanding and a “wash” contract between L.W.H.S. and F.V.T.C., students take a F.V.T.C. course taught by a WTCS certified high school teacher at Little Wolf Jr./Sr. High School.
- The curriculum is devised by FVTC and the student is registered in both the high school and FVTC course.
- The student receives a grade from the high school as well as from FVTC and is posted on an official FVTC transcript.
- The high school maintains the student record; FVTC also maintains its own student record.

For more information: www.fvtc.edu/techprep

Little Wolf Jr./Sr. High School courses:

Transcripted Credit

- Animal Science/Veterinary Medicine **TC**
- Shielded Metal Arc Welding (SMAW) Techniques 1 **TC**
- Gas Metal Arc Welding (GMAW) Techniques 1 **TC**

Divisions I and II Initial-Eligibility Requirements

Core Courses

- **NCAA Division I require 16 core courses. NCAA Division II currently requires 16 core courses.**
- **NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below).
 - *It is possible for a Division I college-bound student-athlete to receive athletics aid and practice with the team if he or she fails to meet the 10-course requirement but will not be able to compete.*

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on [Page No. 2](#) of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- **Division I GPA** required to receive athletics aid and practice on **or after August 1, 2016, is 2.000** (corresponding test-score requirements are listed on sliding scale B on Page No. 2 of this sheet).
- **Division I GPA** required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on sliding scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I

16 Core Courses, 4 years English, 3 years of mathematics (Algebra 1 or higher), 2 years of natural/physical science (1 yr of Lab if offered by High School), 1 year of additional English, mathematics or natural/physical science, 2 years of social sciences, 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

DIVISION II

16 Core Courses, 3 years English, 2 years of mathematics (Algebra 1 or higher), 2 years of natural/physical science (1 yr of Lab if offered by High School), 3 years of additional English, mathematics or natural/physical science, 2 years of social sciences, 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

English – 4 credits

The English curriculum is designed to stress skills in reading, writing, listening and speaking. Units of study include literature units such as short stories, novels, drama and writing units such as expository writing, personal writing, and research paper.

Available English Courses:

- English 9
- World Literature 10
- English 11
- American Literature 11 (1 Laude Point)
- A.P. English-Literature and Composition (1.5 Laude Points)
- English 12
- College Prep English 12 (1 Laude Point)
- CAPP English (1.5 Laude Points)

Recommended Sequence of Courses:

Grade 9	Grade 10	Grade 11	Grade 12
English 9 (required)	World Literature 10 (required)	English 11 -OR- American Literature 11 -OR- A.P. English-Literature and Composition (one is required)	English 12 -OR- College Prep English 12 -OR- CAPP English 12 (one is required)

Course Descriptions

English 9 – required – This is a one credit course for all freshmen. Students will read, analyze, and discuss a wide variety of literature and nonfiction. Informative, creative, persuasive, and research writing will be expected, and the writing process will be utilized. Vocabulary, speaking, and grammar/editing skills are practiced throughout the semester. Students are heterogeneously grouped and exposed to a broad range of language arts and communication skills. Some material will coincide with 9th grade American History curriculum.

1 Credit

Grades: 9

Prerequisite: None

World Literature 10 – required – This one credit course is for all sophomores. Students will engage in the reading of works from a variety of places and perspectives to understand how universal themes span culture and time periods. Informative, persuasive, analytical and research writing will be expected, and the writing process will be utilized. Vocabulary, speaking, and grammar/editing skills are practiced throughout the semester. Students are heterogeneously grouped and exposed to a broad range of language arts and communication skills. Some material will coincide with 10th grade World History curriculum.

1 Credit

Grades: 10

Prerequisite: English 9

English 11 - one choice of three for junior students — This one credit course is designed to meet the needs of those students who do not intend to pursue further education at a four-year university after high school. This course presents an integrated reading and writing curriculum with traditional and modern American literature selections and associated writing assignments and essays. Students read and learn about stories, poems, plays, novels, themes, and authors in a historical context. Communication, language, and vocabulary usage skills will be emphasized. Individual and group projects and ACT test preparation/practice will also occur throughout the year.

1 Credit

Grades: 11

Prerequisite: English 9 and World Lit 10

American Literature 11 – one choice of **three** for junior students — **1 Laude Point--** This one credit course is designed to meet the needs of those students who will not be taking AP English coursework. Students will read, analyze, and discuss short stories, essays, poems, and a play from an American Literature anthology, as well as at least two additional novels. Author information, historical connections, literary terms, and vocabulary will also be discussed in context. Writing tasks include a theme-based essay, documented author essay, and a detailed character sketch. Individual and group projects and ACT test preparation/practice will also occur throughout the year.

1 Credit

Grades: 11

Prerequisite: English 9 and World Lit 10

A.P. English-Literature and Composition --one choice of **three** for junior students-- **1.5 Laude Points** “The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the way’s writers use language to provide both meaning and pleasure. As they read, students consider a work’s structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works” (College Board AP English Literature and Composition Course Description).

NOTE: Students may receive credit/advanced course placement at a 4-year college/university by scoring a 3, 4, or 5 on the A.P. Literature and Composition test. The A.P. test is offered at Little Wolf Jr./Sr. High School. Cost is approximately \$93.00. Students who plan to take both A.P. Literature and Composition and A.P. Language and Composition are encouraged to check with any college or university they plan to attend to verify whether that school will allow credit for two A.P. English courses.

1 Credit

Grades: 11-12

Prerequisite: World Lit 10 (grade of A)

English 12 – one choice of three for senior students. This on credit course is designed to meet the needs of students who will not be taking CCAP or College Prep English Coursework. This course is focused for students who plan to enter the workforce or an apprenticeship program at a technical college. Students will practice basic narrative, informative, and research writing, as well as, strengthen reading skills. This will also include resume writing, job application, and other workplace writing and communication skills. Vocabulary and grammar/editing skills for workforce application will be emphasized. Reading will consist of both fiction and informational text throughout the course.

1 Credit

Grades: 12

Prerequisite: English 11, American Literature 11, or AP English Literature and Composition.

