

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



The Board of Education will livestream the public meeting at the following [LINK](#)

Monday, October 23, 2023
6:00 P.M.

Board of Education MISSION Statement: We Will Represent Our Community While Advocating For Our Stakeholders By Developing Strong Policy And Providing Direction For Our Future.

❖ **CALL TO ORDER**

- *This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

- *Verify Publication of Meeting*

❖ **ADMINISTRATIVE TEAM REPORT**

1. Celebrations and Updates

❖ **COMMITTEE REPORTS**

2. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2023-10-04
3. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-10-11
4. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2023-10-04
5. Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2023-10-11

❖ **PUBLIC COMMENTS**

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)

❖ **CONSENT AGENDA**

➤ *Regarding the consent agenda, the Board has been provided background information on each item or has discussed at previous meetings. All of these agenda items will be acted on with one vote without discussion. If a board member would like to discuss any item in greater detail, it will be pulled from the consent agenda and will be discussed and voted on separately.*

The Board will consider approval of:

6. Recommendation for Approval Minutes of Regular Board Meeting
 - a. 2023-09-25
7. Recommendation for Approval of Revenue/Expenditures & Receipts
 - a. Cash Receipts
 - b. Invoice Report
8. Recommendation for Approval of **2nd Reading** of NEOLA Policy Revisions:
 - a. PO 0122 - Board Powers
 - b. PO 0144.5 - Board Member Behavior, Communications and Code of Conduct
 - c. PO 0151.2 - Required Student Academic Standards Agenda Item
 - d. PO 0166 - Agenda
 - e. PO 0171.1 - President
 - f. PO 2261.03 - District and School Report Card
 - g. PO 3120 - Employment of Staff
 - h. PO 3161 - Unrequested Leaves of Absence/Fitness for Duty
 - i. PO 3211 - Whistleblower Protection
 - j. PO 3220 - Staff Evaluation and Educator Effectiveness
 - k. PO 3281 - Personal Property of Staff Members
 - l. PO 3431 - Employee Leaves
 - m. PO 5341 - Emergency Medical Authorization
 - n. PO 5500 - Student Code of Classroom Conduct
9. Monthly Enrollment Count
10. Donations - Recommendation for approval
 - a. Subway - 2 boxes of Subway cookies to the Class of 2024 Homecoming dance.
 - b. Treehouse/Sturms - School supplies and personal care items to the School District.
11. Updates to the 23-24 Co-Curricular Code of Conduct
Recommendation for approval
12. Personnel related items:
 - a. Winter Coaching Recommendations
Recommendation for approval

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

❖ **BOARD COMMENTS**

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

13. Noticed **1st Reading** and discussion of NEOLA Policy Revisions
 - a. PO 5830 Student Fundraising
 - b. PO 5517.01 Bullying
 - c. PO 7440 - Facility Security
 - d. PO 9700 - Relations with Non-School Affiliated Groups
 - e. PO 9700.01 - Advertising and Commercial Activities
14. MS/HS Gymnasium P.A. (public address) System upgrade
 - a. Committee Endorsed Quote
Recommendation for approval
15. BOE Members attending Fall WASB Regional Meeting (October 26, 2023)
Recommendation for approval
16. School District of Manawa 23-24 Budget
Recommendation for approval
17. Flu Vaccine Clinic offered on site as a convenience for School Staff
Recommendation for approval

❖ **ADJOURN**

UPCOMING MEETING(S):

- Regular **Board of Education** Meetings take place the 4th Monday every month.
- **Building & Grounds Committee** Meetings take place the 2nd Wednesday every month.
- **Finance Committee** Meetings take place the 2nd Wednesday every month.
- **Curriculum Committee** Meetings take place the 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings take place the 1st Wednesday every month.

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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 the 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.

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.

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.

© Neola 2020

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.



School District of Manawa

Curriculum COMMITTEE MEETING

Manawa School District Office - Board Room

800 Beech Street, Manawa WI

(920)596-2525

Wednesday, October 4, 2023

5:45 P.M.

Board of Education Committee Members:

Riske (C), Fietzer, and Krueger

BOARD OF EDUCATION MISSION STATEMENT: WE WILL REPRESENT OUR COMMUNITY WHILE ADVOCATING FOR OUR STAKEHOLDERS BY DEVELOPING STRONG POLICY AND PROVIDING DIRECTION FOR OUR FUTURE.

❖ **CALL TO ORDER 5:47 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL** - *Verification of Quorum: Riske, Krueger, Fietzer*

➤ *B.O.E. Members Present: Hansen, Rierson*

➤ *Peterson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

Peterson Confirmed

❖ **AGENDA**

1. Co-curricular Code Discussion & Review

a. Discussion regarding proposed changes

- Reviewed an updated policy.
- If it is completed it will move to full board meeting for approval to be in place prior to winter sports.
- Ryan will give the team updating the code feedback to think out of the box.

2. Course Additions, Deletions and Revisions Process Discussion

a. Learning from the committee on past practice and expectations

- Recommended to Ryan to go with whatever he wants the process to be.

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.

- Ad Hoc- Human Growth and Development– we are on our 3rd year requirement by the end of this school year. Last committee March 2021. {Statute 118.019}

❖ **ADJOURN**

- **Motion to Adjourn- Fietzer**
- **Second- Krueger**
- **Adjourned at 9:46 PM**

Finance Committee Meeting Wednesday, October 11, 2023
7:06 P.M.

Board of Education Committee Members:
Jepson (C), Fietzer, and Reiersen

❖ **CALL TO ORDER**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present: Jepson, Fietzer, Reiersen*

Also present: B.O.E. Members Riske and Hansen. And Mr. Peterson

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] ->
Confirmed by Mr. Peterson

❖ **AGENDA**

1. Review of current Financial Report(s)
Reports reviewed and discussed.
2. Preliminary Budget Review and Discussion
Initial discussion based on what is known and estimated. Voucher information is the biggest area unknown. Reviewed potential Mill Rate.
3. Community Fund (80) Discussion
Discussed amount and potential projects for Fund 80.

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

➤

❖ **ADJOURN**

Motion to adjourn by Fietzer, Reiersen

Motion carried at 9:00 p.m.



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525

Wednesday, October 4, 2023
6:55 P.M.

Board of Education Committee Members:
Reierson (C), Hansen, & Krueger

BOARD OF EDUCATION MISSION STATEMENT: WE WILL REPRESENT OUR COMMUNITY WHILE ADVOCATING FOR OUR STAKEHOLDERS BY DEVELOPING STRONG POLICY AND PROVIDING DIRECTION FOR OUR FUTURE.

❖ **CALL TO ORDER** 6:55pm

❖ **ROLL CALL** - *Verification of Quorum*

- *B.O.E. Members Present: Reierson, Hansen, Krueger, Riske, Fietzer, Jepson*
- *Peterson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

- *Peterson confirmed*

❖ **AGENDA**

1. Policy Discussion

- a. DRAFT Policy - Parental Rights Policy
- b. DRAFT Policy - Transgender Policy

■ **Tabled for further review Motion by Krueger; Second by Hansen Motion Carries**

2. NEOLA Policy Updates - Vol 32 No 2 Technical Corrections

- a. PO 5517.01 Bullying - was **Tabled** to Find Policy 3362.01 and 4362.01
 - PO 3362.01 Threatening Behavior Toward Staff Members
 - PO 4362.01 Threatening Behavior Toward Staff Members

1. **Remove 4362.01 from PO 5517.01 (this is now combined with 3362.01) G2G**

- b. PO 7440 - Facility Security - was Tabled

■ **Add “of Education”**

■ **Add “or designee” after building administrator G2G**

■

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

- c. PO 9700 - Relations with Non-School Affiliated Groups - was **Tabled (revision)** Revision is made to the nondiscrimination verbiage to reflect the currently approved language.
 - **Changes reflect current policy.**
 - **Made changes to non-discrimination verbiage.**
 - **G2G- Good to Go**
- d. PO 9700.01 - Advertising and Commercial Activities - was **Tabled (revision)** Revision is made to the nondiscrimination verbiage to reflect the currently approved language.
 - **Made revision to the non-discrimination verbiage per the language of PO9700.**
 - **Kept Current options**
 - **G2G**

**Motion to endorse policy changes 2-d Hanson Second:
Krueger- Motion Carries**

- 3. NEOLA Policy Updates - Vol 32 No 2
 - a. PO 0164.1 Regular Meetings
(rescind - info included in PO 0164)
 - b. PO 0164.2 Special Meetings
(rescind - info included in PO 0164)
 - c. PO 0165.1 Notice of Meetings
(rescind - info included in PO 0164)
 - d. PO 0165.2 Change of Regular Meetings
(rescind - info included in PO 0164)
 - e. PO 1623 / 3123 / 4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment
(rescind - info included in PO 8913)
 - f. PO 3120.07 Employment of Casual Resource Personnel
(rescind - obsolete policy language)
 - g. PO 4430.05 Nursing Mothers
(rescind - included in PO 8700 to cover all employee groups)
 - h. PO 5250 Program or Curriculum Modification
(rescind - info included in PO 2451)
 - i. PO 0164 Meetings

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

- (new policy)** This policy has been revised to incorporate all references to meetings, including regular and special meetings, into a single policy specific to Common/Union High School Districts. Additional optional language has been added to address virtual attendance. Recommended
- j. **PO 5505 Academic Honesty**
(new policy) This new policy is provided to address the topic of academic honesty but also to deal with the impact of emerging technologies that make engaging in academic dishonesty more accessible such as artificial intelligence.
- k. **PO 5350 Suicide Prevention, Intervention, and Postvention for Death by Suicide**
(replacement) This policy replaces the existing policy to account for significant revisions. The new policy includes general prevention provisions, including instructional elements, and also provides more procedures pertinent to specific student situations involving suicide intervention. This policy was developed with the assistance of suicide prevention experts.
- l. **PO 0142.1 Electoral Process**
(revision) This policy has been updated to clarify the requirements for a qualified elector to file a Declaration of Candidacy as well as the requirements for incumbents seeking re-election. The legal citations have also been updated. Recommended for consistency with statutes
- m. **PO 0143.1 Public Expression of Board Members**
(revision) This policy has been updated to include instances when Board members make statements to individuals or members of the community that may cause issues for the Board and/or District if not made clear that those statements do not reflect the views of the Board or their colleagues on the Board. Recommended
- n. **PO 0144.3 Conflict of Interest**
(revision) Language has been added to this policy clarifying that Board members may not be a paid employee of the District. Also added is the statutory language that provides an opportunity for Board members to serve as unpaid volunteers. The appropriate legal reference has also been added. Recommended
- o. **PO 1260 Incapacity of the District Administrator**
(revision) Language has been added to this policy to provide temporary authority for the Board President prior to the appointment of an Interim District Administrator when the current District Administrator is incapacitated. Recommended
- p. **PO 3121 (1421 & 4121) Criminal History Record Check and Employee Self-Reporting Requirements**
(revision) The self-reporting requirement language in these policies have been revised for greater clarity. Recommended
- q. **PO 3430.01 (1630.01 & 4430.01) Family & Medical Leave of Absence ("FMLA")**
(revision) This policy is revised to remove a potentially confusing reference to the status of full-time staff eligibility for FMLA based on the 1,250 work hours requirement for federal

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

eligibility (this does not affect Wisconsin FMLA, which only requires that an employee be compensated for 1,000 hours in the previous year to be eligible for protected leave). While generally speaking a full time instructional staff member will be employed for more than 1,250 hours in the preceding year and does not track actual hours worked as an exempt employee, the law does not require that such employees be automatically considered eligible. There may be circumstances where an individual employee, perhaps due to leave taken in the preceding year, does not meet the requirement even though they may be full-time by contract. Adoption of this revision is strongly recommended.

r. **PO 2340 District Sponsored Trips**

(revision) The policy is revised to remove reference to non-district sponsored trips from language regarding the trip approval process. The policy language retains reference to the expectations concerning student solicitation for such trips as part of the policy, but moves it to the stand alone section. This provides a clearer process and delineation of different types of student trip opportunities that may arise in the school context. Recommended

s. **PO 2451 Program and Curriculum Modifications**

(revision) The policy language is revised to reflect the option, included in statute, for a designee of the Board to deal with such requests. Districts where this process has been delegated to a designee of the Board should adopt this revision to assure that the Board has formally provided for that process.

t. **PO 2521 Selection of Instructional Materials and Equipment**

(revision) This policy is revised to include a definition of "instruction materials" and "instructional equipment" to distinguish between the official curriculum materials provided to the students in alignment with the board approved curriculum, as opposed to teacher created lesson plans, assessment tools, worksheets, etc. that are not considered selected through the process described in the policy. Recommended

u. **PO 3139 & 4139 Staff Discipline**

(revision) This policy is revised to include resignation as being covered in either Policy 3140 or Policy 4140. Language has been added with regard to investigations involving potential criminal conduct and issuance of a "Garrity" warning in appropriate circumstances.

v. **PO 5113 Open Enrollment Program (Inter-District)**

(revision) The policy is revised to include additional definitions that are cross-referenced in Policy 5200 - Attendance. Additional language is included that specifies the authority to terminate open enrollment based on habitual truancy and reference to the procedural requirements found in regulations, Wis. Admin PI 36. Further, the provisions for termination in the case of open enrollment into a nonresident school district virtual charter school program as established by the Department of Public Instruction Guidance document, Bulletin 19-05 have been added. These revisions are strongly recommended to comply with procedural requirements.

w. **PO 5200 Attendance**

(revision) Revisions to the policy are made to clarify the types of student absences that require written approval, versus those that may be excused by phone call as is customary

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525

practice in many Districts. The policy clarifies that any absence for physical or mental condition (i.e. staying home sick) may be excused by a phone call. In circumstances that justify it, such as prolonged absences, the attendance officer may require a healthcare provider's written statement, which excuses the student for a maximum of 30 days. Separately, a parent may, by written notice, excuse a student for any reason for a pre-planned absence. The pre-planned absences for any reason (not limited to physical or mental condition) must be in writing and may not exceed 10 school days. Wis. Stat. 118.15(3)(c).

