

School District of Manawa

Board of Education Meeting Agenda - Revised
December 19, 2022



Google Meet joining information

Video call link: <https://meet.google.com/kdh-guit-xho>

Or dial: (US) +1 678-696-0925 PIN: 474 784 416#

1. Call to Order – President Reiersen – **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)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. District Showcase:
 - a. Artsonia Artists of the Week (early November) - Art Teachers Mrs. Zabler and Mrs. Bortle
 - i. Keither Jepson
 - ii. Caiden Penkalski
6. Presentations:
 - a. Crime Stoppers - Nick Traeger
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of October 17, 2022 & November 30, 2022 Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts
 - c. Donations:
 - i. Waupaca County Farm Bureau Donation: \$210.00 to Manawa FFA for the Dairy Agstravaganza 2022/11/11
 - ii. Manawa Athletic Booster Club Donation: \$2,445.38 to Manawa School District for Fitness Center Plyo Box Set.
 - iii. Appleton Parade Committee: \$200.00 to Little Wolf HS Marching Band.
 - iv. Sacred Heart Catholic Church Donation: \$200.00 to Fund 21
 - d. Endorse an Additional Start College Now Request as Presented
 - e. **Endorse Secondary Special Education Paraprofessional as Presented**
9. Any Item Removed from Consent Agenda
 - a.
 - b.
10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)

11. Correspondence:
 - a. Premier Correspondence
12. District Administrator's Report:
 - a. Student Council Representative -
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. WIAA Competitive Balance (Proposed procedure for establishing divisions for tournament play)
 - e. Curriculum Director
 - f. District Vacancy Update
 - g. Policy Technical Changes as Presented
 - i. Policies
 - ii. Administrative Guidelines
13. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
14. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
15. Director's Reports:
 - a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
16. Board Comments:
 - a.
 - b.
17. Committee Reports:
 - a. Curriculum Committee (Hollman)
 - i. Consider Endorsement of the LWHS 2023-24 Course of Study Guide
 - ii. Consider Endorsement of the Evaluation and Recommendation Report Format for Club and Organizations as Presented Found at: [Co-Curricular Club Evaluation Plan](#)
 - iii. Consider Endorsing K-5 Math Curriculum as Presented
 - iv. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators
 - b. Finance Committee (Jepson)
 - i. Budget Development, Communication, and Tracking
 - ii. Fund 46 CD Investment
 - iii. Salary Comparisons for Administrators, Educators, and Support Staff
 - iv. Top 6 Projects as Discussed at Recent Buildings & Grounds Meeting
 - v. Monthly Financial Summary

- c. Buildings & Grounds (Griffin)
 - i. Review Project Options
 - 1. Discuss Available Finances
 - 2. Set Criteria for Prioritizing Projects
 - 3. Apply Criteria
 - 4. Establish Prioritization Ranking
 - 5. Other
 - ii. MES Playground Structure Proposal as Presented
 - 1. Removal of damaged/unsafe equipment
 - 2. Excavation pricing
 - 3. Wood chip price
 - 4. Other
 - iii. Review MacNeil Environmental Report
 - iv. Review Won Door Inspection Report
 - v. Update on Hoffman Projects
 - 1. Site Lighting for MS/HS West Parking Lot (Northland Electric) - Completed
 - 2. Auto Operator on Atrium Door - Completed
 - 3. Ag Animal Room Exhaust (Push button on/off versus HVAC Programming - Trane)
 - vi. Discuss School Security Improvement or Enhancement
 - vii. Covering over rubberized track where athletes walk or the lawnmower drives - Completed
- d. Policy and Human Resources (Reierson) November 25, 2022 Meeting and December 8, 2022 Meeting
 - i. Update on Possible Roles and Responsibilities of a Potential School Resource Officer
 - 1. School Perceptions Survey - Bill Foster (virtual)
 - 2. Visit with St. Paul Personnel
 - 3. Policy
 - 4. Job Description
 - 5. Other
 - ii. Consider Endorsement of Adding a Third Section of Grade 5 Under a Limited Term Contract for a Grade 5 Teacher Position for Second Semester of the 2022-23 School Year as Presented
 - iii. Consider Endorsement of Ad Hoc Districtwide Safety Committee Advisory Recommendations
 - iv. Consider Endorsement of a Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented
 - 1. Job Descriptions
 - 2. Policy
 - 3. AD Full-time Year Round Position to Include Super Sub. and Maintenance Duties
 - 4. Other