College Prep English 12--one choice of three for senior students --1 Laude Point --This one credit course is designed to prepare students for post-secondary training at a four-year university or for a two-year technical college. Integrated reading and writing skills will be the focus, as well as higher level speaking, vocabulary, and critical thinking skills. Various study and note-taking skills important for the college-bound student will be introduced and practiced. A research paper covering a future career will be developed practicing both MLA and APA citation format. Reading will focus on informational text and fiction, with an emphasis on annotation and close reading skills. In addition, guidance and support will be offered to assist students with the transition between high school and college.

1 Credit

Grades: 11-12

**Prerequisite: American Literature 11 or
A.P. English Literature and Composition**

CAPP English 101 (Dual Credit College Course) --one choice of three for senior students--1.5 Laude Points
-CAPP English focuses on rhetoric and writing curriculum, which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in fiction and nonfiction texts alike. This course will prepare students for college and will earn them 3 credits equivalent to college English at over 100 Universities nationwide, including all the UW system campuses. **There is a reduced college tuition cost for this course as college credit is awarded. Student will be enrolled at UW Oshkosh.

1 Credit

Grades: 11-12

**Prerequisite: American Literature 11
(Grade of A) or A.P. English Literature
and Composition with a grade of B or
better.**

Mathematics – 3 credits

The mathematics curriculum expands upon students' previous learning in a continuous sequence of courses focusing on advancing the students' mathematical skills in the areas of problem solving, reasoning and critical thinking.

Courses Taught in Mathematics:

Sequence of Courses

<ul style="list-style-type: none"> ● Algebra 1 ● Integrated Algebra ● Geometry ● Integrated Geometry ● Algebra 2 ● Pre-Calculus & Trigonometry (1 Laude Point) ● Statistics (1 Laude Point) ● A.P. Calculus AB (1.5 Laude Point) ● Senior Math 	<p><u>Algebra or Integrated Algebra</u></p> <p><u>Geometry or Integrated Geometry</u></p> <p><u>Algebra 2 or Trade Math</u></p> <p><u>Pre-Calculus & Trig or Statistics</u></p> <p><u>AP Calculus (Pre-Calc & Trig required)</u></p>
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NOTE: All students who qualify to take Algebra in their 8th grade year will be granted one credit on their high school transcript. The grade earned for this course is not part of the high school grade point average (GPA) but is counted towards the overall graduation credit requirement. **Failure to earn a grade of a B- or higher for both semesters will require the student to retake Algebra as a freshman. However, this credit does not preclude the student from taking an additional two credits of mathematics while in high school.**

Freshmen, Sophomores, & Juniors must have a minimum of 1 credit of Math per year.

Course Descriptions

Algebra 1 – This course is designed to introduce the student to the topics needed to go into the upper level Algebra courses. It stresses rational expressions and problem solving with variables, number sets and real numbers, solving linear equations, graphing linear equations, writing linear equations, solving and graphing linear inequalities, systems of linear equations and inequalities, exponential functions, polynomials and factoring, rational expressions and equations, matrices, and radicals.

1 Credit

Grades: 9

Prerequisite: None

Geometry – A logical approach to the study of real objects and shapes: i.e. parallel lines, triangles, circles, solids, etc. Emphasis is placed on algebraic applications.

1 Credit **Grades: 9-11** **Prerequisite: Algebra**

Algebra 2 – Extends the student's knowledge of the real number systems and operations with complex numbers. It will develop the student's knowledge of conic sections, polynomial functions, rational expressions, exponential and logarithmic functions, sequences and series, discrete mathematics, and trigonometric functions. It gives the students a degree of understanding that helps them become more proficient in many lines of work. **NOTE:** This course is required for college and university admission.

1 Credit **Grades: 10-12** **Prerequisite: Geometry (Recommended grade of C or better)**

Trade Math – Intended for students considering attending a technical college or the world of work. Focuses on math skills needed for various trades. Topics include arithmetic fundamentals, percent and proportion applications, the metric system, conversions, practical geometry, measurement applications, signed numbers and formula evaluation. Micrometer, equation solving, and standard rule measurement units are included as needed. Scientific calculator use is introduced as needed.

1 Credit **Grades: 10-12** **Prerequisite: Geometry**

Pre-Calculus & Trigonometry – 1 Laude Point Prepares students for college mathematics. The basic structure of this course is built around the study of functions, their properties, graphs and applications in society. Functions included in this course: linear, polynomial, rational, trigonometric, exponential and logarithmic. Also included in this course is the study of polar coordinates and complex numbers, sequences and series, and probability. The purchase of a graphing calculator is highly recommended for this course. A TI-83 or TI-84 calculator is required. **A TI-89 is not allowed.**

1 Credit **Grades: 11-12** **Prerequisite: Advanced Algebra (Recommended grade of C or better or by teacher approval)**

Statistics – 1 Laude Point Students will learn how to collect, organize, display and interpret data and information. Students will also learn basic probability skills and how to apply it to data. This is a college prep course.

1 Credit

Grades: 11-12

Prerequisite: Advanced Algebra

A.P. Calculus AB – 1.5 Laude Points Equivalent to a first semester college calculus course. The basis of study includes limits and continuity, derivatives, integrals, and the applications. A TI-83 or TI-84 calculator is required. **A TI-89 is not allowed.**

NOTE: Students may receive credit/advanced course placement at a 4-year college/university by scoring a 3, 4, or 5 on the A.P. AB Calculus test. The A.P. test is offered at Little Wolf Jr./Sr. High School. Cost is approximately \$93.00.

1 Credit

Grades: 11-12

**Prerequisite: Pre-Calculus & Trigonometry
(Recommended grade of B or better or by teacher approval)**

Senior Math – Practicing math is necessary to keeping skills fresh. Many post-secondary schools do not require more than the 3 high school math credits for graduation. Therefore, some students may choose not to take a math class during their senior year. This semester class is designed for students not enrolled in a math class their senior year but wishing to keep up their skills as they prepare to take math placement tests for their post-secondary education. The course topics will be based on the ACT Mathematics College and Career Readiness Standards.

