

School District of Manawa

Board of Education Meeting Agenda

March 21, 2022



[Join with Google Meet](#)

meet.google.com/thk-sogc-nsd

[Join by phone](#)

(US) +1 518-551-0813 PIN: 982 668 387#

1. Call to Order – President Johnson – **6:00 p.m.** – MES Boardroom, 800 Beech Street
2. Adjourn to Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(e), Wis. Statutes, for the Purposes of: the conduct of other Board business whenever competitive or bargaining reasons require a closed session.
3. Reconvene in Open Session - **7:00 p.m.** – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)
4. Pledge of Allegiance
5. Roll Call
6. Verify Publication of Meeting
7. District Showcase: Brenda Suehs and Food Service Department - Breakfast Hero Award 2022 School Nutrition Team
8. Presentation:
 - a. Key Performance Indicators: Mr. Marzofka and Mrs. Krueger
 - i. Operation & Efficiencies and Engagement & Satisfaction:
 1. II.F. Technology Plan Update
 2. I.C. ISTE (Technology Standards for Students) Update
9. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
10. Consent Agenda
 - a. Approve Minutes of February 28, 2022 Regular Board Meeting and a March 1, 2022 Special Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts
 - c. Donations:
 - i. Dairyland Seed and The Community Country Dinner Show \$250 donation to the Ag Program and \$250 to the Manawa FFA
 - ii. VFW Post 1037 \$500 donation to the Manawa FFA
 - d. Consider Resignation of Secondary Administrative Assistant as Presented
 - e. Consider Acceptance of Elementary Teacher Retirement as Presented
 - f. Consider Approval of a Title 1 Teacher as Presented
11. Any Item Removed from Consent Agenda

- a.
- b.
- 12. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
- 13. Correspondence: None
- 14. District Administrator's Report:
 - a. Student Council Representative - Olivia Santos
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Update
 - e. Retiring Board Member Thank You
- 15. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
- 16. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
- 17. Director's Reports:
 - a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
- 18. Board Comments:
 - a.
 - b.
- 19. Committee Reports:
 - a. Finance Committee (Pethke)
 - i. Monthly Financial Summary - January
 - ii. Grant Summary
 - iii. Annual OPEB Report for 2021
 - iv. Consider Endorsement of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account
 - v. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position
 - vi. Consider Approval of Wage Increase for LWHS/MMS Dean of Students Position
 - vii. Finance Committee Planning Guide
 - b. Buildings & Grounds (R. Johnson)
 - i. Discuss Plans to Upgrade Lighting in West MS/HS Parking Lot - Matt McGregor; Hoffman
 - ii. Discuss Technology Education (Woods & Metals) Duct Detector False Alarm Solutions - Matt McGregor; Hoffman

1. Prefilter racks were added
2. Eliminate duct detectors and rewire alarm through heat detectors only & shut airflow down
3. Other
- iii. Door Fob System Replacement
 1. Isonas
 2. LaForce
 3. Other
- iv. Lawn Care Weed & Feed Request for Proposal
- v. Schedule reseeding of new green spaces
- vi. Review Football Field Drainage Related to Track Upgrades
- vii. Review MES Playground Plan
- viii. Continue to Brainstorm and Prioritize 2022-23 Fiscal Year Projects as Presented
- ix. Secure Quotes for Added Long-Jump
- x. Update on Maintenance
 1. Gym (both) Floor Refinishing - Week of July 11
 2. New Mirrors in the Fitness Center
 3. Generator Annual Maintenance Contracts - Wolter
 4. 3CX Phone System
 5. MES Lighting Proposal
 6. MES Vinyl Tile
 7. MS/HS Library
 8. Review of Project Spreadsheet
 9. Other
- xi. Review of Buildings and Grounds Budget
- c. Policy & Human Resources Committee (J. Johnson)
 - i. Review, Discuss, and Endorse NEOLA Policy Updates Volume 31, No. 1 as Listed
 1. Overview and Comments
 2. PO0100 - Definitions
 3. PO0142.1 - Electoral Process
 4. PO0142.5 - Vacancies
 5. PO0144.5 - Board Member Behavior and Code of Conduct
 6. PO0152 - Officers
 7. PO0165.1 - Notice of Regular Meetings
 8. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
 9. PO1460 - Physical Examination
 10. PO2210 - Curriculum Development
 11. PO2414 - Human Growth and Development

12. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
 13. PO3122.01 - Drug-Free Workplace
 14. PO3160 - Physical Examination
 15. PO3340 - Grievance Procedure
 16. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
 17. PO4122.01 - Drug-Free Workplace
 18. PO4160 - Physical Examination
 19. PO4340 - Grievance Procedure
 20. PO5113 - Open Enrollment Program
 21. PO5200 - Attendance
 22. PO5410 - Promotion, Placement, and Retention
 23. PO5461 - Children At-Risk of Not Graduating From High School
 24. PO5722 - School-Sponsored Publications and Promotions
 - a. Current Policy
 - b. Revised Policy
 - c. Tool Kit
 25. PO6108 - Authorization to Make Electronic Fund Transfers
 26. PO6114 - Cost Principles - Spending Federal Funds
 27. PO6146 - Post Issuance Tax Exempt Bond Compliance
 28. PO6152 - Student Fees, Fines, and Charges
 29. PO7100 - Facilities Planning
 30. PO8450 - Control of Casual - Contact Communicable Diseases
- ii. Review, Discuss, and Endorse NEOLA Administrative Guideline Updates
Volume 31, No. 1 as Listed
1. Overview and Comments
 2. AG1630.01 - FMLA Leave
 3. AG2260.02 - English Language Proficiency
 4. AG2271 - Early College Credit Program
 5. AG2411 - School Counseling
 6. AG2430 - District Sponsored Clubs and Activities
 7. AG2522.01 - Library Media Center - Support for Intellectual Freedom
 8. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
 9. AG3120.10 - Job Sharing
 10. AG3122.02 - Drug-Free Workplace
 11. AG3125 - Wisconsin Educator Licensing
 12. AG3160B - Tuberculosis Examination
 13. AG3231A - Participation in Political Activities
 14. AG3231B - Research and Publishing
 15. AG3430.01 - FMLA Leave
 16. AG4122.01 - Drug-Free Workplace
 17. AG4160B - Tuberculosis Examination

- 18. AG4231A - Participation in Political Activities
- 19. AG4430.01 - FMLA Leave
- 20. AG5111.01 - Homeless Students
- 21. AG5200 - Attendance
- 22. AG5330 - Administration of Medications
- 23. AG5460 - Graduation Requirements
 - a. District Specific
 - b. Integrate with Current Policy and Delete
- 24. AG5463 - Student and Credit Transfer from Nonpublic Schools
- 25. AG5517.01 - Bullying
- 26. AG5540 - Relationship with Governmental Agencies
- 27. AG5610 - Suspension and Expulsion
- 28. AG5722 - School-Sponsored Student Publications and Productions
- 29. AG5751 - Education and Services for School-Age Parents
- 30. AG5830 - Student Fund-Raising
- 31. AG6605 - Crowdfunding
- 32. AG6611 - Ticket Sales
- 33. AG7440.03 - Small Unmanned Aircraft Systems
- 34. AG7540.05 - Assistive Technology and Services
- 35. AG8320 - Personnel Records
- 36. AG8330 - Student Records
- 37. AG8600 - Transportation
- 38. AG8800D - Care, Custody, and Display of the United States Flag
- 39. AG9270 - Home-Based Private Education Students
- 40. AG9270A - Admission of Students from Nonapproved Schools
- 41. AG9700 - Fund-Raising by Charitable Organizations
- iii. Review, Discuss, and Endorse the Use of NEOLA Forms as Listed
 - 1. FM6605F1 - Crowdfunding Solicitation Project Proposal Form
 - 2. FM9160F1- Public Attendance at School Events
- iv. Review, Discuss, and Endorse PO2431 - Interscholastic Athletics
- v. Review, Discuss, and Endorse PO8510 Wellness
- vi. Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional
- vii. Discuss and Act on Dean of Students Request for a Stipend Increase
- viii. Review the Revised Job Description for the MS/HS Administrative Assistant
- ix. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses
- x. Policy & Human Resources Committee Planning Guide
- d. Ad hoc Safety Committee (Hollman)
 - i. Review and Revise District Safety Plan
 - 1. Add elements to the handbook as needed
 - 2. Include safety actions based on site tour
 - 3. Other
 - ii. Review MacNeil Environmental Safety (Mock OSHA Inspection) Report

- iii. Consider Creating Classroom Go Kits for the 2022-23 School Year
- iv. Other Issues of Concern to the District Ad hoc Safety Committee
- v. Prepare Recommendations for Board of Education

20. Unfinished Business:

- a. Consider Approval of Revised Policies as Listed Below:
 - i. PO9130 - Public Request, Suggestions, or Complaints as Presented
 - ii. PO2700.01 - School Performance and State Accountability Report Cards
 - iii. PO0167.3 - Public Comment at Board Meetings
 - iv. PO2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - v. PO5517 - Nondiscrimination and Anti-Harassment - Student Anti-Harassment

