

School District of Manawa

Board of Education Agenda

July 16, 2018



Enter the Building @ Door M18; Use the Sidewalk Between the ES Garden and Building (North End of Parking Lot)

1. Call to Order – President Johnson – **6:30 p.m.** – MES Boardroom, 800 Beech Street
 - a. Retirement Reception - **6:31 p.m.**
2. Pledge of Allegiance - **7:00 p.m.**
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
 - a. Nurse’s Annual Report to the Board - Ms. Koehn, District Nurse
 - b. Spring Data and Annual Reading Specialist Report- Mr. Wolfgram, Ms. Brauer, Mrs. Sernau
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of June 18, 27 and July 12, 2018 Board Meetings
 - b. Treasurer’s Report/Approve Expenditures & Receipts (on website)
 - c. Donations:
 - i. A. Sturm & Sons Foundation, Inc. - \$3,000 to Fine Arts
 - ii. A. Sturm & Sons Foundation, Inc. - \$1,000 to Manawa FFA
 - iii. Sue Vater Olsen - Paper products and Notebooks for MES Teachers
 - iv. John & Sally Breaker - \$50 for Project Backpack
 - v. Bemis & Bemis Employees - \$710 for Softball Program
 - vi. Manawa Booster Club - 36 Padded Courtside Chairs with Vertical Storage System, Add-a- Year Banner/Mural for Conference Championships, 30 MS Boys Basketball Uniforms, 30 MS Girls Basketball Uniforms totaling \$6,585.40
 - d. Consider Approval of Voluntary Transfer of Special Educ Paraprofessional to Instructional Paraprofessional for SY1819
 - e. Consider Approval of Wrestling Coaches for SY1819
 - f. Consider Approval Non-Athletic Coaches & Advisors for SY201819
 - g. Consider Approval of the Overnight Field Trip for Varsity Volleyball Sept. 7-8, 2018 to Beaver Dam / Dodgeland High School
8. Any Item Removed from Consent Agenda
 - a.
 - b.
9. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines on Reverse)
10. Correspondence:
 - a. Thank you card from family of Barbara Loughrin

11. Board Recognition:
 - a. State FFA: Manawa FFA, Chloe Lambrecht, Megan Pethke, Andrew Scheller, Ethan Michalowski, Hunter Wendt - see list of accomplishments in Board packet
12. District Administrator's Report:
 - a. Legislative Update
 - b. Energy Efficiency Project Update
 - c. Referenda Planning Update
 - d. WASB 2017-18 Report to the Membership
13. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
14. Business Related Reports:
 - a. Nothing to Report
15. Director's Reports:
 - a. Curriculum / Special Education Director Highlights
 - i. Seclusion and Restraint Report 2018
 - ii. At-Risk Data 2018
 - b. Technology Director Highlights
16. Board Comments:
 - a. Comment #1
 - b. Comment #2
17. Committee Reports:
 - a. Curriculum Committee
 - i. Student Academic Standards SY1819
 - ii. 504 Handbook Changes SY1819
 - iii. English Learner Handbook Updates SY1819
 - iv. At-Risk Handbook Update for SY1819
 - b. Finance Committee
 - i. Salary Advancement Model - Teachers SY1819
 - ii. Salary Advancement Model - Support Staff SY1819
 - iii. Salary & Stipend Guide for Employees SY1819
 - iv. Energy Efficiency Updates
 - v. Budget Status SY1819
 - vi. Approval to Sealcoat and Paint the Track
 - c. Policy & Human Resources Committee
 - i. NEOLA Technology Updates – Special Releases Phase II & III
 - ii. AG Updates: 4160A, 4220, 9190, 9211, 9270, 9270A, 9700
 - iii. Discuss Current Board Approved Bylaw 0131.1 – Bylaws and Policies
 - iv. Review ag4231 and Related Professional Expectations
 - v. Update Support Staff Handbook SY1819
 - vi. Update Coaches Handbook SY1819
18. Unfinished Business:
 - a. Nothing this Month

19. New Business:

- a. Consider Approval of the Student Academic Standards for SY1819 as Presented
- b. Consider Approval of the 504 Handbook Updates SY1819 as Presented
- c. Consider Approval of the At-Risk Handbook Update for SY1819 as Presented
- d. Consider Approval of the Salary Advancement Model for Teachers SY1819 as Presented
- e. Consider Approval to use the Current Support Staff Wage Model for the SY1819 and to Add a 2.13% Increase on the Model to Reflect the CPI for July 1, 2018 for all Support Staff After Scheduled Wage Increases Occur per the Current Model
- f. 1st Reading of the NEOLA Technology Updates – Special Releases Phase II & III as Presented
- g. Consider Approval of the AG Updates: 4160A, 4220, 9190, 9211, 9270, 9270A, 9700 as Presented
- h. Consider Approval of the Updated Coaches Handbook SY1819 as Presented

20. Next Meeting Dates:

- a. July 23, 2018 Board of Education/Administrative Team Retreat - 5:00 p.m. - MES Board Room
- b. Set Date for August Buildings & Grounds Committee Meeting
- c. Aug. 1, 2018 Policy & HR Committee Mtg - 5:00 p.m. - MES Board Room
- d. Aug. 8, 2018 Finance Committee Mtg - 6:00 p.m. - MES Board Room
- e. Aug. 14, 2018 Curriculum Committee Mtg - 5:00 p.m. - MES Board Room
- f. Aug. 20, 2018 Regular BOE Mtg - 6:30 p.m. New Staff Reception - 7:00 p.m. Open Session - MES Board Room

21. Adjourn

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

Public Participation at Board Meetings (Bylaws 0167.3)

The Board of Education 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 wishing to place an item on the agenda shall register their intent with the District Administrator no later than fifteen (15) 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 approval of the District Administrator and the Board President.

Public-Participation Section of the Meeting

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public participation 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. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:

- a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. 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;
 - d. 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;
 - e. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. 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:
- a. No obstructions are created between the Board and the audience.
 - b. No interviews are conducted in the meeting room while the Board is in session.
 - c. 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.

19.90, Wis. Stats.

Minutes of the June 18, 2018 Board of Education Meeting

Call to Order by President Johnson – 6:30 p.m. – MES Board Room, 800 Beech Street. The Book Study – started at 6:31 p.m. - Chapter - Part 3 - Transforming Trust, Chapter 12-16.

Reconvene in Open Session - 7:00 p.m.

Pledge of Allegiance

Roll Call – President Johnson took the roll call: Pohl, Forbes, Scheller, R. Johnson, Hollman, J. Johnson present. Pethke absent.

Verify Publication of Meeting – Dr. Oppor verified the publication of the meeting

Motion by Pohl /Forbes to move Item #12 recognition to Item #6. Motion carried. Students Samantha Struzynski, Lanyie Bessette and Aspen Linjer of the Track team that went to state competition were recognized along with their Coach Patrick Collins. The students of the Golf Team Competed at State - Ryan Schuelke, Peyton Schuelke, Connor Schuelke, Seth Forbes, Zach Kriesel, Gibson Bailey, Colin Moser and Coach Tim Schuelke.

Presentation: School Funding 101 - Carmen O'Brien, Business Manager. Presented to the AD Liezeit and the coaches at the end of May. Requested that coaches run their summer camps through the summer school program. The district would like all teams to be fully funded, equipped and safe to play sports. Schools are not run like a business due to the fact that 41% property tax, 36% from equalization aid, per pupil aid 4%.

Announcements: President Johnson announced Contributions to the District: Tri-Valley Garden Club \$25 for Paving the Way, Families in Education \$347.17 to National Honor Society, Disabled American Veterans Chapter 53 \$400 for Band for Memorial Day Parade, Alliant Energy \$2,000 for Paving the Way PAES Lab, Manawa Area Chamber of Commerce \$385.15 for Special Needs Funds and Manawa Athletic Booster Club - Logo Detailing on Utility Trailer.

Approved by Consent: the Minutes of May 21 and 29, 2018 Board Meeting, the Treasurer's Report/Approve Expenditures (\$352,038.12) (on website); Donations: Tri-Valley Garden Club \$25 for Paving the Way, Families in Education \$347.17 to National Honor Society, Disabled American Veterans Chapter 53 \$400 for Band for Memorial Day Parade, Alliant Energy \$2,000 for Paving the Way PAES Lab, Manawa Area Chamber of Commerce \$385.15 for Special Needs Funds, Manawa Athletic Booster Club - Logo Detailing on Utility Trailer; Accept Resignation from Lindsay VandenLangenberg, Special Education Paraprofessional, Accept Resignation from Todd Zielke, Head Softball Coach, Accept Resignation from Sheri L. Barber, 1st Grade Teacher, Accept Resignation from Henry Byrd, PT Custodian, Accept Retirement from Kris Wegener, ES Administrative Assistant, Consider Approval of Football Coaches for SY201819, Consider Approval of Girls Basketball Coaches for SY1819, Consider Approval of Boys Basketball Coaches for SY1819, Consider Approval of 2018 Back to School Grant Application from Meemic Image, Consider Approval of the 2nd Qtr 2018 Traditional Grant Application from Meemic Image, Consider Approval of a 1.0 FTE Social Studies Teacher for the SY1819, Consider Approval of the 2018 PACE Program Submissions for Professional Staff for SY1819.

Any Item Removed from Consent Agenda – none this month

Public Comments: none this month

Correspondence: the Board received a Thank You from The Brigade for Use of Facilities

Board Recognition -The Board recognized the following groups for their positively representing the School District for: Track Team Competed at State - Samantha Struzynski, Laynie Bessette, Aspen Linjer and Coach Patrick Collins; and the Golf Team Competed at State - Ryan Schuelke, Peyton Schuelke, Connor Schuelke, Seth Forbes, Zach Kriesel, Gibson Bailey, Colin Moser and Coach Tim Schuelke.

District Administrator's Report: today a U.S. Supreme Court vacated the local decision – to redraw assembly district maps. School perceptions survey closed today. Meeting on June 27th for the results of the survey. Athletic Trainer Summary for SY201718 was in the packet for review. Notable: increase in the number of students she is serving. Manawa Elementary School Renovation Timeline: Scherrer has a very generic timeline of all the projects they will be working on this summer. In July the window and secure door project starts. Youth Risk Behavior Survey 2017 - State Summary in the packet comparing local students with state patterns.

School Operations Reports: ES Principal: Highlights and the HS Principal: Highlights are Included in Board Packet.

Business Related Reports: Kobussen Report is included in the board packet

Director's Reports: Curriculum / Special Education Director Highlights and the Technology Director Highlights are Included in Board Packet.

Board Comments: none this month

Committee Reports: the Minutes of the following Committees were included in the packet: Curriculum Committee, Finance Committee, Buildings and Grounds Committee, Policy & Human Resources Committee and the Ad-Hoc Recognition Committee.

Unfinished Business: - None this Month

New Business:

Motion by: R. Johnson / Scheller to approve the appointment of Dr. Steven Goedderz as the district's Medical Advisor for SY201819 as Presented. Motion carried – Pethke absent.

Motion by: Scheller / Pohl to approve the Certified Athletic Trainer Agreement with Orthopedic & Spine Therapy (OST) for SY201819 as Presented. Motion carried – Pethke absent.

Motion by: Pohl / Scheller to approve the Athletic Director Stipend of \$15,000 approve the Revised Job Description as Presented. Motion carried – Pethke absent.

Motion by: Scheller / Pohl to approve an Increase in the PI-34 Mentor Stipend to \$250 per approved Mentee as Presented. Motion carried – Pethke absent.

Motion by: Pohl / Forbes to approve of the increased PI-34 Mentor Stipend Adjustment to be Retroactive for the SY1718 as Presented. Motion carried – Pethke absent.

Motion by: R. Johnson / Forbes to approve the Reduction of one (1) Special Education Para-Educator for the SY1819 as Presented. Motion carried – Pethke absent.

Motion by: Forbes / Scheller to approve the Transfer of Katie Sitter from a Special Education Paraprofessional to Provisional Special Education Teacher Position for SY1819 as Presented. Motion carried – Pethke absent.

Motion by: Forbes / R. Johnson to approve the Revised Staff and Program Change Proposal for the SY1819 as Presented. Motion carried – Pethke absent.

Motion by: R. Johnson / Forbes to approve the N.E.W. Occupational Therapy Contract Renewal for SY1819 as Presented. Motion carried – Pethke absent.

Motion by: Scheller / Pohl to approve the proposed Fundraisers for SY1819 as Presented. Motion carried – Pethke absent.

Motion by: Pohl / Scheller to approve the Updated LWJSHS Student Handbook SY201819 as Presented. Motion carried – Pethke absent.

Motion by: Forbes / R. Johnson to approve the Updated MES Student Handbook SY201819 as Presented. Motion carried – Pethke absent.

Motion by: R. Johnson / Forbes to approve the Revised Professional Educator Handbook Curriculum Reference on pg. 19 as Presented. Motion carried – Pethke absent.

Motion by: Forbes / Scheller to approve the 4000 series of the Administrative Guidelines as Presented. Discussion followed.

Motion by: Pohl / Scheller to amend the motion to exclude ag4231 from the 4000 series and take it back to committee. Motion carried – Pethke absent

Motion by: Forbes / Scheller to approve the 4000 series of the Administrative Guidelines with the exclusion of Ag4231. Motion carried – Pethke absent.

Motion by: Forbes / R. Johnson to approve the 9000 series of the Administrative Guidelines as Presented. With the revised AG 9130 as presented. Motion carried

Motion by: Pohl / Hollman to revise ag9130 as presented tonight reinstating the statement “Only members who have read or viewed the material in its entirety may vote”. Motion carried – Pethke absent.

Motion by: Scheller / R. Johnson to approve the Process for endorsing contractor / vendor Change Orders as Presented. Not in policy or guidelines. Could go under finance. Could be incorporated to 6000 guidelines under finance. Motion carried – Pethke absent.

Motion by: Hollman / Scheller that the change order be documented in the appropriate area of the Administrative Guidelines. Motion carried – Pethke absent.

Next Meeting Dates: June 27, 2018 - Special Mtg - 6:00 p.m. School Perceptions Survey Results - MES Board Room, Move Curriculum Committee Meeting to July 12th at 5:00 p.m. - MES Board Room, July 11, 2018 - Policy & Human Resources Committee Mtg - 5:00 p.m. - MES Board Room, July 12, 2018 - Finance Committee Meeting - 6:00 p.m. - MES Board Room, July 16, 2018 - Regular BOE Mtg - 6:30 p.m. Book Study - 7:00 p.m. Open Mtg - MES Board Room. The Board will set a date for the August Buildings & Grounds Committee Meeting in July.

Motion by: Pohl / Forbes to Adjourn at 8:20 p.m. Motion carried – Pethke absent.

Jeanne Frazier, Recorder

Minutes of the June 27, 2018 Special Board of Education Meeting

The meeting was called to order by President Johnson at 6:00 p.m. – MES Board Room, 800 Beech Street.

Pledge of Allegiance

Roll Call – Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson. Scheller arrived at 6:04 p.m.

Verify Publication of Meeting – Dr. Oppor verified

New Business:

School Perceptions Presentation - Results of Community Survey: The Board reviewed the results of the Community Survey. All municipalities were represented in the survey. Communication, advice from parents and non-parents, mill rate, comment theme analysis will be available in next weeks, strategies were discussed. Deadline of August 21st when the final language and resolution needs to be in place. Refined proposed plan by August 1st.

Motion by Pohl/Scheller to approve the Vocal Music Teacher Contract for 2018-19 as Presented for Ellen Christensen. Motion carried.

Motion by Pohl/Hollman to approve the MES Administrative Assistant Kris Thompson to transfer as Presented. Motion carried.

Motion by Scheller/Pohl to approve of the 1st Grade Teacher Andrea Whitman Hire for SY1819 as Presented. Motion carried.

Motion by R. Johnson/Pethke to move the April 2019 Board of Education Meeting Date to April 29, 2019 due to a Conflict with holiday break. Motion carried.

A motion to adjourn Scheller/Forbes at 6:37 p.m. Motion carried.

Bobbi Jo Pethke, Board Clerk

Minutes of the July 12, 2018 Special Board of Education Meeting

1. Call to Order – President Johnson – 6:02 p.m. – MES Boardroom, 800 Beech Street
2. Pledge of Allegiance
3. Roll Call: Scheller, Forbes, Holman, Pohl, Pethke, J. Johnson. Absent: R. Johnson but arrived at 6:24 p.m.
4. Verify Publication of Meeting - Dr. Oppor verified
5. New Business:

Presentation by Jody Andres, Hoffman Planning Design & Construction, Inc., Regarding the Revised Renovation Proposal: Suggestions for Further Revisions of the Proposal Based on Survey Feedback was discussed.

Consider Approval of Revised Renovation Proposal

Motion by Scheller / Hollman to approve the \$12 million revised Renovation proposal. Motion carried.

Motion by Scheller / Forbes to Adjourn to Closed Session at 7:34 p.m. the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(e), Wis. Statutes, for the Purposes of: Discussing Contractor Contracts. Motion carried by roll: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson.

Motion by Hollman / Scheller to adjourn and reconvene in Open Session at 7:46 p.m. by roll call: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson.

Open Session

Motion by R. Johnson / Pohl to move forward with Hoffman and terminate the contract with Scherrer after the energy efficiencies are completed. Motion carried.

Discuss Public Relations Strategies: Received Referenda Planning for team drive. Community survey report is available. Comment analysis has been added. Spreadsheet communication added for the strategy moving forward. Recommending a retreat for board/admin. FAQ for consistency.

Set a Retreat Date to Create a Public Relations Plan: July 23, 2018 5:00 p.m. in MES board room.

Consider Approval of Running Track Coal Tar Sealer & WIAA Standard Eight Lane Track Painting Project.

Motion by Hollman / Scheller to approve running track coal tar sealer & WIAA Standard Eight Lane Track Painting Project as presented. Motion carried.

Motion by Holman/Pohl to adjourn at 8:05 p.m. Motion carried.