- x. **PO 5215 Missing and Absent Children**
(revision) This policy is revised to clarify that consistent with state and federal programs providing for safety and assistance in the case of missing or absent children, the school will provide a safe and secure location for a child, even if not a student, during the school day until authorities can be contacted and take responsibility for the child. Current policy suggests access at any time to school buildings, even if not presently open.
 - y. **PO 5517 Student Anti-Harassment**
(revision) The policy is revised to better define the reference to the *Garrity* warning. A reference to the Neola-provided form has also been included.
 - z. **PO 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia**
(revision) The policy is updated to reflect the ever-changing and expanding scope of drugs and drug derivatives, particularly marijuana, CBD, and hemp, all of which are being continuously experimented with to create new and often unregulated compounds that have psychoactive effects. Schools are able to prohibit these substances, and this language is intended to provide an expansive definition to cover current versions and not yet known future versions.
4. **Fundraising Policy Discussion / Request / Recommendation**
- a. **PO 5830 Student Fundraising**
 - **Motion to move up behind #1 Krueger Second Hansen Motion Carries**
 - **Remove "the Board" under "Student-Led Fundraising for School-Related Organizations" to read "Administration".**
 - **Remove "2 months" from the second sentence. in the same paragraph as stated above.**
 - **Motion for the above 2 bullets by Krueger Second Hansen: Motion Carries**

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**



❖ **ADJOURN**

- **Motion to Adjourn: Hansen Second: Krueger Motion Carries 930 pm**

* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**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.



School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Wednesday, October 11, 2023

- ❖ **CALL TO ORDER** at 5:15 p.m.
- ❖ **PLEDGE OF ALLEGIANCE** recited
- ❖ **ROLL CALL** - Committee members present: Griffin (C), Jepson, & Riske
- ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] verified by DBA Peterson
- ❖ **AGENDA**
 1. **Fall District Tour** was arranged by DBA Peterson. He will schedule such tours twice per year. This was not the tour of all SDM storage facilities that was requested by Jepson.
 - a. Garage behind the MS/HS was locked and inaccessible during the tour.
 - b. Justin Meidam Memorial building
 - i. Overhead door may have been unlocked at the time of the tour
 - ii. There is no water for concessions
 - iii. FB field line markers and other FB items were piled in the west end of the building, including against the electrical panels causing a safety violation. They must be moved immediately. Signage for electrical panel clearance?
 - c. Ticket Booth
 - i. Does not have lights - issue for FB games
 - ii. Is not fully enclosed - flooring exposed to rain/snow
 - d. New storage cages - Only 3 of them are being used, others are empty
 - e. Music/Drama cages not being used - items still a mess in the MS wrestling area
 - f. FB storage area
 - i. Old upholstered chair and Christmas lights must be removed
 - ii. Area must be kept organized - even during the FB season
 - g. HVAC room/Maintenance closet west of gym
 - i. Oil-based paints must be stored in an OSHA-approved fireproof cabinet
 - ii. Disposition of old stage - donate?
 - h. Emergency exit hallway on west end of gym
 - i. Safety violation as it cannot be used for emergency exit due to stored items
 - ii. Fire extinguisher was blocked
 - i. FACE room - evaluate effective use of space (old equipment, storage, etc.)
 - j. Locking corridor doors and MS bathroom renovations may be added to the Long Term Capital Improvements List



School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

2. Long Term Capital Improvements Plan

The SDM Capital Improvements List is not current and needs to be revised. It will be referenced and revised as part of the BOE strategic planning meeting/process which will be scheduled ASAP.

3. Preferred Vendor List

There is a SDM Preferred Vendor List on file. It will be reviewed/revised by DBM Peterson and District Administration.

4. MS/HS Gymnasium - Public Address System

- a. Quotes were requested from four (4) vendors
- b. Amplify was the only vendor to quote all items as requested. Dean Marzofka is very satisfied with Amplify's attention to, and their response to, his request.
- c. Motion by Jepson to hire Amplify for the gymnasium PA system per their quote. Second by Riske. Motion carried

5. Elementary School - Public Address System

- a. Per Dean Marzofka, this PA system functions adequately but will need to be replaced in the future
- b. Motion by Jepson to table the Elementary gymnasium PA system and add it to the Long Term Capital Improvements List. Second by Riske. Motion carried.

6. SDM Shed Project

- a. Two quotes have been received, however they are not even for the same size building. Further quotes are needed once we identify our exact storage needs.
- b. Motion made by Riske, second by Jepson, to proceed with an RFQ for a storage shed.

❖ FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES

Next B&G Committee Meeting is scheduled for 5:15 p.m. on Wednesday, 11-8-23.

❖ MEETING ADJOURNED at 7:00 p.m.

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



Minutes for Meeting - Monday, Sept 25, 2023 6:00 P.M.

- ❖ **CALL TO ORDER - 6:02 pm**
- ❖ **PLEDGE OF ALLEGIANCE**
- ❖ **ROLL CALL - Verification of Quorum**
 - B.O.E. Members Present: *Kerri Jepson, Shannon Hansen, Sondra Reiersen, Craig Fietzer, Jamie Krueger, Stephanie Riske.* ABSENT: *Pete Griffin*
- ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION - Verified**
- ❖ **ADMINISTRATIVE TEAM REPORT**
 1. Celebrations and Updates
- ❖ **COMMITTEE REPORTS**
 2. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2023-09-06
 3. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-09-13
 4. Policy and Human Resources (Reiersen) - See Policy and Human Resources Committee Meeting Minutes from 2023-09-06
 5. ~~Buildings and Grounds (Griffin) - See Buildings and Grounds Committee Meeting Minutes from 2023-09-13~~ - Canceled
- ❖ **PUBLIC COMMENTS**

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda) - NONE
- ❖ **CONSENT AGENDA**

The Board will consider approval of:

 6. Approve Minutes of Regular Board Meeting
 - a. 2023-08-28
 7. Approve Revenue/Expenditures & Receipts: Treasurer's Report
 - a. Financial Report (from Finance Committee Meeting)
 - b. Cash Receipts
 - c. Invoice Report
 8. **1st Reading** of NEOLA Policy Revisions:
 - a. PO 0122 - Board Powers
 - b. PO 0144.5 - Board Member Behavior, Communications and Code of Conduct
 - c. PO 0151.2 - Required Student Academic Standards Agenda Item
 - d. PO 0166 - Agenda
 - e. PO 0171.1 - President
 - f. PO 2261.03 - District and School Report Card
 - g. PO 3120 - Employment of Staff

- h. PO 3161 - Unrequested Leaves of Absence/Fitness for Duty
 - i. PO 3211 - Whistleblower Protection
 - j. PO 3220 - Staff Evaluation and Educator Effectiveness
 - k. PO 3281 - Personal Property of Staff Members
 - l. PO 3431 - Employee Leaves
 - m. PO 5341 - Emergency Medical Authorization
 - n. PO 5500 - Student Code of Classroom Conduct
9. Donations
- a. Manawa FFA Alumni - \$1,600.00 to Manawa FFA
 - b. Disabled American Veterans Chapter 53 - \$400.00 for LWHS Memorial Day 2023 Events
 - c. Manawa Lions Club - Project Club - \$200.00
10. Summer School Report (from Curriculum Committee)
- a. Memo from Administration
11. Seclusion and Restraint Report (from Curriculum Committee)
- a. Memo from Administration
- *Motioned by: Fietzer. Seconded by: Krueger. Motion Carried.*

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

❖ **BOARD COMMENTS**

❖ **B.O.E. BUSINESS (Unfinished & New Items)**

12. Flag Approvals for Veteran's Day Event
- a. BOE Policy requires the Board approval for flags other than the US, State of WI, and school pennant. Administration recommends the approval of a variety of flags/pennants to ensure all military branches/veterans are appropriately honored.
- *Motioned by: Jepson. Seconded by: Krueger. Motion Carried.*

❖ **ADJOURN**

- *Motioned by: Riske. Seconded by: Jepson. Motion Carried. 6:37 pm.*

UPCOMING MEETING(S):

- Regular **Board of Education** Meetings take place the 4th Monday every month.
- **Building & Grounds Committee** Meetings take place the 2nd Wednesday every month.
- **Finance Committee** Meetings take place the 2nd Wednesday every month.
- **Curriculum Committee** Meetings take place the 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings take place the 1st Wednesday every month.

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for		0.00
			Total for Cash Receipts		0.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

***** End of report *****

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85013	PORT EDWARDS PUBLIC	JPAP09	09/25/2023	JV2 VOLLEYBALL QUADRANGLER ON 8/28/23	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	75.00
Totals for 85013							75.00
85014	STEINKE, DOUG	JPAP09	09/25/2023	VARSITY & JV VOLLEYBALL OFFICIAL ON 9/21/23 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	105.00
Totals for 85014							105.00
85018	SPENCER SCHOOL DISTR	JPAP09	09/28/2023	VARSITY VOLLEYBALL TOURNAMENT ON 9/16/23	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	200.00
Totals for 85018							200.00
85021	DELTA DENTAL-VISION	JPAP09	09/29/2023	COBRA VISION - JULY, AUGUST, SEPTEMBER, OCTOBER 2023	GENERAL FUND/VISION EFF 090115	0	19.12
Totals for 85021							19.12
85023	IMPACT APPLICATIONS,	JPAP09	09/29/2023	IMPACT TESTING	GENERAL FUND/TECH/SOFTWARE SERVIC/GENERAL ATHLETICS	4002400051	730.00
Totals for 85023							730.00
85024	INTEGRATED SYSTEMS C	JPAP09	09/29/2023	HOSTING SERVICE	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
Totals for 85024							388.80
85027	SOLARUS	JPAP09	09/29/2023	PAES LAB PHONE & INTERNET	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272400033	148.52
85027	SOLARUS	JPAP09	09/29/2023	PHONE & INTERNET INVOICES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	335.47
85027	SOLARUS	JPAP09	09/29/2023	PHONE & INTERNET INVOICES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	629.01
85027	SOLARUS	JPAP09	09/29/2023	PHONE & INTERNET INVOICES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	629.01
85027	SOLARUS	JPAP09	09/29/2023	PHONE & INTERNET INVOICES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	503.22
Totals for 85027							2,245.23
85029	TEACHER SYNERGY, LLC	JPAP09	09/29/2023	3515478 - Basic Skills File Folder BundleF	SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORI CAL	272400050	28.42
Totals for 85029							28.42
85033	UNIFIRST CORPORATION	JPAP09	09/29/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	GENERAL FUND/CLEANING SERVICES/OPERATION	1012400045	53.43
85033	UNIFIRST CORPORATION	JPAP09	09/29/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	GENERAL FUND/CLEANING	4002400052	42.90

