

# School District of Manawa

Special Board of Education Meeting Agenda **Amended**  
August 30, 2021



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(US) +1 636-888-0172 PIN: 211 688 898#

1. Call to Order – President Johnson – **6:00 p.m.** – MES Board Room, 800 Beech Street Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Public Comment (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
6. Consent Agenda
  - a. Consider Approval of Hybrid Title I/Special Assignment Teacher Position
  - b. Consider Approval of Hybrid Title I/Special Assignment Teacher Job Description as Presented
  - c. Accept Resignation of Food Service Worker as Presented
  - d. Approval of Support Staff Transfer Request - Food Service as Presented
  - e. Approval of Support Staff Transfer Request - Sub Caller as Presented
  - f. Approval of Support Staff - Food Service/Custodial as Presented
  - g. Approval of Support Staff - Guidance Administrative Assistant/Athletic Clerical Support/District Support as Presented
  - h. Approval of Support Staff - Instructional Paraprofessional for Spanish Class as Presented
  - i. Approval of Professional Educator Transfer Request - 1st Grade Teacher as Presented
  - j. Approval of 8th Grade Volleyball Coach as Presented
  - k. Approval of Special Assignment/Title I Reading Teacher as Presented
  - l. Approval of Soliant Health as Occupational Therapy Provider for SY2021-22 as Presented**
  - m. Approval of Support Staff - ES Health Aide/Special Ed Paraprofessional as Presented**
- 7. Any Item Removed from Consent Agenda**
  - a.
8. Unfinished Business: No unfinished business for this meeting.

9. New Business:
  - a. Consider Approval of New Alternative Open Enrollment Applications for the 2021-2022 School Year as Presented
  - b. Consider Update on the Purchase of a Utility Terrain Vehicle
10. Next Meeting Dates: (All meetings are held in the MES Board Room unless otherwise noted.)
  - a. August 31, 2021 LWHS/MMS Ribbon Cutting Ceremony & Tours - 3:30-6:30 p.m. (MS/HS Commons)
  - b. September 7, 2021 Finance Committee Meeting - 6:00 p.m.
  - c. September 8, 2021 Curriculum Committee Meeting - 5:00 p.m.
  - d. September 13, 2021 Policy and Human Resources Committee Mtg - 5:00 p.m.
  - e. September 22, 2021 Regular Board of Education Meeting - 7:00 p.m.
  - f. October 6, 2021 Buildings and Grounds Committee Meeting - 4:30 p.m.
11. 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.

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

#### 0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

#### **Agenda Item**

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of Board President.

## **Public Comment Section of the Meeting**

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
  1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

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## Legal

### 19.90, Wis. Stats.

Last Modified by Melanie Oppor on July 14, 2021

**SCHOOL DISTRICT OF MANAWA**  
**Special Assignment (.75)/ Title I Reading Teacher Job Description (.25)**  
**(Private School Service Provider Only - .25 FTE but subject to change based on fall needs**  
**assessment) K-5**

**QUALIFICATIONS:**

1. State of Wisconsin 1316 certification (LLI training preferred)
2. The ideal candidate would possess a Valid State of Wisconsin Certification 1777 Regular Education, Early Childhood-Adolescence.
3. Strong written and oral communication skills.

**PREFERRED QUALIFICATIONS:**

1. Experience as an Elementary Teacher.
2. Training and experience with the Wisconsin Standards for English Language Arts and Mathematics.
3. Experience and training in standards-based grading.

**JOB GOALS:**

1. Provide an opportunity for all students to learn and grow to reach their full potential.
2. Use a data driven decision making process to adjust instruction in order to meet the needs of all students.

**REPORTS TO:** District Reading Specialist/Elementary Building Principal

**PERFORMANCE RESPONSIBILITIES:** [All of the following are considered to be the essential functions of the position.]

1. Work collaboratively with District Reading Specialist and both private/public school staff to analyze data to identify and work with students who qualify for Title I services, monitor growth aligned to goals, and collaborate with families.
2. Assess targeted students at the private school to determine qualification for Title I reading intervention services.
3. Plan reading intervention lessons and communicate with classroom teachers regarding the progress monitoring of Title I students.
4. Understand common core literacy, SEL, and grade level Wisconsin State Standards to instruct students with best instructional practices meeting the needs of each student.
5. Interact and communicate effectively with parents of Title I students at the private school and Manawa Elementary School.
6. Serve as a liaison with the Schoolwide Program opportunities at Manawa Elementary School for private school parents, students, and teachers. (Promote and participate in Title I Family Nights, etc.)
7. Demonstrate professional characteristics and engage in professional growth activities to maintain and improve professional competence.
8. Adhere to all expectations described in the Professional Educator Handbook.
9. Comply with district policies, operating procedures, and school requirements.
10. Keep such records as are required by Board regulations, principals, and the District Administrator. These records include but are not limited to, data entered in the Student

