

School District of Manawa

Board of Education Public Listening Session on ESSER III
& Special Board of Education Meeting
February 21, 2022



REVISED

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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. Roll Call
3. Verify Publication of Meeting
4. Public Listening Session
 - a. Overview of The American Rescue Plan (ARP) Act, the third federal COVID-19 relief law, passed in March 2021; provides one-time funds through the Elementary and Secondary School Emergency Relief (ESSER) III grant program.
 - b. School District of Manawa Proposal for ESSER III grant program.
 - c. Public Input
5. Consent Agenda
 - a. Accept Resignation of Special Education Paraprofessional
 - b. Consider Approval of Support Staff Transfer Request as Presented
 - c. Consider Approval of Support Staff - Food Service Worker as Presented
 - d. Consider Approval of Support Staff - Special Education Paraprofessional 15 hours/week as Presented
 - e. Consider Approval of Support Staff - Special Education Paraprofessional 28.75 hours/week as Presented
6. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
7. New Business
 - a. Consider Approval of Professional Staff Transfer Request as Presented
 - b. Consider Approval of Elementary School Teacher as Presented
8. Next Meeting Dates:
 - a. February 28, 2022 Regular Board of Education Meeting - 7:00 p.m.
 - b. March 14, 2022 Finance Committee Meeting - 6:00 p.m.

9. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85 (1)(c), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) To confer with the School Board as to a pending personnel matter involving a district employee.

10. Board May Act on Items Discussed in Closed Session

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 accommodation 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.

2/3/2022

Dr. Melanie Oppor
School District of Manawa

Please accept my resignation effective at the end of the work day Friday, February 4, 2022.

A handwritten signature in black ink, appearing to read "Laura A. O'Brien". The signature is written in a cursive style with a large initial "L" and "A".

Laura A. O'Brien

12/1/21

I would like to request a transfer from the Food Service department to the 4K paraprofessional opening currently available.

Thank you,

Donna Wheeler

A handwritten signature in cursive script that reads "Donna Wheeler". The signature is written in black ink and is positioned below the typed name.



Melanie Oppor <moppor@manawaschools.org>

Transfer Request

Melanie Oppor <moppor@manawaschools.org>

Tue, Dec 7, 2021 at 12:47 PM

To: Donna Wheeler <dwheeler@manawaschools.org>

Cc: Brenda Suehs <bsuehs@manawaschools.org>, Carmen O'Brien <cobrien@manawaschools.org>, Dan Wolfgram <dwolfgram@manawaschools.org>, Danni Brauer <dbrauer@manawaschools.org>

Dear Donna,

The purpose of this email is to confirm that I received your request for a transfer from your current Food Service position to the 4K paraprofessional position. It is my intent to approve your request for a transfer contingent on Mrs. O'Brien and Mrs. Suehs hiring a replacement for the Food Service vacancy created by your transfer. Once a hiring timeline is settled, the date of your official transfer to the 4K paraprofessional position will be set.

Thank you for your ongoing commitment to the School District of Manawa.

Best regards,

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!

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 **D Wheeler transfer request.pdf**
52K



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

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 2/18/2022
Re: Food Service Job Recommendation

Recommendation

I recommend Tammy J. Heger to be hired for the food service position open due to an internal transfer. This position is a Part-time, School Year position working 28.75 hours per week.

Rationale

Ms. Heger is a long-time resident of Manawa and comes to the District with 14 years of experience in manufacturing as a production line worker and machine operator and 16 years of experience as a custodian in a manufacturing environment. In those past 30 years of employment, she has been trusted to train new employees. I am very excited and happy to welcome Tammy to the food service team.

School District of Manawa
800 Beech Street
Manawa, WI 54949

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Fax: (920) 596-5308

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

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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: 2/18/22
Re: Special Ed Para Recommendation for Hire

This memo is to recommend Ashley Sanchez for the 15 hour/week, \$14.75/hour Special Education Paraprofessional position for the remainder of the 2021-22 school year.

Ashley is coming to us from Little Lambs where she has been the Assistant Center Director for the past 2 years. From 2018-to 2020, Ashley worked at Kindercare in Appleton. She really liked the structured, curriculum base that focused on developmental goals at Kindercare. This experience is what lead her to think about working in a school district. Ashley's passion for helping children grow functionally and academically was very evident in her interview.

Ashley and her husband Michael have 4 children who all attend school at MES. We are excited to work with Ashley with her willingness to learn and her passion for helping children reach their full potential.

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Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 2/18/22
Re: Special Ed Para Recommendation for Hire

This memo is to recommend Torie Zirbel for the 28.75 hours/week, \$14.75/hour MES Special Education Paraprofessional position for the remainder of the 2021-22 school year.

Torie comes to the position with a wealth of knowledge. In addition to subbing at MES for support staff this school year, she was a consistent sub in the District in the past. Torie is a mother of 2 one of which graduated from LWHS in 2019 and her daughter Isabel currently attends 6th grade at MMS.

Since beginning to sub on a consistent basis this school year, the staff has enjoyed working with her. Ms. LuAnne Ujazdowski, the MES counselor, has been impressed on multiple occasions with her thoughtful questions about the best ways to work with students. Special Education staff appreciate that she listens to instructions and observes them when they work with specific students. She will then use this information to assist students in independence and the accomplishment of goals. Torie's quiet, calm demeanor helps deescalate students who are having difficulty, and her willingness to jump in wherever she is needed makes her the strongest candidate for this position.

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January 7, 2022

Dear Ms. Brauer and/or Dr. Oppor,

I am writing to let you know of my interest in the "Special Assignment Teacher" position. I would like to transfer from my current 5th grade position to the "Special Assignment Teacher" position. I am willing to make this transfer as soon as you would like me to do so.

Thank you for considering my request.

Sincerely,

Christine J. Hansen



Melanie Oppor <moppor@manawaschools.org>

Document shared with you: "letter for DB"

Melanie Oppor <moppor@manawaschools.org>

Wed, Jan 19, 2022 at 9:31 AM

To: Chris Hansen <chansen@manawaschools.org>

Cc: Danni Brauer <dbrauer@manawaschools.org>, Carmen O'Brien <cobrien@manawaschools.org>

Dear Chris,

The purpose of this email is to approve your voluntary transfer request to the 1.0 FTE Special Assignment Teacher position beginning with the second semester of the 2021-22 school year conditionally based on the District's ability to fill the fifth-grade teaching vacancy that would result from this reassignment.

Thank you for your ongoing dedication to the School District of Manawa.

Best regards,

Melanie

Melanie J. Oppor, PhD

District Administrator

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[Quoted text hidden]



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 2/14/22
Re: Haley Lewallen 5th Grade Teacher Recommendation for Hire

This memo is to recommend Ms. Haley Lewallen for the 5th Grade Teacher position vacancy that the transfer by Mrs. Hansen would create for the remainder of the 2021-22 school year. Ms. Lewallen is a graduate of UWGB for Elementary Education in December of 2021.

Ms. Lewallen completed her student teaching in the School District of New London in 3rd-grade at Lincoln Elementary and 6th-grade science at New London Middle School. Since graduation, she has been substitute teaching primarily in the School District of New London.

Ms. Lewallen's references spoke very highly of her communication skills, knowledge of curriculum, and creating community with her students. The principal of Lincoln Elementary spoke highly of preparation and flexibility. Ms. Lewallen was described as an eager learner.

Ms. Lewallen was the only applicant for the position and, in turn, the only teacher interviewed. An eight-member team participated in the first-round interview. All team members agreed that she would be a great addition to the staff and are excited to help her grow in her skills.

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