Bobbi Jo Pethke, Clerk

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78317	ALLIANT ENERGY	jpap61	06/15/2018	PAES LAB - ELECTRIC & GAS - 5/7/18 - 6/7/18	SPECIAL EDUCATION FUND/GAS FOR HEAT/FACILITY AQUISITION/REMODELIN G	0	5.09
78317	ALLIANT ENERGY	jpap61	06/15/2018	GAS - ELEMENTARY SCHOOL - 5/7/18 - 6/7-18	GENERAL FUND/GAS FOR HEAT/OPERATION	0	355.03
78317	ALLIANT ENERGY	jpap61	06/15/2018	#7110450000 - LWHS ELECTRIC - 5/7/18 - 6/7/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	7,064.22
78317	ALLIANT ENERGY	jpap61	06/15/2018	#4706230000 - CONCESSIONS - (5/1/18 - 6/1/18)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	-17.16
78317	ALLIANT ENERGY	jpap61	06/15/2018	NEW SIGN - ELEC - 5/4/18 - 6/6/18	GENERAL FUND/GAS FOR HEAT/OPERATION	0	-7.28
78317	ALLIANT ENERGY	jpap61	06/15/2018	#4740620000 - LWHS GAS - 5/7/18 - 6/7/18	GENERAL FUND/GAS FOR HEAT/OPERATION	0	184.75
78317	ALLIANT ENERGY	jpap61	06/15/2018	#7936950000 - ELEMENTARY ELECTRIC - 5/7/18 - 6/7/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	7,360.80
						Totals for 78317	14,945.45
78318	BESSETTE, LAYNIE	jpap61	06/15/2018	STATE TRACK & FIELD MEAL REIMBURSEMENT	GENERAL FUND/PUPIL LODGING & MEALS/CO-CURRICULAR ACTIVITIES	0	41.67
						Totals for 78318	41.67
78319	BUMPER TO BUMPER AUT	jpap61	06/15/2018	CARB MEDIC SPRAY	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	3.89
78319	BUMPER TO BUMPER AUT	jpap61	06/15/2018	FUEL LINE HOSE	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	2.56
						Totals for 78319	6.45
78320	CASH	jpap61	06/15/2018	PETTY CASH REIMBURSEMENT	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	24.38
78320	CASH	jpap61	06/15/2018	PETTY CASH REIMBURSEMENT	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	0	24.25
78320	CASH	jpap61	06/15/2018	PETTY CASH REIMBURSEMENT	GENERAL FUND/POSTAGE/CARTAGE /PUBLIC INFORMATION	0	74.25
78320	CASH	jpap61	06/15/2018	PETTY CASH REIMBURSEMENT	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	113.69
78320	CASH	jpap61	06/15/2018	LWHS PETTY CASH REIMBURSEMENT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	227.59
						Totals for 78320	464.16
78321	C.E.S.A. #5	jpap61	06/15/2018	WAUPACA COUNTY ALTERNATIVE	GENERAL	0	6,500.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				SCHOOL - WCAS	FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen		
					Totals for 78321		6,500.00
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	MAY SERVICES FROM CESA #6	SPECIAL EDUCATION	0	7,752.00
					FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	MAY SERVICES FROM CESA #6	GENERAL	0	7,300.00
					FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	MAY SERVICES FROM CESA #6	SPECIAL EDUCATION	0	174.00
					FUND/TRANSFER TO CESA/HEARING CESA		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	MAY SERVICES FROM CESA #6	SPECIAL EDUCATION	0	323.05
					FUND/TRANSFER TO CESA/AUDIOLOGY CESA		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	MAY SERVICES FROM CESA #6	SPECIAL EDUCATION	0	2,340.00
					FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	MAY SERVICES FROM CESA #6	SPECIAL EDUCATION	0	3,344.00
					FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	RAPID CENTER FOR IMPROVEMENT - J. BORTLE, S. CORDES, S. HIGHLANDER, M. OPPOR, M. PUKITA. M. TASSONE, D. WOLFGRAM LEGISLATIVE BREAKFAST 4/13/18 & 5/4/18	GENERAL	0	67.50
					FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	RAPID CENTER FOR IMPROVEMENT - J. BORTLE, S. CORDES, S. HIGHLANDER, M. OPPOR, M. PUKITA. M. TASSONE, D. WOLFGRAM LEGISLATIVE BREAKFAST 4/13/18 & 5/4/18	GENERAL	0	75.00
					FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING		
78322	CESA 6-CONFERENCE RE	jpap61	06/15/2018	RAPID CENTER FOR IMPROVEMENT - J. BORTLE, S. CORDES, S. HIGHLANDER, M. OPPOR, M. PUKITA. M. TASSONE, D. WOLFGRAM LEGISLATIVE BREAKFAST 4/13/18 & 5/4/18	GENERAL	0	75.00
					FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING		
					Totals for 78322		21,450.55
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CREDIT	FOOD SERVICE	0	-140.40
					FUND/OPERATIONAL SERVICES/OPERATION		
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CUSTODIAL SUPPLIES	GENERAL	0	269.19
					FUND/OPERATIONAL SERVICES/OPERATION		
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CUSTODIAL SUPPLIES	FOOD SERVICE	0	45.10
					FUND/OPERATIONAL SERVICES/OPERATION		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	11.70
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CUSTODIAL SUPPLIES	GENERAL FUND/OPERATIONAL SERVICES/OPERATION	0	159.85
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CUSTODIAL SUPPLIES	FOOD SERVICE FUND/OPERATIONAL SERVICES/OPERATION	0	5.50
78323	CINTAS CORPORATION L	jpap61	06/15/2018	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	11.70
Totals for 78323							362.64
78324	COYLE, CHUCK	jpap61	06/15/2018	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	2.10
Totals for 78324							2.10
78325	(CWC) CENTRAL WI CON	jpap61	06/15/2018	CWC 2017-18 QUIZ BOWL COORDINATOR FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	0	80.00
Totals for 78325							80.00
78326	EKLUND, TRACY	jpap61	06/15/2018	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	50.35
Totals for 78326							50.35
78327	FAMILY OF BARBARA LO	JPAP61	06/15/2018	MEMORIAL FOR BARBARA LOUGHRIN	GENERAL FUND/PERSONAL SERVICES/BOARD OF EDUCATION	0	25.00
Totals for 78327							25.00
78328	FOX VALLEY TECHNICAL	jpap61	06/15/2018	YOUTH OPTIONS	GENERAL FUND/TRANSFER TO VTAE DISTRICTS/Gen Tuition-Non-Open Enrollmen	0	15.70
Totals for 78328							15.70
78329	GRAICHEN DISPOSAL &	jpap61	06/15/2018	MAY CONTAINER SERVICE	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	755.00
Totals for 78329							755.00
78330	HEID MUSIC CO, INC.	jpap61	06/15/2018	AUSTIN ROHAN, SHEET MUSIC - APACHE MB, WATERS, HL	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4001700304	44.00
Totals for 78330							44.00
78331	HEIN, BECKY	jpap61	06/15/2018	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	259.25
Totals for 78331							259.25
78332	INTELLICORP RECORDS,	jpap61	06/15/2018	OUT OF STATE BACKGROUND CHECKS - MAY 2018	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	69.32
Totals for 78332							69.32
78333	ISLAND MUSIC	jpap61	06/15/2018	AUSTIN ROHAN - BAND EQUIPMENT- VIC FIRTH SRH VF	GENERAL FUND/NON-CAPITAL	4001700303	51.96

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				CORPSMASTER HARDIMON/EVANS SS13MS3C EVANS 13" MS3 SNARE SIDE/EVANS B13ECSR D EVANS 13" EC REVERSE DOT BATTER	EQUIPMENT/ INSTRUMENT AL MUSIC		
					Totals for 78333		51.96
78334	KUETTEL'S SEPTIC SER	jpap61	06/15/2018	JET FLOOR DRAIN AT LWHS	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	220.00
					Totals for 78334		220.00
78335	LINJER, ASPEN	jpap61	06/15/2018	FOR MEAL REIMBURSEMENT AT STATE TRACK	GENERAL FUND/PUPIL LODGING & MEALS/CO-CURRICULAR ACTIVITIES	0	33.01
					Totals for 78335		33.01
78336	MULTI MEDIA CHANNELS	jpap61	06/15/2018	PRINTING	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	1,617.31
					Totals for 78336		1,617.31
78337	NORTH EASTERN WISCON	jpap61	06/15/2018	OT SERVICES - JUNE 2018	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	0	726.75
78337	NORTH EASTERN WISCON	jpap61	06/15/2018	OT SERVICES MAY 2018	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	0	2,292.54
					Totals for 78337		3,019.29
78338	NEW DOCUMENTS & LABE	jpap61	06/15/2018	5000 BURGUNDY LASER CHECKS FOR GENERAL FUND (78500 TO 83499)	GENERAL FUND/GENERAL SUPPLIES/FISCAL	5001700016	445.00
					Totals for 78338		445.00
78339	OFFICE DEPOT	jpap61	06/15/2018	STAPLES FOR ELECTRIC STAPLER	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	11.38
78339	OFFICE DEPOT	jpap61	06/15/2018	POST-IT FLAGS	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	10.19
78339	OFFICE DEPOT	jpap61	06/15/2018	ELECTRIC STAPLER - DISTRICT OFFICE	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	66.38
					Totals for 78339		87.95
78340	PELZER, CHRISTOPHER	jpap61	06/15/2018	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	53.90
					Totals for 78340		53.90
78341	R & H LIQUIDATION	jpap61	06/15/2018	SUPER POWER T-SHIRTS	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1011700135	490.00
					Totals for 78341		490.00
78342	REMINGTON'S QUALITY	jpap61	06/15/2018	SUMMER SCHOOL COOKING CLASS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT	0	171.38

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					IATED CURRICULUM		
					Totals for 78342		171.38
78343	SAM'S CLUB	jpap61	06/15/2018	SANDY CORDES - FOR FOOD SCIENCE AND OTHER AG CLASSES	GENERAL FUND/GENERAL SUPPLIES/AGRICULTURE	4001700259	113.58
					Totals for 78343		113.58
78344	SCHUELKE, TIMOTHY	jpap61	06/15/2018	REIMBURSING STATE GOLF TEAM MEAL EXPENSES	GENERAL FUND/PUPIL LODGING & MEALS/CO-CURRICULAR ACTIVITIES	0	387.51
78344	SCHUELKE, TIMOTHY	jpap61	06/15/2018	SECTIONAL AND STATE GOLF PRACTICE ROUND EXPENSES	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	399.44
					Totals for 78344		786.95
78345	SERVICE MOTOR COMPAN	jpap61	06/15/2018	WHEEL, GAUGE FOAM/ FREIGHT	GENERAL FUND/MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	187.25
78345	SERVICE MOTOR COMPAN	jpap61	06/15/2018	CREDIT ON FREIGHT CHARGE	GENERAL FUND/MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	-58.81
					Totals for 78345		128.44
78346	STRUZYNSKI, PAULA	jpap61	06/15/2018	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	108.15
					Totals for 78346		108.15
78347	STRUZYNSKI, SAMI	jpap61	06/15/2018	STATE TRACK & FIELD MEAL REIMBURSEMENT	GENERAL FUND/PUPIL LODGING & MEALS/CO-CURRICULAR ACTIVITIES	0	40.97
					Totals for 78347		40.97
78348	TROPHIES & TREASURES	jpap61	06/15/2018	SUPPLIES FOR RECOGNITION - HEART OF GOLD, FRIENDS OF EDUCATION, FFA ALUMNI	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	139.00
					Totals for 78348		139.00
78349	TRUGREEN LIMITED PAR	jpap61	06/15/2018	SPRING AERATION & SEEDING LWHS(WORK ORDER 27151004333)	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	1,440.00
					Totals for 78349		1,440.00
78350	US CELLULAR	jpap61	06/15/2018	CELL PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	362.82
					Totals for 78350		362.82
78351	WCA GROUP HEALTH TRU	jpap61	06/15/2018	JULY 2017 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	94,621.00
					Totals for 78351		94,621.00
78352	WEX BANK - GLOBAL FL	jpap61	06/15/2018	ALL OTHER FUEL	GENERAL FUND/FUEL-VEHICLE OPERATION/REGULAR	0	402.11
					Totals for 78352		402.11
78353	WI DEPT OF JUSTICE	jpap61	06/15/2018	CRIMINAL BACKGROUND CHECKS	GENERAL	0	119.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				WIS DEPT OF JUSTICE - MAY 31, 2018 (17 @ 7.00)	FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION		
					Totals for 78353		119.00
78354	COST CUTTERS	JPAP62	06/21/2018	SUMMER SCHOOL TRIP FOR 6 STUDENTS WITH DARREN CARSON	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	96.00
78354	COST CUTTERS	070318	06/21/2018	SUMMER SCHOOL TRIP FOR 6 STUDENTS WITH DARREN CARSON	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	-96.00
					Totals for 78354		0.00
78355	POLLUCK COMMUNITY WA	JPAP62	06/21/2018	SUMMER SCHOOL FIELD TRIP	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	117.00
					Totals for 78355		117.00
78356	CDW GOVERNMENT, INC.	JPAP62	06/22/2018	MS Office, Visio, Windows Server 2016	GENERAL FUND/NON-INSTRUCTIONAL SOFTWARE/TECHNOLOGY SERVICES	8001700067	748.54
					Totals for 78356		748.54
78357	CENTURY LINK	JPAP62	06/22/2018	LONG DISTANCE MAY 2018	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	59.07
					Totals for 78357		59.07
78358	CITY OF MANAWA	JPAP62	06/22/2018	SPRING 2018 SOFTBALL & BASEBALL USE OF LINDSAY PARK	GENERAL FUND/RENTAL/FACILITY AQUISITION/REMODELING	0	3,000.00
					Totals for 78358		3,000.00
78359	FOLLETT SCHOOL SOLUT	JPAP62	06/22/2018	Final Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4001700297	2,192.95
78359	FOLLETT SCHOOL SOLUT	JPAP62	06/22/2018	Final Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4001700297	631.63
78359	FOLLETT SCHOOL SOLUT	JPAP62	06/22/2018	Final Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4001700297	203.47
					Totals for 78359		3,028.05
78360	GREEN MECHANICAL	JPAP61	06/22/2018	WORK DONE IN DISTRICT OFFICE DUE TO HEATING/COOLING SYSTEM	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	645.00
					Totals for 78360		645.00
78361	HANSEN, NICHOLE	JPAP62	06/22/2018	REFUND LUNCH ACCOUNT BALANCE FOR LONDON HANSEN	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	33.60
					Totals for 78361		33.60

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUSSING	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED FLEET	0	50,193.49
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUSSING	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS	0	7,080.25
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUSSING	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP	0	745.50
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUSSING	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	206.25
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUSSING	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	1,281.50
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUSSING	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP	0	7,044.49
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED FLEET	0	11,454.40
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	997.50
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	696.75
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	150.00
78362	KOBUSSEN BUSES LTD	JPAP61	06/22/2018	BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP	0	1,610.15
Totals for 78362							81,460.28

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78363	OFFICE DEPOT	JPAP62	06/22/2018	PAPER FOR LWHS	GENERAL	0	61.59
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 78363		61.59
78364	REMINGTON'S QUALITY	JPAP62	06/22/2018	WATER FOR DISTRICT OFFICE	GENERAL	0	5.00
					FUND/FOOD/DISTRICT ADMINISTRATION		
78364	REMINGTON'S QUALITY	JPAP62	06/22/2018	SUPPLIES FOR SUMMER SCHOOL COOKING CLASS	GENERAL	0	6.38
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
					Totals for 78364		11.38
78365	SHULFER SPRINKLERS &	JPAP62	06/22/2018	WORK ORDER #9512 - START UP OF SPRINKLER SYSTEM/CHECK OVER ENTIRE SYSTEM - ADJUST & REPLACE BROKEN SPRINKLER HEADS	GENERAL	0	697.00
					FUND/OPERATIONAL SERVICES/SITES		
					Totals for 78365		697.00
78366	STRANG, PATTESON, RE	JPAP62	06/22/2018	LEGAL FEES - MAY 2018	GENERAL	0	2,886.00
					FUND/PERSONAL SERVICES/LEGAL		
					Totals for 78366		2,886.00
78367	THE OFFICE TECHNOLOG	JPAP62	06/22/2018	STANDARD PAYMENT - 70 ACER CHROMEBOOK R 11 C738T LAPTOPS	GENERAL	0	916.87
					FUND/EQUIPMENT RENTAL/TECHNOLOGY SERVICES		
					Totals for 78367		916.87
78368	VALLEY SCREENPRINT I	JPAP62	06/22/2018	GIRLS VOLLEYBALL SHIRTS - 4 ysmall, 8 ymedium, 11 ylarge, 17 small, 6 large, 4 XL	GENERAL	8001700075	440.00
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
					Totals for 78368		440.00
78369	WISCNET	JPAP62	06/22/2018	MANAGED 1 GIG CAPABLE FIREWALL SERVICE - WISCNET OWNED FOR 4/1/18 - 6/30/18	GENERAL	0	625.00
					FUND/ON-LINE COMMUNICATIONS/CENTR AL SERVICES		
					Totals for 78369		625.00
78370	AEP CONNECTIONS	jpap62	06/29/2018	SUMMER CONFERENCE - SPED TEACHERS - ANDERSON/ROMBERG	SPECIAL EDUCATION	271700085	10.00
					FUND/EMPLOYEE TRAVEL/SUPERVISION/C OOR OF EXCEP EDUC		
78370	AEP CONNECTIONS	jpap62	06/29/2018	SUMMER CONFERENCE - SPED TEACHERS - ANDERSON/ROMBERG	SPECIAL EDUCATION	271700085	55.00
					FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING		
78370	AEP CONNECTIONS	jpap62	06/29/2018	SUMMER CONFERENCE - SPED TEACHERS - ANDERSON/ROMBERG	SPECIAL EDUCATION	271700085	10.00
					FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING		
78370	AEP CONNECTIONS	jpap62	06/29/2018	SUMMER CONFERENCE - SPED TEACHERS - ANDERSON/ROMBERG	SPECIAL EDUCATION	271700085	55.00
					FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING		
					Totals for 78370		130.00
78371	BUMPER TO BUMPER AUT	jpap62	06/29/2018	MISCELLANEOUS	GENERAL	0	15.80

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78371	BUMPER TO BUMPER AUT	jpap62	06/29/2018	AIR FILTER & SPARK FILTER	FUND/NON-CAPITAL EQUIPMENT/OPERATION GENERAL	0	8.08
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
					Totals for 78371		23.88
78372	CINTAS CORPORATION L	JPAP62	06/29/2018	CUSTODIAL SUPPLIES	FUND/OPERATIONAL SERVICES/BUILDINGS GENERAL	0	11.70
78372	CINTAS CORPORATION L	JPAP62	06/29/2018	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	103.66
					Totals for 78372		115.36
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	LWHS-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	97.28
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	MES-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	36.58
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	MES-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	124.20
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	MES-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	97.28
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	MES-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	172.85
78373	ENGELHARDT DAIRY OF	JPAP62	06/29/2018	LWHS MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	41.80
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	LWHS-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	97.28
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	MES-MILK	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	139.63
78373	ENGELHARDT DAIRY OF	jpap62	06/29/2018	LWHS-MILK & FOOD	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	108.95
					Totals for 78373		915.85
78374	FOLLETT SCHOOL SOLUT	jpap62	06/29/2018	Final Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1011700133	38.96
78374	FOLLETT SCHOOL SOLUT	jpap62	06/29/2018	Final Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1011700133	421.57
78374	FOLLETT SCHOOL SOLUT	jpap62	06/29/2018	Final Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1011700133	2,493.69
					Totals for 78374		2,954.22
78375	LWHS ACTIVITY ACCOUN	jpap62	06/29/2018	FFA SHARE OF THE PEPSI REBATE CHECK	GENERAL FUND/MATERIALS FOR	0	6.05