0.5 Credit

Grades: 12

Prerequisite: Senior standing and 3 credits earned in mathematics or teacher recommendation

Science – 3 Credits

The science curriculum introduces and explores various concepts in the areas of life, earth & space, and physical science. One credit from each of the disciplines is required.

Courses Taught in Science:

Recommended Sequence of

Courses:

- Biology 1
- Earth and Environmental Science
- Physical Science
- Chemistry 1
- AP Chemistry 2 (1.5 Laude Point)
- Physics (1 Laude Point)
- Physics 2 (1 Laude Point)
- Biology 2 (1 Laude Point)

Biology (Required)

Earth & Environmental Science (required class of 2020 and beyond)

Physical Science or Chemistry 1
(choose 1 to meet Physical Sci requirement)

and seven science practices outlined in the curriculum framework. AP Chemistry is open to all students that have completed chemistry with a C or better and who wish to take part in a rigorous and academically challenging course.

1 Credit **Grades: 11-12** **Prerequisite: C or Better in Chemistry 1**

Biology 2 – 1 Laude Point Biology 2 is a continuation of Biology 1. The organization of life and the six-kingdom classification system (Taxonomy) will be explored in depth starting with lower life forms and working up to animals. Labs will have an emphasis on identification and dissection of several species.

1 Credit **Grades: 10-12** **Prerequisite: Biology 1 and Physical Science or Chemistry**
(Recommended grade of C or better)

Human Biology- 1 Laude Point This course presents the structure and function of the human body. Practical use of medical terminology as applied to and identifying organ systems, organs and what they do, pathology, treatments and specialists in medical fields. Students will be required to participate in lab exercises, lab practical, quizzes and exams. This course includes a laboratory component and meets graduation requirements for science.

NOTE: Students are encouraged to purchase The Language of Medicine: 8th Edition, by Chabner (ISBN: 9781416034926), new or used, for note taking and for future use.

1 Credit **Grades: 11-12** **Prerequisite: Biology 1 and Chemistry 1**
(Recommended grade of B or better)

Physics 1 – 1 Laude Point A laboratory-oriented course designed to investigate the physical aspects of our universe and meant for students intending to attend a college or university. Topics studied first term include science principles, laws of motion, Newtonian mechanics, and non-relativistic gravity. The second term will explore rotational motion, momentum, energy, work, simple machines, and fundamentals of electromagnetism.

1 Credit **Grades: 11-12** **Prerequisite: Algebra 1 or Integrated Algebra and Geometry, Biology 1, Physical Science or Chemistry 1.**
(Recommended grade of B or better and Algebra 2)

Physics 2 – 1 Laude Point - A laboratory-oriented course designed to further build the student's understanding of the natural phenomena of our universe. Topics studied first term include deeper investigation of Newtonian mechanics, Kepler's laws of planetary motion, electric circuits, and the properties of light. The second term will explore wave phenomena of acoustics and optics, quantum mechanics, nuclear physics, and Einstein's theories of general and special relativity.

1 Credit

Grades: 12

Prerequisite: Physics 1

Social Studies – 3 credits

The social studies curriculum strives to prepare young people to be humane, rational, participating citizens in an ever-changing world by understanding their historical roots and how past events shape their world today. Reconstructing and interpreting historical events provide needed perspective in addressing the past, the present, and the future.

Courses Taught in Social Studies:

- U.S. History
- World History
- Sociology
- Economics (.5 Laude Point)
- Global Studies

- Government
- A.P. Psychology (1.5 Laude Points)
- A.P. U.S. History (1.5 Laude Points)

Recommended Sequence of Courses:

Grade 9	Grade 10	Grade 11	Grade 12
U.S. History (required)	World History (required class of 2021 and above)	A.P. U.S. History A.P. Psychology Sociology Economics Government (required) Global Studies (required)	Sociology Economics A.P. Psychology A.P. US History

Course Descriptions

U.S. History – required – U.S. History is a survey class of the American experience in all of its dimensions. The American experience is one of the most unique chapters in human history. Democracy, internal expansion, race relations, free enterprise economy, rise to superpower status and our role in the post-Cold War world will be discussed during the semester. The class will be taught using a mix of chronological and thematic approaches for a better understanding of our history. We live in a country with a rich history that shapes the American experience we share today and will share in the future.

1 Credit

Grades: 9

Prerequisite: None

World History – required class of 2021 and beyond - World History is concerned with the development of past civilizations, centering on Mesopotamian, Egyptian, Greek, Roman and the European Middle Ages, with an emphasis on their cultural development and contributions to present civilization. Linking the present to the past is an important aspect of the course as students learn to relate history to present events and developments. The course will include an introduction to the historical fictional novel and the research paper.

*This course is recommended for college-bound students.

1 Credit

Grades: 10

Prerequisite: None

Sociology – Sociology is the study of human social behavior, and concentrates on patterns of social relationships, primarily in modern societies. This class will explore the sociological point of view towards culture, socialization, social structure, groups and organizations, deviance and social control, social classes and inequalities. Also discussed will be topics such as high school cliques, family structures, education,

political and economic institutions, and social collective behaviors. This class will ask students to take a personal look at the roles they play and what groups they associate with as well as evaluate parts of our society.

0.5 Credit **Grades: 11-12** **Prerequisite: None**

Economics - .5 Laude Point Economics will challenge the way you think and react to everyday events, with or without money. Economics is ultimately the study of scarcity and how people, markets and countries deal with limited resources at the personal and global levels. The first level quarter of study will focus on microeconomics, the study of how people make decisions and how those decisions affect others in the economy. Topics of study will include; tradeoffs, opportunity cost, different types of economies, supply and demand, profit maximizing prices and the role of government. At the end of the quarter, the class will switch to macroeconomics, the study of the economy. Topics of study will include; GDP, economic growth, money, banking, the Federal Reserve and international trade.