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85033	UNIFIRST CORPORATION	JPAP09	09/29/2023	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	SERVICES/OPERATION GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	32.37
						Totals for 85033	128.70
85034	WELCH, TONIA	JPAP09	09/29/2023	MS VOLLEYBALL OFFICIAL ON 9/28/23 VS IOLA-SCANDINAVIA	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	55.00
						Totals for 85034	55.00
85035	ENGELHARDT DAIRY OF	JPAP92	09/29/2023	DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	135.60
85035	ENGELHARDT DAIRY OF	JPAP92	09/29/2023	Dairy Products	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	67.80
85035	ENGELHARDT DAIRY OF	JPAP92	09/29/2023	Dairy Products	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	203.40
						Totals for 85035	406.80
85037	PERFORMANCE FOODSERV	JPAP92	09/29/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	135.77
85037	PERFORMANCE FOODSERV	JPAP92	09/29/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	2,088.33
85037	PERFORMANCE FOODSERV	JPAP92	09/29/2023	USDA COMMODITY ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	46.75
85037	PERFORMANCE FOODSERV	JPAP92	09/29/2023	FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,812.11
						Totals for 85037	4,082.96
85038	WHSFA-WI HS FORENSIC	JPAP10	10/02/2023	KONKOL/POLKKI - Wisconsin Interscholastic Speech & Dramatic Arts Association (WISDAA) Membership Fees for Forensics (High school and Middle School)	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	4002400043	193.50
85038	WHSFA-WI HS FORENSIC	JPAP10	10/02/2023	KONKOL/POLKKI - Wisconsin Interscholastic Speech & Dramatic Arts Association (WISDAA) Membership Fees for Forensics (High school and Middle School)	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	4002400043	256.50
						Totals for 85038	450.00
85040	AMAZON CAPITAL SERVI	JPAP10	10/06/2023	Humble Math: Money and Financial Literacy workbook; Port & Company Core Fleece Camo Sweatshirt Blanket. BP78C - Military Camo OSFA	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATEGORICAL	272400046	15.20
85040	AMAZON CAPITAL SERVI	JPAP10	10/06/2023	Humble Math: Money and Financial Literacy workbook; Port & Company Core Fleece Camo Sweatshirt Blanket. BP78C - Military Camo OSFA	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATEGORICAL	272400046	12.49

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85040	AMAZON CAPITAL SERVI	JPAP10	10/06/2023	label printer, labels usb sticks, tripods, laptop, micro computer,	GENERAL FUND/NON-CAPITAL TECHNOLOGY/ADMINISTRATIVE TECHNOLOGY SERV	8002400032	1,847.78
						Totals for 85040	1,875.47
85041	CARBON FRECKLE	JPAP10	10/06/2023	BUSINESS CARDS - RYAN PETERSON & MICHELLE JOHNSON	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	210.00
						Totals for 85041	210.00
85042	CITY OF MANAWA	JPAP10	10/06/2023	MES-WATER/SEWER	GENERAL FUND/WATER/OPERATION	0	289.94
85042	CITY OF MANAWA	JPAP10	10/06/2023	MES-WATER/SEWER	GENERAL FUND/SEWERAGE/OPERATION	0	370.51
85042	CITY OF MANAWA	JPAP10	10/06/2023	PAES LAB	SPECIAL EDUCATION FUND/WATER/BUILDINGS	0	26.33
85042	CITY OF MANAWA	JPAP10	10/06/2023	PAES LAB	SPECIAL EDUCATION FUND/SEWERAGE/BUILDINGS	0	44.36
85042	CITY OF MANAWA	JPAP10	10/06/2023	LWHS-WATER/SEWER	GENERAL FUND/WATER/OPERATION	0	194.92
85042	CITY OF MANAWA	JPAP10	10/06/2023	LWHS-WATER/SEWER	GENERAL FUND/SEWERAGE/OPERATION	0	280.66
85042	CITY OF MANAWA	JPAP10	10/06/2023	LWHS-WATER/SEWER	GENERAL FUND/SEWERAGE/OPERATION	0	211.72
85042	CITY OF MANAWA	JPAP10	10/06/2023	LWHS-WATER/SEWER	GENERAL FUND/WATER/OPERATION	0	147.04
						Totals for 85042	1,565.48
85044	CUFF FARMS	JPAP10	10/06/2023	ENTRANCE FEE TO CUFF FARMS	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATION/SPECIAL EDUCATION HDCP	272400051	150.00
						Totals for 85044	150.00
85045	DIVERSIFIED BENEFIT	JPAP10	10/06/2023	OCTOBER HRA ARRANGEMENT FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	247.62
						Totals for 85045	247.62
85046	E O JOHNSON CO., INC	JPAP10	10/06/2023	MONTHLY COPIER INVOICE	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002400016	2,689.70
						Totals for 85046	2,689.70
85048	INTELLICORP RECORDS,	JPAP10	10/06/2023	OUT OF STATE BACKGROUND CHECKS - SEPTEMBER 2023	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	20.00
						Totals for 85048	20.00
85049	KOBUSSEN BUSES LTD	JPAP10	10/06/2023	SEPTEMBER BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL	0	49,124.47

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85049	KOBUSSEN BUSES LTD	JPAP10	10/06/2023	SEPTEMBER BUS CHARGES	TRANSPORTATIO/CONTRACTED FLEET GENERAL	0	7,044.41
85049	KOBUSSEN BUSES LTD	JPAP10	10/06/2023	SEPTEMBER BUS CHARGES	FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS SPECIAL EDUCATION	0	6,614.57
85049	KOBUSSEN BUSES LTD	JPAP10	10/06/2023	SEPTEMBER BUS CHARGES	FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP COMMUNITY SERVICE	0	2,915.29
85049	KOBUSSEN BUSES LTD	JPAP10	10/06/2023	SEPTEMBER BUS CHARGES	FUND/TRAVEL-CONTRACTED SERVICE/OTHER COMMUNITY SERVICES SPECIAL EDUCATION	0	207.31
					FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS		
					Totals for 85049		65,906.05
85050	PRIME TIME EVENT & R	JPAP10	10/06/2023	9/5 CROSS COUNTRY TIMEING & MILEAGE	GENERAL	0	1,306.00
					FUND/PERSONAL SERVICES/CROSS COUNTRY		
					Totals for 85050		1,306.00
85051	SCHOOL DISTRICT OF M	JPAP10	10/06/2023	MOVE FUNDS FROM FUND 10 TO FUND 21 - WAS DEPOSITED INTO THE WRONG ACCOUNT	GENERAL	0	65.00
					FUND/STUDENT FEES/DISTRICT WIDE		
					Totals for 85051		65.00
85052	STERLING WATER-CHAIN	JPAP10	10/06/2023	SOLAR SALT	GENERAL	0	71.40
					FUND/CLEANING SERVICES/OPERATION		
					Totals for 85052		71.40
85053	WEX BANK - GLOBAL FL	JPAP10	10/06/2023	ALL OTHER FUEL	GENERAL	0	163.32
					FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS		
					Totals for 85053		163.32
85054	SILVER LAKE LANES	JPAP10	10/09/2023	ALL CONFERENCE BANQUET FOR FOOTBALL AND VOLLEYBALL	GENERAL	0	90.00
					FUND/EMPLOYEE DUES AND FEES/GENERAL ATHLETICS		
					Totals for 85054		90.00
85055	AMAZON CAPITAL SERVI	JPAP10	10/16/2023	HS/MS Office Supplies	GENERAL	4002400065	73.33
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM		
85055	AMAZON CAPITAL SERVI	JPAP10	10/16/2023	HS/MS Office Supplies	GENERAL	4002400065	55.32
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM		
					Totals for 85055		128.65
85057	CENTURY LINK	JPAP10	10/16/2023	LONG DISTANCE SERVICE -	GENERAL	8002400018	42.94

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				MONTHLY	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 85057		42.94
85058	COMMERCIAL APPLIANCE	JPAP10	10/16/2023	SPARTAN WATER PUMP & LABOR FOR ICE MACHINE	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	600.00
					Totals for 85058		600.00
85059	DOBBERSTEIN, LUKE	JPAP10	10/16/2023	VARSITY FOOTBALL OFFICIAL ON 10/6/23 VS SPENCER/COLUMBUS	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	120.00
					Totals for 85059		120.00
85063	TROEDEL, BRITTNEY	JPAP10	10/16/2023	TRANSPORT B. C. TO & FROM SCHOOL	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP	0	203.58
					Totals for 85063		203.58
85064	USI EDUCATION & GOVE	JPAP10	10/16/2023	LAMINATING FILM	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	1012400057	444.01
85064	USI EDUCATION & GOVE	JPAP10	10/16/2023	LAMINATING FILM	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	1012400057	150.00
85064	USI EDUCATION & GOVE	JPAP10	10/16/2023	LAMINATING FILM	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEGORICAL	1012400057	150.00
					Totals for 85064		744.01
85065	ALLIANT ENERGY	JPAP10	10/19/2023	LWHS/MMS ELECTRIC BILLS	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.19
85065	ALLIANT ENERGY	JPAP10	10/19/2023	LWHS/MMS ELECTRIC BILLS	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	6.93
85065	ALLIANT ENERGY	JPAP10	10/19/2023	LWHS/MMS ELECTRIC BILLS	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	6,058.99
85065	ALLIANT ENERGY	JPAP10	10/19/2023	LWHS/MMS ELECTRIC BILLS	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	4,570.82
85065	ALLIANT ENERGY	JPAP10	10/19/2023	GAS AND ELECTRIC FOR PAES LAB	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272400032	14.00
85065	ALLIANT ENERGY	JPAP10	10/19/2023	GAS AND ELECTRIC FOR PAES LAB	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272400032	43.77
85065	ALLIANT ENERGY	JPAP10	10/19/2023	MES GAS AND ELECTRIC BILLS	GENERAL	1012400032	5,619.66

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85065	ALLIANT ENERGY	JPAP10	10/19/2023	LWHS/MMS ELECTRIC BILLS	FUND/ELECTRICITY OTHER THAN HEAT/OPERATION GENERAL	4002400024	9.19
85065	ALLIANT ENERGY	JPAP10	10/19/2023	LWHS/MMS ELECTRIC BILLS	FUND/ELECTRICITY OTHER THAN HEAT/OPERATION GENERAL	4002400024	6.93
						Totals for 85065	16,339.48
85066	AMAZON CAPITAL SERVI	JPAP10	10/19/2023	pc power strips label maker	FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8002400031	1,153.81
85066	AMAZON CAPITAL SERVI	JPAP10	10/19/2023	pc power strips label maker	FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8002400031	19.99
85066	AMAZON CAPITAL SERVI	JPAP10	10/19/2023	4K SCISSORS	FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012400060	66.75
						Totals for 85066	1,240.55
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	REPLACE CONDENSER FAN MOTOR RTU 8	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	733.25
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	REPLACE CONDENSER FAN MOTOR RTU 8	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	553.16
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	REPLACE CONDENSER FAN MOTOR FOR RTU 9	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	937.17
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	REPLACE CONDENSER FAN MOTOR FOR RTU 9	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	706.99
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	RTU 15 NOT OPERATING	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	384.75
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	RTU 15 NOT OPERATING	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	290.25
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	MULTIPLE UNITS NOT RUNNING	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	2,262.33
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	MULTIPLE UNITS NOT RUNNING	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,706.67
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	REPLACE CONDENSER FAN & CONTACTOR RTU 14	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	774.09
85067	AUGUST WINTER & SONS	JPAP10	10/19/2023	REPLACE CONDENSER FAN & CONTACTOR RTU 14	GENERAL FUND/REPAIR & MAINTENANCE	0	583.97