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SALE/UNDIFFERENTIATE D CURRICULUM		
78375	LWHS ACTIVITY ACCOUN	jpap62	06/29/2018	STUDENT COUNCIL SHARE OF THE PEPSI REBATE CHECK	GENERAL FUND/MATERIALS FOR SALE/UNDIFFERENTIATE D CURRICULUM	0	27.45
						Totals for 78375	33.50
78376	LWHS TEACHER ACCOUNT	jpap62	06/29/2018	HS TEACHERS SHARE OF THE PEPSI REBATE	GENERAL FUND/MATERIALS FOR SALE/UNDIFFERENTIATE D CURRICULUM	0	27.28
						Totals for 78376	27.28
78377	MASTER ELECTRICAL SE	jpap62	06/29/2018	FOOTBALL FIELD - MOUNTED & WIRED CONTROLLER IN PUMP HOUSE. MOUNTED WIRELESS RAIN GAUGE OUTSIDE.	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	176.29
						Totals for 78377	176.29
78378	MIDWEST VOLLEYBALL W	jpap62	06/29/2018	Volleyball Skills Camp/summer school	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	8001700074	291.86
						Totals for 78378	291.86
78379	NASSCO, INC	jpap62	06/29/2018	TORK HARD ROLL TOWEL	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	144.42
						Totals for 78379	144.42
78380	NEXUS SOLUTIONS	jpap62	06/29/2018	PAYMENT - ENERGY EFFICIENCY	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	158,747.64
						Totals for 78380	158,747.64
78381	OFFICE DEPOT INC.	jpap62	06/29/2018	STORAGE BOXES	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	40.68
						Totals for 78381	40.68
78382	OFFICE DEPOT	jpap62	06/29/2018	STAMP/RECT	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	23.79
						Totals for 78382	23.79
78383	PAGEL, MICKY	jpap62	06/29/2018	Reimbursement for paid chrome book charger	GENERAL FUND/STUDENT FINES/DISTRICT WIDE	0	20.00
						Totals for 78383	20.00
78384	PAN-O-GOLD BAKING	jpap62	06/29/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	69.90
78384	PAN-O-GOLD BAKING	jpap62	06/29/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	134.40
78384	PAN-O-GOLD BAKING	jpap62	06/29/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	59.85
78384	PAN-O-GOLD BAKING	jpap62	06/29/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	203.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 78384	467.65
78385	REINHART FOOD SERVIC	jpap62	06/29/2018	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	69.79
78385	REINHART FOOD SERVIC	jpap62	06/29/2018	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	364.78
78385	REINHART FOOD SERVIC	jpap62	06/29/2018	USDA COMMODITY FOOD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	16.10
						Totals for 78385	450.67
78386	REMINGTON'S QUALITY	jpap62	06/29/2018	FOOD - SUMMER SCHOOL - GIRLS BASKETBALL CAMP	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	40.00
78386	REMINGTON'S QUALITY	jpap62	06/29/2018	SUMMER SCHOOL SUPPLIES - dc	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	5.98
						Totals for 78386	45.98
78387	SCHOOL DISTRICT OF I	jpap62	06/29/2018	SUMMER SCHOOL SWIMMING LESSONS	GENERAL FUND/PERSONAL SERVICES/UNDIFFERENT IATED CURRICULUM	0	1,215.00
						Totals for 78387	1,215.00
78388	SPORTDECALS, INC.	jpap62	06/29/2018	SS Volleyball T-SHIRTS/SUMMER SCHOOL	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	8001700073	549.00
						Totals for 78388	549.00
78390	CLEAN WATER TESTING,	jpap70	07/09/2018	WATER TEST	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	28.00
						Totals for 78390	28.00
78391	ALLIANT ENERGY	JPAP07	07/13/2018	PAES LAB - ELECTRIC & GAS - 6/7/18 - 7/9/18	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/FACILITY AQUISITION/REMODELIN G	0	67.36
78391	ALLIANT ENERGY	JPAP07	07/13/2018	NEW SIGN - ELEC - 6/6/18 - 7/6/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	28.54
78391	ALLIANT ENERGY	JPAP07	07/13/2018	#4706230000 - CONCESSIONS - (6/1/18 - 7/2/18)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	41.79
						Totals for 78391	137.69
78392	AT&T	JPAP07	07/13/2018	INTERNET SERVICE - MAY 2018	GENERAL FUND/ON-LINE COMMUNICATIONS/CENTR AL SERVICES	0	651.23
						Totals for 78392	651.23
78393	CENTRAL RESTAURANT P	JPAP07	07/13/2018	WHITE GLOVE DELIVERY FOR REFRIGERATOR AT MES	FOOD SERVICE FUND/EQUIPMENT	1011700080	650.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					PURCHASE REPLACEMENT/FOOD SERVICES		
					Totals for 78393		650.00
78394	CENTURY LINK	JPAP07	07/13/2018	LONG DISTANCE - JUNE 2018	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	40.97
					Totals for 78394		40.97
78395	CITY OF MANAWA	JPAP07	07/13/2018	CLOSED SCHOOL - (3/21/18 - 6/22/18) WATER \$24.82 AND SEWER \$44.36	GENERAL FUND/WATER/OPERATION	0	69.18
78395	CITY OF MANAWA	JPAP07	07/13/2018	WATER & SEWER (3/21/2018 - 6/25/18)	GENERAL FUND/WATER/OPERATION	0	1,127.86
78395	CITY OF MANAWA	JPAP07	07/13/2018	LWHS - (3/21/18 - 6/22/18) WATER & SEWER	GENERAL FUND/WATER/OPERATION	0	1,428.35
78395	CITY OF MANAWA	JPAP07	07/13/2018	PAES LAB WATER & SEWER (3/21/18 - 6/22/18)	SPECIAL EDUCATION FUND/WATER/FACILITY AQUISITION/REMODELIN G	0	74.33
					Totals for 78395		2,699.72
78396	CRAFTS INC	JPAP07	07/13/2018	MES - LABOR & MATERIAL TO INVESTIGATE/REPAIR ROOF LEAKS. PERFORMED - TECHNICIANS PATCHED CORNERS ON ROOF CURBS & WALL FLASHINGS. THEN THEY CAULKED ON METAL PANELS.	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	1,571.75
78396	CRAFTS INC	JPAP07	07/13/2018	LWHS - LABOR & MATERIALS TO INVESTIGATE ROOF LEAKS. TECHNICIANS PATCHED HOLE, CORNERS ON ROOF CURBS & ON WALL FLASHINGS.	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	726.01
					Totals for 78396		2,297.76
78397	STERLING WATER CULLI	JPAP07	07/13/2018	SALT FOR WATER SOFTENER	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	97.75
					Totals for 78397		97.75
78398	DEPT OF HEALTH & FAM	JPAP07	07/13/2018	CENSUS/NEW BIRTHS - 7/1/17 - 6/30/18	GENERAL FUND/TRANSFER TO STATE/SCHOOL CENSUS	0	104.02
					Totals for 78398		104.02
78399	E O JOHNSON CO., INC	JPAP07	07/13/2018	STANDARD PAYMENT & BLACK & COLOR IMAGE CHARGES	GENERAL FUND/COMMUNICATION/C ENTRAL SERVICES	0	7,946.53
					Totals for 78399		7,946.53
78400	INTELLICORP RECORDS,	JPAP07	07/13/2018	OUT OF STATE BACKGROUND CHECKS - JUNE 2018	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	143.29
					Totals for 78400		143.29
78401	MULTI MEDIA CHANNELS	JPAP07	07/13/2018	APRIL SCHOOL BOARD MINUTES/JUNE - WOLF PACK EXPRESS JOB/MAY - WOLF PACK EXPRESS POSTAGE/MAY MEETING MINUTES	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	1,788.89

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 78401	1,788.89
78402	REMINGTON'S QUALITY	JPAP07	07/13/2018	FOOD FOR PAVING THE WAY OPEN HOUSE	GENERAL FUND/FOOD/OFFICE OF SUPERINTENDENT	0	10.86
78402	REMINGTON'S QUALITY	JPAP07	07/13/2018	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	0	5.00
						Totals for 78402	15.86
78403	SAM'S CLUB	JPAP07	07/13/2018	STORAGE CONTAINERS FOR DISTRICT OFFICE	GENERAL FUND/NON-CAPITAL EQUIPMENT/DISTRICT ADMINISTRATION	0	19.75
						Totals for 78403	19.75
78404	STRANG, PATTESON, RE	JPAP07	07/13/2018	LEGAL FEES - JUNE 2018	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	1,198.00
						Totals for 78404	1,198.00
78405	WI DEPT OF JUSTICE	JPAP07	07/13/2018	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - JUNE 30, 2018 (10 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	70.00
						Totals for 78405	70.00
78406	ACUITY	JPAP71	07/13/2018	WRITTEN PREMIUM CHARGE WORKERS COMPENSATION (TERM 7/01/17 - 07/01/2018)	GENERAL FUND/WORKER'S COMPENSATION/INSURANCE AND JUDGEMENTS	0	46,226.00
						Totals for 78406	46,226.00
78407	AEGIS CORPORATION	JPAP71	07/13/2018	CRIME POLICY # CCP005303617	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	1,774.00
						Totals for 78407	1,774.00
78408	COMMUNITY INSURANCE	JPAP71	07/13/2018	ADDITIONAL INSURANCE ENDORSEMENT VIOLENT ACTS COVERAGE-SD	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	70.00
78408	COMMUNITY INSURANCE	JPAP71	07/13/2018	STOP IT PROGRAM	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	364.00
						Totals for 78408	434.00
78409	CPI	JPAP71	07/13/2018	RECERTIFICATION FOR NVCI	SPECIAL EDUCATION FUND/EMPLOYEE DUES AND FEES/MULTI-CATEGORICAL	271900020	150.00
78409	CPI	JPAP71	07/13/2018	NVCI refresher workbooks	GENERAL FUND/OTHER NON-CAPITAL OBJECTS/INSTRUCTIONAL STAFF TRAINING	271900001	518.00
						Totals for 78409	668.00
78410	DELTA DENTAL-VISION	JPAP71	07/13/2018	BALANCE FOR CURRENT BILLING	GENERAL FUND/VISION INSURANCE	0	677.78
						Totals for 78410	677.78
78411	DEMCO INC.	jpap71	07/13/2018	LIBRARY SUPPLIES	GENERAL	1011900015	105.83

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78411	DEMCO INC.	jpap71	07/13/2018	LIBRARY SUPPLIES	FUND/NON-CAPITAL EQUIPMENT/SCHOOL LIBRARY GENERAL	1011900013	67.51
					FUND/GENERAL SUPPLIES/SCHOOL LIBRARY		
					Totals for 78411		173.34
78412	INDUSTRY SERVICES	JPAP71	07/13/2018	REPORT OF CLEAR WATER TEST HS PUMP HOUSE	GENERAL	0	30.00
					FUND/OPERATIONAL SERVICES/BUILDINGS		
					Totals for 78412		30.00
78413	INTEGRATED SYSTEMS C	jpap71	07/13/2018	SERVICE BUREAU SUBSCRIPTION FEE	GENERAL	0	360.00
					FUND/PERSONAL SERVICES/CENTRAL SERVICES		
78413	INTEGRATED SYSTEMS C	JPAP71	07/13/2018	SERVICE BUREAU SUBSCRIPTION FEE	GENERAL	0	360.00
					FUND/PERSONAL SERVICES/CENTRAL SERVICES		
					Totals for 78413		720.00
78414	JOSTENS	JPAP71	07/13/2018	ANDREA HRABAN - YEARBOOK WORKSHOP	GENERAL FUND/DUES & FEES MEMBERSHIP/FT FEES/YEARBOOK FEE	4001900047	225.00
					Totals for 78414		225.00
78415	KS STATEBANK	JPAP71	07/13/2018	GOVERNMENT OBLIGATION CONTRACT 25 DELL COMPUTER TOWERS, 70 DELL CHROMEBOOKS & 20 DELL LAPTOPS	GENERAL	0	21,670.82
					FUND/EQUIPMENT RENTAL/TECHNOLOGY SERVICES		
					Totals for 78415		21,670.82
78416	LAFORCE INC	JPAP71	07/13/2018	35-157 EP-KWY 2S GRBAY PRIMUS KEY BLANK CUT AND STAMPED TO "GMK"#39, & #40	GENERAL	0	17.90
					FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION		
					Totals for 78416		17.90
78417	MANAWA MASONIC CENTE	JPAP71	07/13/2018	PAES LAB RENT	SPECIAL EDUCATION	0	7,200.00
					FUND/RENTAL/FACILITY AQUISITION/REMODELIN G		
					Totals for 78417		7,200.00
78418	THE MASTER TEACHER I	JPAP71	07/13/2018	CLOCK-BULOVA-CAMBRIA & ENGRAVING	GENERAL	0	116.19
					FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION		
					Totals for 78418		116.19
78420	MIDLAND PAPER	JPAP71	07/13/2018	PER QUOTE: DISTRICT COPY PAPER 8.5"X11" WHITE, 94 BRIGHTNESS - HALF TO BE DELIVERED AFTER JULY 1ST TO: LITTLE WOLF JR. / SR. HIGH SCHOOL @ 515 E. 4TH ST. MANAWA AND HALF TO MANAWA ELEMENTARY SCHOOL @ 800 BEECH ST, MANAWA. PLEASE GIVE 48 HOURS NOTICE OF DELIVERY DUE	SPECIAL EDUCATION	8001900000	246.57
					FUND/PAPER/SUPERVISI ON/COOR OF EXCEP EDUC		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78420	MIDLAND PAPER	JPAP71	07/13/2018	TO VACATION OF CUSTODIAL STAFF. PER QUOTE: DISTRICT COPY PAPER 8.5"X11" WHITE, 94 BRIGHTNESS - HALF TO BE DELIVERED AFTER JULY 1ST TO: LITTLE WOLF JR. / SR. HIGH SCHOOL @ 515 E. 4TH ST. MANAWA AND HALF TO MANAWA ELEMENTARY SCHOOL @ 800 BEECH ST, MANAWA. PLEASE GIVE 48 HOURS NOTICE OF DELIVERY DUE TO VACATION OF CUSTODIAL STAFF.	GENERAL FUND/PAPER/DIR OF IMPROVEMENT OF INSTRUCT	8001900000	3,041.02
78420	MIDLAND PAPER	JPAP71	07/13/2018	PER QUOTE: DISTRICT COPY PAPER 8.5"X11" WHITE, 94 BRIGHTNESS - HALF TO BE DELIVERED AFTER JULY 1ST TO: LITTLE WOLF JR. / SR. HIGH SCHOOL @ 515 E. 4TH ST. MANAWA AND HALF TO MANAWA ELEMENTARY SCHOOL @ 800 BEECH ST, MANAWA. PLEASE GIVE 48 HOURS NOTICE OF DELIVERY DUE TO VACATION OF CUSTODIAL STAFF.	SPECIAL EDUCATION FUND/PAPER/SUPERVISI ON/COOR OF EXCEP EDUC	8001900000	246.57
78420	MIDLAND PAPER	JPAP71	07/13/2018	PER QUOTE: DISTRICT COPY PAPER 8.5"X11" WHITE, 94 BRIGHTNESS - HALF TO BE DELIVERED AFTER JULY 1ST TO: LITTLE WOLF JR. / SR. HIGH SCHOOL @ 515 E. 4TH ST. MANAWA AND HALF TO MANAWA ELEMENTARY SCHOOL @ 800 BEECH ST, MANAWA. PLEASE GIVE 48 HOURS NOTICE OF DELIVERY DUE TO VACATION OF CUSTODIAL STAFF.	GENERAL FUND/PAPER/DIR OF IMPROVEMENT OF INSTRUCT	8001900000	3,041.02
Totals for 78420							6,575.18
78421	SCHOOL SPECIALTY INC	jpap71	07/13/2018	CLASSROOM MATERIALS SPECIAL ED	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/EARLY CHILDHOOD	271900027	189.12
78421	SCHOOL SPECIALTY INC	jpap71	07/13/2018	CLASSROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	1011900005	87.34
78421	SCHOOL SPECIALTY INC	jpap71	07/13/2018	CLASSROOM MATERIALS SPECIAL ED	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/EARLY CHILDHOOD	271900026	207.22
78421	SCHOOL SPECIALTY INC	jpap71	07/13/2018	CLASSROOM MATERIALS SPECIAL ED	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/EARLY CHILDHOOD	271900026	305.48
78421	SCHOOL SPECIALTY INC	jpap71	07/13/2018	SUPPLY CLOSET SUPPLIES	GENERAL	1011900004	20.26

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				(CORRIE ZIEMER)	FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 78421		809.42
78422	SKYWARD, INC	JPAP71	07/13/2018	STATEMENT OF ACCOUNT	GENERAL	0	32,894.00
					FUND/NON-INSTRUCTIONAL SOFTWARE/CENTRAL SERVICES		
					Totals for 78422		32,894.00
78423	SPEECH CORNER	jpap71	07/13/2018	SPEECH AND LANGUAGE SERIES	SPECIAL EDUCATION	271900021	60.95
					FUND/TEXTBOOKS & WORKBOOKS/SPEECH/LANGUAGE		
					Totals for 78423		60.95
78424	STANDARD INSURANCE C	JPAP71	07/13/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,207.52
78424	STANDARD INSURANCE C	JPAP71	07/13/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LTD INS PAYABLE	0	950.59
78424	STANDARD INSURANCE C	JPAP71	07/13/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/STD INS PAYABLE	0	246.18
					Totals for 78424		2,404.29
78425	THEDACARE AT WORK	JPAP71	07/13/2018	DS RAPID 5 BUNDLED (30C7) TB QUESTIONNAIRE REVIEW PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	168.00
78425	THEDACARE AT WORK	JPAP71	07/13/2018	DS RAPID 5 BUNDLED (30C7) PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	144.00
					Totals for 78425		312.00
78426	WISCONSIN ASSOC OF S	jpap71	07/13/2018	WASB ANNUAL MEMBERSHIP DUES JULY 1, 2018- JUNE 30, 2019	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	3,107.00
78426	WISCONSIN ASSOC OF S	jpap71	07/13/2018	-SUBSCRIPTION RENEWAL FOR THE FOCUS, 07/01/2018-06/30/2019. DA & BOARDS MEMBERS (\$230.00) -MEMBER SUBSCRIPTION RENEWAL TO WISCONSIN UPDATED SCHOOL LAWS 07/01/2018-06/30/2019. AA-WASB (125.00)	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	355.00
					Totals for 78426		3,462.00
78427	WASDA	jpap71	07/13/2018	WASSA DUES-JULY 1, 2018-JUNE 30, 2019	GENERAL FUND/EMPLOYEE DUES AND FEES/OFFICE OF SUPERINTENDENT	0	75.00
					Totals for 78427		75.00
78428	WEVIDEO	JPAP71	07/13/2018	WeVideo School Year 2018-19	GENERAL FUND/NON-INSTRUCTIONAL SOFTWARE/TECHNOLOGY SERVICES	8001700069	502.63
78428	WEVIDEO	JPAP71	07/13/2018	WeVideo School Year 2018-19	GENERAL FUND/COMPUTER SOFTWARE PROGRAMS/REGULAR CURRICULUM	8001700069	1,581.77

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for 78428		2,084.40
78429	WI COUNCIL FOR EXCEP	JPAP71	07/13/2018	SPECIAL ED PARA-EDUCATOR PROFESSIONAL DEVELOPMENT CONFERENCE ORT/BONIKOWSKI/PHELAN	SPECIAL EDUCATION FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	271900000	75.00
					Totals for 78429		75.00
78430	WI COUNCIL OF ADMIN	JPAP71	07/13/2018	MEMBERSHIP RENEWAL	SPECIAL EDUCATION FUND/EMPLOYEE DUES AND FEES/SUPERVISION/COO R OF EXCEP EDUC	271900030	400.00
					Totals for 78430		400.00
78431	WI EDUCATORS RISK MA	jpap71	07/13/2018	WERMC MEMBERSHIP FEE 2018-19 721 STUDENTS-MINIMUM FEE	GENERAL FUND/OTHER DISTRICT INSURANCE/INSURANCE AND JUDGEMENTS	0	1,154.26
					Totals for 78431		1,154.26
78432	WOODWIND & BRASSWIND	jpap71	07/13/2018	CLASSROOM ITEMS SPECIAL ED	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATEGORICAL	271900031	219.99
					Totals for 78432		219.99
171800096	ANDERSON, MEGAN	jpap61	06/15/2018	PBIS REWARD	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	31.82
					Totals for 171800096		31.82
171800097	BORTLE, SARAH	jpap61	06/15/2018	SUMMER SCHOOL CLASS SUPPLIES - DRAWING, ARTS/BEADS/SCULPTURE	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	0	384.41
					Totals for 171800097		384.41
171800098	COLLINS, PATRICK	jpap61	06/15/2018	STATE TRACK & FIELD MEAL REIMBURSEMENT	GENERAL FUND/EMPLOYEE TRAVEL/GENERAL ATHLETICS	0	42.81
					Totals for 171800098		42.81
171800099	DEAN, ALICIA	jpap61	06/15/2018	SUMMER SCHOOL - MAD SCIENTIST CLASS SUPPLIES	GENERAL FUND/FOOD/UNDIFFERENTIATED CURRICULUM	0	220.34
					Totals for 171800099		220.34
171800100	HIGHLANDER, SARAH	jpap61	06/15/2018	CLASSROOM FOOD ITEMS FOR CERTAIN CLASSES	GENERAL FUND/FOOD/UNDIFFERENTIATED CURRICULUM	1011700128	25.00
					Totals for 171800100		25.00
171800101	HUEBNER, JANET	jpap61	06/15/2018	REIMBURSE FOR FOOD FOR GRANDPARENTS DAY & END OF YEAR PARTY	GENERAL FUND/FOOD/UNDIFFERENTIATED CURRICULUM	0	85.84
					Totals for 171800101		85.84
171800102	KOEHN, OLIVIA	jpap61	06/15/2018	MILEAGE TO DROP OFF AUDIOMETER AT THE COUNTY HEALTH DEPARTMENT FOR CALIBRATION	GENERAL FUND/EMPLOYEE TRAVEL/HEALTH	0	16.35
					Totals for 171800102		16.35
171800103	MCCOY, CATHLEEN	jpap61	06/15/2018	GIFTS FOR WEIGH IN WED - END OF SESSION PRIZE WINNER	GENERAL FUND/GENERAL	0	42.44

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SUPPLIES/HEALTH		
					Totals for	171800103	42.44
171800104	MURPHY, KEVIN	jpap61	06/15/2018	MILEAGE TO GOLD CROSS CPR TRAINING IN MENASHA	GENERAL	0	44.69
					FUND/EMPLOYEE		
					TRAVEL/INSTRUCTIONAL		
					STAFF TRAINING		
					Totals for	171800104	44.69
171800105	MURSAU, JENNIFER	jpap61	06/15/2018	SUMMER SCHOOL CLASS SUPPLIES	GENERAL	0	77.90
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for	171800105	77.90
171800106	PUKITA, MICHELLE	jpap61	06/15/2018	PBIS REWARD	GENERAL	0	47.85
					FUND/GENERAL		
					SUPPLIES/OFFICE OF		
					THE PRINCIPAL		
					Totals for	171800106	47.85
171800107	SEKA, JILL	jpap61	06/15/2018	STATE TRACK & FIELD MEAL REIMBURSEMENT	GENERAL	0	34.02
					FUND/EMPLOYEE		
					TRAVEL/GENERAL		
					ATHLETICS		
					Totals for	171800107	34.02
171800108	ZIEMER, CORRIE	jpap61	06/15/2018	SUMMER SCHOOL CLASS SUPPLIES	GENERAL	0	109.57
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for	171800108	109.57
171800109	ZIEMER, NATHANIEL	jpap61	06/15/2018	STATE TRACK & FIELD MEAL REIMBURSEMENT	GENERAL	0	43.31
					FUND/EMPLOYEE		
					TRAVEL/GENERAL		
					ATHLETICS		
					Totals for	171800109	43.31
171800110	FLAMANG-FIELD, KATHE	JPAP62	06/22/2018	SUMMER SCHOOL CLASSES SUPPLIES REIMBURSED	GENERAL	0	253.18
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for	171800110	253.18
171800111	KRUEGER, JENNIFER	JPAP62	06/22/2018	MES Makerspace - Additional Materials	GENERAL FUND/OTHER	1011700136	373.48
					MEDIA/SCHOOL		
					LIBRARY		
					Totals for	171800111	373.48
171800112	MURSAU, JENNIFER	JPAP62	06/22/2018	BASKETRY SUPPLIES - SUMMER SCHOOL CLASSES - REIMBURSED	GENERAL	0	380.64
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for	171800112	380.64
171800113	POPPY, MICHELLE	JPAP62	06/22/2018	PRIMARY SUMMER SCHOOL CURRICULUM - TEACHERS PAY TEACHERS	GENERAL	0	12.00
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for	171800113	12.00
171800114	ANAYA, AMY	jpap62	06/29/2018	SUMMER SCHOOL CLASS SUPPLIES - SPANISH STORIES	GENERAL	0	49.74
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for	171800114	49.74
171800114	ANAYA, AMY	jpap62	06/29/2018	SUMMER SCHOOL CLASS SUPPLIES	GENERAL	0	48.07