0.5 Credit **Grades: 11-12** **Prerequisite: None**

A.P. Psychology – 1.5 Laude Points AP Psychology is designed to introduce students to the scientific study of human behavior and mental processes. To accomplish this, the course provides instruction in each of the following 14 content areas: history and approaches, research methods, biological bases of behavior, sensation and perception, states of consciousness, learning, cognition, motivation and emotion, developmental psychology, personality, testing and individual differences, abnormal psychology, treatment of psychological disorders, and social psychology. The intent of this course is to prepare students for the AP Psychology Test and will incorporate opportunities for performance-based assessments as well as free response question.

NOTE: Students may receive credit/advanced course placement at a 4-year college/university by scoring a 3, 4, or 5 on the A.P Psychology test. The A.P. test is offered at Little Wolf Jr./Sr. High School. Cost is approximately \$93.00.

1 Credit **Grades: 11-12** **Prerequisite: None**

A.P. U.S. History - 1.5 Laude Points - The AP program in US History is designed to provide students with the analytic skills and factual knowledge necessary to deal critically with US History events and issues. AP US History prepares students for intermediate and advanced college courses by making demands upon them equivalent to those made by full-year introductory college courses. Students should learn to assess historical materials, their relevance to a given interpretive problem, their reliability, and their importance and to weigh the evidence and interpretations presented in historical scholarship. An AP US History course should develop the skills necessary to arrive at conclusions based on an informed judgment and to present reasons and evidence clearly and persuasively in essay format.

NOTE: Students may receive credit/advanced course placement at a 4-year college/university by scoring a 3, 4, or 5 on the A.P. U.S. History test. The A.P. test is offered at Little Wolf Jr./Sr. High School. Cost is approximately \$93.00.

1 Credit

Grades: 11-12

Prerequisite: Recommended grade of B or better in U.S. History

Global Studies – *required* – Students may take this course their 11th or 12th grade years. This course will focus on studying the culture of various regions around the world and the global connections of those cultural regions to our own and others around the world. The objectives and learning targets of this course will address two standards of the National Council for Social Studies Curriculum, as adopted by the School District of Manawa: 1-Culture and 9-Global Connections.

0.5 Credit

Grades: 11-12

Prerequisite: None

Government – *required* – This portion of the course provides the student an opportunity to acquire detailed knowledge of the democratic form of government practiced in the United States. The overall objective of this course is to prepare students for their place in society, by helping them learn how our government works, how it can be changed and what rights and freedoms our Constitution guarantees us. It will also provide students with a broad overview of modern forms of government, present in today's global community. Finally, it will allow students to investigate and possibly participate in service-learning opportunities for hands on experience of their civic responsibilities.

0.5 Credit

Grades: 11-12

Prerequisite: None

World Language

The world language curriculum develops an understanding of the language, culture, history and literature of Spanish-speaking countries. Spanish courses strive to develop student proficiency in reading, writing, and speaking the language.

Courses Taught in World Language:

- Spanish Cultures
- Spanish 1*
- Spanish 2*
- Spanish 3 (1 Laude Point)
- Spanish 4 (1 Laude Point)

*World language can be used as academic credits pertaining to admission requirements. Two to four years of a world language may be required for admission to **some** UW schools. See your school counselor for entrance requirements for colleges to which you plan to apply.

Course Descriptions

Spanish Cultures – This course will explore the culture of Spanish speaking countries through film, music, dance, food, art and current events. As opposed to the traditional Spanish class progress (1-4), the focus will change from vocabulary/verb conjugation to an interactive approach to cultural appreciation.

1 Credit **Grades: 9-12** **Prerequisite: None**

Spanish 1 – Students learn the basics of the language: alphabet, vocabulary, sounds and structure. Culture is introduced as a background for the language study. Basic conversation and reading are introduced.

1 Credit **Grades: 9-12** **Prerequisite: None**

Spanish 2 – The course is sequential to Spanish 1. Continued vocabulary and verb study follow but focus on past tenses. Writing skills become more complex. Conversation, reading, and writing skills continue to develop.

1 Credit **Grades: 9-12** **Prerequisite: Spanish 1**
(Recommended grade of C or better)

Spanish 3 – 1.0 Laude Point Conversation and writing skills are emphasized. While continuing to learn new vocabulary and advanced grammar, students now put into practical application what they have learned in the previous two years.

1 Credit **Grades: 10-12** **Prerequisite: Spanish 2**
(Recommended grade of C or better)

Spanish 4 – 1.0 Laude Point Continued conversational and writing skills are emphasized. More vocabulary and advanced grammar skills are added to proficiency level. A sampling of native Spanish literature is read.

1 Credit **Grades: 11-12** **Prerequisite: Spanish 3**
(Recommended grade of C or better)

Physical Education - 1.5 Credits and Health - .5 Credit

The physical education and health curriculum focus on understanding the human body, enjoying exercise, and maintaining a desirable level of physical fitness.

Courses Taught in Physical Education and Health:

- Physical Education 1
- Health: A Wellness Decision
- Physical Education 2
- Physical Education Elective
- Personal Fitness 101
- Team Sports

Recommended Sequence of Courses:

Grade 9	Grade 10	Grade 11	Grade 12
Phy. Ed 1 -AND- Health: A Wellness Decision Both are required	Phy. Ed. 2 Personal Fitness	Phy. Ed. Elective Personal Fitness Team Sports	Phy. Ed. Elective Personal Fitness Team Sports

Course Descriptions

Physical Education I – required – Freshman Course. Units covered are geared toward individual and team sports. The units covered are flag football, soccer, volleyball, basketball, weight training, fitness, badminton, softball, OMNIKIN, Tsegball, Eclipse Ball, and floor hockey. Fees include: \$20 - \$25 for bowling.

0.5 Credit Grades: 9 Prerequisite: None

Health: A Wellness Decision – required – Designed to reinforce positive health attitudes and skills previously developed and to allow young people to assess the lifestyle decisions that contribute to wellness. Units of study within the course include positive ways of handling stress vs. negative ways of handling stress, addictions, your health history, sexuality and responsible behavior, self-care vs. the pill-fairy model, first aid and CPR.