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES/BUILDINGS		
					Totals for 85067		8,932.63
85068	CESA 6-CONFERENCE RE	JPAP10	10/19/2023	PHYSICAL THERAPY	SPECIAL EDUCATION	0	1,003.20
					FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
85068	CESA 6-CONFERENCE RE	JPAP10	10/19/2023	PHYSICAL THERAPY	SPECIAL EDUCATION	0	668.80
					FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
85068	CESA 6-CONFERENCE RE	JPAP10	10/19/2023	STUDENT CARE COLLABORATIVE EXTENDED SERIES 1-1000 PHYSICAL THERAPY	GENERAL	0	750.00
					FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION		
85068	CESA 6-CONFERENCE RE	JPAP10	10/19/2023	STUDENT CARE COLLABORATIVE EXTENDED SERIES 1-1000 PHYSICAL THERAPY	SPECIAL EDUCATION	0	1,003.20
					FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
85068	CESA 6-CONFERENCE RE	JPAP10	10/19/2023	STUDENT CARE COLLABORATIVE EXTENDED SERIES 1-1000 PHYSICAL THERAPY	SPECIAL EDUCATION	0	668.80
					FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
					Totals for 85068		4,094.00
85069	C.E.S.A. #8	JPAP10	10/19/2023	ERVING FALL ASSEMBLY	GENERAL	0	326.20
					FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen		
					Totals for 85069		326.20
85070	DELTA DENTAL-VISION	JPAP10	10/19/2023	DELTA VISION PREMIUMS - NOVEMBER 2023	GENERAL FUND/SELF	0	550.04
					FUND-EMPLOYER SHARE PREMI		
85070	DELTA DENTAL-VISION	JPAP10	10/19/2023	DELTA VISION COBRA - NOVEMBER 2023	GENERAL FUND/SELF	0	4.78
					FUND-EMPLOYER SHARE PREMI		
					Totals for 85070		554.82
85072	FOX VALLEY TECHNICAL	JPAP10	10/19/2023	SPANISH 1/INSTRUCTOR RATE 72 HRS @ \$190/HR VISTA TEXTBOOKS & VIRTUAL ACCESS (6 STUDENTS)	GENERAL	0	14,715.97
					FUND/TRANSFER TO VTAE DISTRICTS/Gen Tuition-Non-Open Enrollmen		
					Totals for 85072		14,715.97
85073	GREEN BOYZ INC	JPAP10	10/19/2023	SEPTEMBER 2023 MOWING	GENERAL	0	3,240.00
					FUND/CLEANING SERVICES/OPERATION		
					Totals for 85073		3,240.00
85075	JIM'S PLUMBING	JPAP10	10/19/2023	LABOR & MATERIAL TO REPAIR ONE TOILET FLUSH VALVE. SERVICE TO REMOVE HEAVY SLIME BUILDUP IN THE FLOOR DRAIN SERVING THE ICE MACHINE OFF THE KITCHEN	GENERAL FUND/REPAIR & MAINTENANCE	0	446.17
					SERVICES/BUILDINGS		
85075	JIM'S PLUMBING	JPAP10	10/19/2023	LABOR & MATERIAL TO REPAIR ONE TOILET FLUSH VALVE. SERVICE TO REMOVE HEAVY SLIME BUILDUP IN THE FLOOR DRAIN	GENERAL FUND/REPAIR & MAINTENANCE	0	336.59
					SERVICES/BUILDINGS		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				SERVING THE ICE MACHINE OFF THE KITCHEN			
					Totals for 85075		782.76
85076	LAKESHORE LEARNING M	JPAP10	10/19/2023	Carpet - MEGAN ANDERSON	SPECIAL EDUCATION FUND/EQUIPMENT PURCHASE-ADDITION/MU LTI-CATEGORICAL	272400018	917.70
					Totals for 85076		917.70
85077	LAONA HIGH SCHOOL	JPAP10	10/19/2023	CROSS COUNTRY SECTIONALS - GIRLS TEAM & 3 BOYS COMPETING	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	40.00
					Totals for 85077		40.00
85078	MASTER ELECTRICAL SE	JPAP10	10/19/2023	LABOR & MATERIALS - LWHS GYM & AG ROOM - RESET BREAKER TESTED	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	54.15
85078	MASTER ELECTRICAL SE	JPAP10	10/19/2023	LABOR & MATERIALS - LWHS GYM & AG ROOM - RESET BREAKER TESTED	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	40.85
					Totals for 85078		95.00
85079	NEURON FUEL INC	JPAP10	10/19/2023	Epic! Plus Books Subscription	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012400061	2,700.00
					Totals for 85079		2,700.00
85080	OTC BRANDS, INC	JPAP10	10/19/2023	Crayons, Inflatable Farm Animals, Mini Stuffed Animals, Bookmarks, Coin Purses, and S&H	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/EARLY CHILDHOOD	272400007	144.40
					Totals for 85080		144.40
85081	SCHOOL DISTRICT OF M	JPAP10	10/19/2023	CORRECT DEPOSIT FROM LIONS DONATION TO THE CORRECT ACCOUNT	GENERAL FUND/GIFTS/BUILDINGS	0	2,500.00
85081	SCHOOL DISTRICT OF M	JPAP10	10/19/2023	CORRECTIONS FROM AUGUST & NOVEMBER 2022 FOOTBALL ADMISSIONS PULLED TWICE (\$457, \$362 & \$570.)	GENERAL FUND/ADMISSIONS- CO CURRICULAR/GENERAL ATHLETICS	0	1,389.00
					Totals for 85081		3,889.00
85082	SHAWANO COMMUNITY HI	JPAP10	10/19/2023	CROSS COUNTRY INVITE ON 10/17/23	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	145.00
					Totals for 85082		145.00
85083	SKYWARD, INC	JPAP10	10/19/2023	MICHELLE - Skyward Training	GENERAL FUND/PERSONAL SERVICES/ADMINISTRATIVE TECHNOLOGY SERV	4002400067	1,900.00
					Totals for 85083		1,900.00
85084	STERLING WATER-CHAIN	JPAP10	10/19/2023	SALT & SERVICE CALL	GENERAL FUND/CLEANING SERVICES/OPERATION	0	236.92
85084	STERLING WATER-CHAIN	JPAP10	10/19/2023	SALT & SERVICE CALL	GENERAL FUND/CLEANING SERVICES/OPERATION	0	178.73
					Totals for 85084		415.65
85085	VONBRIESSEN & ROPER,	JPAP10	10/19/2023	LEGAL FEES	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	88.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 85085	88.50
85086	WCA GROUP HEALTH TRU	JPAP10	10/19/2023	NOVEMBER 2023 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	95,032.74
						Totals for 85086	95,032.74
85087	WIPFLI LLP	JPAP10	10/19/2023	PROGRESS BILLING ON THE AUDIT OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2023.	GENERAL FUND/PERSONAL SERVICES/AUDIT	0	10,000.00
						Totals for 85087	10,000.00
85088	WISCONET	JPAP10	10/19/2023	THE RECURRING ANNUAL COST FOR NETWORK ACCESS - LESS E-RATE QUARTERLY DISCOUNTS	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIVE TECHNOLOGY SERV	0	2,574.00
						Totals for 85088	2,574.00
202300040	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	2,589.81
202300040	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	330.26
202300040	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	115.07
202300040	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	2,589.81
202300040	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	330.26
202300040	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	115.07
						Totals for 202300040	6,070.28
202300052	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,034.93
202300052	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,294.53
202300052	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	107.97
202300052	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,034.93
202300052	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,294.53
202300052	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	107.97
						Totals for 202300052	20,874.86
202300059	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	167.45
202300059	WISCONSIN RETIREMENT	AUG23W	09/29/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	167.45
						Totals for 202300059	334.90
202300080	EMPLOYEE BENEFITS CO	JPWI09	09/29/2023	BESTFLEX/HRA & POST EMPLOYMENT ADMIN FEES	GENERAL FUND/DISTRICT FEES / BANKING	0	120.49

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT	
							FEE/FISCAL	
							Totals for 202300080	120.49
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,493.05	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,597.02	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	455.72	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,986.22	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	373.49	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	106.58	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	529.00	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	84.24	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	9,756.93	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,192.29	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	169.74	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,986.22	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	373.49	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	106.58	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,493.05	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,597.02	
202300083	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	455.72	
							Totals for 202300083	37,781.36
202300084	WEA TAX SHELTERED AN	P9	09/29/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00	
202300084	WEA TAX SHELTERED AN	P9	09/29/2023	Payroll accrual	GENERAL FUND/WEA	0	175.00	

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					TRUST - TSA/ROTH		
					Totals for 202300084		275.00
202300085	WISCONSIN DEPT OF RE	P9	09/29/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	120.00
202300085	WISCONSIN DEPT OF RE	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300085	WISCONSIN DEPT OF RE	P9	09/29/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	5,332.80
202300085	WISCONSIN DEPT OF RE	P9	09/29/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	799.64
202300085	WISCONSIN DEPT OF RE	P9	09/29/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	163.43
					Totals for 202300085		6,420.87
202300087	WEA MEMBER BENEFIT T	P9	09/29/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202300087		40.00
202300088	EMPOWER RETIREMENT	P9	09/29/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202300088		50.00
202300089	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	33.82
202300089	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7.91
202300089	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	0.00
202300089	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7.91
202300089	INTERNAL REVENUE SER	P9	09/29/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	33.82
					Totals for 202300089		83.46
202300090	WISCONSIN DEPT OF RE	P9	09/29/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	8.53
					Totals for 202300090		8.53
202300091	EMPLOYEE BENEFITS CO	JPWI10	09/28/2023	POST EMPLOYMENT - 213 HRA/FSA CLAIMS	GENERAL FUND/FLEX PLAN SY23-24	0	153.34
202300091	EMPLOYEE BENEFITS CO	JPWI10	09/28/2023	POST EMPLOYMENT - 213 HRA/FSA CLAIMS	EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTMENTS & REFUNDS	0	2,420.67
					Totals for 202300091		2,574.01
202300092	DIVERSIFIED BENEFIT	JPWI10	09/29/2023	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	252.53
					Totals for 202300092		252.53
202300093	DELTA DENTAL OF WISC	JPWI10	09/27/2023	DENTAL CLAIMS & ADMIN	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,482.76
					Totals for 202300093		1,482.76
202300094	DELTA DENTAL OF WISC	JPWI10	10/04/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,329.47
					Totals for 202300094		1,329.47

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,065.47
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,517.26
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	372.16
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,886.29
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	354.80
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	87.03
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	529.00
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	84.24
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	8,714.44
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,117.79
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	95.35
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,886.29
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	354.80
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	87.03
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,065.47
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,517.26
202300095	INTERNAL REVENUE SER	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	372.16
					Totals for 202300095		35,131.84
202300096	WEA TAX SHELTERED AN	P9	10/13/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300096	WEA TAX SHELTERED AN	P9	10/13/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
					Totals for 202300096		275.00