- Information System (Skyward), lesson plans, and Title I student records and program inventory.
11. Fosters positive, healthy relationships with students by demonstrating sincere interest in the lives of the students and actively engages students in the curriculum.
  12. Use highly effective, research-based instructional techniques to include those taught through district professional development.
  13. Adhere to all expectations described in the Professional Educator Handbook.
  14. Interact and communicate effectively with parents.
  15. Be jointly responsible for enforcement of discipline and the operation of an effective school.
  16. Exercise general supervision over student conduct, not only while in the classroom, but also before school, during lunch and recess, and in the hallways, and during co-curricular activities, as assigned.
  17. Attend all meetings and professional development scheduled by the principal and the District Administrator, including in-service training meetings scheduled by the District Administrator and special meetings called by principals.
  18. Maintains confidentiality to the School District of Manawa.
  19. Promotes a positive image of the District at all times.
  20. Perform other duties assigned by the principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

**TERMS OF EMPLOYMENT:**

Salary and benefits as negotiated with the District Administrator and approved by the Manawa Board of Education.

**EVALUATION:**

The District Reading Specialist shall evaluate the performance of the Title I reading teacher.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.



Melanie Oppor <moppor@manawaschools.org>

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## Fwd: Letter of Resignation

2 messages

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**Carmen O'Brien** <cobrien@manawaschools.org>  
To: Melanie Oppor <moppor@manawaschools.org>

Tue, Aug 17, 2021 at 4:46 PM

----- Forwarded message -----

From: **Brenda Suehs** <bsuehs@manawaschools.org>  
Date: Tue, Aug 17, 2021 at 4:25 PM  
Subject: Fwd: Letter of Resignation  
To: Carmen O'Brien <cobrien@manawaschools.org>

----- Forwarded message -----

From: **Anya Wilson** <awilson@manawaschools.org>  
Date: Tue, Aug 17, 2021, 2:47 PM  
Subject: Letter of Resignation  
To: Brenda Suehs <bsuehs@manawaschools.org>

Dear Manawa School District/ Brenda Suehs,

I, Anya Wilson, have decided to put in my letter of resignation due to the fact that I am moving to a different city. I currently don't have my own car, so it would be hard to get to Manawa from Black Creek. Thank you for hiring me last year and letting me become part of the staff and family of the Manawa School District. I have learned many helpful tricks and techniques that will help me continue to improve in future job opportunities. I hope this year goes well for everyone.

Anya Wilson 8/17/2021

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**Carmen O'Brien**  
**Business Manager**  
**School District of Manawa**  
**Manawa, WI**  
[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)  
**(920) 596-2525**

*We can't control the wind, but we can adjust the sails.*

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**Melanie Oppor** <moppor@manawaschools.org>  
To: Anya Wilson <awilson@manawaschools.org>  
Cc: Carmen O'Brien <cobrien@manawaschools.org>, Board of Education <board@manawaschools.org>  
Bcc: Julie Prey <jprey@manawaschools.org>

Tue, Aug 17, 2021 at 6:39 PM

Dear Anya,

This email serves as the official School District of Manawa's acceptance of your resignation. It has been a pleasure getting to know you and having you assist in the Food Service department. I am glad to hear that this job was a great learning experience for you. Everyone at the School District of Manawa wishes you all the best in your future endeavors. We will surely miss you.

Sincerely,  
Melanie

## Melanie J. Oppor, PhD

District Administrator  
School District of Manawa

800 Beech Street  
Manawa, WI 54949  
Office: 920-596-2525

**Make it a wonderful learning day!**

**CONFIDENTIALITY NOTICE:** This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone at 920-596-2525 to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you.

[Quoted text hidden]





**Students choosing to excel; realizing their strengths.**

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: August 19, 2021  
Re: Request for Voluntary Transfer (Informational)

The purpose of this memo is to endorse Mrs. Julie Peterson voluntary request for a transfer to the 9-month/5.5 hours per day Food Service position for LWHS/MMS Line Cook, Serving Line, and Dishwasher. Mrs. Peterson sent an email request for this transfer on August 18, 2021. She was the only internal applicant for the position. Mrs. O'Brien and Mrs. Suehs support this transfer request.