0.5 Credit Grades: 8-9 Prerequisite: None

Physical Education 2 – Units geared toward racquet sports, lifelong fitness, and team sports. Units covered are pickleball, badminton, Eclipse Ball, bowling, weightlifting, circuit training. Team sports include flag football, volleyball, basketball, soccer, Tsegball, floor hockey, OMNIKIN, cooperative games, and team building activities. Fees include: \$20 - \$25 for bowling and other field trips.

0.5-1 Credit Grades: 10 Prerequisite: Physical Education 1

Physical Education Elective – Units are geared toward lifetime sports. Units covered are snowshoeing, cross-country skiing, golf, archery, badminton, bowling, pickleball, and fitness walking/principles. Team sports include flag football, volleyball, basketball, soccer, speedball, Tsegball, Eclipse Ball, floor hockey, and cooperative games. Guest speakers to promote careers in physical education are scheduled. Fees include approximately \$20 - \$25 for bowling; cross-country skiing and snowshoeing. This course may be taken more than one time. This is not a freshman course.

0.5-1 Credit Grades: 10-12 Prerequisite: Physical Education 1

Physical Education Elective – Units are geared toward lifetime sports. Units covered are snowshoeing, cross-country skiing, golf, archery, badminton, bowling, pickleball, and fitness walking/principles. Team sports include flag football, volleyball, basketball, soccer, speedball, Tsegball, Eclipse Ball, floor hockey, and cooperative games. Guest speakers to promote careers in physical education are scheduled. Fees include approximately \$20 - \$25 for bowling; cross-country skiing and snowshoeing. This course may be taken more than one time. This is not a freshman course.

0.5-1 Credit

Grades: 10-12

Prerequisite: Physical Education 1

Team Sports -Throughout this course, students will participate in a variety of team building activities, sports, and projects dealing with teamwork, problem solving, and strategizing. This course motivates a student to strive for leadership skills and critical thinking skills. Course includes *COMPETITIVE* play in units such as volleyball, basketball, football, Tsegball, Tchoukball, ultimate Frisbee, eclipse ball, baseball/softball, mat ball, OMNIKIN, soccer, speedball, etc. Possible \$5 fee for team bowling.

0.5-1 Credit

Grades: 11-12

Prerequisite: 11th or 12th grade

Zero Hour/Early Bird Hour - Personal Fitness 101 -- Throughout this course, students will achieve a personal level of fitness through goal setting, participation, and knowledge of weightlifting. This course motivates a student to strive for optimal personal fitness, as well as create a self-awareness of lifetime wellness, with an outcome of creating their own fitness program. Students will benefit from cardiorespiratory endurance activities and wide-ranging weight training exercises. Course includes lecture dealing with proper technique, 5 components of fitness, and the FITT principle, as well as teacher demonstration, weight training, aerobics, yoga, fitness walking, running, and other fitness activities. This is not a freshman course.

0.5-1 Credit

Grades: 10-12

Prerequisite: Physical Education 1

Agriculture

Agriculture courses are for any student who has an interest in animals, plants, food, leadership and/or the environment. Students who take agriculture courses experience many diverse and challenging topics. Twenty percent of all careers are directly related to agriculture. Experience premier leadership, personal growth and career success through courses in the agriculture department.

Courses Taught in Agriculture:

- Plants, Animals & You: Exploratory Agriculture
- Animal Science/Veterinary Medicine **TC** (1 Laude Point)
- Horticulture/Landscaping
- Food Science
- Wildlife
- Independent Study – Agriculture—needs instructor approval
- Leadership

- Employability Skills/Financial Literature (Required)
- Youth Apprenticeship

Recommended Sequence of Courses:

Grade 9	Grade 10	Grade 11	Grade 12
-Plants, Animals & You -Food Science	-Any course offered in 9 th grade -Wildlife -Animal Science/ - Vet. Medicine TC	-Any courses offered in 9th or 10th grades -Leadership -Independent Ag -Youth Apprenticeship -Horticulture/Landscaping -Work Study	-Any courses offered in 9th, 10th, or 11th grades -Work Study -Employability Skills/Fin Lit -Horticulture/Landscaping -Independent Ag.

Course Descriptions

Plants, Animals & You: Exploratory Agriculture – This introductory class covers a wide range of topics in agriculture, including animals, food, fiber, the outdoors and leadership. This project-based class includes lessons on careers, food science, plants, pets, animals, biotechnology, business, and the outdoors. Emphasis will be on how agriculture relates to your daily life and your future. Field trips may be taken during the year. FFA projects will be incorporated.

1 Credit Grades: 9-12 Prerequisite: None

Food Science – This course focuses on the science of production and processing of food. Learn about how food technology is changing agriculture. You will learn about careers and the science related to food. Create projects and research the history of food. Study everything from apples to zucchini, chocolate and cheese, and other tasty treats. This fast-growing career field is one to take a look at! FFA projects will be incorporated.

1 Credit Grades: 9-12 Prerequisite: None

Animal Science/Veterinary Medicine TC – 1 Laude Point This class is designed for the person interested in animals. Students will learn about livestock, agriculture, & pets. We will learn about giving injections, suturing wounds, and general animal care. Students will develop a basic understanding of animal nutrition, genetics, reproduction and health. Guest speakers, demonstrations, job shadows, field trips and lab experiments are also designed as a part of this course. Students will also have the opportunity to bring in and incorporate their own animals into the class. FFA projects will be incorporated. This course is articulated with Fox Valley Technical College for Transcribed Credit. See class listing for Little Wolf Jr./Sr. High Transcribed Courses.

1 Credit Grades: 10-12 Prerequisite: Recommended Biology 1

Horticulture/Landscaping – This hands-on class covers everything from basic plant science to floral design to gardening to landscaping to sampling fruits and vegetables. Students will learn about all aspects of the reproduction, growth, design and marketing of plants. Students will create horticulture projects, make floral arrangements, and be involved in many other projects involving flowers, vegetables, and landscaping and outdoor projects. FFA projects will be incorporated.