21. New Business:

- a. Consider Approval of One-Time Support Staff Stipend of \$250 (maximum) as Endorsed by the Policy and Human Resource Committee on January 31, 2022 using ESSER II Funds
- b. Consider Approval of Start College Now Fall 2022 as Presented
- c. Consider Approval of Keeping the Fund 39 Fund Balance Local and Not Open a Separate Escrow Account as Presented
- d. Consider Approval of Isonas Door Fob System Replacement as Presented
- e. First Reading of NEOLA Policy Updates Volume 31, No. 1 as Listed
 - i. PO0100 - Definitions
 - ii. PO0142.1 - Electoral Process
 - iii. PO0142.5 - Vacancies
 - iv. PO0144.5 - Board Member Behavior and Code of Conduct
 - v. PO0152 - Officers
 - vi. PO0165.1 - Notice of Regular Meetings
 - vii. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
 - viii. PO1460 - Physical Examination
 - ix. PO2210 - Curriculum Development
 - x. PO2414 - Human Growth and Development
 - xi. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - xii. PO3122.01 - Drug-Free Workplace
 - xiii. PO3160 - Physical Examination
 - xiv. PO3340 - Grievance Procedure
 - xv. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - xvi. PO4122.01 - Drug-Free Workplace
 - xvii. PO4160 - Physical Examination
 - xviii. PO4340 - Grievance Procedure
 - xix. PO5113 - Open Enrollment Program
 - xx. PO5200 - Attendance

- xxi. PO5410 - Promotion, Placement, and Retention
 - xxii. PO5461 - Children At-Risk of Not Graduating From High School
 - xxiii. PO6108 - Authorization to Make Electronic Fund Transfers
 - xxiv. PO6114 - Cost Principles - Spending Federal Funds
 - xxv. PO6146 - Post Issuance Tax Exempt Bond Compliance
 - xxvi. PO6152 - Student Fees, Fines, and Charges
 - xxvii. PO7100 - Facilities Planning
 - xxviii. PO8450 - Control of Casual-Contact Communicable Diseases
- f. Consider Approval of NEOLA Administrative Guideline Updates Volume 31, No. 1 as Listed
- i. AG1630.01 - FMLA Leave
 - ii. AG2271 - Early College Credit Program
 - iii. AG2411 - School Counseling
 - iv. AG2430 - District-Sponsored Clubs and Activities
 - v. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
 - vi. AG3120.10 - Job Sharing
 - vii. AG3122.01 - Drug-Free Workplace
 - viii. AG3125 - Wisconsin Educator Licensing
 - ix. AG3160B - Tuberculosis Examination
 - x. AG3231A - Participation in Political Activities
 - xi. AG3231B - Research and Publishing
 - xii. AG4122.01 - Drug-Free Workplace
 - xiii. AG4160B - Tuberculosis Examination
 - xiv. AG4231A - Participation in Political Activities
 - xv. AG5111.01 - Homeless Students
 - xvi. AG5200 - Attendance
 - xvii. AG5330 - Administration of Medications
 - xxviii. AG5517.01 - Bullying
 - xix. AG5540 - Relationship with Governmental Agencies
 - xx. AG5610 - Suspension and Expulsion
 - xxi. AG5751 - Education and Services for School-Age Parents
 - xxii. AG5830 - Student Fund-Raising
 - xxiii. AG6605 - Crowdfunding
 - xxiv. AG7440.03 - Small Unmanned Aircraft Systems
 - xxv. AG7540.05 - Assistive Technology and Services
 - xxvi. AG8320 - Personnel Records
 - xxvii. AG8330 - Student Records
 - xxviii. AG8600 - Transportation
 - xxix. AG8800D - Care, Custody, and Display of the United States Flag
 - xxx. AG9270 - Home-Based Private Education Students
 - xxxi. AG9270A - Admission of Students from Nonapproved Schools
 - xxxii. AG9700 - Fund-Raising by Charitable Organizations
- g. Consider Approval of the Use of NEOLA Forms as Listed
- i. FM6605F1 - Crowdfunding Solicitation Project Proposal Form

- ii. FM9160F1- Public Attendance at School Events
 - h. Consider Approval of Law Firm Selection for Services beginning July 1, 2022
22. Next Meeting Dates:

- a. March 22, 2022 Curriculum Committee Meeting - 5:00 p.m.
- b. April 5, 2022 Special Board of Education Meeting - 6:00 p.m.
- c. April 11, 2022 Finance Committee Meeting - 6:00 p.m.
- d. April 12, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.
- e. April 19, 2022 Policy & Human Resources Committee Meeting - 6:00 p.m.
- f. April 21, 2022 WASB Region 7 New School Board Member Gathering - 7:00 p.m. Cesa 6 Oshkosh
- g. April 25, 2022 Regular Board of Education Meeting - 7:00 p.m.
- h. May 11, 2022 All-District Recognition & Appreciation Celebration - 2:30 p.m. LWHS/MMS

23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(c), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility

1) Administrator Contracts

24. Board May Act on Items Discussed in Closed Session

25. Adjourn

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

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.