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				- SURVIVAL CLASS	FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
171800114	ANAYA, AMY	jpap62	06/29/2018	SUMMER SCHOOL CLASS SUPPLIES - COOKING	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	87.06
					Totals for 171800114		184.87
171800115	CARSON, DARREN	jpap62	06/29/2018	SUMMER SCHOOL CLASS - VALLEY TRANSIT	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	20.00
					Totals for 171800115		20.00
171800116	COBARRUBIAS, BRYANT	jpap62	06/29/2018	TRAVEL & MEAL REIMBURSEMENT TO CHICAGO FOR A CONFERENCE	GENERAL FUND/EMPLOYEE TRAVEL/TECHNOLOGY SERVICES	0	310.16
					Totals for 171800116		310.16
171800117	DEAN, ALICIA	jpap62	06/29/2018	SUMMER SCHOOL CLASS SUPPLIES - SCIENCE CLASS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	53.83
					Totals for 171800117		53.83
171800118	JOHNSON, BRADLEY	jpap62	06/29/2018	SUMMER SCHOOL SUPPLIES - OUTDOOR ACTIVITIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	6.78
171800118	JOHNSON, BRADLEY	jpap62	06/29/2018	MILEAGE & EXPENSES TO CONFERENCE IN CHICAGO	GENERAL FUND/EMPLOYEE TRAVEL/TECHNOLOGY SERVICES	0	295.66
171800118	JOHNSON, BRADLEY	jpap62	06/29/2018	SUMMER SCHOOL SUPPLIES - OUTDOOR ACTIVITIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	13.56
					Totals for 171800118		316.00
171800119	KELLER, KEVIN	jpap62	06/29/2018	2 TOTES FOR SUMMER SCHOOL	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	8.92
					Totals for 171800119		8.92
171800120	KOSHOLLEK, MICHELE	jpap62	06/29/2018	MILEAGE & MEAL REIMBURSEMENT FROM AP INSTITUTE	GENERAL FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	174.82
					Totals for 171800120		174.82
181900001	OPPOR, MELANIE	JPAP71	07/13/2018	REIMBURSEMENT FOR POSTAGE TO MAIL WATER TEST TO CLEAN WATER TESTING IN APPLETON	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	6.70
					Totals for 181900001		6.70
201700290	WISCONSIN RETIREMENT	MAY WR	05/15/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,114.81
201700290	WISCONSIN RETIREMENT	MAY WR	05/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,287.79
201700290	WISCONSIN RETIREMENT	MAY WR	05/15/2018	Payroll accrual	FOOD SERVICE	0	308.27

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/WI RETIREMENT FUND		
201700290	WISCONSIN RETIREMENT	MAY WR	05/15/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,114.81
201700290	WISCONSIN RETIREMENT	MAY WR	05/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,287.79
201700290	WISCONSIN RETIREMENT	MAY WR	05/15/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	308.27
					Totals for 201700290		21,421.74
201700302	WISCONSIN RETIREMENT	MAY WR	05/31/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,202.32
201700302	WISCONSIN RETIREMENT	MAY WR	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,356.05
201700302	WISCONSIN RETIREMENT	MAY WR	05/31/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	319.94
201700302	WISCONSIN RETIREMENT	MAY WR	05/31/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,202.32
201700302	WISCONSIN RETIREMENT	MAY WR	05/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,356.05
201700302	WISCONSIN RETIREMENT	MAY WR	05/31/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	319.94
					Totals for 201700302		21,756.62
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,750.58
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,249.16
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	303.51
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	266.88
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,280.41
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	292.13
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	70.99
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	62.42
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	305.34
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	38.90
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	35.00
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	38.50
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,831.90
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,011.83
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	126.84
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	440.68
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FEDERAL INCOME TAX	0	38.43
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,280.41
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	292.13
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	70.99
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	62.42
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,750.58
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,249.16
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	303.51
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	266.88
201700316	INTERNAL REVENUE SER	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
Totals for 201700316							41,596.20

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201700317	MASSMUTUAL FINANCIAL	P9	06/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,409.60
201700317	MASSMUTUAL FINANCIAL	P9	06/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	200.00
						Totals for 201700317	1,609.60
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	43.94
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201700318	WEA TAX SHELTERED AN	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 201700318	418.94
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	207.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/GARNISHMENT DEDUCTION	0	23.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	31.17
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,572.10
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	676.16
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	95.47
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	231.72
201700319	WISCONSIN DEPT OF RE	P9	06/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/STATE INCOME TAX	0	8.92
						Totals for 201700319	7,920.54
201700321	WEA MEMBER BENEFIT T	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	80.17
201700321	WEA MEMBER BENEFIT T	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	52.18
201700321	WEA MEMBER BENEFIT T	P9	06/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201700321	272.35
201700323	EMPLOYEE BENEFITS CO	jpwi61	06/14/2018	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	870.99
201700323	EMPLOYEE BENEFITS CO	jpwi61	06/14/2018	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED	0	1,456.30

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					(PMT ABOVE EE'S		
					Totals for 201700323		2,327.29
201700324	EMPLOYEE BENEFITS CO	jpwi61	06/07/2018	FSA & HRA	GENERAL FUND/FLEX PLAN SY1718	0	692.61
201700324	EMPLOYEE BENEFITS CO	jpwi61	06/07/2018	FSA & HRA	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	3,793.80
					Totals for 201700324		4,486.41
201700325	DELTA DENTAL OF WISC	jpwi61	06/13/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,893.40
					Totals for 201700325		1,893.40
201700326	DELTA DENTAL OF WISC	jpwi61	06/06/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	96.87
					Totals for 201700326		96.87
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,444.67
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,242.95
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	314.02
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,208.88
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	290.68
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.45
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	335.00
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	39.24
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	35.00
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	16.50
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	11,734.27
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,119.22

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	148.30
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FEDERAL INCOME TAX	0	38.43
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,208.88
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	290.68
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.45
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,444.67
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,242.95
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	314.02
201700332	INTERNAL REVENUE SER	P9	06/29/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
					Totals for 201700332		40,791.88
201700333	MASSMUTUAL FINANCIAL	P9	06/29/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	200.00
					Totals for 201700333		200.00
201700334	WEA TAX SHELTERED AN	P9	06/29/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	43.94
201700334	WEA TAX SHELTERED AN	P9	06/29/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201700334	WEA TAX SHELTERED AN	P9	06/29/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201700334	WEA TAX SHELTERED AN	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201700334		418.94
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	207.00
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/GARNISHMENT DEDUCTION	0	23.00
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	66.58

CHECK		BATCH	CHECK	INVOICE	ACCOUNT	PO	
NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	7,147.63
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	748.59
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	111.34
201700335	WISCONSIN DEPT OF RE	P9	06/29/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/STATE INCOME TAX	0	8.92
						Totals for 201700335	8,388.06
201700337	WEA MEMBER BENEFIT T	P9	06/29/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	80.17
201700337	WEA MEMBER BENEFIT T	P9	06/29/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	52.18
201700337	WEA MEMBER BENEFIT T	P9	06/29/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201700337	272.35
201700338	EMPLOYEE BENEFITS CO	JPWI62	06/21/2018	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	250.00
201700338	EMPLOYEE BENEFITS CO	JPWI62	06/21/2018	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	3,127.22
						Totals for 201700338	3,377.22
201700339	EMPLOYEE BENEFITS CO	JPWI62	06/29/2018	ADMINISTRATION FEES - BESTFLEX & HRA	GENERAL FUND/FLEX PLAN SY1718	0	85.50
201700339	EMPLOYEE BENEFITS CO	JPWI62	06/29/2018	ADMINISTRATION FEES - BESTFLEX & HRA	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	247.05
						Totals for 201700339	332.55
201700340	DELTA DENTAL OF WISC	JPWI62	06/27/2018	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	682.48
						Totals for 201700340	682.48
						Totals for checks	720,539.28

Name	Reference	Trans Date	Description	Post Date	Amount
		06/01/2018	FOOD SERVICE DEPOSIT 06/01/2018	06/01/2018	1,311.60
			Totals for 12886		1,311.60
		06/01/2018	GRAD STOLE	06/01/2018	20.00
			Totals for 12917		20.00
		06/01/2018	GRAD STOLES	06/01/2018	380.00
			Totals for 12918		380.00
		06/01/2018	SUMMER SCHOOL	06/01/2018	670.00
			Totals for 12919		670.00
		06/07/2018	FOOD SERVICE DEPOSIT 06/07/2018	06/07/2018	998.60
			Totals for 12887		998.60
		06/07/2018	SUMMER SCHOOL	06/01/2018	310.00
			Totals for 12920		310.00
		06/12/2018	FOOD SERVICE DEPOSIT 06/12/2018	06/12/2018	687.60
			Totals for 12889		687.60
		06/13/2018	FOOD SERVICE DEPOSIT 06/13/2018	06/13/2018	677.10
			Totals for 12888		677.10
		06/13/2018	SUMMER SCHOOL	06/13/2018	145.00
			Totals for 12921		145.00
		06/13/2018	SUMMER SCHOOL FIELD TRIP/SKATER'S EDGE	06/13/2018	117.00
			Totals for 12922		117.00
		06/13/2018	SUMMER SCHOOL	06/13/2018	70.00
			Totals for 12923		70.00
		06/19/2018	FOOD SERVICE PAYMENTS	06/19/2018	111.45
			Totals for 12924		111.45
		06/20/2018	SUMMER SCHOOL DEPOSIT	06/20/2018	10.00
			Totals for 12927		10.00
		06/21/2018	CLASS OF 2030	06/21/2018	10.00
		06/21/2018	CLASS OF 2030	06/21/2018	-10.00
			Totals for 12868		0.00
		06/21/2018	SUMMER SCHOOL-POLLOCK PARK	06/21/2018	117.00
			Totals for 12928		117.00
		06/25/2018	FOOD SERVICE ACCOUNT PAYMENTS	06/25/2018	17.65
			Totals for 12929		17.65
		06/28/2018	FOOD SERVICE ACCOUNT PAYMENTS	06/28/2018	212.75
			Totals for 12930		212.75
		06/28/2018	DEPOSIT	06/28/2018	90.00
			Totals for 12931		90.00
		06/28/2018	SUMMER SCHOOL DEPOSIT	06/28/2018	170.00
			Totals for 12932		170.00
		06/28/2018	NSF CHECK	06/28/2018	50.00
			Totals for 12933		50.00
		06/28/2018	NSF CHECK FEE	06/28/2018	10.00
			Totals for 12934		10.00
		06/28/2018	NSF CHECK	06/28/2018	20.00
			Totals for 12935		20.00
		06/28/2018	NSF CHECK FEE	06/28/2018	10.00
			Totals for 12936		10.00
		06/28/2018	SUMMER SCHOOL DEPOSIT	06/28/2018	200.00
			Totals for 12937		200.00
		06/28/2018	GRADUATION STOLES	06/28/2018	347.17
			Totals for 12938		347.17
		06/28/2018	FOAM MACHINE- REIMBURSEMENT	06/28/2018	429.00
			Totals for 12939		429.00

Name	Reference	Trans Date	Description	Post Date	Amount
		06/28/2018	CHROMEBOOK SALES	06/28/2018	150.00
			Totals for 12940		150.00
			Total for Cash Receipts		7,331.92

A. STURM & SONS FOUNDATION, INC.

P. O. Box 954
Manawa, Wisconsin 54949

June 12, 2018

Dr. Melanie Oppor
District Administrator
Manawa School District
515 E. Fourth Street
Manawa, Wisconsin 54949

Dear Melanie:

The A. Sturm & Sons Foundation, Inc. is pleased to be able to continue its \$3,000 donation to the "Fine Arts" programs in the Manawa School District. Please use this gift as an addition above and beyond budgetary needs in the areas of band, chorus, drama, forensics, arts, or libraries in any of the district's schools.

Sincerely,
A. Sturm & Sons Foundation, Inc..



Paul J. Sturm

PJS:ps
Enclosure



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

To: Dr. Oppor and Manawa Board of Education
From: Skylar Liebzeit
cc: Jeanne Frazier
Date: July 11, 2018
Re: Booster Club Donation

Dear Dr. Oppor and members of the Manawa Board of Education:

I have been in communication with the Manawa Athletic Booster Club and have been in discussion about possible donation items. At the Booster Club meeting on 7/8/2018, it was voted on and carried for the Manawa Athletic Booster Club to donate \$6,585.40 to the Athletic Department for the following items: 36 Padded Courtside Chairs with a vertical storage system (\$3705.40) and an “Add a Year” Banner/Mural for Conference Championships (\$2,880.00). Please approve this donation at your next Manawa Board of Education meeting.

Thanks for your consideration,

Skylar Liebzeit

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O'Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

From: Michelle Pukita

Date: July 11, 2018

Re: MES Instructional Paraprofessional Transfer for the 2018-19 School Year

This memo is to recommend that Diane Teuscher be transferred from her current Special Education Paraprofessional assignment to the Manawa Elementary School Instructional Paraprofessional assignment beginning the 2018-19 school year. This is a 9-month part-time position with an hourly pay of \$15.70. Ms. Teuscher asked to be transferred into the Instructional Paraprofessional position.

Ms. Teuscher is the ideal candidate to transfer into this position as Ms. Teuscher has been a Special Education Paraprofessional for 11 years for MES. Ms. Teuscher has an Associate Degree in Forest-Technology. Ms. Teuscher also holds a Special Education Program Aide License.

Ms. Teuscher successfully provided academic and behavioral support to students by providing modifications and accommodations as assigned by teachers. Ms. Teuscher has worked with students individually and in small groups. Ms. Teuscher genuinely cares for students and wants to see students succeed.

Mrs. Pukita has had several conversations with Ms. Teuscher throughout the last couple of days, and Ms. Teuscher is excited about this new opportunity. Mrs. Pukita is confident that Ms. Teuscher will successfully meet the needs of all the students she will serve.



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

To: Dr. Melanie Oppor & BOE
Fr: Skylar Liebzeit
Date: 7/11/2018
Re: 2018-2019 Wrestling Coaching Staff

I am recommending the following coaches for the 2018-2019 Wrestling coaching assignment:

Name	Position	Information
Dan Botting	Head Varsity Coach	Dan has been a member of the Manawa Wrestling Coaching Staff for the past three (3) years as a Varsity Assistant. He has a strong knowledge of the athletes in the program and the vision of the program.
Brad Johnson	Varsity Assistant Coach	Brad Johnson will be serving as the Varsity Assistant wrestling coach for 2018-2019.
Shae Coyle	Varsity Assistant Coach	Shae will remain as a Varsity Assistant Wrestling coach in the same capacity as years past.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O'Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301

School District of Manawa
Field Trip/Transportation Permit Form

Field Trip Permit Forms must be submitted at least two weeks in advance. School day trips must return to school no later than 2:45 p.m. to coordinate with dismissal and bussing schedules.

Reminder – Overnight and Water Related trips require BOE approval. Plan approval at least two months in advance.

Teacher/Coach (responsible for trip) Corrie Ziemer Grade/Class Varsity Volleyball
Date(s) of trip 9/7/18 to 9/8/18

Destination and Address: Beaver Dam/Dodge and High School

Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip? Yes no
See attached

Purpose of trip (include curriculum guide learner outcome or competency references):

Team Building and tournament Competition

No. of Students 13 No. of ~~Teachers~~ ^{Coaches} 4 No. of Chaperones _____ GROUP TOTAL 17
Departure time 4:45pm Return time 5:00pm Total hours 24 No. of Buses 0
Start (pick up) point High School Return (drop off) point High School

FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)

Non-transportation costs (Planner completes for all field trips)

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ 0
FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

B. Per pupil student-paid miscellaneous costs B. \$ 0

C. Lunch plans (check all that apply)

- Students will bring a sack lunch from home _____
- Food service staff will prepare box lunches _____
- Lunch will be purchased at site of field trip _____
- Not applicable _____

Hotel will be paid for by Booster Club funds

NOTE: ALL PARTICIPANT FIELD TRIP FEES ARE TO BE PAID TO THE SCHOOL/DISTRICT PRIOR TO THE TRIP.

Staff member(s) responsible for administering medication to students Corrie Ziemer

APPROVED Dan J. Wegman DATE 6/15/18
Principal



- Forms Distribution:
- Kobussen Buses LTD.
 - District Nurse
 - Business Manager
 - School Office
 - Activities Director (as applicable)

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call Jr./Sr. H.S. Office to reserve van. Reservation completed by: Carrie Koehn

Private Vehicles – Provide the information for each driver as noted in the table below.

Private vehicle data submitted by: Dawn Millard & Ali Dean

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

Transportation paid by SDM account: (To be completed by Principal)

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address: _____

Transportation Request Directions

The following information is provided to ensure a consistent and clear process when transportation services are needed for a school trip.

1. Staff member completes the Field Trip / Transportation Permit Form and submits it to the building principal. Be sure that all applicable sections of the form are filled out in detail.
2. The building principal will review and approve/deny the trip and proceed as follows:

Bussing – Kobussen	School Van	Personal Vehicles
A copy of the form will be forwarded to Mrs. Thompson for all trips requiring bussing services. Mrs. Thompson will be the point of contact with Kobussen for all trip arrangements.	A copy of the form will be forwarded to Mrs. Koehn, when the district van is being reserved.	Submit a copy of the following to District Office: <ul style="list-style-type: none">• Valid Wisconsin driver's license. Driver must be at least 21 yrs. old.• Certification of insurance for at least the minimum required by Wisconsin law.• Vehicle inspection report from a certified auto dealership or service center.
Kobussen will build the trip and provide the quote for transportation.	Mrs. Koehn will enter the reservation on the District Vehicle shared Google calendar.	Verify vehicle has the proper number of safety belts for the number of passengers per state law.
Both the principal and staff trip organizer must approve the transportation quote.	On the day before or day of the trip, vehicle keys can be checked out of the high school office.	Verify that the vehicle has a first aid kit.
Kobussen will receive confirmation of an accepted quote from Mrs. Thompson and will book the trip	Complete the Vehicle Usage Form. Return the completed report, gas credit card, and vehicle key to Carrie Koehn. Send the completed form with any receipts to the Business Manager following each trip.	
Mrs. Thompson will record the trip on a shared "Bussing" Google Calendar.		

Next Friday and Saturday, September 7th and 8th, the Varsity Volleyball team will be embarking on an overnight trip for the Dodgeland Tournament. This event is being planned to promote unity and allow the girls to have some fun as a team. The schedule for these two days will look like this:



Friday

- 3:15 - 4:30 - After School Volleyball Practice**
- 4:30 - 4:45 - Change, Load Up and Prepare to Depart School**
- 4:45 - 5:45 - Drive to Buffalo Wild Wings in Oshkosh, WI**
- 5:45 - 7:00 - Eat Dinner as a Team**
- 7:00 - 7:45 - Drive to AmericInn in Beaver Dam, WI**
 325 Seippel Blvd.
 Beaver Dam, WI 53916
 920-356-9000
- 7:45 - 10:30 - Check In, Swim, Team Time**
- 10:30 LIGHTS OUT**

Saturday

- 7:00 - 7:30 - Continental Breakfast at Hotel with Team**
- 7:30 - 8:00 - Load Up and Drive to Dodgeland High School**
 401 Western Ave.
 Juneau, WI 53039
- 8:00 and on - Play in Tournament and drive home when finished**

Transportation: We will be taking the school van (driven by Coach Ziemer) and Coach Millard and Coach Ali will both be driving their personal vehicles which have both undergone safety checks.