- v. Consider Endorsement of Revised Policy 5460 - Graduation Requirements
- vi. Discuss Development of an Employment Orientation Process
- vii. Create a Donations Policy
- viii. Discuss Alternative Policy-Administrative Guideline Development Options
- ix. Confirmation of Required Website Information is Complete
- x. Confirmation of Required Posting and Notices are Complete
- xi. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01.
- xii. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators

- xiii. Update on School Resource Officer
 - a. Visit with St. Paul Principal
 - b. Next Steps
- xiv. Consider Endorsement of a Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented
 - 1. Job Descriptions
 - 2. Policy
 - 3. AD Full-time Year Round Position to Include Super Sub. and Maintenance Duties
 - 4. Other
- xv. Support Staff concerns (10/10/22 meeting) - Special Ed paraprofessional coverage
- xvi. Discuss Development of an Employment Orientation Process
- xvii. Create a Donations Policy
- xviii. Discuss Alternative Policy-Administrative Guideline Development Options
- xix. Confirmation of Required Website Information is Complete
- xx. Confirmation of Required Posting and Notices are Complete
- xxi. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01.
- xxii. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators

18. Unfinished Business:

- a. Consider Approval of the Investment of \$350,000.00 in ADM CD's as Presented.
- b. Review School Counselor Mentor Report for November as Presented
- c. Consider Approval of NEOLA Update Volume 31, No. 2 Updates as Presented
- d. Consider Approval of Revised PO2416 - Student Privacy and Parental Access to Information as Presented
- e. Consider Approval of Revised AG2416 - Procedures for Inspection of Survey, Administered or Distributed to Students as Presented

- f. Consider Approval of Revised PO5136 - Personal Communication Devices as Presented
 - g. Consider Approval of Revised PO5830 - Student Fundraising as Presented
19. New Business:
- a. Consider Acceptance of District Administrator - Dr. Melanie J. Oppor Retirement as Presented
 - b. Consider Acceptance of the Business Manager - Carmen O'Brien Resignation as Presented
 - c. Review Status of Board Approved Projects as Presented
 - d. Consider Endorsement of the LWHS 2023-24 Course of Study Guide as Presented
 - e. Consider Endorsing K-5 Math Curriculum as Presented
 - f. Consider Endorsing the NWECS/ERVING Collaborative Distance Learning Initiative Grant as Presented
 - g. Consider Appointment of Ad Hoc Wellness Committee Membership as Presented.
 - h. Consider Approval of Ad Hoc Districtwide Safety Committee Advisory Recommendations
 - i. Consider Approval of Option B Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented
 - j. Consider Approval of Compensation at the Teacher C2 Rate for the AD Full-time Year Round Position to Include Super Sub. and Athletic Field/Gymnasium Maintenance Duties
 - k. First Reading of or Approval of Revised PO2431 - Interscholastic Athletics as Presented
 - l. First Reading of or Approval of Revised AG2431 - Interscholastic Athletics as Presented
 - m. Consider Approval of Athletic Director/Super Sub. Recommendation as Presented
20. Next Meeting Dates:
- a. December 19, 2022 Board of Education Meeting – 7:00 p.m. – MES Board Room
 - b. January 9, 2023 Finance Committee Meeting - 6:00 p.m. - MES Board Room
 - c. January 10, 2023 Policy & Human Resources Committee Meeting – 5:00 p.m. – MES Board Room
 - d. January 11, 2023 Curriculum Committee Meeting – 5:00 p.m. – MES Board Room
 - e. January 16, 2023 Buildings & Grounds Meeting – 5:00 p.m. - MES Board Room
 - f. January 23, 2023 Board of Education Meeting – 6:00 p.m. – MES Board Room
21. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Contracts 2) Investigation of Student Report
22. Board May Act on Items Discussed in Closed Session

23. 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.