**Students choosing to excel; realizing their strengths.**

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: August 19, 2021  
Re: Request for Voluntary Transfer (Informational)

The purpose of this memo is to endorse Mrs. Marie Zirbel's voluntary request for a transfer to take on the substitute caller stipend position in addition to her current role as a library paraprofessional. Mrs. Zirbel sent an email request for this transfer on August 18, 2021. She was one of two internal applicants for the position. Mr. Wolfgram supports this transfer request.



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

**To:** Board of Education  
**From:** Carmen O'Brien and Dan Wolfgram  
**cc:** Dr. Melanie Oppor  
**Date:** 8/23/2021  
**Re:** Custodial/Food Service Job Description

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### **Recommendation**

I recommend hiring Susan Miller for the Custodial/Food Service. This position is Part-time, School Year and is scheduled 28.75 hours per week when students are in session.

### **Rationale**

Ms. Miller owns and works for Ferg's Driving School. She has experience in both cleaning and food service from Kwik Trip and Farmer Gene's Campground. This position will work well with Ms. Miller's driving school business because it is school year only. She will work from 6:30 – 9:45 a.m. at the MMS/LWHS doing custodial work, then from 10:45 a.m. – 1:15 p.m. at the MES serving students lunch for a total of 28.75 hours per week.

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**Little Wolf High School  
Manawa Middle School**  
515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**  
800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

**ManawaSchools.org**



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**Mr. Dan Wolfgram**

Little Wolf High School Principal  
Manawa Middle School Principal

## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie Oppor, Manawa Board of Education  
Fr: Dan Wolfgram  
Date: 8/26/2021  
Re: Guidance Clerical/District Clerical Support/Athletic Clerical Recommendation – Kara Tohm

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This memo is to recommend Mrs. Kara Tohm for the Guidance Clerical/District Clerical Support/Athletic Clerical position for the 2021-22 school year.

Mrs. Tohm comes to the School District of Manawa with a wealth of private sector experience in accounting, human resources management and bookkeeping experience. She received her Associates Degree in Accounting and Finance from Fox Valley Technical College in 2013 and also possesses certification for Financial Management. Mrs. Tohm is a resident of Manawa and has several children who attend school at Manawa Middle and Little Wolf High School.

Mrs. Tohm has work experience most recently from Hawk Trailers Inc. in Manawa where she was in charge of Human Resources and Accounting from 2019 to 2021. Prior to this position she was an Accounting Associate for Prospera Credit Union and an Accounting Officer at First State Bank in Waupaca.

Brian Timm, President of Hawk Trailers stated, "Mrs. Tohm is a very competent individual. She has a great work ethic and I would hire her back if I had the opportunity." Eric Sorenson of First State National Bank says, "Kara was a great person to work with. She was diligent and took pride in her work. She worked side by side with me and found her to be a very valuable employee."

Principal Wolfgram, School Counselor Connolly and Dr. Oppor interviewed three candidates for the position. The decision to recommend Mrs. Tohm as the candidate of choice was unanimous.

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**Students choosing to excel; realizing their strengths.**

To: Board of Education  
From: Dr. Melanie J. Oppor  
Date: August 25, 2021  
Re: Request for Voluntary Transfer

The purpose of this memo is to endorse Ms. Megan Schuelke's request for a voluntary transfer to the 1.0 FTE Grade 1 Manawa Elementary School teaching position on a one-year contract. Ms. Schuelke sent an email request for this transfer on August 17, 2021. She is the only internal candidate expressing interest in the position. There was also one external candidate. Ms. Schuelke is well suited to the grade one position because of her long-term substitute teaching positions with the SDM along with her advanced degree work focused on getting a reading teacher license. Thank you for your thoughtful consideration of this request for a voluntary transfer.



**Mr. Dan Wolfgram**

Little Wolf High School Principal

Manawa Middle School Principal

## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie Oppor, Manawa Board of Education  
Fr: Brad Johnson  
Date: 8/15/2021  
Re: Middle School Volleyball Coach

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The purpose of this memo is to recommend Corrie Ziemer as the 8th Grade Volleyball Coach.

Corrie Ziemer has been a Varsity Volleyball Coach for 14 years in Manawa. She was a Middle School and JV coach for 3 other teams before moving to Manawa. Corrie has coached numerous club teams as well as running a multitude of summer volleyball camps for Manawa's Summer School Program, focused on grades 4-12. Corrie is a highly qualified candidate with an outstanding track record. I highly recommend Corrie Ziemer for the position of Manawa Middle School's 8th Grade Volleyball Coach for the 2021 season.