Cost: The hotel has been paid for via Booster Club funds. The hotel has a very nice continental breakfast. Players will only be expected to pay for their meal on Friday night and any food they may buy at the volleyball tournament on Saturday.

Any questions, please feel free to contact Coach Ziemer at cziemer@manawaschools.org or at (920) 538-2361.

I give permission for my daughter, _____, to join her team on their overnight trip for the Dodgeland Tournament, September 7th and 8th. I understand that she will be riding in a vehicle with Coach Ziemer, Coach Ali or Coach Millard. If an emergency should arise, please contact the following person:

Name: _____ Relation to Athlete: _____

Phone Number: _____ OR (provide second phone #): _____

Signed: _____ Date: _____



Thank you for your kindness in remembering
Barbara with your donation.
Your thoughtfulness and generosity are
much appreciated by the entire family.

With Special Thoughts of You

Yours Truly,

Matt, Sue, Kayla, and Emily Loughrin

Summer FFA Highlights:

Chloe Lambrecht will accept a certificate of recognition for the Manawa FFA Chapter for the following recognitions at the State FFA Convention.

National Chapter Award:

- Growing Leaders (4th in state)
- Strengthening Agriculture (5th in state)
- Building Communities (10th in state)
- Overall program of activities (5th in state, moving on to nationals)

Food for America Agricultural Literacy

- 4th in state

Megan Pethke, Talent Show

- 2nd overall in state, nominated for nationals

Andrew Scheller, Wisconsin Honors Chorus

- nominated for nationals

Ethan Michalowski, 3 Star leader Award

Hunter Wendt: State Safe Tractor and State Convention 2nd Place at Regional Competition



2017-18 Report to the Membership

Built on a tradition of providing high-quality service to member districts, the WASB is proud to be at your service. With your membership, you have a statewide voice in public education and your district benefits from valuable member services.

Below are highlights of the WASB's work for you in 2017-18. For more information about WASB services, publications and events, visit us online at WASB.org or contact the association toll-free at (877) 705-4422.

Advocacy for Public Education

The WASB Government Relations (GR) staff provides high-quality, professional representation for Wisconsin school boards at the state Capitol and with state agencies and federal officials. The GR staff works to develop effective relationships with lawmakers on both sides of the aisle and with agency officials to advance the WASB Legislative Agenda and the policies adopted at the annual Delegate Assemblies.

Throughout the recently concluded legislative session, the GR staff successfully pushed for major increases in school funding, including increases in per pupil categorical aid, sparsity aid, and the low-revenue ceiling, as well as funding for mental health services and school safety improvements. The GR staff communicated with state lawmakers in support of 58 bills, in opposition to 23 bills, and took a neutral stance on 10 bills providing information only.

The GR staff continues to provide regular updates, timely alerts and other resources to guide school board members to be informed and effective advocates.

- Over the past year, the GR staff has added almost 240 new posts to the WASB Legislative Update blog that drew over 60,000 views.
- The WASB uses VoterVoice advocacy software to make it easier for members to contact their state and federal elected officials. The system has been used by the GR staff to issue six action alerts that generated more than 1,100 emails to elected officials in the past year.

Legal and Human Resources Services

Your board's WASB membership opens the door to a variety of benefits offered by the WASB Legal and Human Resources Department. Collectively, the highly respected WASB attorneys have been working for Wisconsin school boards for more than 80 years. Members can direct general questions on employment, labor and school law, and employee compensation and benefits to any WASB staff attorney.

- In 2017-18, the WASB staff responded to 4,239 law-related inquiries from members in 363 districts and provided direct employment, human resources, labor and/or school law services to 104 districts.
- In addition to other work, the WASB attorneys made updates and revisions to the *WASB Employee Handbook*, which provides school leaders with a comprehensive, customizable tool to manage all school district staff.

Policy Services and Information

Through policy, the board sets goals for the entire school system and provides directives for administrators and other staff to follow while working toward achieving its goals. Collectively, the WASB Policy Services staff has been working with and for Wisconsin school districts for more than 90 years. They have extensive experience in Wisconsin law and administrative rules and are uniquely positioned to assist school boards in setting the policies that best meet the needs of their schools and their students.

- In 2017-18, over 80 percent of the districts in the state (341 districts) took specific advantage of the WASB Policy Library and/or utilized other special WASB policy services. In addition, the WASB Policy staff responded to more than 500 individual requests from member districts for sample policy information.
- The WASB added district subscribers and content to the premier online policy development and implementation tool – the WASB Policy Resource Guide (PRG). PRG subscribers were the first to have access to new and updated policy language addressing the Early College Credit Program, the “Start College Now” Program, part-time open enrollment, employee health examinations, student nondiscrimination complaints, and student records, among others, and the first to have access to model updated notices related to student assessments and educational options. Subscribers were also able to access sample policy language on such “hot” policy topics as threats of school violence and school safety plans.
- WASB policy publications (*Policy Perspectives* and *The FOCUS*) and special WASB-created resources such as the WASB Policy Manual Checklist and the Annual Notice Reminder List continue to be very popular with districts.

Customized Leadership Services

The WASB Governance consultants serve districts by using their experienced, objectivity and balanced perspectives and assistance on Leadership Development, Organizational Effectiveness, Planning (i.e. master planning – strategic thinking, strategic planning, needs analysis, financial analysis, etc.), and unique situations on a customized and as-needed basis. Consultant services have been used as a strategy to resolve specific challenges and circumstances that confront Wisconsin school boards.

- In 2017-18, the WASB, in partnership with School Perceptions, continued to provide districts access to the Annual Board Development Tool at no cost. The survey tool is aligned with the National School Boards Association's research-based Key Work of School Boards material. This research focuses on continuous improvement in school districts to elevate student achievement. School districts have utilized WASB consultants to facilitate workshops based on the survey tool results to keep them on a continuous improvement pathway in the areas of governance and organizational effectiveness.
- In 2017-18, WASB Organizational Consultants directly served 24 school districts in formal projects (i.e. leadership and organizational effectiveness, leadership development, strategic planning and superintendent evaluation), and assisted numerous others through informal consultations.

Search Services

Selecting the right superintendent is one of the school board's most important decisions within their critical role. The WASB Search Service will assist in finding and securing an instructional leader who will achieve the vision and mission of your school district in this most important decision which directly impacts student achievement.

- In 2017-18, the WASB Search Services completed 10 successful superintendent searches, and aided numerous other districts through presentations and advice on various questions related to the selection of a superintendent.

Seminars and Conferences

The WASB hosts a series of events and trainings throughout the year to provide the information and networking opportunities school board members need.

- In 2017-18, the WASB hosted more than 60 conferences, seminars, gatherings, workshops, webinars and the annual Joint State Education Convention. Collectively, nearly 4,000 attendees participated in the numerous WASB events and programs. Topics included legal, board development, policy, legislative, finance, and much more.

Publications and Website

The WASB publishes a wide array of publications and subscriptions – both print and electronic – covering policy, school law, employee relations, legislative affairs and general school topics. The preeminent WASB publication is the award-winning *Wisconsin School News* magazine.

- In 2017-18, the WASB transitioned to a new website and database with updated features.
- The WASB website – WASB.org – has an average of 3,600 users per month.
- The WASB Legislative Update blog has nearly 5,000 views per month.
- The WASB Stand Up blog has nearly 100 views per month.

Service Associates

The WASB Service Associate program brings together Wisconsin public education leaders and businesses and organizations proven to be reputable partners.

- In 2017-18, the WASB welcomed two additional Service Associates to the program, bringing the total to 29.

WASB Insurance Plan

The Plan's Endorsed Insurance Agency Program is designed to help districts learn about insurance agencies knowledgeable about property and casualty and employee benefits insurance, and – more importantly – agencies willing to collaborate with the Plan to help districts sift and winnow through the myriad of programs touted as the best.

- In 2017-18, the WASB Insurance Plan provided timely electronic alerts and expanded its online library of resources for members on an array of topics.

With so many programs and services available to you and your district, the WASB is an investment in your district's ability to meet your student achievement goals. Please visit us online or call our staff with any questions. The WASB is here to serve you.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: July 5, 2018
Re: Staff and Program Highlights

- **Summer School:** Summer school went very smoothly. The children enjoyed the classes they took. The students shared some delicious samples from the cooking class. Corrie Ziemer's class, Give Tumbling a Try and Do a Little Dancing, put on a spectacular show the last day. Amy Anyah's Elementary Spanish class (see below) did cooking, projects, and learned fun songs in Spanish. Thank you to all the summer school staff for doing a great job.





- **Registration:** The office staff has been working very hard to get registration packets out to our families. We look forward to greeting the families on Tuesday, July 17th to register students for the 2018-2019 school year. Registration will be held at Little Wolf Jr./Sr. High School this year due to the MES renovations.
- **Preparing for updated MES Office:** The office staff has been very busy sorting and packing up the elementary office in preparation for the construction taking place through Energy Efficiency. The MES office will be located by door M3 during July and August. Registration on July 17th for Manawa Elementary School will be held at Little Wolf Jr./Sr. High School.
- **Interviewing Candidates:** I want to thank Jen Rosin, Missy Tassone, LuAnne Ujazdowski, Kathy Field, and Megan Anderson for taking time out of their summer to be a part of the interview team for the 1st grade teaching position. Their input was very valuable. I also want to thank Dr. Oppor and Dan Wolfgram for taking time out of their busy schedules to do round 2 interviews to be sure highly qualified individuals are being hired.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 7/9/2018

Re: July Staff and Program Highlights

Hiring: Principal Wolfgram and Principal Pukita will focus on hiring substitute teachers, substitute para-professional, and substitute custodial staff in the month of July and August.

Summer School: Summer School concluded successfully with classes at the high school. Classes included credit recovery, weightlifting, driver's education, advanced algebra for students wishing to compact the course, and a life skills class with our special needs students. The elementary school also used the FACE room facility for a cooking class. Driver's Education instructor, Jason Kirby, expressed his desire to return to Manawa in the summer of 2019 to facilitate the program.

Summer Professional Development: Several staff members are keeping busy during the summer months in preparation for next year's students.

- Janine Connolly is taking a class on prevention, intervention, and consultation. She also participated in a mental health and suicide prevention seminar through the National Alliance on Mental Illness (NAMI) Fox Valley.
- Michele Koshollek and Tom Polkki attended the Advanced Placement (AP) Summer Institute in Madison in the month of June. Hosted by the University of Wisconsin-Madison, this Advanced Placement (AP) Summer Institute offers a unique learning experience for teachers interested in expanding their knowledge of (AP) course content, structure, and methodology.
- Sandra Cordes attended the Wisconsin Association of Agricultural Educators Conference and the Wisconsin FFA Convention.
- Jennifer Krueger is taking a graduate class called "Virtual Libraries". She predicts updates and changes coming to the library website soon.
- In July Tracy Konkol and Ann Warning are attending the 25th Annual Statewide Institute on Best Practices in Inclusive Education.
- Erik Duhn is moving forward with graduate classes in chemistry at South Dakota State University.
- In the month of August, Principal Wolfgram will be attending the weeklong seminar PLC & MTSS 101: Understanding the Key Ideas of a Professional Learning Community in an MTSS Framework. The seminar is being offered in Waupaca.

- Staff will continue to get trained in the month of July and August for Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), and Nonviolent Crisis Intervention (NVC) training.

WSMA Board of Directors Meeting: Principal Wolfgram is entering his third year as the elected representative for The Wisconsin School Music Association (WSMA) District 6. He attended the summer WSMA Board of Directors Meeting in Madison on June 19th and 20th.

The Wisconsin School Music Association (WSMA) is a 501(c)(3) non-profit, statewide association serving more than 3,500 music teachers and school administrators in the education of 220,000+ students who annually participate in the organization's activities through their school's membership. WSMA is a leader in providing programs and services that challenge youth to achieve excellence through music.



To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 7/9/18
Re: Special Ed/Curriculum Update

Special Education

- Teachers have been working hard on writing curriculum. This is a mind shift for special education teachers as they have never been asked to do this before. Now that they are in the process they are seeing the benefits.
- The summer school extension of Paving the Way was a success. Staff learned a lot about students' abilities and preferences. They also made additional connections with area businesses. Here is a quote from staff, "We made at least three new connections for jobs and have been invited back to several businesses from this summer for work experiences, volunteer projects, and possible job options. This summer school year from a work perspective has been very successful!" Pictures below.
- We are excited to welcome Katie Sitter to our department. She has already been in getting herself prepared.

Curriculum

- Curriculum writing is underway for science courses. I have been meeting with teacher individually and in small groups to answer questions. The elementary science teachers will be working on July 17th as a group.
- The summer is full of planning for next school year with means quite a bit a reading. In an attempt to improve our use of time on Wednesday afternoons I have been reading up on PLCs. This is helping me formulate how to connect that work with what we have been learning from our Ted Talks. It will be very important to bridge our work with the Rapid Improvement Center.





Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: July 13, 2018
Re: Seclusion and Restraint Report

The purpose of this memo is to meet the Act 125 requirement to report on the number of seclusion and restraint incidents for last year.

2011 Wisconsin Act 125

- Applies to both special and regular education students and staff, including independent contractors and their employees, and student teachers.
- Definitions
 - Physical restraint – a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head
 - Seclusion – the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving
- Seclusion
 - Prohibits use of seclusion except when a student’s behavior presents a clear, present, and imminent risk to the physical safety of the student or to others.
 - Directing a disruptive student to temporarily separate himself or herself from the activity or asking a student to serve a detention are not instances of seclusion unless the student is confined to an area from which she or he is prevented from leaving.
- Restraint
 - Prohibits the use of physical restraint except when a student’s behavior presents a clear, present, and imminent risk to the physical safety of the student or to others.
 - Prohibits the use of restraints that do not give adequate attention and care to the pupil.
 - Briefly touching a student’s hand, arm, shoulder or back to calm, comfort, or redirect the pupil is not considered physical restraint.
 - No school staff may use physical restraint unless he or she has received training on methods of preventing physical restraint, instruction on identification of dangerous behavior, experience in administering various types of physical restraint, the effects of physical restraint and documentation.
 - At least 1 staff member at a school must be trained.
- If seclusion and/or restraint is used on a student at school, staff must complete a written report and make the report available to the student’s parents.
- Annually by September 1, the principal of each school or his or her designee shall submit to the board of education a report containing the number of incidents of seclusion and of physical restraint and the total number of pupils who were involved in the incidents and the number of pupils with disabilities who were involved.

Implementation of Act 125 in Manawa

- We have 2 certified Non-violent Crisis Intervention (NVCI) trainers in the district who have trained 35 regular and special education staff members and 3 administrators.
- Annually, during the district all-staff in-service there is a presentation about Act 125 along with documentation procedure.

Seclusion and Restraint Report to the Board for 2017-2018

School	Total # of Students (students with disabilities)	Incidents of Seclusion and Restraint	Incidents of Restraint only	Incidents of Seclusion only
Elementary School	2 (1)	0	1	1
Jr. High	0 (0)	0	0	0
Sr. High	1 (1)	0	1	0
Total	3 (2)	0	2	1

Please contact the Special Education Director and/or the Building Principal if you have any questions about this report and/or the use of seclusion and restraint in the School District of Manawa.

Memo

To: Manawa Board of Education, Dr. Oppor
From: Mary Eck, At-Risk Coordinator
cc: Mr. Wolfgram, Ms. Brauer
Date: July 11, 2018
Re: At Risk Data

General note about the data: Because this is the first year under the At-Risk Handbook (adopted August 2017), this data is strictly baseline data. It serves as the basis for the growth and reduction percentages for the coming years.

Graduation rate: Six of seven of the eligible graduates completed. Which is a graduation rate of 86%. One student who was eligible to graduate this year returned during summer school to complete in the fall, so he was not included in this calculation.

Dropout rate: One student who was eligible to graduate last year did not return, so he counts as a dropout. Another student who was a potential dropout returned during summer school and completed some work. That student is likely to graduate during the first semester of 2018-2019.

Attendance rate: Attendance rate was calculated by averaging each student's attendance rate. Calculating this way allows for slight differences in expected days of attendance (i.e. seniors and those who transferred in or out during the school year). Not including the student who was expelled and did not return, the students averaged an attendance rate of 72 %. The range was from a low of 14% (the potential dropout who is returning) to a high of 98%. If the average is calculated without that outlier, the average goes up to 76%.

Legal Referrals: None of the seventeen students in the At-Risk program were cited for truancy. The involvement of the legal system with these students was limited to the two expulsion cases. One of those cases resulted in citations and other legal actions and one did not.

Disciplinary Referrals: This year, there were two students in the At-Risk program who were expelled. One of whom returned with stipulations and will be eligible for the GEDO #2 program for next year and graduate soon after his 18th birthday.

To find the average disciplinary referrals, the total number of referrals was divided by the seventeen students included in the program. There was one student with twenty-five referrals, so that skewed the average. It ended up being 4.2 referrals per student when that student was included. Without that student, the average fell to 2.7.

Course Failures: Looking at the semester grades for the students enrolled in the At-Risk program, the failure rate was calculated by taking the courses failed divided by the courses attempted. There were some exemptions: two students who had started the GEDO #2 program (which does not follow a traditional schedule), and one student who was expelled. The failure rate was 16 %. There was one notable outlier in the calculation, one student passed only three of the twelve classes attempted. That is a failure rate of 75%.

Technology Board Report

June 15, 2018



IT Leases

Long Term Estimates: The lease estimate from last month had an error in the 17-20 Lease column. The table has been updated to reflect the accurate lease estimates over the next few years. The 2018-19 school year has a larger lease burden than the last couple years. However, this amount is expected to drop in the 2019-20 school year. Reductions have been made to the IT budget to reduce spending to compensate for this change.

	Total	OTG	DELL	17-20 Lease	18-21 Lease	19-22 Lease	20-23 Lease	21-24 Lease	22-25 Lease	23-26 Lease
2016-17	\$44,518	\$12,103	\$32,415							
2017-18	\$66,921	\$12,103	\$32,415	\$22,403						
2018-19	\$84,188	\$12,103	\$32,415	\$21,670	\$18,000					
2019-20	\$57,670			\$21,670	\$18,000	\$18,000				
2020-21	\$54,000				\$18,000	\$18,000	\$18,000			
2021-22	\$54,000					\$18,000	\$18,000	\$18,000		
2122-23	\$54,000						\$18,000	\$18,000	\$18,000	
2023-24	\$54,000							\$18,000	\$18,000	\$18,000

Summer Planning

Summer Purchasing: We have received quotes on for staff laptops and chromebooks. Lease agreements are being reviewed to proceed with the purchase.

Server Upgrades

Project Planning: Our resource with CESA 6 has begun the groundwork to document and upgrade our network environment. We are scheduled to install the updates July 23, 24, and 25. We are expecting little if any downtime. Any downtime would occur in the late afternoon.

Network Operations

Summer WiFi Changes: Some changes could be made to improve WiFi connect issues in both buildings. These changes will be made and tested during the summer when it will not affect classes.

Minutes of the July 12, 2018 Curriculum Committee Meeting

Meeting opened at 5:04 p.m. in the MES Board Room.

Board Committee Members: Scheller (C), Pohl, Hollman

In Attendance: D. Brauer, M. Oppor

1. Student Academic Standards SY1819

Actionable: Pohl/Scheller motion to recommend the 2018-2019 student academic standards as presented to BOE.

2. 504 Handbook Changes SY1819

Actionable: Scheller/Pohl motion to recommend the 2018-2019 504 handbook changes to BOE.

3. English Learner Handbook Updates SY1819

Actionable: Pohl/Scheller **motion to table the English** learner handbook approval for further revisions until August.

4. At-Risk Handbook.Update for SY1819

Actionable: Scheller/Pohl motion to recommend the 2018-2019 at-risk handbook as updated to BOE.

5. Curriculum Committee Planning Guide - Informational.

6. Next Meeting Date: August 14, 2018 at 5:00 p.m.

7. Next Meeting Items: a. Information Technology Handbook b. Academic & Career Planning c. Response to Intervention (Rtl) Handbook d. Gifted / Talented Handbook e. One-to-One Guide Update for SY1819 and bring back English Learner Handbook.

Motion by Pohl/Scheller to adjourn at 5:43 p.m.

Submitted by H. Pohl

Minutes of the July 12, 2018 Finance Committee Meeting

Call to Order at 8:07 pm by Chair Pohl

Present: Pohl, J. Johnson, R. Johnson, Scheller, Mrs. O'Brien, Dr. Oppor, multiple support staff members.