0.5 Credit **Grades: 9-12** **Prerequisite: None**

Wildlife – This course focuses on 4 “F’s”: fish, fowl, forestry and fur. Learn about the great outdoors! Study will include natural resources, water quality, ecosystems, wildlife management, taxidermy, hunting ethics, fish, tree identification, trapping, and more. School forest projects will also be included. Learn about careers, economic benefits and social influences. FFA projects will be incorporated.

0.5 Credit **Grades: 10-12** **Prerequisite: Recommended Biology 1**

Leadership – Students will learn about leadership as it affects individuals, organizations, and systems in food, fiber, and natural resources enterprises. This class explores the skills and abilities needed to be an influential leader in our school, home, and community. Students will learn how to be confident public speakers, to run a meeting, to effectively work as a team, to be a group leader, and most importantly become involved in the community. Students will explore leadership roles, learning styles and human relations skills for personal growth and career success. Emphasis will be placed on community service, goal setting and individual projects. FFA projects will be incorporated. Students may earn a State Leadership certificate through this course.

1 Credit **Grades: 11-12** **Prerequisite: None**

Independent Study – Students develop their own projects based on interests.

1 Credit **Grades: 11-12** **Prerequisite: FFA Membership & Instructor Approval**

Work Study – Students must be employed and work regular hours during the school year. Students must meet credit requirements to be on track for graduation. Qualified students may be granted a maximum of one period daily for work release. Approval by school counselor, principal and employer are necessary. Class will meet 32 minutes each Wednesday for instruction.

NOTE: This course is offered to juniors and seniors.

1 Credit **Grades: 11-12** **Prerequisite: Employed**

Youth Apprenticeship - Available to juniors and seniors, Youth Apprenticeship (YA) involves coursework and related work-based learning relevant to Career Pathways. Students must have related employment and employers must adhere to standards of the program. YA students must be in good academic standing, have excellent attendance, and have taken a sequence of related coursework. Upon successful completion of 450 hours of related work and the competency checklist, students will earn a Level 1 Youth Apprenticeship Certificate by the Wisconsin Department of Workforce Development. A two-year program is also available. There are different Youth Apprenticeship (YA) pathway programs to choose from in the area of Agriculture, Food and Natural Resources (AFNR). Programs require completion of the Core Skills and Safety Units concurrently with the applicable technical Basics Unit in the first year. There are 16 pathways, which include modules such as Animals, Plants, Environmental Systems, and Food/Hospitality/Lodging.

1 Credit

Grades: 11-12

Prerequisite: None

0.5 Credits - Financial Literacy Required

Financial Literacy/Employability Skills – REQUIRED Employability Skills - This class provides an opportunity to develop positive attitudes, knowledge, skills and linkages that will empower the successful transition from high school to postsecondary options. Curriculum study units will include assessment, transition, Covey's 7 Habits of Highly Effective People, core abilities, job writing, college survival, etc. Students may earn a State Employability Skills certificate through this course - **Financial Literacy** –This portion of the course will help prepare students for planning and managing their personal finances. Through instruction and activities students will be introduced to the workings of budgeting, saving, investing, the dangers of credit and debt, taxes, insurance, consumer awareness and charitable contributions.

0.5 Credit

Grades: 12

Prerequisite: None

ART

Courses Taught in Art:

Art I - 2D & 3D

Graphic Design

Art II - 2D & 3D

Traditional Photography

Art III - 2D & 3D

Fiber Arts A & B

Art IV (Senior Art)

1 Laude Point Earned for Senior Art (3+ credits of art and 2 years on Art Team)

ART Course Descriptions

*There is a \$10 fee for all art courses. Students who produce more projects over and above assignments, may have to pay additional fee (for example - more than one sterling silver ring)

Art I - 2D– An introductory course in design, art history, art terminology and related concerns; activities may include (but not limited to) drawing with various media, acrylic painting, reduction (EZ Cut) printmaking and papermaking.

.5 Credit (1 Semester)

Prerequisite: None

Art I - 3D– An introductory course in design, art history, art terminology and related concerns; activities may include (but not limited to) handbuilt pottery, wheel pottery, sculpture, jewelry (bead weaving), metals and glass (etching).

.5 Credit (1 Semester)

Prerequisite: None

Art II - 2D – Accelerated level of study in the areas explored in Art I - 2D. The student will have the opportunity to experience the use of more sophisticated art materials, concepts and techniques. Activities may include (but not limited to) drawing with various media, watercolor painting, intaglio printmaking, and paper arts (bookbinding).

.5 Credit (1 Semester)

Prerequisite: Art I- 2D

Art II - 3D – Accelerated level of study in the areas explored in Art I - 3D. The student will have the opportunity to experience the use of more sophisticated art materials, concepts and techniques. Activities may include (but not limited to) intermediate hand-built pottery, wheel pottery, sculpture, jewelry, metals (lost wax cast silver rings), and glass (mosaics)

.5 Credit (1 Semester)

Prerequisite: Art I- 3D

Art III- 2D – The activities are a culmination of all previous art experiences in Art I and II, with an emphasis on sophisticated techniques, processes and materials. Activities may include (but not limited to) drawing with various media, oil, watercolor or acrylic painting, printmaking (monoprint and collagraph), paper arts (quilling, manipulated paper)

.5 Credit (1 Semester)

Prerequisite: Art II-2D

Art III- 3D – The activities are a culmination of all previous art experiences in Art I and II, with an emphasis on sophisticated techniques, processes and materials. Activities may include (but not limited to) advanced hand-built pottery, potter's wheel, art metals (fabrication), stained glass (copper foil technique), advanced jewelry.