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
202300097	WISCONSIN DEPT OF RE	P9	10/13/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	120.00
202300097	WISCONSIN DEPT OF RE	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300097	WISCONSIN DEPT OF RE	P9	10/13/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	5,001.11
202300097	WISCONSIN DEPT OF RE	P9	10/13/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	746.05
202300097	WISCONSIN DEPT OF RE	P9	10/13/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	99.94
					Totals for 202300097		5,972.10
202300099	WEA MEMBER BENEFIT T	P9	10/13/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202300099		40.00
202300100	EMPOWER RETIREMENT	P9	10/13/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202300100		50.00
202300101	DELTA DENTAL OF WISC	JPWI10	10/11/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	111.00
					Totals for 202300101		111.00
202300102	EMPLOYEE BENEFITS CO	JPWI10	10/12/2023	UNCOVERED MEDICAL & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY23-24	0	2,341.85
202300102	EMPLOYEE BENEFITS CO	JPWI10	10/12/2023	UNCOVERED MEDICAL & FSA CLAIMS	EMPLOYEE BENIFIT TRUST FUND/OTHER ADJUSTMENTS/ADJUSTME NTS & REFUNDS	0	500.00
					Totals for 202300102		2,841.85
202300103	DELTA DENTAL OF WISC	JPWI10	10/18/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	655.60
					Totals for 202300103		655.60
232400039	JENSEN, GENE	JPAP09	09/25/2023	VARSITY FOOTBALL OFFICIAL ON 9/15/23 VS NEKOOSA	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	120.00
					Totals for 232400039		120.00
232400040	BOTTEI, GREGORY	JPAP09	09/28/2023	MS FOOTBALL ON 9/26/23 VS BONDUEL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
					Totals for 232400040		50.00
232400041	CONRAD, JOHN	JPAP09	09/28/2023	JV & VARSITY VOLLEYBALL OFFICIAL ON 9/26/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	105.00
					Totals for 232400041		105.00
232400042	DAYTON, KENNETH	JPAP09	09/28/2023	MS FOOTBALL ON 9/26/23 VS BONDUEL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
					Totals for 232400042		50.00
232400043	FENSKE, NORBERT	JPAP09	09/28/2023	JV2 VOLLEYBALL OFFICIAL &	GENERAL	0	85.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				VARSITY LINE JUDGE ON 9/26/23 VS WITTENBERG-BIRNAMWOOD	FUND/PERSONAL SERVICES/VOLLEYBALL		
					Totals for 232400043		85.00
232400044	JOHNSON, KEVIN	JPAP09	09/28/2023	MS FOOTBALL ON 9/26/23 VS BONDUEL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
					Totals for 232400044		50.00
232400045	NELSON, HAYDEN	JPAP09	09/28/2023	MS FOOTBALL ON 9/26/23 VS BONDUEL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
					Totals for 232400045		50.00
232400047	VAN DAALWYK, WILLIAM	JPAP09	09/28/2023	JV2 VOLLEYBALL OFFICIAL & VARSITY LINE JUDGE ON 9/26/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	85.00
					Totals for 232400047		85.00
232400049	RADLEY, DANIEL	JPAP09	09/29/2023	MS VOLLEYBALL OFFICIAL ON 9/28/23 VS IOLA-SCANDINAVIA	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	55.00
					Totals for 232400049		55.00
232400050	BOTTEI, GREGORY	JPAP10	10/04/2023	MS FOOTBALL OFFICIAL ON 10/3/23 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
					Totals for 232400050		60.00
232400051	NELSON, HAYDEN	JPAP10	10/04/2023	MS FOOTBALL OFFICIAL ON 10/3/23 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
					Totals for 232400051		60.00
232400052	DEY, DEBRA	JPAP10	10/05/2023	MS VOLLEYBALL OFFICIAL ON 10/3/23 VS MARION	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	75.00
					Totals for 232400052		75.00
232400053	PERSELLS, HOPE	JPAP10	10/06/2023	MILEAGE REIMBURSEMENT TO CESA 6 INDUCTION PROGRAM IN OSHKOSH	SPECIAL EDUCATION FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	65.50
					Totals for 232400053		65.50
232400054	CLEMO, BRYAN	JPAP10	10/09/2023	VARSITY FOOTBALL OFFICIAL ON 10/6/23 VS SPENCER/COLUMBUS	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	120.00
					Totals for 232400054		120.00
232400055	DUMAS, DON	JPAP10	10/09/2023	VARSITY FOOTBALL OFFICIAL ON 10/6/23 VS SPENCER/COLUMBUS	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	120.00
					Totals for 232400055		120.00
232400056	LATOURE, PATRICK	JPAP10	10/09/2023	VARSITY FOOTBALL OFFICIAL ON 10/6/23 VS SPENCER/COLUMBUS	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	120.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 232400056	120.00
232400057	LEWIS, PATRICK	JPAP10	10/09/2023	VARSITY FOOTBALL OFFICIAL ON 10/6/23 VS SPENCER/COLUMBUS	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	120.00
						Totals for 232400057	120.00
232400058	PETERSON, RYAN	JPAP10	10/09/2023	REIMBURSE FOR WASDA CONFERENCE HOTEL & PARKING	GENERAL FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT	0	620.00
						Totals for 232400058	620.00
232400059	TYRIVER, DOUGLAS	JPAP10	10/09/2023	MSFOOTBALL OFFICIAL ON 10/3/23 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 232400059	60.00
232400061	DUMAS, DON	JPAP10	10/16/2023	JV & VARSITY VOLLEYBALL OFFICIAL ON 10/10/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	105.00
						Totals for 232400061	105.00
232400062	FENSKE, NORBERT	JPAP10	10/16/2023	JV2 VOLLEYBALL OFFICIAL & VARSITY LINE JUDGE ON 10/10/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	85.00
						Totals for 232400062	85.00
232400063	GRIFFIN, GARRET	JPAP10	10/16/2023	MS VOLLEYBALL OFFICIAL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	75.00
						Totals for 232400063	75.00
232400064	JOHNSON, MARY	JPAP10	10/16/2023	SUBWAY REWARD FOR STUDENTS	GENERAL FUND/FOOD/OFFICE OF THE PRINCIPAL	0	13.44
232400064	JOHNSON, MARY	JPAP10	10/16/2023	SUBWAY REWARD FOR STUDENTS	GENERAL FUND/FOOD/OFFICE OF THE PRINCIPAL	0	6.93
						Totals for 232400064	20.37
232400065	LATOURE, PATRICK	JPAP10	10/16/2023	JV & VARSITY VPLLEYBALL OGFFICIAL ON 10/10/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	105.00
						Totals for 232400065	105.00
232400067	PESCH, LANCE	JPAP10	10/16/2023	JV2 VOLLEYBALL OFFICIAL & VARSITY LINE JUDGE ON 10/10/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	85.00
						Totals for 232400067	85.00
232400068	PETHKE, ARTHUR	JPAP10	10/17/2023	REIMBURSE FOR MENARDS PURCHASE THAT HE PAID FOR BECAUSE THE SCHOOL CREDIT CARD WAS DECLINED	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	142.98
						Totals for 232400068	142.98
232400069	BEHNKE, RENEE	JPAP10	10/19/2023	REIMBURSE FOR CERTIFIED MAIL CHARGES	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	17.12
						Totals for 232400069	17.12
232400070	MCCOY, CATHLEEN	JPAP10	10/19/2023	RESPONSE TO INTERVENTION IN READING COURSE REIMBURSEMENT	GENERAL FUND/PERSONAL SERVICES/INSTRUCTION	0	112.00

<u>CHECK</u>	<u>BATCH</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>ACCOUNT</u>	<u>PO</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>NUMBER</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>NUMBER</u>	<u>AMOUNT</u>
				AL STAFF TRAINING		
				Totals for	232400070	112.00
				Totals for checks		378,876.53

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	197,304.94	3,954.00	136,485.23	337,744.17
27	SPECIAL EDUCATION FUND	14,968.97	0.00	12,130.15	27,099.12
50	FOOD SERVICE FUND	3,067.52	0.00	4,489.76	7,557.28
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	2,920.67	2,920.67
80	COMMUNITY SERVICE FUND	0.00	0.00	3,555.29	3,555.29
***	Fund Summary Totals ***	215,341.43	3,954.00	159,581.10	378,876.53

***** End of report *****



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Corrections - Vol. 32, No. 2, Technical Corrections, July 2023 - BOARD POWERS
Code	po0122
Status	
Adopted	April 25, 2016
Last Revised	January 17, 2022

Technical Correction - Vol. 32, No. 2, Technical Corrections

0122 - BOARD POWERS

The power of the Board of Education extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

~~(UNIFIED SCHOOL DISTRICTS)~~

~~[] The Board shall be a body corporate, and, as such, capable of suing and being sued, levying and collecting taxes, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.~~

[END OF OPTION]

The Board shall also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, including the conduct of students while in school, at school functions, or enroute on school buses.

© Neola 2021-2023

Legal	118.001, Wis. Stats.
	120.13, Wis. Stats.
	120.44, Wis. Stats. (applies to Unified School Districts only.)

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5
Status	

Technical Correction - Vol. 32, No. 2, Technical Corrections

0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board of Education functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1 - **Public Expression of Board Members**).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

~~(-) Board Member Use of Electronic Communication Devices Prohibited~~

~~An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or lap top computer, is prohibited during Board meetings.~~

~~Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.~~

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2 - [Board Member Information Requests](#).

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - [Public Records](#)).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - [Committees](#).
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

© Neola 2023

Legal 17.13, Wis. Stats.
 946.12, Wis. Stats.
 The Consortium of State School Board Associations
 The National Association of School Boards
 The Wisconsin Association of School Boards

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM
Code	po0151.2
Status	
Adopted	July 17, 2017
Last Revised	April 23, 2018

Technical Correction - Vol. 32, No. 2, Technical Corrections

0151.2 - REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM

In accordance with 120.12(13), Wis. Stats., at the first Board of Education meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under §118.30(1g)(a)1, Wis. Stats. that will be in effect for that school year.

© Neola ~~2018~~2023

Legal 118.30, Wis. Stats.

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - AGENDA
Code	po0166
Status	
Adopted	April 25, 2016
Last Revised	November 16, 2020

Technical Correction - Vol. 32, No. 2, Technical Corrections

0166 - AGENDA

The District Administrator shall prepare and submit make available, mail, or deliver to each Board member an agenda prior to each regular meeting and each special meeting unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: 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 agenda of the regular monthly meeting meetings or special meetings shall be accompanied by a report from the District Administrator on information relating to the District with such recommendations as s/he shall make with a including information and/or a recommendation on agenda items as deemed appropriate by the District Administrator. **[END OF OPTION]**

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda."

[END OF OPTION]

~~The agenda for each regular meeting shall be mailed or delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be (available)available, or mailed, or delivered no later than ____ () days prior to the meeting or delivered so as to provide time for the study of the agenda by the memberBoard members. The agenda and supporting materials for a special meeting shall be delivered at least ____ () hours before the meeting.~~

The agenda for each regular meeting shall be delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available or delivered no later than three (3) days prior to the meeting or delivered so as to provide time for the study of the agenda by the Board member. The agenda and supporting materials for a special meeting shall be delivered at least twenty-four (24) hours before the meeting.

Regular meetings of the Board shall follow this general format:

- A Call to Order
- B Pledge of Allegiance
- C Roll Call

- D+ Verify Publication of Meeting
- E+ Presentation
- F+ Consent Agenda
 - 1+ Approve Minutes of Previous Meetings
 - 2+ Treasurers Report/Approval of Expenditures
 - 3+ Other
- G+ Public Comments (Included per the recommendation of the District Administrator and approval of the Board President)
- H+ Correspondence
- I+ Administrative Reports
- J+ Board Comments
- K+ Committee Reports
- L+ Unfinished Business
- M+ New Business
- N+ Closed Session
- O+ Reconvene Open Session
- P+ Adjourn

Once public notice is given, alterations may be made as needed. Business may be taken up out of order when the Board adopts a motion to suspend the rules by a two-thirds (2/3) vote or by unanimous consent.

The Board shall transact business according to the agenda prepared by the District Administrator and provided to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must: 1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting; and 2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

© Neola ~~2020~~2023

Legal 19.84(3) Wis. Stats

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - PRESIDENT
Code	po0171.1
Status	
Adopted	April 25, 2016
Last Revised	June 26, 2023

Technical Correction - Vol. 32, No. 2, Technical Corrections

0171.1 - PRESIDENT

The President of the Board of Education shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. defend on behalf of the District all actions brought against it;
- D. prosecute, when authorized by () an annual meeting of the District and by the Board, **[DRAFTING NOTE: For Common and Union High School Districts]** ~~() the Board, [DRAFTING NOTE: for Unified School Districts]~~ **[END OF OPTIONS]** actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 to 121, Wis. Stats. in which the District has an interest; and
- E. perform other duties appropriate to the office of the President under 120.15, Wis. Stats.

© Neola ~~2022~~ 2023

Legal 120.15, Wis. Stats.

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Correction, July 2023 - DISTRICT AND SCHOOL REPORT CARD
Code	po2261.03
Status	
Adopted	April 27, 2020

Technical Correction - Vol. 32, No. 2, June 2023

2261.03 - DISTRICT AND SCHOOL REPORT CARD

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. **[Drafting Note: The District must make the report card meaningfully accessible to parents and stakeholders who are limited English proficient.]**

The report is provided by the Wisconsin Department of Public Instruction, and shall contain the information called for in accordance with required by State (§115.385) and Federal law. The report must include 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

[DRAFTING NOTE: For k-12 Districts and Union High School Districts the language regarding high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort and performance on each measure within any School Quality or Student Success indicator used by the State are mandatory sections of the annual report card. For k-8 Districts, these sections may be omitted.]

The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Wisconsin's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. ~~high school graduation rates, including the four (4) year adjusted cohort and the extended year adjusted cohort;~~
- E. ~~performance on each measure within any School Quality or Student Success indicator used by the State;~~
- F. school identifying information, including student membership count and Title I participation status;
- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification;

- I. high school graduation rates, including the four (4) year adjusted cohort and the extended year adjusted cohort
 J. performance on each measure within any School Quality or Student Success indicator used by the State.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

[DRAFTING NOTE: For k-12 Districts and Union High School Districts the language regarding high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort and postsecondary enrollment rates for each high school are mandatory sections of the annual report card. For k-8 Districts, these sections may be omitted.]

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);
- C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. ~~high school graduation rates, including the four (4) year adjusted cohort, and the extended year adjusted cohort;~~
- F. ~~postsecondary enrollment rates for each high school;~~
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1);
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in the State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;
- J. information on educator qualifications;
- K. information on per-student expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);

[Drafting Note: The District and school report cards must include per-student expenditures of Federal, and State/local funds, disaggregated by source of funds; District expenditures not allocated to public schools; and the web address to the procedures for calculation.]

- L. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;
- M. description and Results of State accountability system (the District may provide the web address or URL of, or a direct link to, a State plan or other location on the Wisconsin Department of Public Instruction's website to meet this requirement);
- N. additional information best-suited to convey the progress of each school;

[Drafting Note: District report cards must include the following NAEP data: 1) the percentage of students at each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate; 2) participation rate for students with disabilities; and 3) participation rate for English learners.]

- O. high school graduation rates, including the four (4) year adjusted cohort, and the extended year adjusted cohort;
- P. postsecondary enrollment rates for each high school;
- Q. other information as required by the Wisconsin Department of Public Instruction.

When presenting data on a report card, the District shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - Student Records.