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## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: 8/20/21  
Re: Melinda Doss Health/Special Ed Para Recommendation for Hire

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This memo is to recommend Ms. Melinda Doss for the Health/Special Education Paraprofessional position for the 2021-22 school year.

Ms. Doss comes to the position with a wealth of previous elementary school experience. Including working at Manawa Elementary as the 4K para for the first semester of the 2020-21 school year and subbing in the MES for support staff during the second semester. Melinda worked at the elementary school in the Tomorrow River School District for 10.5 years. She worked in their 4K program and special education programs as a paraprofessional. Ms. Doss moved to Manawa from Amherst 2 years ago.

MES special education teachers and Mrs. Thompson all agreed that she would be an asset to the office and program. Ms. Doss is a “go-getter”. She works very hard no matter which position she was in. Ms. Doss doesn’t wait to be told something to do she sees what needs to be done and does it. References from Amherst gave her glowing recommendations including, “You’d be lucky to have her.” “Mindy is amazing to work with. I never had to ask her to do anything. She saw what needed to get done and did it well.” “The energy she brings to school is amazing.”

Ms. Doss had to leave MES at the end of the first semester last school year due to unforeseen circumstances and is now in a position to accept a position for the long term. We are all excited to work with her again.

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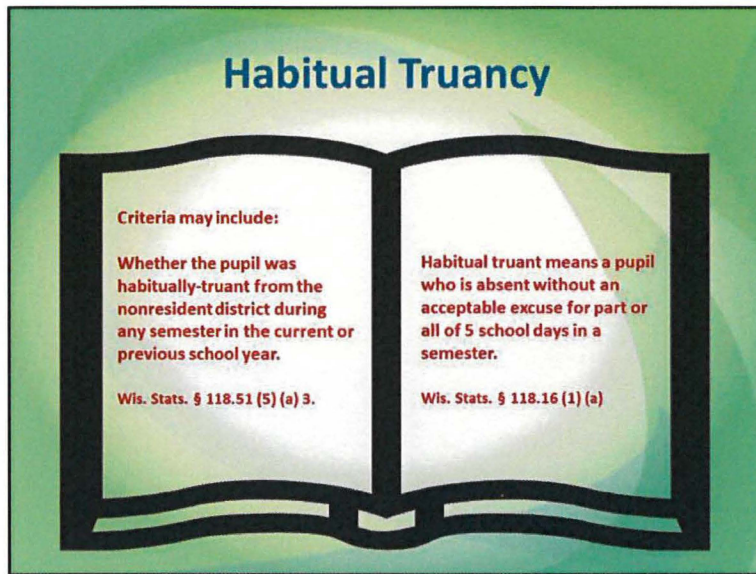
Alternative Application Open Enrollment - 7/1/2021

| *Approved                        |                   |                     |                           |   |
|----------------------------------|-------------------|---------------------|---------------------------|---|
| Applying for Grade               | RESIDENT DISTRICT | Currently Attending | SPEC ED                   |   |
| 9                                | New London        | Home Based          | Y                         |   |
| 11                               | New London        | New London          | N                         |   |
| 11                               | Weyauwega-Fremont | Waupaca High School | N                         |   |
| 6                                | Iola              | Black Creek         | N                         |   |
| * additional apps.<br>08/18/2021 | 2                 | Iola                | Black Creek               |   |
|                                  | Pre K or 4K       | New London          | N                         |   |
| *Pending BOE Approval            |                   |                     |                           |   |
|                                  | 8*                | Iola                | Waupaca Chain Exploration | Y |
|                                  | 12*               | Hortonville         | Sheboygan Falls           | N |
|                                  | 4*                | Waupaca             | Waupaca Learning Center   | N |
|                                  | 1*                | Waupaca             | Waupaca Learning Center   | N |

| Informational SY20/21 OE In/Alternative Apps. | Current Students |
|---|------------------|
| Students PK-12                                | 17               |
| Less Seniors                                  | -3               |
| Total to SY2022                               | 14               |
| New Applications                              | 7                |
| SY2022 OE in Possible                         | 20               |
| Informational SY20/21 OE Out/Alt apps         | Current Students |
| Students PK-12                                | 102              |
| Less Seniors                                  | -9               |
| Total to SY2022                               | 93               |
| New Applications                              | 11+6             |
| SY2022 OE in Possible                         | 110              |

9 new alt Apps out for 2021/22





A nonresident school district may deny a pupil who has been habitually truant, from that nonresident district, in any semester of the current or preceding school year.

Habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of 5 days in a school semester.