.5 Credit (1 Semester)

Prerequisite: Art II-3D

Art IV - A– This course is designed for the serious and capable art student. The overall emphasis is to allow self-direction and independent expression through the mediums, techniques, and concepts previously learned, as well as the opportunity to investigate artistic mediums not yet explored. Students will choose the medium(s) suited to their interest and ability through a contractual agreement with the instructor. It should be emphasized that the Art IV student will be working more independently. Students considering going on into an art or design related field are highly encouraged to continue in the IV class, as they will provide a broad base of artistic knowledge and exploration and prepare a portfolio for future use. Projected cost is \$10 - \$75 depending on materials used (see above). Replaces Senior Art

.5 Credit (1 Semester)

Prerequisite: Art III

Art IV - B– This course is designed for the serious and capable art student. The overall emphasis is to allow self-direction and independent expression through the mediums, techniques, and concepts previously learned, as well as the opportunity to investigate artistic mediums not yet explored. Students will choose the medium(s) suited to their interest and ability through a contractual agreement with the instructor. It should be emphasized that the Art IV student will be working more independently. Students considering going on into an art or design related field are highly encouraged to continue in the IV class, as they will provide a broad base of artistic knowledge and exploration and prepare a portfolio for future use. Projected cost is \$10 - \$75 depending on materials used (see above). Replaces Senior Art

.5 Credit (1 Semester)

Prerequisite: Art III

Photography– This class is also an introduction to darkroom photography. Projects include (but not limited to) building a rudimentary “pinhole” camera, use a 35mm “point and shoot” camera, developing film and black and white photos in the darkroom, frame and dry mount the finished photographs. Photographic terminology and art history will also be explored, as well as some photo construction projects.

Graphic Design– Students will learn graphic design and commercial art techniques through projects created by hand as well as using Photoshop on the computer. Projects may include (but not limited to) printing, enhancing digital images, manipulating/editing images on the computer, package design, calligraphy, text/font design, creation of print media (posters, flyers, ads, business cards, notepads, stationery, etc).

.5 Credit (1 Semester)

Fiber Arts - A– Students will explore projects and skills that they may use throughout their life as a hobby or a vocation. Students will learn to read instructions and follow patterns, as well as make up their own patterns. Projects may include (but not limited to) knitting, crocheting, needlecrafts, embroidery, latch-hook rugs, basketry, weaving, quilting, fabric painting, basketry, etc. as well as art history of those mediums, and the wellness associated with participating in fiber arts.

.5 Credit (1 semester)

Fiber Arts - B– Students will explore skills used in everyday life, such as (but not limited to) hand sewing techniques, hemming, sewing on buttons, snaps, zippers, grommets, use a sewing machine, understanding of different types of fabric, etc. Projects will include the creation of a “quiet” book, soft sculptures, quilt squares, bags, etc.

.5 Credit (1 semester)

****Please Note:** Students may have an “art bill” if the student chooses to do more than one of the specific projects, purchase extra supplies or materials, chooses to make more than one of the required projects, or if the student breaks or loses some art equipment that they are responsible for.*

Technology and Engineering

Technology courses are designed to encourage the study of how people apply knowledge, scientific, mathematical and communication skills using various tools and materials to solve problems and meet human needs. The purpose of the curriculum is to prepare all students to function in an ever-changing technological society, develop employability, and provide the transition from school to gainful employment.

Courses Taught in Technology/Engineering Education:

- Intro to Technology
- Building Trades
- Furniture and Cabinet Making
- Metals 1
- Shielded Metal Arc Welding (SMAW) Techniques 1 – **TC** (1 Laude Point)
- Gas Metal Arc Welding (GMAW) Techniques 1 – **TC** (1 Laude Point)
- Intro to Engineering
- Electronics
- Programming

- Robotics/Adv. Robotics (1 Laude Point for each)

Recommended Technology Course Sequence:

Grade 9	Grade 10	Grade 11	Grade 12
Intro to Technology Building Trades	Furniture & Cabinetry Metals 1	Furniture & Cabinetry Metals 1 SMAW GMAW	Furniture & Cabinetry Metals 1 SMAW GMAW

Course Descriptions

Intro to Technology - Designed to introduce students to a broad range of areas in Tech. Ed. Areas of study will contain but will not be limited to construction, manufacturing, transportation, and engineering. The course will provide hands-on experience with processes, materials, tools, machines, management ideas, and the impacts of technology. Students will understand basic measurements, how to read a tape measure, research different possible careers in the areas of study, basic woodworking principles, basic metal manufacturing, automotive knowledge (small engines), and the importance of proper tool usage.

0.5 Credit Grades: 9-12 Prerequisite: None

Building Trades – This course is designed to introduce the student to the fundamentals of working safely and efficiently with both hand and power woodworking tools. The areas of instruction include safety, machine operation, joinery, tool care and maintenance and finishing. This unit will build on the skills developed from basic woodworking in Intro to Tech Ed. Students will be able to use all necessary tools to make a finished product. Students will learn how to make something out of wood from a tree growing in the forest to a finished product and all the steps in between.

0.5 Credit Grades: 9-12 Prerequisite: Intro to Technology

Furniture & Cabinet Making – Students will use the skills they obtained from Building Trades to plan, develop, and build a series of small projects or one big project for the semester. Students will be able to use all necessary tools to make a finished product.

**1 Credit Grades: 10-12 Prerequisite: Intro to Tech & Building Trades
(Recommend grade of C or better)**

Metals 1 - This course will cover the basic manufacturing processes used in the production of goods from metal. It will also allow the student to become familiar with the different types of metals and their properties. The student will learn basic skills in arc welding, cutting, tool usage, welding symbols, and safety.

1 Credit Grades: 10-12 Prerequisite: Intro to Technology

Shielded Metal Arc Welding (SMAW) Techniques 1 TC – 1 Laude Point This class is articulated through Fox Valley Technical College (FVTC). It covers the process commonly known as stick welding. Upon

completion of this course, the student will be able to weld in all positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

Purpose/Goals

- Identify, terminology, nomenclature, electrode selection, power source equipment requirements, quality standards, limitations and variables.
- Perform fillet and groove welds in all positions on plain carbon steel and stainless-steel fillet welds in the horizontal position using the shielded metal arc welding process.

1 Credit **Grades: 10-12** **Prerequisite: Metals 1**
(2 Credits FVTC)

Gas Metal Arc Welding (GMAW) Techniques 1 TC – 1 Laude Point This class is articulated through Fox Valley Technical College (FVTC). It demonstrates welding on steel sheet metals and plates. Emphasis is placed on axial spray, pulse spray and short circuit mode of transfer. Upon completion of this course, the student will be able to weld in all positions, read basic weld symbols, and understand written welding procedures.