The District's annual report card information must be made publicly available through such means as posting on the District's website and distribution to local media and public agencies. **[Drafting Note: If the District does not operate a website, the District must make the report available to the public in another manner determined by the Board.]**

The Board will provide the school level overview directly to all parents in each school served by the District annually. **[Drafting Note: The District may send the report card overview to the parents of students enrolled in each school in the District directly through the U.S. mail, via e-mail, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]**

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

© Neola ~~2020~~ 2023

Legal 34 C.F.R. 200.31
 20 U.S.C. 6314

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of EMPLOYMENT OF STAFF
Code	po3120
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3120 - EMPLOYMENT OF STAFF

The Board of Education recognizes that positions be filled with highly qualified and competent personnel are vital to the successful operation of the District.

All employees other than the District Administrator are considered Professional Staff Members (Policy 0100 – Definitions) or support staff members (Policy 0100 – Definitions).

Professional Staff

The Board of Education shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers, governed by Wis. Stat. 118.22 and administrators, governed by Wis. Stat. 118.24, may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law.

Support Staff

The Board of Education shall approve the employment and fix the compensation for each support staff member employed by this District.

General Provisions for Professional and Support Staff

The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime-eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime-eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to WECAN or the District Office.

Relatives of Board Members may be employed by the Board. If the Board Member benefits financially either directly or indirectly, the Board Member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board. The newly employed staff member shall not be placed in a position in which s/he will be supervised directly by, or supervise directly, his/her relative.

Any staff member's intentional misstatement of fact pertaining to the applicant's qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.

The employment of staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program or District operations, except as prohibited by law, including the employment of full-time teachers and certain administrative employees on a substitute basis, pending Board approval. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or application for such certification. For staff members instructing children in reading and/or language arts, pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics. For each candidate, a satisfactory background check will be conducted by the Department of Public Instruction or appropriate State agency as well as compliance with District background check procedures to include local, State, and Federal sources of information.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures to include local, State, and Federal sources of information.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held.

The District Administrator shall prepare procedures for the recruitment and selection of all staff that includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology-related occupation.

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, healthcare-related occupations, trade specialist, business education, business and office, and marketing education.

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):

1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
3. For a bachelor's degree in a field other than those described in numbers 1. and 2., above, any science, technology, engineering, mathematics, or technical or technology education field, sixty-five (65) points.
4. For industry or vocational certification, ninety (90) points.
5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.

B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):

1. For a bachelor's degree in technical or technology education, 100 points.
2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five

(75) points.

3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
 1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or
 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. Have a secondary school diploma or its recognized equivalent;
- B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;

- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction.

Revised 8/22/16
Revised 7/17/17
Revised 11/19/18
Revised 7/22/19
Revised 1/17/22

© Neola 2021

Legal 118.191, Wis. Stats.
 118.192, Wis. Stats.
 118.21, Wis. Stats.
 118.22(2), Wis. Stats.
 118.24, Wis. Stats.
 121.02, Wis. Stats.
 Wis. Admin. Code P.I. 34

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	
Adopted	May 16, 2016
Last Revised	July 24, 2023

3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board of Education authorizes the District Administrator to place a staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

The District Administrator may require that the staff member submit to an appropriate examination by a healthcare provider of the staff member's choice, a healthcare provider designated and compensated by the District, or both.

The staff member will be required to execute a medical examination release to the Board/District Administrator that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and allow the District Administrator to speak to the healthcare provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 3122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the staff member is found to be unable to perform assigned duties, the staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should a staff member refuse to submit to the examination requested by the District Administrator such refusal shall subject the staff member to disciplinary action.

The Board of Education District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

In the event the District Administrator is the employee subject to this policy, the Board shall direct the appropriate actions pursuant to this policy.

Revised 4/27/20

© Neola 2020

Legal 111.32, et seq., the Wisconsin Fair Employment Act

29 C.F.R., Part 1630

29 C.F.R., Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Ryan Peterson on September 21, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of WHISTLEBLOWER PROTECTION
Code	po3211
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3211 - **WHISTLEBLOWER PROTECTION**

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board of Education expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor doing business with the Board, that creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a written report to their immediate supervisor.

If the alleged misconduct involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an employee pursuant to this policy, an investigation shall commence as soon as possible and shall be handled expeditiously.

© Neola 2014

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of STAFF EVALUATION AND EDUCATOR EFFECTIVENESS
Code	po3220
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3220 - **STAFF EVALUATION AND EDUCATOR EFFECTIVENESS**

The Board of Education is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of developing professional staff job descriptions for Board approval in accordance with Policy 3120.01 - Job Descriptions. The District Administrator is responsible for implementing approved job descriptions, a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and principals in the District.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Licensed Teachers and Principals/Directors

Evaluations shall be conducted annually for all principals and directors.

Evaluations shall be conducted in the first three years of employment and at least every third year thereafter for instructional staff, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

The Board will use the educator effectiveness model available from CESA 6 and will assess, upon the recommendation of the District Administrator, whether to use an alternative program.

Evaluations shall be conducted based on the model in place and consistent with applicable State law and the District's guidelines.

A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct-related reasons, or from implementing remedial or performance improvement measures.

Support Staff

The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are:

- A. to improve and reinforce the skills, attitudes, and abilities that enable a support staff member to be effective in achieving assigned job goals;
- B. to identify and remediate weaknesses that prevent a support staff member from achieving the goals of assigned duties.

The District Administrator shall prepare administrative guidelines for the conduct of support staff member evaluations.

T.C. 3/15/21

© Neola 2020

Legal

P.I. 8.01(2q), P.I. 47 Wis. Adm. Code

118.225, 118.30, 121.02 (1) (q) Wis Stats

20 USC 6311

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3281 - PERSONAL PROPERTY OF STAFF MEMBERS

Employees may bring personal property, including personal communication devices, to school either for reasons associated with professional responsibilities or for use during off-duty time. The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on Board of Education property.

© Neola 2015

Last Modified by Tamela Moody on August 31, 2023



Book	Policy Manual
Section	3000 Staff/Personnel
Title	Copy of EMPLOYEE LEAVES
Code	po3431
Status	draft
Adopted	May 16, 2016
Last Revised	July 24, 2023

3431 - **EMPLOYEE LEAVES**

The Board of Education recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence), Policy 3430.01 (FMLA) and Policy 3430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as potential jurors shall be excused without penalty for any days or portion of days on which the staff member is required to report. Staff members shall inform their immediate supervisor when they are called for jury duty or a court appearance. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members receive full pay and are required to designate the school as the payee on the check received from the court or pay the amount shown on their jury duty record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Business Manager a court record of the number of days served.

D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

I. Administratively Approved Leave

Staff members are eligible for administratively approved leave as specified in the Employee Handbook.

Revised 7/17/1
 Revised 4/27/2020
 T.C. 11/16/2020
 T.C. 3/15/21

© Neola 2020

Legal

7.33, 103.88, Wis. Stats.

Last Modified by Tamela Moody on August 31, 2023



Book Policy Manual

Section Vol. 32, No. 2, Technical Corrections, July 2023

Title Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - EMERGENCY MEDICAL AUTHORIZATION

Code po5341

Status

Technical Correction - Vol. 32, No. 2, Technical Corrections

5341 - EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest () and the procedures described in the District Administrator's administrative guidelines (() AG 5340A - Student Accident or Illness, () AG 5340B - Health Emergencies and First Aid Care, and () AG 5340D - Transportation for Ill or Injured Students) [END OF OPTION] and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

© Neola 20192023

Legal 118.29(4), Wis. Stats.

Last Modified by Ryan Peterson on September 6, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - STUDENT CODE OF CLASSROOM CONDUCT
Code	po5500
Status	
Adopted	June 20, 2016
Last Revised	July 22, 2019

Technical Correction - Vol. 32, No. 2, Technical Corrections

5500 - STUDENT CODE OF CLASSROOM CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. () In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board of Education for that reason consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board

~~() annually.~~

() periodically.

[] Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school, staff, staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

© Neola 20192023

Legal 175.32, Wis. Stats.

118.13, Wis. Stats.

118.164, Wis. Stats.

120.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

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

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,
Department of Education, Office of Civil Rights, 1979

Last Modified by Ryan Peterson on September 6, 2023

Monthly Enrollment Count for SY2023-2024

Date #s pulled for report	1-May-23	3rd Fri SEPT	10/19/2023 OCT	NOV	DEC	JAN	2nd Fri JAN	FEB	MAR	APR	MAY
Grade											
EC / Speech .5	11	7	6								
4K .6	21	26	26								
Kdg	32	23	23								
1	23	32	32								
2	32	21	21								
3	37	33	33								
4	27	35	36								
5	59	28	28								
6	32	55	55								
7	33	28	28								
8	51	32	31								
9	42	71	71								
10	50	36	35								
11	59	49	49								
12	58	61	59								
Students Enrolled	567	537	533	0	0	0	0	0	0	0	0
Less OE IN (non-resident)	-31	-21	-21								
Plus OE OUT (resident)	95	93	93								
Less Tuition Sharing	0	0	0	0	0	0	0	0	0	0	0
Students in CESA Program	0	0	0	0	0	0	0	0	0	0	0
Total Resident Count	631	609	605	0	0	0	0	0	0	0	0

Note: September Open Enrollment numbers are tentative until after the 3rd Friday Count and Open Enrollment is verified with other districts.

Note: January Open Enrollment numbers are tentative until after the 2nd Friday Count and Open Enrollment is verified with other districts.



Code of Conduct

Athletic and Non Academic Activities

2023-2024

Students choosing to excel; realizing their strengths.

School District of Manawa

800 Beech Street

Manawa, WI 54949

Telephone: (920) 596-2525 – Fax: (920) 596-2655

www.manawaschools.org

TABLE OF CONTENTS

I.	CODE OF CONDUCT OVERVIEW	2
II.	VIOLATION OF TRAINING RULES	3
III.	PENALTIES FOR VIOLATIONS	4-5
IV.	APPEAL PROCEDURE	5
V.	MEMBERSHIP	6
VI.	ACADEMIC ELIGIBILITY	7
VII.	ATTENDANCE	8
VIII.	TRAVEL CONDUCT, INJURIES/INSURANCE	9
IX.	CARE OF EQUIPMENT	10
X.	MULTI SPORT PARTICIPATION	11
XI.	PRACTICE, COMPETITIONS, CONTESTS	12
XII.	FAMILY SUPPORT AND INVOLVEMENT	12
XIII.	FEES	13

CODE OF CONDUCT

Student-participants/athletes are reminded that they represent the school both at athletic contests and elsewhere. All participants/athletes are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Participants/athletes must refrain from any conduct at any time that would reflect unsatisfactorily on the student, the school or the district. This code applies to all School District of Manawa students on a year-round basis. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day.

Conduct that would reflect unsatisfactorily on a participant/athlete or on the school includes, but is not limited to, the following:

- Any crime dealing with, but not limited to, sexual behavior, vandalism or property damage, theft.
- Possession, use, sale or purchase of any controlled substance/intoxicant or drug paraphernalia.
- Purchase use or possession of tobacco products or E-cigarettes or any look-alike substance/device.
- The possession of any weapon or look-alike weapons.
- Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed, or offered. Being in the presence of others who are illegally possessing or using alcohol or controlled substances. It is the expectation of this code that a student will leave the premises the moment they become aware of others illegally possessing and/or using alcohol or controlled substances, even if the student is not consuming or using the illegal substances.
- If a student records 5 or more unexcused absences in a semester, the student shall serve a code of conduct violation.
- If a student accumulates 3 referrals in a semester, they will be suspended for 1 contest/activity.
- If a student accumulates 5 or more referrals in a semester, the student shall serve a code of conduct violation.

Code violations may be presented, in writing, to the Administration by any staff member, liaison officer and/or credible person who has knowledge of a possible infraction. A confidential complaint will be investigated to the extent possible.

Violations of the school rules/conduct shall also be a violation of the Extra-Curricular Code and the participant/athlete is to be disciplined accordingly as established by the principal, athletic director, and/or advisor.

Violation of Training Rules

Athletic Activities:

An athlete who is charged with a violation of training rules or any W.I.A.A. regulation shall be suspended until such time as his/her violation is reviewed by his/her coach, the athletic director and the principal. The athlete must participate for the entire season in order for the suspension to be considered served.

Athletic & Non-Athletic Activities:

A student/athlete will be determined to have committed a violation of the Co-Curricular Code if any of the following have occurred:

- a. The student/athlete admits the conduct constituting a violation
 - b. The building administrator or designee obtains information, which in his/her judgment is clear and convincing evidence that the student/athlete engaged in conduct constituting a violation.
- All students/athletes attending the School District of Manawa schools must abide by the rules and regulations of this handbook.
 - The Athletic Director will maintain an ongoing record of all co-curricular violations to the rules of this handbook.