1. Salary Advancement Model Teachers SY1819: Motion by J. Johnson/R. Johnson to move the Salary Advancement Model for Teachers to the full Board as presented. Motion carries.
2. Salary Advancement Model Support Staff SY1819: Motion by Pohl/R. Johnson to remain with current model for this year's wage increases, and to add a 2.13% increase to reflect the CPI for July 1, 2018 for all Support Staff after scheduled wage increases occur. Motion carries.
3. Salary & Stipend Guide for Employees SY1819: Motion by J. Johnson/R. Johnson to move suggest language to Policy & Human Resources for their recommendation of Salary & Stipend Guide. Motion carries.
4. Energy Efficiency Updates: Informational.
5. Budget Status SY1819: Informational.
6. Approval to Sealcoat and Paint the Track Disregarded as was presented to full Board in previous meeting.

Next Finance Committee Meeting Date: August 8, 2018 at 6:00 p.m.

Motion by: J. Johnson/R. Johnson to adjourn 9:05 p.m.

Joanne L. Johnson, Recorder

Minutes of the July 11, 2018 Policy & Human Resources Committee Meeting

Called to Order at 5:48 pm by J. Johnson

In attendance: Forbes, J. Johnson, Dr. Oppor, Mrs. O'Brien. Pethke excused.

1. NEOLA Technology Updates-Special Releases Phase II & III: Motion by J. Johnson/Forbes to recommend NEOLA Technology Updates Phase II & III to the full Board as presented. Motion carried.
2. AG Updates: 4160A, 4220, 9190, 9211, 9270, 9270A, 9700 Motion by J. Johnson/Forbes to recommend to the full Board as presented. Motion carried.
3. Discuss Current Bylaw 0131.1: Motion by J. Johnson/Forbes to affirm the policy as written. Motion carried.
4. Review ag4231 and Related Professional Expectations: Motion by Forbes/J. Johnson to table. Motion carried.
5. Update Support Staff Handbook SY1819: Will continue at page 23 next month.
6. Update Coaches Handbook SY1819: Motion by J. Johnson/Forbes to recommend to full Board as presented. Motion carried.

Next meeting date: August 1, 2018 at 5:00 p.m.

Motion by J. Johnson/Forbes to adjourn at 7:17 p.m. Motion carried.

J. Johnson, Recording Secretary

School District of Manawa

Academic Standards Listing

Discipline/Grade	Standards	School District of Manawa Adoption Date
		July, 2018
Early Childhood and 4-year-old Kindergarten - 5th Edition	Wisconsin Model Early Learning Standards (2003, 2008, 2011, 2013, 2017)	5th Edition (Updates to 2013 Edition)
English Language Arts (ELA)		
5-year-old Kindergarten - 12	Wisconsin State Standards on ELA (2011) (Common Core State Standards for English Language Arts)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
Mathematics		
5-year-old Kindergarten - 12	Wisconsin State Standards in Mathematics (2011) (Common Core State Standards for Mathematics)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
Science		
5-year-old Kindergarten - 12	Wisconsin Standards for Science (Adopted Nov. 2017) (Next Generation Science Standards (2013))	DPI Adopted the NGSS which Manawa had been using
Social Studies		
5-year-old Kindergarten - 12	National Curriculum Standards for Social Studies	March 23, 2015
Art		
5-year-old Kindergarten - 12	National Core Arts Standards for Visual Arts (2014)	July 2017
Physical Education		
5-year-old Kindergarten - 12	Wisconsin Standards for Physical Education (2010)	July 2017
Music Education		
5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for Music (1997)	July 2017
Technology Education		
5-year-old Kindergarten - 8	International Society for Technology in Education (ISTE) Standards for Students (2007)	June 15, 2015
School Counseling		
5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for School Counseling (2007) New, updated standards to be released soon (2015-16)	July 2017

World Languages		
7-12	Wisconsin's Model Academic Standards for Foreign Languages (1997, 2001)	July 2017
Personal Finance		
9-12	Wisconsin's Model Academic Standards for Personal Financial Literacy (2006)	July 2017
Careers and Technical Education (CTE)		
9-12	<p>Wisconsin Standards for Agriculture, Food, and Natural Resources (2013)</p> <p>Wisconsin Standards for Business and Information Technology (2013)</p> <p>Wisconsin Standards for Family and Consumer Sciences (2013)</p> <p>Wisconsin Standards for Health Science (2013)</p> <p>Wisconsin Standards for Marketing, Management, and Entrepreneurship (2013)</p> <p>Wisconsin Standards for Technology and Engineering (2013)</p>	July 2017



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor
From: Danni Brauer
Date: July 9, 2018
Re: Section 504/ADA Prohibition against Discrimination Based on Disability Plan

The purpose of this memo is to highlight the changes in the Section 504/ADA Prohibition against Discrimination Based on Disability Plan as follows:

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
14	Letter/Notice: Section 504 – Parental Notice for Initial Evaluation	Put the letter onto the updated letterhead.

School District of Manawa

Section 504/ADA Prohibition
against Discrimination Based on
Disability Plan

School District of Manawa

Section 504/ADA Prohibition against Discrimination Based on Disability

INDEX

Policies & Procedures

Nondiscrimination on the Basis of Handicap/Disability
Procedures Applicable to Section 504
Section 504 Process

Forms

Notice of Section 504/ADA Procedural Information and Rights
Suspected Disability Referral Form
Letter/Notice of Section 504 Initial Evaluation
Section 504 Release of Information and Records
Section 504 Physician Questionnaire
Notice of Section 504 Meeting
Section 504 Summary Evaluation Report
Section 504 Plan

Complaint Procedure

Parents' Procedural Rights and Safeguards, Including Due Process
Section 504/ADA – Complaint Procedures
Section 504/ADA Internal Complaint – Student
Record of Conference with 504 School District of Manawa Coordinator

Discipline/Causal Relationship Determination

Manifestation Determination Review 504 Plan

Nondiscrimination on the Basis of Handicap/Disability

The District will not discriminate against otherwise qualified students with disabilities (i.e., students who otherwise meet eligibility criteria – e.g., age – for participation in the educational program and/or activities) in the provision of its educational programs and activities. The District further will provide a free appropriate public education to qualified students with disabilities. Said education shall entail the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met. This includes providing academic and non-academic services to students with disabilities in the same setting as their non-disabled peers to the maximum extent appropriate. In addition to its provision of educational services, the Board will not discriminate against otherwise qualified students with disabilities in its provision of non-educational academic and extra-curricular services and activities such as counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students, and will provide students with disabilities an equal opportunity to participate in such services and activities. Qualified students with disabilities will be afforded accommodations/modifications/interventions to the District's non-academic and extra-curricular services and activities, unless such accommodations/modifications/interventions would impose an undue financial burden, or would service or activity. A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Superintendent or his/her designee after considering all resources available for use in the funding and operation of the service or activity, and must be accompanied by written statement of the reasons for reaching that conclusion. In the event the Superintendent or his/her designee determines that an undue burden would result, the District will take any other action that would not result in such burden but would still allow, to the maximum extent possible, individuals with disabilities to receive the benefits of the District's non-academic and extra-curricular services and activities on an equal basis as individuals without disabilities.

Procedures Applicable to Section 504

Annually the District will undertake to identify and locate every qualified person with a disability residing in the District who is not receiving a public education, and notify the person and their parents or guardians of the District's duties and responsibilities under Section 504.

Referral

Any student who needs or is believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973, may be referred to the Building Consultation Team for evaluation. Referrals may be made by anyone (e.g., parents, teachers, or other knowledgeable professionals). Referrals shall be made on the Suspected Disability Referral Form and submitted to the building principal. Referrals may be made at any time. Parents may request a referral form by contacting the building principal, guidance counselor, or District 504 Coordinator.

Evaluations

Upon receipt of a Suspected Disability Referral Form, the building principal will notify the appropriate 504 Case Manager who will collect all relevant information on the student to assist in documenting whether the student has a physical and/or mental impairment that substantially limits one or more major life activities.

The 504 Case Manager should contact school staff who perform assessments and have them review existing pertinent information and determine whether additional assessments are needed. If an evaluation is needed, written consent will be obtained and a copy of the Notice of Section 504/ADA Procedural Information and Rights will be sent to the parents.

The Building Consultation Team (BCT) will consider all relevant information on the student to determine whether he/she is disabled under Section 504. The assessment information may include, but will not be limited to, medical reports that document a physical and/or mental impairment, aptitude and achievement test scores, teacher observations, recommendations, and other data, including information on social or cultural background and adaptive behavior. Parents will be afforded the opportunity to meaningfully participate and provide input in the evaluation process. The student's parents will be sent a letter invited them to attend and participate in the BCT conference at least seven calendar days prior to the conference.

Plan

If a student is identified as disabled pursuant to Section 504, and the BCT determines the student requires specialized services and/or accommodations/modifications/interventions in order to receive FAPE and to access the District's programs and activities on an equal basis to

students without disabilities, the BCT will develop and complete the Section 504 Plan. The Plan will specify the accommodations/modifications/interventions necessary so that the student's needs are met as adequately as the needs of nondisabled students. The purpose of the Section 504 Plan is to provide the student with equal access to school activities, to remove barriers to educational opportunity, and provide, to the degree possible, a level playing field. The building principal will request written permission from parents to implement the Section 504 Plan.

Review of the Student's Evaluation

Re-evaluations are not required at specific intervals; however, assessments will be updated so that eligibility and accommodation planning is based on information that accurately defines the student's disability and reflects the student's current strengths and needs. At least every three years appropriate school staff should determine whether updated evaluations are needed. A re-evaluation will be completed prior to a significant change in placement. When a re-evaluation is needed, parents will be sent prior notice. Consistent with initial evaluations, parents will be afforded the opportunity to meaningfully participate and provide input in the re-evaluation process.

Procedural Safeguards: Due Process

The parents may challenge the actions of the BCT regarding identification, evaluation or placement of their child by filing a request for an impartial due process hearing. Alternatively, the parents may file an internal complaint. If the parents elect the former, the Board must provide a due process hearing before an impartial hearing officer ("IHO") that is not employed by the District. A parent does not need to first exhaust the internal complaint process in order to file a request for a due process hearing. In fact, a due process hearing may be requested at any time and parents do not waive that right if they first opt to try to resolve their dispute through the internal complaint process. If a parent is not satisfied with the IHO's decision, s/he may appeal it to a Federal Court of competent jurisdiction.

The parents may also file a complaint with the Office for Civil Rights. The Office for Civil Rights, however, is not part of the District's internal complaint process or the system of procedural safeguards, and, absent extraordinary circumstances, will not review the results of individual placement and other educational decisions so long as the District complied with the "process" requirements of Section 504 (concerning identification and locations, evaluation, and due process procedures).

504 Process School District of Manawa

1. A concern is raised about a student by parent or school staff member.
2. The student is referred to the Building Consultation Team (BCT).
3. The BCT reviews all documentation and decides if there is enough information to make a Section 504 Referral. The 504 Referral Form is given to the referring staff member or parent.
4. Upon receipt of the completed referral form, the Principal will notify the 504 Case Manager (School Counselor) who will collect all relevant information.
5. A copy of the completed Referral Form, Procedural Information and Rights, and Letter Notice Section 504 Initial Evaluation are sent to parent. Consent is to be obtained within 30 days of receipt of referral.
6. Following receipt of consent from parents, Release of Information form is filled out and sent to parents if the district doesn't already have permission to talk to the student's physician. The Physician Questionnaire is then sent after the Release of Information form is returned.
7. Within 60 days, the principal will convene the BCT to determine eligibility under 504. Meeting Notice is sent to parents at least 7 days prior to conference.
8. Summary of Evaluation Report is filled out at the meeting.

If found ineligible:

1. Summary of Evaluation Report and Procedural Information and Rights are sent to parents.
2. BCT decides if the student needs a Response to Intervention (RtI) Plan, student can be served appropriately without written interventions or more information is needed before making determination.

If found eligible:

9. 504 Plan is developed by BCT. Parents are given Procedural Information and Rights and Section IX of the 504 Plan is filled out by parents giving consent to implement the plan if parents attended the meeting.
10. 504 Plan along with Procedural Information and Rights are sent to parents and consent to implement plan is obtained prior to finalizing the plan.
11. Copy of finalized plan is sent to District 504 Coordinator and filed in student's cumulative file.
12. Copies of plan are distributed to the student's teachers.
13. Before school starts each year, teachers of the student receive a copy of the 504 Plan.
14. Within the first 2 months of a new school year, BCT needs to meet to review the 504 Plan, decide whether to continue the existing plan, discontinue current plan or develop new plan.
15. A copy of the active 504 Plan is forwarded to the District 504 Coordinator (Secondary School Counselor), put in cumulative file and distributed to teachers by October 15.
16. Copy of active 504 Plan is sent to parents and Procedural Information and Rights is offered.
17. At least every 3 years, appropriate school staff should determine whether an updated evaluation is needed.
18. When re-evaluation is needed parents will be sent prior notice and copy of Procedural Information and Rights.

NOTICE OF SECTION 504/ADA PROCEDURAL INFORMATION AND RIGHTS

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, as amended by the ADA Amendments Act of 2008 (hereinafter "Section 504"), is Congress' directive to schools receiving any Federal funding to eliminate discrimination based on disability from all aspects of their school operations. It states: "No otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Since the School District is a recipient of Federal dollars, its administrators and staff are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by its schools. Section 504 is a civil rights statute and not a special education statute.

HOW CAN I REFER MY CHILD TO DETERMINE 504 ELIGIBILITY?

If you suspect that your child is "disabled" under Section 504/ADA, contact your child's teacher, school counselor, or building principal. You will be asked to complete a referral form and grant consent for a 504 evaluation. After the evaluation is complete, a meeting will be scheduled to determine if your child has a "disability." You have the right to the opportunity to meaningful participation in the process and provide input, even if you cannot attend the meeting in person.

WHAT CRITERIA ARE USED TO DETERMINE 504 ELIGIBILITY?

A student qualifies for Section 504 protection if s/he is determined to be an individual with a disability as defined by the statute. Specifically, the student must have a physical or mental impairment that substantially limits one or more major life activities, or have a record of such an impairment, or be regarded as having such an impairment. Only those students with an actual impairment, however, are entitled to accommodations/modifications/interventions pursuant to Section 504. Those students with a record of an impairment or who are regarded as having an impairment are entitled to protection from discrimination based upon disability.

Major life activities include, but are not limited to, functions such as (a) caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, learning, and (b) the operation of major bodily functions including the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

WHAT IS THE DIFFERENCE BETWEEN SECTION 504 AND THE IDEIA?

Section 504 prohibits discrimination against students with disabilities and requires school districts to provide students with disabilities regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met. Any necessary accommodations/modifications/interventions must be delineated in a Section 504 Plan.

IDEIA requires districts to provide disabled students (ages 3 through 21) with special education and related services and supplementary aids and services designed to meet their unique needs and prepare them for further education, employment, and independent living. The special education and related services must be delineated in an Individualized Education Program (IEP).

PROCEDURAL INFORMATION AND RIGHTS

Below is a description of the rights granted by Federal law to individuals with disabilities. It is the intent of the District, pursuant to Section 504, to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of those decisions.

You have the right to:

- A. have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
- B. have the School District advise you of your rights under Federal law;
- C. receive written notice of any decision regarding the identification, evaluation, or educational placement of your child;
- D. have your child receive a free appropriate public education (FAPE);

This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e. the student's education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

- E. have your child educated in facilities and receive services comparable to those provided students without disabilities;
- F. have evaluation and educational placement decisions made based upon a variety of information sources, and by persons who know your child and are knowledgeable about the evaluation data and placement options;
- G. have your child transported in a non-discriminatory manner;

If the District refers a student for services outside the District, adequate transportation will be provided at no greater cost to you than if the services were provided within the District.

- H. place your child in a private school or alternative educational program;

However, if the District makes a FAPE available to your child and nevertheless you choose to place your child elsewhere, the District is not required to pay for your child's education at the private school or alternative educational program, including any costs associated with related transportation.

- I. have your child be given an equal opportunity to participate in nonacademic and extra-curricular activities offered by the District;
- J. examine all relevant education records, including, but not limited to, those documents related to decisions regarding your child's identification, evaluation, educational program, and placement;
- K. obtain, at your own expense, an independent educational evaluation of your child;

- L. obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records;
- M. a response from the School District to reasonable requests for explanations and interpretations of your child's education records;
- N. periodic re-evaluations and an evaluation before any significant change in program/service modifications;
- O. request amendment for your child's education records if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of your child;

If the School District refuses to amend the record(s), you have the right to request a hearing and/or to attach to the record(s) a statement of why you disagree with the information it contains.

- P. request mediation or an impartial due-process hearing related to decisions or actions concerning your child's identification, evaluation, and/or educational program or placement, and obtain any relief that is authorized by law;

You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the District Compliance Officer.

- Q. receive all information in your native language and mode of communication;
- R. file an internal complaint;
- S. file a complaint with the U.S. Department of Education's Office for Civil Rights;
- T. be represented at any point in the process by an attorney;
- U. be notified of your Section 504 rights (1) when evaluations are conducted, (2) when consent for an evaluation is withheld, (3) when eligibility is determined, (4) when a Section 504 Plan is developed, and (5) before there is significant change in the Plan.

Complaints, including complaints of disability-based harassment and requests for due process hearings, must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or requests for a hearing, and offer possible solutions to the dispute. Complaints must be filed with the District Section 504/ADA Compliance Officer. The Board of Education has designated Carmen O'Brien as the District Section 504/ADA Compliance Officer. The District Compliance Officer can be reached at the following address/phone number/e-mail:

515 E. Fourth St.
 Manawa, WI 54949
 Phone: (920) 596-2524
 Fax: (920) 596-2655

cobrien@manawa.k12.wi.us

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973. The address of the Midwest Regional office is:

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
FAX: (312) 730-1576
PHONE: (312) 730-1560
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

SUSPECTED DISABILITY REFERRAL FORM

Student Name _____ DOB _____

School _____ Grade _____

Parent Name(s) _____

Address _____ Phone _____

Please complete this form if you suspect that this student may have a physical or mental impairment that substantially limits one or more major life activities. (See below).

A. Statement of Suspected Section 504 Disability

B. Nature of the Concern (attach additional sheets if necessary).

1. Check the suspected physical or mental impairment.

- | | | |
|--|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Emergent Allergy | <input type="checkbox"/> Orthopedic Impairment |
| <input type="checkbox"/> Attention Deficit Disorder/ADHD | <input type="checkbox"/> Emotional Illness | <input type="checkbox"/> Recovering Chemical Dependent |
| <input type="checkbox"/> Brain Injury | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech Impairment |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Developmental Aphasia | <input type="checkbox"/> Minimal Brain Dysfunction | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Multiple Sclerosis | |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Muscular Dystrophy | |

2. Describe (and attach) any evaluative/data source supporting the diagnosis.

3. Check any major life activity(ies) that are limited. (Note this list is not exhaustive.)

Bending
Breathing
Caring for one's self
Communicating
Concentrating
Eating
Hearing
Learning
Lifting
Performing manual tasks

Reading
Seeing
Sleeping
Speaking
Standing
Thinking
Walking
Working
Other: _____

4. Describe (and attach relevant data) how any major life activities are substantially limited.

5. Check any major bodily functions that are limited. (Note: This list is not exhaustive.)

Bladder
Bowel
Brain
Circulatory/Cardiovascular System
Digestive System
Endocrine System

Immune System
Neurological System
Normal Cell Growth
Reproduction
Respiratory System
Other: _____

6. Describe (and attach relevant data) how any major bodily function(s) (is)(are) substantially limited.

C. To date, what accommodations/modifications/interventions or special provisions have been made to assist the student?

Signature of Person Making Referral

Relationship to Student

Date

The signature of the principal receiving this Referral, documents that a copy of this form and the Notice of Section 504/ADA Procedural Information and Rights have been given or sent to the parent or guardian.

Principal's Signature

Date Received

For Office Use Only

Copies to: District 504 Coordinator

Building Administrator

Teacher(s)

Parent(s) Files

District Health
Coordinator

School Counselor



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

www.manawaschools.org

Letter/Notice: Section 504 – Parental Notice for Initial Evaluation (504 C)

Date: _____
To the Parent/Guardian of: _____

As part of our efforts to help improve your child’s classroom performance, I have asked members of our Building Consultation Team to collect and review information on our child’s learning and behavior. The teacher(s), school counselor, principal, and other staff members may be involved in observation, interviews, administration of behavior checklists, and other data collection activities. (Your child is not suspected of being an exceptional student at this time.)

Once the information has been reviewed, we will be meeting with you to discuss plans to meet your child’s needs. If you have any questions, please contact _____ (Section 504 Coordinator) at the SCHOOL DISTRICT OF MANAWA.

You are provided specific rights concerning this request, which are designed to keep you fully informed concerning decisions about your child. These 504 rights are summarized below.