Purpose/Goals

- Identify terminology, equipment, shielding gas and consumable requirements, limitations and quality standards.
- Perform fillet and groove welds on plain carbon steel in all positions with the short circuit and pulse spray mode of transfer; fillet and groove welds in the flat and horizontal positions with the spray transfer mode; and performance weld test to evaluate welders' abilities.

1 Credit **Grades: 10-12** **Prerequisite: Metals 1**
(2 Credits FVTC)

Engineering Courses

Engineering – Little Wolf High School's Engineering course provides instruction in the process of engineering solutions, from ideation to creation. Students apply the Engineer's Design Process to the creation of 3D printed models, laser cut products, and automated solutions using Arduino and Raspberri Pi microcontrollers.

Emphasis is on higher level problem-solving skills in the areas of STEM as students devise solutions to real-world problems.

1.0 Credit **Grades: 9-12** **Prerequisite: None**

Programming 1 – Tech is the new literacy! This course is intended to teach students coding as well as a much more powerful skill: technical sophistication! Course content includes hands-on lessons in two series of coding essentials: Developer Fundamentals and Web Basics. Participants will learn essential developer tools: the Unix command line, text editors, and version control with Git. Motivated learners will then advance to Web

Basics, including: HTML, the universal language of the Web; CSS & Layout, which builds an industrial-strength website; and JavaScript, which lets you do cool things on web pages.

1.0 Credit

Grades: 10-12

Prerequisite: Algebra 1

Robotics - 1 Laude Point Students will walk through the design and build of a mobile robot to play a sport-like game. During this process, they will learn key STEM principles, and robotics concepts. At the culmination of this class, they will compete head-to-head against their peers in the classroom, or on the world stage in the FRC Robotics Competition, the largest and fastest growing international robotics competition for middle and high school students.

1.0 Credit

Grades: 11-12

Prerequisite: Electronics

Advanced Robotics - 1 Laude Point This course will take the information learned in Robotics to the next level. This will be a more independent course and will follow some of the same concepts of Robotics.

1.0 Credit

Grades: 11-12

Prerequisite: Robotics

Computer Science^[1]

Publications - Designed for students who wish to learn how to use desktop publishing software to produce a variety of publications. Students will build on skills learned in Word Processing. Students will incorporate their own writing and artistic skills to create publications for the school newspaper and the school yearbook. The goal is to produce quality published documents using computer software, photography, and various other media forms.

1 Credit

Grades: 10-12

Prerequisite: (Recommended B or better in English classes)

Music Education

LWHS music courses are designed to address a wide range of student skills and interests. Numerous performance opportunities, travel and competition are an integral part of the music program.

1 Laude Point earned for 3+ years participation in Band and/or Choir and a 1st on a Class A Solo & Ensemble

Courses Taught in Music Education:

- High School Band

- Choir
- Survey of Jazz Music
- Guitar & Keyboard
- Chamber Singers

Course Descriptions

High School Band– The High School Band performs a variety of music throughout the year, ranging from classical to pop. Performing opportunities include, concert band, solo/ensemble music festival, pep band, marching band, and all-conference band. As a member of the High School band, students will develop their instrumental skills, appreciation for music, and knowledge of music theory, history, and composition. All students will receive a calendar of required and non-required performances at the start of the school year.

NOTE: Due to the early performance schedule for this course, any drop/adds must be made **PRIOR** to the first day of the school year. Drop/add requests following first rehearsal may or may not be granted according to the instructor's discretion. Parent permission is required for drop/add requests to be considered.

1 Credit **Grades: 9-12** **Prerequisite: Jr. High Band or instructor's approval**

Survey of Jazz Music - In this course, students will learn and perform repertoire from various Jazz genres and styles. Jazz genres will be studied while examining the history, music theory, aural skills, and present-day relevance. Atypical instruments such as piano, guitar, and bass guitar, are all necessary to have outstanding ensemble. Students can expect to perform in the community and jazz festivals at various High Schools and/or Collegiate Universities around the state per B.O.E. approval.[2]

1 Credit **Grades: 9-12** **Prerequisite: Enrolled in high school band ensemble and/or have permission from the band Director**

Choir- This is a performing group for singers. Class work will include singing, writing, note reading, listening exercises, vocal technique and singing tests. Public performance is a mandatory part of the class grade.

1 Credit **Grades: 9-12** **Prerequisite: None**

Guitar & Keyboard – This course is designed to teach multiple levels of learning and playing the guitar, keyboard or both. Students will learn the basics and then progress at their own level. Students will also test and perform in class on a regular basis, as a part of their grade. This course is a lab class and is designed for in-class practice, as well as instruction. Seating is limited to 20 students because of space and equipment.

0.5 Credit

Grades: 9-12

Prerequisite: None

Chamber Singers – This course is an advanced level performing vocal class. The class is eligible to vocalists by audition. The class will include evening concerts and performances. Styles to be sung and studied will vary, to include jazz, madrigal, swing choir, pop and classical. There will be written elements in the class, also.

1 Credit

Grades: 9-12

Prerequisite: Audition

Other Offerings

Early College Credit Program/Start College Now – Wisconsin's Start

College Now (formerly known as Youth Options) program allows public high school **students** who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private nonprofit institutions of higher education. Approved courses can count toward high school graduation as well as for college credit.

This program opens the door for greater learning opportunities for motivated students who are considering a technical career, students wishing to start college early, or students who want to prepare themselves to enter the workforce immediately after high school graduation.

Parents/Guardians are responsible for satisfactory student attendance and transportation to and from the postsecondary institution. **Students will be required to reimburse the school district for tuition and fees if the student drops or fails the course.**

Students wishing to participate in this Program should contact the school counseling office. Students must be registered for the program by September 30th if they wish to enroll for the spring semester and March 1st if they wish to enroll for the following fall semester. Information sheets are also available in the Counseling Office. **Students must have a 2.5 GPA to apply. (.5 Laude Points per College Level course)**