Penalties for Violation of Co-Curricular Activities Rules

Athletic Activities

- First offense: suspension from 25% of the contests in the present season or a minimum of two (2) contests. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Second Offense: suspension from 50% of the contests in the present season. Percentages of games lost due to code infractions is based on the total number of games in the season, not what may remain in the rest of that season.
- Third and subsequent offenses: suspension from all activities for one (1) calendar year.
- Grade violations will follow the evaluation identified under academics of this handbook.
- The above co-curricular rules/violations will pertain to all athletes in grades six through twelve. Code of conduct violations will stay with incoming freshmen from the Middle School until the entirety of the suspension is fulfilled. Once a middle school infraction is fulfilled, future infractions as a student will be treated as a first offense.
- Students who must serve an In-School Suspension (ISS) are not allowed to leave school for any sport or co-curricular activity during the school day.
- Any student, who in good faith, self reports or parents/guardians who refer their son or daughter for violations of the co-curricular rules within 24 hours of the violation occurring may have their penalty reduced by one (1) event/contest if deemed appropriate by the building administrator or athletic director. Once the investigation begins, self reporting will not result in a reduction of suspension. Self reporting must go to the Athletic Director and/or principal.
- Community service determined by the secondary administrative team may be used to reduce the suspension by 1 event/contest.
- At minimum, a student will be suspended for 1 event/contest per code violation.

All fractions of percentages will be rounded up to the next full number. Any enforcement of individual or multi-game/meet dates will be considered as individual games scheduled. Other types of tournaments, when not individual or dual tournaments, will count as one game or meet scheduled.

Teams that automatically qualify for Regional competition are counted in the total number of competitions.

Completion of Suspension

Any remaining percentage of the suspension not served during the initial sports season shall be applied toward the season of the next sport in which the athlete participates (for example, if an athlete is suspended for a percentage of football games with less than the percentage remaining in the season, he/she will be suspended from a percentage of contests of the next sport in which he/she competes) A suspension will need to be repeated if a student who is on suspension for part of the season does not complete the season of his/her sport or activity. Students who join a sport after the first contest, and are fulfilling a current suspension, must have 100% attendance and complete the sport in order for the suspension to be satisfied.

Non-Athletic Activities

- Other co-curricular students will abide by suspension expectations specific to the activities they're involved with during the school year.
- For those activities with limited scheduled events, a violation could result in exclusion from that activity. Administrative discretion regarding specific penalties may have to be applied to those situations where students are participating in only one event.

Appeal Procedure

The parent of a student/athlete may apply in writing within ten (10) calendar days from the date of student/parent notification to the building principal for an appeal to the Appeal Board. The Appeal Board will consist of the Principal, Athletic Director, and two faculty members and a co-curricular advisor who are not directly involved with the individual student's co-curricular activities. Disciplinary action administered for academic reasons will not be heard in appeal. The Appeal Board will be selected by the building principal. The right to appeal will not serve as a pardon for participation purposes or suspend the enforcement of the suspension. All appeals must be based on proof of innocence, not with the intention to shorten the suspension. All decisions rendered by the appeal board are considered final.

Sportsmanship

All students and parents/guardians are required to practice good sportsmanship during all school-related events. Poor sportsmanship may result in removal from sporting events.

Membership

1. As stated in the WIAA High School Handbook - Article VII -- Health and Behavior/Compliance:

Section 1 - Required Documentation

A student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:

- 1) Yearly parent/guardian permission, including an acknowledgment of receiving the school athletic code.
- 2) Acknowledgement of receiving the WIAA rules of Eligibility.
- 3) Current physical exam form to participate in sports or alternate year card.
- 4) Sports fee paid or fee waive turned into school office.
- 5) Concussion information sheet must be obtained by the Athletic Director.

Section 2 - Physical Examination

- A. A current physical exam card to participate in sports as determined by a licensed physician or advanced practice nurse prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. School policy determines when an athlete may return to competition following an injury, except where rule book or WIAA tournament policies apply.
- B. Physical examinations are good for two years from the date the physical was given.

2. Be an amateur in all sports. You violate your amateur status if you: "Accept any amount of money or merchandise, awards for athletic services, or sign a contract for athletic services."

Example: 2. League Teams, Golf outings – "hole in one win a car"

3. Student athletes and a parent/guardian must attend the summer parent/athlete meeting. If they are unable to attend, other arrangements must be made.

Academic Eligibility

Academic eligibility for extracurricular activities shall be determined according to the following:

A student who has earned a failing grade for the last completed grading period will be placed on academic probation. The student will be allowed to practice but not participate in scheduled contests and may be assigned to after-school study time with teachers, coaches or a school approved tutor. All eligibility for the fall extracurricular season will be based on the previous school year's second semester grades (NOT fourth quarter grades). For students who fail a semester course the option to make up the credit in summer school is available.

- After a minimum of 15 days of instruction (count begins the day grades are due in the office) per WIAA rules, the student on probation may obtain his/her grades on a school-issued grade check form available from the athletic director's office. If the student is passing all classes the student may return to full activity participation. If failing after the 15 student school days of instruction, the student is ineligible until the next grading period.
- Students who become ineligible due to the previous school year's second semester (not fourth quarter) grades will serve their academic probation in the fall per WIAA regulations unless participation in approved summer classes renders them eligible. A student may erase ineligibility status for fall sports by successfully completing summer school classes for not less than the same courses that caused the ineligibility.
- Academically ineligible students are not allowed to leave school early in order to travel for a contest.

Attendance: (Athletic & Non-Athletic Activities)

Student Athletes must attend a full school day to participate in athletics that evening or provide an excuse from a doctor or have prior administrative approval. School-related absences do not apply. Exceptions to this are excused school-related activities and appointments that are approved in advance by Administration and/or a written doctor's excuse.

- Exception: acceptable absences as they fall under Wisconsin State Statute 118 regarding compulsory education
- If a student is truant from an assigned class period or is displaying a pattern of habitual tardiness to a specific class, he/she will be referred to the principal and will not be allowed to compete until the situation is resolved.
- Students may not compete, perform, practice or attend on days of an out-of-school suspension.
- Students suspended from co-curricular activities are expected to remain as part of the team or group. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams are required to attend all practices and be non-participants during the time of their suspension.

Travel, Conduct, Trips

1. Students/athletes who participate in activities outside of the School District of Manawa will conduct themselves as responsible young adults. This includes but is not limited to the following
 - Show appropriate respect for all adults and authority figures.
 - Show courteous and well-mannered behavior.
 - Show appropriate sportsmanship at all times.
2. It is the student/athlete's responsibility to represent our school and community in a positive manner
3. Non-athletic activities must have a Field Trip form filled out and signed by a parent/guardian and returned to the advisor prior to their field trip.(forms may be picked up from an advisor or in the main office)
4. A student/athlete may ride home from away events with their parent/legal guardian provided they sign the student out with the coach. Student athletes may NOT ride home with emergency contacts, siblings, friends, or other adults.
5. If no prior approval, permission by a parent/guardian/guardian must be given to the coach and/or advisor at the event and abide by provisions of rule four (4).

Injuries. Accident Reports and Insurance Coverage

1. The school has purchased a group insurance policy, but it will not cover any interscholastic sports injuries. If a parent would like to purchase a voluntary interscholastic athletic insurance plan that would be available at the school offices upon request.
2. All injuries must be reported immediately to the coach and/or advisor. Coaches and advisors should be notified prior to any medical treatment on the part of the student/athlete whenever possible or as soon as possible after treatment. The injury must also be reported immediately to the office by the coach or advisor for insurance purposes. The report should be handed into the high school office.
3. It is the policy of W.I.A.A. and the School District of Manawa to have a medical release from a medical physician following any severe injury.
4. All head injuries severe enough to have received medical treatment require a medical release from a medical physician before the athlete may return to any practice or competition. (please refer to the W.I.A.A. for further requirements for head injuries/concussions).

Care of Equipment

1. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her. Lockers should be securely locked during and after every practice/game/event.
2. Equipment issued to a student/athlete shall be the responsibility of that individual. These
3. individuals shall pay for any equipment not returned at the current replacement cost.
4. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge on the team equipment turn-in day or within two weeks of the final competition or practice. Bills for missing equipment will be sent out one week after the team equipment turn-in day. Parent/guardian assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent/guardian to have equipment turned in at the proper time.
5. A student/athlete will not participate in another activity until all equipment is returned and fines have been paid.
6. A student/athlete will not receive any "end of the season" awards until all equipment is returned and fines have been paid.

Practice. Competition, Contests (Athletic & Non-Athletic Activities)

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion.
3. All athletes/members and/or parent/guardians/guardians are asked to give each coach and/or advisor a 24-hour courtesy time limit prior to discussing an issue or concern following an event.

Changing a Sport/Activity

A student/athlete may not quit one sport/activity and begin another during the same season without the consent of both head coaches/advisors involved in the change and permission from the athletic director, advisor and principal. Any disciplinary actions that are in place will remain in place in the new activity.

Multi Sport Participation

The Multi-Sport Participation Policy allows students to participate in two (2) sports/organizations during the same season, regardless if the sports are individual or team-oriented. If a student desires to participate in multiple sports during the school year, they must do the following prior to the start of any season:

1. Submit a completed contract to the Athletic Director prior to the first scheduled contest.

This form includes:

- Permission from his/her parent or guardian to compete in multiple sports in the same season.
 - Declaration by the student of the priority sport for tournaments in the event of scheduling conflicts.
 - Approval by the Head Coach(s) of each sport.
 - Signature of student's agreement to coordinate the practice/contest schedule for the season in coordination with the coaches.
 - Signature of the Athletic Director.
2. The athlete must participate in at least one regular season event in the secondary sport so that they are eligible to participate in the conference tournament in that sport.
 3. The Athletic Director will share the list of multi-sport athletes with the Central Wisconsin Conference Commissioner and the other CWC Athletic Directors prior to the start of each season.
 4. It is the goal of the Athletic Department to have continuous communication between student athletes, coaching staff, and the Athletic Department to avoid putting athletes in difficult situations.
 5. If a student quits a primary sport, the student will need consent from both coaches to participate in any of the secondary sports from that point forward that season. If a student quits a secondary sport, the student will only be able to participate in the primary sport from that point forward that season.
 6. The following Multi- Sport Priorities have been established for the benefit of all athletes:
 - Games come before practices.
 - Tournaments come before games.
 - Districts come before games and tournaments.
 - State comes before all else.

Athletic/Activity Awards

1. A letter "M" and certificate will be awarded the first time to the athlete who fulfills the varsity requirements set forth by the coach, provided he/she has not been expelled from athletic participation due to training rule violations and finishes the season in good standing.
2. Any athlete who earns additional varsity letters shall be presented with a certificate and bar pin signifying this honor.
3. Participation certificates are awarded to all athletes who successfully complete a season, but who do not earn a varsity letter.
4. All awards will be received and displayed with honor, pride and dignity.
5. Any "M" which becomes too shabby to be worn while an award winner is still in school may be turned in to the athletic director for a new letter.
6. Any student having a code violation will forfeit the privilege of having their name submitted for any special awards (conference, state, etc.) or honors during the season in which the code violation was committed and/or served.

Parent/Guardian Involvement

Pre-Season Meeting

Portions of this Student Handbook shall be presented to each student during a mandatory pre-season meeting and/or the first day that he/she reports for a co-curricular activity. A physical card, Emergency Form, Concussion Form and Athletic Fee information shall be distributed at this time as well. The original signed form for the Student Handbook, physical card, Concussion Form, and Emergency Form shall be kept on file in the High School office. **The** Pre-Season Meeting shall be offered in the fall prior to the beginning of the co-curricular season.

Parent/guardian attendance at pre-season meetings is required and involvement throughout the season is encouraged. If a parent/guardian cannot attend they are required to view the presentation either on DVD or online if available.

ATHLETIC CO-CURRICULAR ACTIVITY FEES 2023-2024

Following is the list of Athletic Co-Curricular Activities and their fees for the High/Middle School:

Baseball - \$30.00

Basketball (Girls & Boy - \$30.00

Cross Country (Girls & Boys)- \$30.00

Football- \$30.00

Golf (Girls & Boys)- \$30.00

Softball- \$30.00

Track (Girls & Boys)- \$30.00

Volleyball- \$30.00

Wrestling- \$30.00

Maximum per High School student \$75.00

Maximum per family (Middle School and High School) \$150.00

Fees are to be made payable to Manawa Middle/ Little Wolf High School.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Ryan Peterson, Manawa Board of Education
Fr: Lance Litchfield
Date: 10/17/23
Re: 2023-2024 Winter Coach Recommendations

I am recommending the following for coaches for fall sports pending background checks.