Please provide your consent for us to accomplish this screening/evaluation by indicating your decision and providing your signature (below) and returning the bottom half of this form to: _____ (Section 504 Coordinator).

Parent Consent

Student’s Name Date

_____ Yes, I consent to the proposed screening/evaluation, if deemed necessary

_____ No, I do not consent to the proposed screening/evaluation

Comments: _____

Parent Signature

cc: Student Behavior / Pupil Records File _____

SECTION 504 RELEASE OF INFORMATION AND RECORDS

In order to ensure your child is provided with equal access (both physical and academic) to services, programs and activities offered by our school, a mutual exchange of information and records is required for your child.

Name of Student: _____ DOB: _____

School: _____ Grade: _____

The requested exchange is between the School District of Manawa and the following:

(hospital, clinic, physician, institution, association, or school)

Address: _____

Name of Contact Person: _____ Phone: _____

Records that may be exchanged include the following: (check all that apply)

- Release all information
- Release the checked information:
 - General identifying data (name, address, birth date, grade level completed, grades, class standing, attendance record)
 - Standardized achievement and aptitude test scores Personality and interest scores
 - Teacher ratings
 - Record of extra-curricular activities Individualized education programs Psychological reports
 - Medical reports Psychiatric report
 - Other: _____

Consent of Parent/Guardian for Release of Information

I authorize the School District of Manawa and the above-named individual/organization/agency to exchange information and records as indicated. Except as limited above, this authorization encompasses all information pertaining to the minor, including protected health information (PHI) as defined in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations, and education records as defined in the Family Educational Rights and Privacy Act (FERPA).

We expressly waive all provisions of law (including, but not limited to, the privacy provisions of HIPAA, FERPA, and R.C. 3319.321), forbidding any physician or other person who has or may hereafter treat, attend, or examine the minor, or any educational agency, from disclosing any knowledge or information, including PHI, which they may have thereby acquired.

Pursuant to HIPAA, the following are specified as part of this authorization:

- A. The purpose of disclosure is for assisting the School District in offering the student a free appropriate public education pursuant to Section 504 of the Rehabilitation Act of 1973.
- B. This authorization expires one (1) year after the date it is signed.
- C. The parents signing this permission form understand that they may revoke this authorization at any time by providing written notification to the District Compliance Officer, the building principal/Building Compliance Officer, or the individual/organization/agency listed above, except to the extent that this authorization has already been relied upon.
- D. The parents signing this form have been informed that the individual/organization/agency listed above may not condition treatment, payment, enrollment, or eligibility for benefits on whether the parents sign this authorization.
- E. The parents signing this form have been informed of the potential for information disclosed pursuant to this authorization to be subject to redisclosure by the recipient and to be no longer protected by HIPAA. The parents signing this form are also aware that any information disclosed to the School District is subject to other state and Federal privacy laws.

Parent's Signature

Relationship to Student

Date Signed

Address: _____

Phone: _____

Please send released information/records to: _____

Copies to: Parent/Guardian Cumulative Folder

SECTION 504 PHYSICIAN QUESTIONNAIRE

Name of Student: _____ DOB: _____

Address: _____

School: _____ Grade: _____ Phone: _____

A referral has been initiated for the above-named student under Section 504 of the Rehabilitation Act of 1973, as amended. In order for a student to qualify for protection under Section 504, s/he must have a physical or mental impairment that substantially limits one or more major life activities (e.g., caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions such as the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions, etc.). Because the referral is related to medical concerns, we are requesting information from you. The parent/guardian signed the attached Section 504 Release of Information and Records.

Please complete this form and attach any reports pertinent to the medical and/or educational needs of this child. We are NOT requesting evaluation, testing, or services be performed, but reports of diagnostic work performed in the past.

1. What physical and/or mental impairments have been identified that may qualify this student under Section 504?

2. What major life activity(ies) may be substantially limited as a result of the impairment?

3. Detail available medical background, including a written diagnostic statement and copies of any/all reports.

4. What treatments or medications are recommended for this impairment?

5. What precautions or accommodations are recommended for consideration by the school?

Physician's Signature

Date

Please return this questionnaire to:

Copies to: Parent/Guardian Cumulative Folder

NOTICE OF SECTION 504 MEETING

Date: _____

To: _____

From: _____

Student: _____

Initial Conference

Review Conference

Causal Relationship Conference

We are planning a Section 504 Meeting. The meeting will include a discussion of your child's evaluation results, classroom performance, and eligibility for protection under Section 504. If your child is identified as disabled pursuant to Section 504, the 504 Team will determine whether s/he requires regular or special education and related aids and services in order to receive a free appropriate public education. If services, including but not limited to accommodations/modifications/interventions, are needed, a Section 504 Plan will be prepared. We request that you attend this meeting to assist us with the discussion and program recommendations. Enclosed is a copy of the Parent Rights under Section 504. The meeting is scheduled as follows:

Date _____ Time _____ Location _____

We expect the following persons to attend the meeting. You have the right to bring others to the meeting. If there are other school personnel you wish to have present, please let us know so arrangements can be made.

Participants

(Building Compliance Officer/Principal/Designee)

(General Education Teacher)

(Parent/Guardian)

(Parent/Guardian)

(Guidance Counselor)

(School Psychologist)

(Student)

(Other)

The evaluation data and other information to be discussed are available for your review prior to this conference. **Please keep one copy of this notice and return the other so that we will know your intent.**

Enclosed is a copy of the Notice of Section 504/ADA Procedural Information and Rights.

Parent Reply to Request to Attend 504 Conference

I received the Notice of Section 504 Conference and Notice of Section 504/ADA Procedural Information and Rights sent to me by school personnel.

- I will attend the meeting at the time stated.
- I would prefer to participate by telephone call. At the time of the conference, I can be reached at the following number: _____.
- I request that the meeting be held without my being present.
- I would like the meeting to be held at the following time and location: _____

Signature of Parent/Guardian _____ Date _____

Copies to: Parent/Guardian Cumulative Folder

SECTION 504 SUMMARY EVALUATION REPORT

Personal Information:

Student Name: _____ DOB: _____

Sex: M () F () Grade: _____ School: _____ ID#: _____

Student Address: _____ City: _____ Zip Code: _____

Parent Name: _____ Phone: (home) _____
(work) _____
(cell) _____

The Building Consultation Team met on _____ (date).

Conference Type: Initial Case Review Re-Evaluation

Conference Date: _____

Sources of Information Considered in Determining Eligibility:

Parent Recommendation	Physician Diagnosis
Educational Evaluation/Performance	Major Health Problem
Teacher Observation/Recommendation	Behavioral Evaluation/Performance
Ineligibility for Services under IDEIA	Other _____

Summary of data and evaluation information that was presented:

Committee Determinations:

1. The student has a physical or mental impairment. Yes No
*See attached documentation of medical condition.

- | | | |
|--|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Emergent Allergy | <input type="checkbox"/> Orthopedic Impairment |
| <input type="checkbox"/> Attention Deficit Disorder/ADHD | <input type="checkbox"/> Emotional Illness | <input type="checkbox"/> Recovering Chemical Dependent |
| <input type="checkbox"/> Brain Injury | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech Impairment |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Developmental Aphasia | <input type="checkbox"/> Minimal Brain Dysfunction | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Multiple Sclerosis | |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Muscular Dystrophy | |

List attached sources of documentation:

2. If student has a physical or mental impairment in #1 above, does the impairment result in a substantial limitation of one or more major life activity(ies)? Yes No

List attached sources of documentation related to extent of limitation or lack of limitation for each condition identified in Section 1:

Summarize the impairment for each condition identified in Section 1 in relation to the average student:

3. Identify any major life activities or major bodily functions that are substantially limited.

- a. Check any major life activities that are substantially limited:

Bending	Reading
Breathing	Seeing
Caring for one's self	Sleeping
Communicating	Speaking
Concentrating	Standing
Eating	Thinking
Hearing	Walking
Learning	Working
Lifting	Other: _____
Performing manual tasks	

- b. Check any major bodily functions that are substantially limited:

Bladder	Neurological System
Bowel	Normal Cell Growth
Brain	Respiratory System
Circulatory/Cardiovascular System	Reproduction
Digestive System	Other: _____
Endocrine System	
Immune System	

Determination:

- The student is eligible under Section 504/ADA as a person with a disability for the following conditions.

Does this student need regular or special education and related aids and services, including but not limited to, accommodations/modifications/interventions?

No

Explain:

Yes

Indicate the type of plan to be written: _____

Note: if specially designed/special education is required, follow IDEA procedures

The student is not eligible under Section 504/ADA as a person with a disability.

Does this student nevertheless need accommodations/modifications/interventions?

No

Explain:

Yes

Indicate the type of plan to be written: _____

Recommendations:

A Section 504 Plan is recommended and attached.

The student does not have a physical or mental impairment that substantially limits a major life activity and is not eligible for a Section 504 Plan.

The student has an impairment that substantially limits a major life activity, but does not require a Section 504 Plan.

Other _____.

Review Date: _____

504 Team:

Principal _____

Teacher _____

Counselor _____

Other _____

Parent(s)/Guardian _____

Nurse _____

Teacher _____

Other _____

Acknowledgment:

I received a copy of the Notice of Section 504/ADA Procedural Information and Rights for the current year.

- I agree with the IAT's recommendations as stated above.
- I disagree with the IAT's recommendations as stated above. (Please attach a sheet outlining those areas of the recommendations with which you disagree.)

Parent/Guardian Signature _____ **Date** _____

For Office Use Only			
Copies to:	<input type="checkbox"/> District 504 Coordinator	<input type="checkbox"/> School Counselor/District Health Coordinator	
	<input type="checkbox"/> Parent(s) Files	<input type="checkbox"/> Building Administrator	

SECTION 504 PLAN

SECTION 504 PLAN
* CONFIDENTIAL *

Case Manager

- School Counselor
- District Health Coordinator

- Initial 504 Plan
- Continuing 504 Plan

The student covered under this Plan is a student with a disability. The accommodations/modifications/interventions listed on this Plan comply with the ADA Amendments Act of 2008 and the Rehabilitation Act of 1973 (Section 504).

Date: _____

Section I

NAME:		DATE OF BIRTH:	
ADDRESS:			
CITY:	STATE:	ZIP:	PHONE #:
PARENT/GUARDIAN NAME(S):			
BUILDING:	GRADE:	STUDENT ID#:	

SECTION II What physical or mental impairment has the team identified?

- Asthma
- Attention Deficit Disorder/ADHD
- Brain Injury
- Cancer
- Cerebral Palsy
- Developmental Aphasia
- Diabetes
- Dyslexia
- Emergent Allergy
- Emotional Illness
- Epilepsy
- Hearing Impairment
- Heart Disease
- Minimal Brain Dysfunction
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic Impairment
- Recovering Chemical Dependent
- Seizures
- Speech Impairment
- Visual Impairment
- Other: _____

DIAGNOSIS:

Date of Diagnosis: _____ Physician: _____ Medication: _____

SECTION III

BACKGROUND INFORMATION (Pertinent educational and additional medical information):

SECTION IV

ELIGIBLE DISABILITY UNDER: Check major life activities and/or bodily functions that are substantially or extremely limited as a result of the physical or mental impairment.

Bending
Breathing
Caring for one's self
Communicating
Concentrating
Eating
Hearing
Learning
Lifting
Performing manual tasks

Reading
Seeing
Sleeping
Speaking
Standing
Thinking
Walking
Working
Other: _____

Bladder
Bowel
Brain
Circulatory/Cardiovascular System
Digestive System
Endocrine System
Immune System

Neurological System
Normal Cell Growth
Respiratory System
Reproduction
Other: _____

SECTION V

Substantial Limitation (i.e., concern or problem to be addressed)	Intervention/Strategy (i.e., accommodation/modification /intervention)	Person(s) Responsible	Date to Begin	Evaluation Procedure	Comments
Testing Accommodations (if needed)					

Location of the Implementation of this Plan: _____
 How will teachers and staff be made aware of this Plan: _____
 How will this Plan be monitored: _____
 Person responsible for monitoring Plan: _____ Anticipated Review Date: _____

SECTION VI

INITIATION DATE: _____ DURATION OF PLAN: _____ NEXT REVIEW DATE: _____

SECTION VII

Attachments Yes No

If Yes, List documents attached: _____

SECTION VIII

PARTICIPANTS (Name) (Title) (Date)

_____ Case Manager _____

** Plans that require expenditure of funds beyond the school's budget must be approved in advance by the District Administrator or Central Office designee.

_____ District Administrator or Designee _____ Date

SECTION IX

I received a copy of the Notice of Section 540/ADA Procedural Information and Rights for the current year:

_____ Parent Signature _____ Date

I give permission for this Section 504 Plan to be implemented for my child. The information contained in this plan will be distributed to appropriate individuals in the building. Your signature indicates consent to share this plan with necessary staff.

I do not give permission for this Section 504 Plan to be implemented for my child.

_____ Parent Signature _____ Date

For Office Use Only

Copies to: District 504 Coordinator
 Teacher(s)
 504 Case Manager
(School Counselor or District Health Coordinator)

Building Administrator
 Parent(s)
 File

Copies to: Parent/Guardian Cumulative Folder

PARENTS' PROCEDURAL RIGHTS AND SAFEGUARDS, INCLUDING DUE PROCESS

In accordance with various Federal laws (including Section 504, the Americans with Disabilities Act of 1990, as amended ("ADA"), FERPA, and Title VII), the following procedural safeguards will be provided with respect to decisions or actions regarding the identification, evaluation, educational program or placement, or content of a Section 504 Plan of a student who is or may be disabled under Section 504, but not also disabled under the IDEIA:

- A. students with disabilities have the right to take part in, and receive benefits from, public education programs without discrimination because of their disabilities;
- B. parents have the right to be advised of their rights under Section 504;
- C. parents have the right to receive written notice of any decision regarding the identification, evaluation, or educational placement of their child;
- D. parents have the right to have their child receive a free appropriate public education ("FAPE") if the child has a physical or mental impairment that substantially limits one or more major life activities;

This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e., the student's education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids/services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

- E. parents have the right to have their child educated in facilities and receive services comparable to those provided to students without disabilities;
- F. parents have the right to have evaluation and educational placement decisions made based upon a variety of informational sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options;
- G. parents have the right to have their child transported in a non-discriminatory manner;

If the District refers a student for aids, benefits, or services outside the District, the District will ensure that adequate transportation is provided at no greater cost to the parents than if the aids, benefits, or services were provided within the District.

- H. parents have the right to place their child in a private school or alternative educational program;

However, if the District makes a FAPE available to the student that conforms to the requirements of Section 504 and nevertheless the parents choose to place the student elsewhere, the District is not required to pay for the student's education at the private school or alternative program, including costs associated with transportation.

- I. parents have the right to have their child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;
- J. parents have the right to examine all relevant education records, including, but not limited to, those documents related to decisions regarding their child's identification, evaluation, educational program and placement;
- K. parents have the right to obtain, at their own expense, an independent educational evaluation of their child;
- L. parents have the right to obtain copies of education records at a reasonable cost unless the fee would effectively deny the parents access to the records;
- M. parents have the right to a response from the District to reasonable requests for explanations and interpretations of their child's education records;
- N. parents have the right to receive all information in the parents' native language and mode of communication;
- O. parents have the right to periodic re-evaluations and an evaluation before any significant change in program/service modifications;
- P. parents have the right to request amendments of their child's education record(s) if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of their child;

If the District refuses to amend the record(s), the parents have the right to request a hearing and/or to attach to the record(s) a statement of why they disagree with the information it contains.
- Q. parents have the right to request mediation or an impartial due process hearing related to decisions or actions concerning their child's identification, evaluation, educational program or placement;
- R. parents have the right to file an internal complaint;
- S. parents have the right to be represented at any point in the process by an attorney;
- T. parents have the right to recover reasonable attorney fees as authorized by law (i.e., if the parents are successful on their due process claim);
- U. parents have the right to be notified of their Section 504 rights:
 - 1. when evaluations are conducted;
 - 2. when consent for an evaluation is withheld;
 - 3. when eligibility is determined;
 - 4. when a Section 504 Plan is developed; and
 - 5. before there is significant change in the Section 504 Plan.

Procedural Rights Pertaining to Section 504 Due Process Hearings

When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer (“IHO”) (i.e., by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with his/her objectivity in the hearing).

The District will maintain a list of trained IHO's that may include IDEIA hearing officers, attorneys, and Directors of Special Education outside the District. The District Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the District. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.

A party to such a due process hearing shall have:

- A. the right, at his/her/their own cost, to be accompanied and advised by legal counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
- B. the right to present evidence, and confront, cross-examine and compel the attendance of witnesses;
- C. the right to a written or electronic verbatim record of such hearing; and
- D. the right to written findings of fact and the reasons for the decision.

The IHO shall conduct the due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) calendar days from the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).

The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) calendar days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

- A. a statement of time, place and nature of the hearing;
- B. a statement of the legal authority and jurisdiction under which the hearing is being held;
- C. a reference to the particular section of the statutes and rules involved;
- D. a statement of the availability of relevant records for examination;
- E. a short and plain statement of the matters asserted; and
- F. a statement of the right to be represented by counsel.

The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and to otherwise be heard. The parent and/or student may be represented by another person of his/her choice, including an attorney.

The IHO shall make a full and complete record of the proceedings.

The IHO shall render a decision in writing to the parties within thirty (30) calendar days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision.

The notification shall include a statement that either party may appeal the decision.

Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

© NEOLA 2014

SECTION 504/ADA – COMPLAINT PROCEDURES RELATED TO ACCESSIBILITY OF DISTRICT FACILITIES

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person is/are designated as the District's Section 504/ADA Compliance Officer ("District's Compliance Officer"):

Carmen O'Brien, Director of Curriculum
515 E. Fourth St.
Manawa, WI 54949
Phone: (920) 596-2524
Fax: (920) 596-2655
cobrien@manawa.k12.wi.us

Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officer").

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed in a timely manner with either the District Compliance Officer or the Building Compliance Officer. The District's Compliance Officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

A person who has a complaint about District facilities or services may register such complaint with the Building Compliance Officer and/or District Compliance Officer. Such complaints should be filed in writing within thirty (30) calendar days of the circumstances or event giving rise to the complaint. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. The written complaint must contain the following information:
 1. Name(s) of person(s) filing complaint.
 2. Whether the person(s) represents an individual or group.
 3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the District Compliance

Officer.

4. A written summary of the complaint and a proposed solution.
-
- B. The Building Compliance Officer or the District Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.
 - C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the District Administrator, who will respond within ten (10) business days.
 - D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the Board of Education. The Board will consider the complaint and respond within forty (40) calendar days.

OCR Complaint

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Citigroup Center, 500 W. Madison Street, Suite
1475
Chicago, IL 60661
312-730-1560
Fax: 312-730-1576
TDD: 877-521-2172
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

Approved 11/19/12

© **Neola 2011**

SECTION 504/ADA INTERNAL COMPLAINT - STUDENT

NAME OF COMPLAINANT

TELEPHONE NUMBER

ADDRESS

RELATIONSHIP TO THE SCHOOL DISTRICT:

_____ STUDENT _____ (SCHOOL ATTENDS)

_____ RECEIVING SPECIAL EDUCATION
_____ RECEIVING REGULAR EDUCATION

_____ PARENT _____ (CHILD'S NAME)

DESCRIPTION OF DISABILITY:

STATEMENT/NATURE OF COMPLAINT (INCLUDING DATE OF ALLEGED DISCRIMINATION, IF APPLICABLE):

WHAT ACTION ARE YOU REQUESTING? (I.E. RELIEF SOUGHT):

PARENT/STUDENT/COMPLAINANT

DATE

DATE RECEIVED BY
BUILDING PRINCIPAL/
BUILDING COMPLIANCE OFFICER

MANIFESTATION DETERMINATION REVIEW 504 PLANS

In carrying out a manifestation determination review, the local educational agency, the parent, and relevant members of the Building Consultation Team (BCT) (as determined by the parent and the local educational agency) shall review all relevant information in the student's file, including the child's 504 Plan, any teacher observations, and any relevant information provided by the parents of the child.

Student's Full Name: _____ DOB: _____

Nature of the student's disability:

Nature of the behavior subject to disciplinary action:

The Notice of Section 504/ADA Procedural Information and Rights was presented with an explanation by _____.