8th Grade Boys Basketball - Larry Davenport
7th Grade Boys Basketball - Terry Nellis

Girls Basketball Head Coach- Terry Johnson
Girls Basketball JV Coach - Autumn Curtis
Girls Basketball JV2 Coach - Troy Wiesner
Girls Basketball Volunteer Assistant - Mike Frazier

Boys Basketball Head Coach - Rick Zemple
Boys Basketball JV Coach - Brad Butterfield
Boys Basketball JV2 Coach - Conner Scheid
Boys Basketball Volunteer Assistant - Kris Zielke
Boys Basketball Volunteer Assistant - Trevor Krueger

Co-Head Coach - Kevin Klemm
Co-Head Coach - Tim Schulke
Volunteer Assistant - Corey Beyer

8th Grade Girls - Kellynn Kaczorowski
7th Grade Girls - Corrie Ziemer

MS Wrestling - Cody Dean

School District of Manawa

800 Beech Street
Manawa, WI 54949

Phone: (920) 596-2525
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

ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



Book	Policy Manual
Section	5000 Students
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	First Reading
Adopted	October 1, 2015
Last Revised	December 19, 2022

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.

Student-Led Fundraising for School-Related Organizations

All Student-led fundraisers must be approved by ~~District Administration~~ District Administration. A club or organization must submit the online Fundraising Request Form prior to the start of the sale to allow adequate time for approval. 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, for an activity connected with the schools, or to be donated to a non-profit organization approved by the principal. The Board requires that fundraisers by student clubs and organizations that involve the sale to students of food and/or beverage items 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 Principal.

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations such as, but not limited to, booster clubs, PTO, or FFA Alumni, 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
 Revised 12/18/17
 Revised 11/18/19
 Revised 3/15/21

© Neola 2020

Legal Wis. Stat. 103.23

Last Modified by Ryan Peterson on October 20, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - BULLYING
Code	po5517.01
Status	First Reading
Adopted	June 20, 2016
Last Revised	December 19, 2022

Technical Correction - Vol. 32, No. 2, Technical Corrections

5517.01 - BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies, such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President another Board member the District Administrator either another Board member or with the District Administrator depending on the complainant's preference **[END OF OPTIONS]**, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the Principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws, the Principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one (1) or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate (in writing) when the investigation is concluded and the findings are made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline including, but not limited to, reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, inform parents, take appropriate action, and conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

[DRAFTING NOTE: An annual summary report is not required by statute, however, this provision was included in the initial model bullying policy that the Department of Public Instruction (DPI) was required to develop by law. If your District does not provide this report annually to the Board, do not include this language.]

x An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. **[END OF OPTION]**

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

© Neola **20222023**

Legal 118.46, Wis. Stats.

Last Modified by Ryan Peterson on October 20, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - FACILITY SECURITY
Code	po7440
Status	First Reading
Adopted	November 21, 2016
Last Revised	July 22, 2019

Technical Correction - Vol. 32, No. 2, Technical Corrections

7440 - FACILITY SECURITY

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board of Education. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons:

- A. in school buildings;
- B. on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. School office staff must contact the classroom teacher to verify

that the visitor is expected.

D. All visitors are expected to sign out prior to departing the building.

E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator, **or designee or event supervisor** determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, **or designee, the administrator, school personnel** shall contact ~~the school resource officer or~~ local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if an administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator, **or designee**. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

© Neola 2023

Legal 120.13(35), Wis. Stats.
 175.32(2), (3), Wis. Stat.
 301.475, Wis. Stat.
 State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

Last Modified by Ryan Peterson on October 20, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700
Status	
Adopted	November 21, 2016
Last Revised	January 17, 2022

Technical Correction - Vol. 32, No. 2, Technical Corrections

9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

It is the policy of the Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the Board **or its delegated representative** the District Administrator **[END OF OPTION]**; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. All crowdfunding activities are subject to Policy 6605 - Crowdfunding and AG 6605 - Crowdfunding.

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the Board District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the Board District Administrator.

School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

Other Activities by Non-School Affiliated Groups

A. Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the

- Board
- District Administrator
- principal

on the basis of the proposed activities or materials

- educational contribution to part or all of the school program,
- benefit to students;

and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

[SELECTION OF 1ST OPTION PRECLUDES SELECTION OF 2ND OPTION]

Option #1

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

[END OF OPTION #1]

Option #2

The Board shall permit the use of educational materials, programs, and equipment that contains commercial messages providing the content of such messages and the manner of presentation has been approved by the District Administrator () and is in compliance with the District's administrative guidelines.

[END OF OPTION # 2]

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District () unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the School District, unless:
 - a. the Board's Policy 2340 - District-Sponsored Trips has been complied with in all aspects;
 - b. the Board has granted special permission;
 - c. the parents of a minor student have granted their permission.

C. Distribution/Posting of Literature

Non-school affiliated organizations may distribute or post literature on District property either during or after school hours only with advance permission of the

() District Administrator.

principal.

() Board.

The Board requires that any materials distributed for non-school-related activities contain the statement: "This activity is neither endorsed nor supported by the School District of Manawa".

Staff or students may be permitted to distribute/post literature regarding or on behalf of non-school sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or District of the group or message.

The District Administrator shall establish administrative guidelines which ensure that:

1. () criteria established in Policy 5722 - School-Sponsored Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. () the school mail system is not used by students or staff for distribution of nonschool-related materials;
3. () no materials from any profit-making organization are distributed for students to take home to their parents;

() unless authorized by the District Administrator;
4. () the time, place, and manner of distribution of all nonschool-related materials are clearly established and communicated.

F. Solicitation of Funds **Option #1**

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

 Option #2

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the

Board.

District Administrator.

Decisions regarding the request to solicit funds shall not be based on the purpose or function of the group soliciting funds, unless the purpose of the organization is inappropriate for the age group of students, promotes activity that is unhealthy or unlawful or is otherwise inconsistent with the pedagogical interests of the school.

[END OF OPTIONS]

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830 - **Student Fund-Raising**, no District student may participate in the solicitation without the District Administrator's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be maintained in any regular or special accounts of the District.

A copy of this policy, as well as the relevant administrative guidelines, shall be given to any individual granted permission to solicit funds on District property.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

G. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not ~~unlawfully discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability~~ discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, creed, pregnancy, marital status, veteran status, parental status, sexual orientation, sex genetic information gender (including status and identity) gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student programs and activities.

Administration of scholarship or award programs appropriately designated under this policy to benefit individuals in a particular group that has not traditionally been represented does not violate this policy. **[END OF OPTION]**

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available. **[END OF OPTION]**

In accepting the offer of such scholarships or prizes from non-District entities or persons, the Board directs that these guidelines be observed:

1. No information

, either academic or personal,

shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the

Board.

District Administrator.

principal.

3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient.

and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

F. ~~Sale of School Supplies~~

~~In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:~~

~~1. the organization have a purpose that will benefit the School District and its students;~~

~~2. the organization's planned activities are clearly in the best interest of the School District and its students;~~

~~3. the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.~~

~~All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.~~

G. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

© Neola ~~2021~~ 2023

Legal 118.125, Wis. Stats.

Last Modified by Ryan Peterson on October 4, 2023



Book	Policy Manual
Section	Vol. 32, No. 2, Technical Corrections, July 2023
Title	Technical Correction - Vol. 32, No. 2, Technical Corrections, July 2023 - ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	

Technical Correction - Vol. 32, No. 2, Technical Corrections

9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

[] [OPTION #1]

It is the policy of the Board that paid commercial advertising shall not be permitted in School District facilities or on School District property and that the District's name, logo, mascot, or any other name which would associate an activity with the District should not be used in connection with such advertising. Additionally, paid commercial advertising shall not use any students, staff members or District facilities for any non-school organization or activity.

[END OF OPTION #1]

[SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION]

[x] [OPTION #2]

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. () Product Sales:

1. () product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. () exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. (x) fundraising fund-raising activities (e.g., short-term short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. (x) Direct Advertising/Appropriation of Space:

1. (x) signage and billboards in schools and school facilities;
2. (x) corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. (x) ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. (x) ads in school publications (newspapers and yearbooks and event programs);
5. (x) media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. (x) free samples (e.g., of food or personal hygiene products).

C. () Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

D. () Market Research:

1. () surveys or polls related to commercial activities;
2. () internet surveys or polls asking for information related to commercial activities;
3. () _____ . [other]

[END OF OPTION #2]

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the () Board () District Administrator **[END OF OPTION]**. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the () Board () District Administrator **[END OF OPTION]**.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity **must be age-appropriate and** must be consistent with the Board's policies **not to discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, gender (including gender status, change of sex, or gender and identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age appropriate. discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, creed, pregnancy, marital status, veteran status, parental status, sexual orientation, sex genetic information gender (including status and identity) gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student programs and activities.**
- L. Students shall not be required to advertise a product, service, company or industry.
- M. ~~() Advertising will not be permitted on the outside or the inside of school buses.~~
- N. The District Administrator is responsible for screening all advertising.
- O. The District Administrator may require that samples of advertising be made available for inspection.

P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement;
- B. authority of District administration to view and approve all materials prior to actual placement;
- C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract; and
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties.

The District Administrator shall negotiate all such agreements with the advertiser.

The District Administrator shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished (see AG 9700B - Criteria for Commercial Messages). **[END OF OPTION]**

Accounting

Advertising revenues must be properly reported and accounted for as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

© Neola 2023

Last Modified by Ryan Peterson on October 4, 2023



386 E Farmland Drive
 Kaukauna, WI 54130
 (920) 759-9315
 info@amplifytechwi.com

Estimate

ESTIMATE#	1025607633
DATE	08/16/2023
PO#	

CUSTOMER
Manawa School District 800 Beech Street Manawa, WI 54949

SERVICE LOCATION
High School 800 Beech Street Manawa, WI 54949

DESCRIPTION
Audio Installation High School Gymnasium (3 zones) Fitness Center (1 zone) Paging signal will be integrated with new system **does not include any changes to existing paging/alert system** more info is needed

Estimate

Description	Qty	Rate	Total
HS Gym Audio + Screen Installation utilize existing speaker cabling / extend as needed replace speakers / separate into 3 zones (L-C-R) w/ appropriate amps install / program processor, volume controller and Bluetooth accessory install manual operated projection screen sources to include: wireless mic, Bluetooth, wall inputs (existing/combined), paging priority (existing signal)			16,678.00
Atmosphere 4-Zone Audio Processor HS Gym + Fitness Center	1.00	1,325.00	1,325.00
2-Channel, 500W at 8 Ohm Power Amplifier HS Gym	3.00	875.00	2,625.00
12" 2-Way Speaker with 90x90 Coverage; 350W HS Gym	6.00	1,240.00	7,440.00
Zone, Source and Volume Wall Controller Accessory HS Gym	1.00	275.00	275.00
Atmosphere Bluetooth Accessory HS Gym	1.00	240.00	240.00
Draper 206175 Luma 2 165" Matt White XT1000E 16.10 87 1/2" x 140" Manual Screen HS Gym	1.00	1,452.00	1,452.00
Cat6; 23-4 pair; Plenum; Black HS Gym communication	100.00	0.46	46.00
Misc. Parts	1.00	275.00	275.00

Description	Qty	Rate	Total
Installation Cabling and Installation of 6 speakers, audio processing, Bluetooth and volume controller + screen installation	24.00	125.00	3,000.00
Fitness Center Audio Installation cabling and installation of pendant speakers (single zone) w/ appropriate amps install / program processor, volume controller and Bluetooth accessory sources to include: Bluetooth, paging priority (existing signal)			4,365.00
8" High Power Coaxial Pendant Speaker /ea. Fitness Center	2.00	825.00	1,650.00
Two-channel, 200W @ 8 Ohm Power Amplifier Fitness Center	1.00	359.00	359.00
Cat6; 23-4 pair; Plenum; Black Fitness Center communication	400.00	0.46	184.00
Zone, Source and Volume Wall Controller Fitness Center	1.00	275.00	275.00
Atmosphere Bluetooth Accessory Fitness Center	1.00	240.00	240.00
18-2 Stranded Shielded Plenum ; White /1' fitness center signal	350.00	0.26	91.00
16/2 Plenum Speaker Cable fitness center speaker	150.00	0.44	66.00
Installation Cabling and Installation of 2 speakers, audio processing, Bluetooth and volume controller; requires cabling run from HS Gym to Fitness Center IDF	12.00	125.00	1,500.00

CUSTOMER MESSAGE

Thank you for choosing R&R Technologies!

Estimate Total:

~~\$21,043.00~~

\$19,591.00