Name/Title _____

- | | | |
|---|------------|--------------------|
| 1. Is new or additional evaluation/data needed?
If yes, refer the student for evaluation. | Yes | No |
| 2. Does student have or require a Section 504 Plan?
If yes, is the Section 504 Plan appropriate?
If no, revise the Plan and attach a copy of the modified Plan. | Yes
Yes | No
No |
| 3. Was the student capable of understanding that the behaviors exhibited were in violation of school rules and/or were unacceptable? | Yes | No |
| 4. Previous suspensions/expulsion: | Yes | No (attach record) |
| 5. Aggregate number of suspension days: _____ | | |
| 6. In relationship to the behavior subject to disciplinary action | | |
| a. Did the BCT review relevant information in the student's file and the student's 504 Plan? | Yes | No |
| b. Did the BCT review relevant information presented by the parents and teacher observations? | Yes | No |

c. Did the BCT determine that the conduct in question was caused by or had a direct and substantial relationship to the child's disability?

Yes No

Explain:

d. Was the child's conduct a direct result of the District's failure to implement the 504 Plan?

Yes No

Note: The behavior is a manifestation of the student's disability if the BCT indicated yes on item C or D under #6.

Conclusion:

Based upon the information considered, the BCT determined that the behavior _____ was _____ was not a manifestation of the student's disability.

Date of Manifestation Determination Review: _____

Please note: If the behavior was a manifestation of the disability, the team should consider action such as whether the 504 Plan needs to be changed, a behavior plan needs developed or amended, additional assessment is necessary, etc.

If the behavior is not a manifestation of the student's disability, the District may apply the regular disciplinary procedures as those applied to non-disabled students. The team will also consider whether any additional evaluations need to be conducted or if any modifications to the 504 Plan should be made.

Signature: _____

Title: _____

Signature: _____

Title: _____

Signature: _____

Title: _____

Signature: _____

Title: _____

Copies to: _____ Parent/Guardian _____ 504 Case Manager _____ Office of Pupil Services
_____ Cumulative File



Students choosing to excel; realizing their strengths.

To: Dr. Melanie J. Oppor
From: Mary Eck
Date: July 10, 2018
Re: At-Risk Handbook

The purpose of this memo is to highlight the changes in the At Risk Handbook as follows:

<i>Page #</i>	<i>Current Language (if applicable.)</i>	<i>Proposed Change or Addition</i>
Cover Page	Approved by Manawa Board of Education	(Add) Date of Approval

Students Choosing to Excel, Realizing their Strengths

School District of

Manawa

Home of the

Wolves



At-Risk Handbook

Gr. 6-12

Phoenix Program



Approved by Manawa Board of Education on August 21, 2017

School District of Manawa
800 Beech Street Manawa, WI 54949
920-596-2525
www.manawaschools.org

School District of Manawa

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Wisconsin statute 118.153 requires every school board to identify the children at risk of not graduating from high school who are enrolled in the school district, and annually develop or update a plan describing how the school board will meet their needs.

Contact Person:

At Risk Coordinator
Mary Eck
(920) 596-5804
meck@manawaschools.org

STUDENTS AT-RISK PROGRAM GOALS:

- To increase school success and graduation rate for students identified as at-risk.
- To provide opportunities for all students to feel a sense of belonging to the school community.
- To reduce student failure and potential dropouts.
- To provide early intervention for students identified as being at-risk.
- To involve parents and community resources in meeting the needs of students identified as at-risk.
- To enhance students' achievement and self-worth

CRITERIA USED TO IDENTIFY STUDENTS AT RISK:

Students in grades 6 through 12 who are at risk of not graduating from high school because they are dropouts or are two or more of the following:

- One or more years behind their age group in the number of high school credits attained
- Two or more years behind their age group in basic skill levels
- Habitual truants as defined by §118.16(1)(a)
- Parents
- Adjudicated delinquents

- Eighth grade pupils whose score in each subject area on the examination administered under §118.30(1m)(am) was below the basic level
- Eighth grade pupils who failed the examination administered under §118.30(1m)(am)
- Eighth grade pupils who failed to be promoted to the ninth grade
- Students with AODA use/ abuse
- Students with documented mental health issues

IMPLEMENTATION OF AT-RISK PROGRAMMING

Each summer, the principals will provide a list of students considered to be at risk of not graduating, based on the criteria listed above. These students will be discussed at the Building Consultation Team meetings early in the school year, by September 1. The building principals, as a part of the Building Consultation Team, are responsible for activating and implementing the district's intervention systems of support that will best fit the students' needs. When additional interventions, programs and services are needed, these teams will also take responsibility for assessment, identification, development of an action plan or program and progress monitoring. Students new to the district will be assessed and evaluated by the Building Consultation Team within four weeks of arrival.

DISTRICT INSTRUCTIONAL AND BEHAVIORAL SERVICES

To advance achievement for all students, the School District of Manawa has established a multilevel Response to Intervention (RtI) process for the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classrooms. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to the instruction. RtI is designed for use when making decisions about student needs, creating a well-integrated system of instruction and intervention guided by child outcome data. In this District, educational decisions are made within the Building Consultation Team (BCT) process. An overview of this process follows:

Tier I: General instructional and behavioral services/programs are the universal services and programming that provide a quality educational program for all students. These services and programs are also considered to be preventative and generally meet the needs of 80%- 90% of the district's students. They include:

Instructional Services:

- Standards-based instructional design
- Frequent classroom formative assessments
- Classroom intervention and progress monitoring
- Universal screening
- Parent access to Skyward database and district website

- Progress and Grade Reports
- School nursing services
- Curriculum adaptations/modifications
- Enrichment programs
- Summer School
- Career Counseling Conferences

Behavioral Services:

- Positive Behavior Interventions and Support (PBIS)
- Annual transition activities
- Training for teachers
- Anti-bullying initiatives
- Suicide Prevention Activities
- Parent/Teacher conferences
- Guidance and counseling programs
- Staff de-escalation training (Non-Violent Crisis Intervention)
- Focus on attendance

Tier II: Supplemental school instructional and behavioral programs/services are supplemental services and research-based interventions provided to some students (5-15%) when the students meet criteria established in the RtI process. Grade-level teams or building resource staff work together to systematically implement and establish supports where student progress is monitored at least bi-weekly. These include:

Instructional Services

- Universal Screening and Tier II interventions in addition to classroom instruction
- Classroom and curricular modifications/accommodations
- Teacher training specific to at-risk students
- Online classes/credit recovery
- Title I reading support
- Section 504 Accommodations Plans
- Supplemental curriculum resource materials/ academic support
- Personalized Education Plans
- Health protocols and other individual (504) accommodation plans
- Assistive Technology
- English Language Learning program/support
- Enrichment programs

Behavioral Services:

- Truancy plan
- Positive Behavior Interventions and Support (PBIS)
- School counseling or psychology services
- Anti-bullying initiatives
- Small group and individual support; check-in and check-out

Tier III. Intensive Interventions are research-based interventions used with small groups of students whose deficiencies are so unique they require individualized and intensive instructional approaches. Students qualifying for Tier III will receive Tier I and Tier II services in addition to those listed here. These include:

- Skill specific Intensive/Individualized Interventions
 - Outlined by the Building Consultation Team and developed with input from teaching staff, parents, and student
- Alternate program
 - Personalized Education Plans
 - GEDO #2 program to earn a high school diploma
 - A program in which students take the four GED tests, complete health, civics, and other requirements
 - Students must be 17 years old
 - Students must be in the 4th year of high school
 - Students must be able to demonstrate a 9th grade level of reading
 - Students participate in 15 hours per week of small group instruction

PARENT NOTIFICATION

According to § PI 25.04 (5), the district must notify each pupil and his or her parent/guardian in writing whenever the pupil has been identified as a child at risk of not graduating. The Building Consultation Team will send notification before the school year begins. The notice shall include the following:

- The name and telephone number/email of a person the parent/guardian or pupil can contact regarding the school district's at-risk plan or program
- A description of the at-risk plan
- A statement that the pupil is eligible to be enrolled under the district's plan to serve children at-risk
- A description of the at-risk programs available and how the pupil may participate in a specific program if more than one program is offered
- A statement to inform the parent/guardian that he or she may select one or more programs in which the pupil may participate
- Description of the enrollment process
- Process for the parent/guardian if he or she disagrees with the planned services
- Assurance that the special education and related services needs of a pupil with a disability, as defined in § 115.76 (3)(5) are first addressed in the pupil's individualized education program developed pursuant to §115.787, whenever that pupil is also eligible to be served in an at-risk program

EVALUATION

The Building Consultation Team will evaluate and report to the school board annually, in July, the success of the services provided under the at-risk plan by:

- Increase in graduation rates

- Decrease in dropout rates
- Improved school attendance
- Decrease in legal referrals
- Decrease in disciplinary referrals
- Decrease in course failures

COMMUNICATION

The staff and community partners will be informed about the at-risk plan and available services through:

- District web page - under the Programs and Services tab
- Course of Study catalog (posted on the district website - Jr./Sr. H.S. page)
- Committee reports
- In-service time
- Involvement in the process of student identification
- Curriculum collaboration
- Staff meetings
- School board meetings

REFERRAL PROCESS

Students who meet the criteria for being a student at-risk can be brought to the attention of the school principals by the teaching staff, administration team, parents, or social service personnel. Once the list of students is compiled by the principals, the Building Consultation Team (BCT) reviews it and ensures that the students meet either the state, district, or discretionary criteria. Next, parents of students identified are notified of their eligibility for at-risk programming. A Personalized Education Plan (PEP) meeting is then scheduled. Then the PEP meeting takes place where parents, student, at-risk coordinator, and counselor discuss options for the student. At this point the parent and/or the student can decide to accept or reject the offer of programming by indicating their choice on the placement offer letter (addendum B) If the offer is rejected, the student is then placed in the traditional classroom for educational services. At the meeting, a Personalized Education Plan (addendum A) is developed and a monitoring system is put in place for any educational or behavioral goals laid out in the plan. The at-risk coordinator and the BCT will monitor the goals every four weeks or more often as needed. If sufficient progress is not being made, the parents are notified and modifications are made to the PEP at a meeting attended by the parents, student, at-risk coordinator, and counselor. Once the goals of the PEP are achieved, the student may be released from at-risk programming and will then receive educational services in the traditional classroom.

ADDENDUM A
Personalized Education Plan
Phoenix Program
School District of Manawa

Student Name: _____ Grade: _____ Date of Birth: _____

Parent/Guardian: _____ Phone: _____(h)_____ (w)

School Attendance for Previous School Year (number of days present) _____

Student Retained in Grade(s) (Circle Appropriate): K 1 2 3 4 5 6 7 8

Date PEP Developed _____ Date PEP Completed _____

Strengths		Areas Needing Improvement	
Instructional Goal (1st Semester)	Resources	Strategies	Beginning/Ending Dates
Behavioral Goal (1st Semester)	Resources	Strategies	Beginning/Ending Dates

 Student Signature/Date

 Parent/Guardian Signature/Date

 Teacher Signature/Date

 Principal Signature/Date

Instructional Goal (2nd Semester)	Resources	Strategies	Beginning/Ending Dates
Behavioral Goal (2nd Semester)	Resources	Strategies	Beginning/Ending Dates

Student Signature/Date

Parent/Guardian Signature/Date

Teacher Signature/Date

Principal Signature/Date

Comments (Teacher/Parent)		
Building Consultation Team Review Name: _____ Title: _____ Date: _____ Name: _____ Title: _____ Date: _____ Name: _____ Title: _____ Date: _____ Name: _____ Title: _____ Date: _____ Principal: _____ Date: _____		

ADDENDUM B (Which will be on District Letterhead)

Placement Offer

Date: _____
Student: _____ Grade: _____
Parent/Guardian: _____
Address: _____
Phone: _____ Email: _____

Dear Parent/Guardian,

This is to inform you that the At-Risk Coordinator, acting on behalf of the School District of Manawa, has offered to place your child in the Phoenix Program at Little Wolf High School. Your son/ daughter will be in the GEDO #2 Program /Credit Phoenix Recovery Program as explained in the enclosed brochure. We encourage you to take advantage of these valuable services.

Your son/daughter has met one of the criteria outlined on the next page: the state, district, or discretionary criteria.

Involvement in this program is voluntary. If you believe that the Phoenix Program will not meet the needs of your son/daughter, you may decline placement in this educational program. Please return this signed form to me at the high school. Please call or email with questions and/or concerns.

Mary Eck
At-Risk Coordinator
Little Wolf High School
(920) 596-5804
meck@manawaschools.org

Parent Consent

I hereby give my consent for the placement of my child in the Phoenix Program.

Parent (or Student) Signature/Date

Parent Rejection

I do not give my consent for the placement of my child in the program offered above.

Parent (or Student)Signature/Date

I am unsure at this time and would like more information.
Please contact me to schedule a meeting to discuss my child's educational options.
The best time/ day to get a hold of me is:

Parent (or Student)Signature/ Date

Original to cumulative file

Student has met the criteria checked:

State Criteria for Credit Recovery

- One or more years behind in high school credits
- Two or more years behind in basic skills
- Habitual Truant
- Parent
- Adjudicated Delinquent
- Student with AODA use/abuse
- Student with documented mental health issues
- Student who failed to be promoted to the ninth grade
- Student who failed the standardized test in eighth grade
- Student whose score in each subject area of the standardized test was below the basic level

District Criteria for Credit Recovery

- Potential Dropout
- Student who failed at least two core classes

Discretionary Criteria for Credit Recovery

As determined by Building Consultation Team

State Criteria for GEDO #2

- At least 17 years old
- At least one year behind in high school credits
- Able to demonstrate the ability to read at the 9th grade level

School District of Manawa does not discriminate on the basis of race, sex, age, religion, handicap or national origin.

Proposed Salary Advancement Model

	Increase from past year	Level	Wage
		OR	\$ 39,000
LEVEL A	\$ 1,000	A1	\$ 40,000
	\$ 800	A2	\$ 40,800
	\$ 800	A3	\$ 41,600
	\$ 1,000	A4	\$ 42,600
	\$ 1,000	A5	\$ 43,600
	\$ 1,500	A6	\$ 45,100
LEVEL B	\$ 1,500	B1	\$ 46,600
	\$ 1,000	B2	\$ 47,600
	\$ 1,000	B3	\$ 48,600
	\$ 1,000	B4	\$ 49,600
	\$ 1,000	B5	\$ 50,600
	\$ 1,000	B6	\$ 51,600
LEVEL C	\$ 3,000	C1	\$ 54,600
	\$ 500	C2	\$ 55,100
	\$ 500	C3	\$ 55,600
	\$ 500	C4	\$ 56,100
	\$ 500	C5	\$ 56,600
	\$ 500	C6	\$ 57,100
LEVEL D	\$ 3,000	D1	\$ 60,100
	\$ 500	D2	\$ 60,600
	\$ 500	D3	\$ 61,100
	\$ 500	D4	\$ 61,600
	\$ 500	D5	\$ 62,100
	\$ 500	D6	\$ 62,600
LEVEL E	\$ 3,000	E1	\$ 65,600
	\$ 500	E2	\$ 66,100
	\$ 500	E3	\$ 66,600
	\$ 500	E4	\$ 67,100
	\$ 500	E5	\$ 67,600
	\$ 500	E6	\$ 68,100
LEVEL F	\$ 1,000	F1	\$ 69,100
	\$ 500	F2	\$ 69,600
	\$ 500	F3	\$ 70,100
	\$ 500	F4	\$ 70,600
	\$ 500	F5	\$ 71,100
	\$ 500	F6	\$ 71,600
LEVEL G	\$ 1,000	G1	\$ 72,600
	\$ 500	G2	\$ 73,100
	\$ 500	G3	\$ 73,600
	\$ 500	G4	\$ 74,100
	\$ 500	G5	\$ 74,600
	\$ 500	G6	\$ 75,100
LEVEL H	\$ 1,000	H1	\$ 76,100
	\$ 500	H2	\$ 76,600
	\$ 500	H3	\$ 77,100
	\$ 500	H4	\$ 77,600
	\$ 500	H5	\$ 78,100
	\$ 500	H6	\$ 78,600

School District of Manawa

Wage Advancement Model - Support Staff

I. Background

The Support Staff Wage Matrix was designed in 2015 and updated in 2017.

II. Overview

A support staff employee is eligible for a pay increase after 5, 10, 15, and 20 years of employment with the district. The basis for wage advancement from one lane to the next is dependent on positive evaluations by a supervisor(s) and a recommendation by administration.

III. Employee Classification

Support Staff employees are classified as follows:

- Instructional Aide
- Food Service
- Custodian/Maintenance
- Clerical/Support Staff
- Program/Health Aide**
- Special Education Aide
- Food Service Manager
- Building Secretary
- Financial Support Staff
- District Administrative Assistant

IV. Salary Structure

The structure is patterned so that employees will earn \$0.76 increases after five (5) years of continuous employment. Wage increase increments are the same regardless of position.

V. Job Performance Evaluation

All Support Staff will be evaluated by a supervisor and/or an administrator annually.

VI. Advancement on the Wage Model

Advancement from one level to the next is dependent on positive evaluations over 5 years by a supervisor(s) and a recommendation by the District Administrator to the Board of Education. Evaluation summaries will be done with all support staff prior to June 1 and recommendations will go to the District Administrator every five years for approval. Final wage increases will be approved at the June Board of Education meeting.

VII. Performance Improvement Plan Freeze

Any Support Staff that receives a negative evaluation may be placed on a Performance Improvement Plan and is frozen at his/her current location on the Wage Advancement Model for the next school year. No advancement may occur until the terms of the plan have been met and the plan is no longer in place.

	2017-18						
Lane	A	B	C	D	E		
	1-5 Years	6-10 Years	11-15 Years	16-20 Years	21+ Years		Sub Rate
District Admin Asst	\$16.29	\$17.05	\$17.81	\$18.57	\$19.33		N/A
Financial Support Staff	\$15.76	\$16.52	\$17.27	\$18.03	\$18.79		N/A
Food Service - Manager	\$14.89	\$15.64	\$16.40	\$17.16	\$17.92		N/A
Special Ed. Aide	\$14.73	\$15.49	\$16.25	\$17.01	\$17.77		\$10.64
Building Secretary	\$14.27	\$15.03	\$15.79	\$16.55	\$17.31		\$10.64
Clerical/Support Staff	\$14.27	\$15.03	\$15.79	\$16.55	\$17.31		\$10.64
Program/Health Aide	\$14.23	\$14.99	\$15.75	\$16.51	\$17.26		\$10.64
Custodian/Maintenance	\$13.58	\$14.34	\$15.10	\$15.86	\$16.62		\$11.09
Food Service	\$13.21	\$13.97	\$14.73	\$15.49	\$16.25		\$10.64
Instructional Aide	\$13.21	\$13.97	\$14.73	\$15.49	\$16.25		\$10.64



Book	Policy Manual
Section	Special Release - Tech Update - Phase II
Title	Special Release - Tech Update - Phase II New CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Number	po8300
Status	First Reading

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall District (X) and also for each school (~~-~~) and department in the District.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life-cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District to the larger local community post-disaster.

The ~~District Administrator~~ Superintendent shall recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

The District Administrator shall conduct:

(X) an annual

~~(-)~~ periodic

Review of the COOP.

© Neola 2017

Legal

Last Modified by Melanie Oppor on July 11, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase II
Title	Special Release - Tech Update - Phase II New INFORMATION SECURITY
Number	po8305
Status	First Reading

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider. Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District *Information Resources* (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District *Technology Resources* (as defined in Bylaw 0100) and *Information Resources*.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (~~Form 7540-04F1~~) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District *Technology Resources* on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director ~~or Information Technology Department/Office~~.

The ~~District Administrator~~ ~~Superintendent~~ shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the ~~District Administrator~~ ~~Superintendent~~ is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The ~~District Administrator~~ ~~Superintendent~~ shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/ Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of *Information Resources*, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or AGs may be denied access to the District's *Technology Resources*.

The ~~District Administrator~~ ~~Superintendent~~ shall conduct

(X) an annual

~~() a periodic~~

assessment of risk-related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300.

© Neola 2017

Legal

Last Modified by Melanie Oppor on July 11, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised PERSONAL COMMUNICATION DEVICES
Number	po5136
Status	First Reading

~~po~~5136 - **PERSONAL COMMUNICATION DEVICES**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

~~{ DRAFTING NOTE: SELECT OPTION A OR OPTION B OR OPTION C OR OPTION D }~~

OPTION A

~~{ } While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours, { } during after school activities (e.g., extra-curricular activities), { } and on school buses or other Board-provided vehicles. [END OF OPTION]~~

~~{ } However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. { } The use of a PCD to engage in non-education related communications is expressly prohibited. [END OF OPTION A]~~

OPTION B

~~{ X } Students may use personal communication devices (PCDs) before and after school, { X } during their lunch break, { X } in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, { X } during after-school activities (e.g., extra-curricular activities), { X } or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.~~

~~{ X } However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. { } The use of a PCD to engage in non-education related communications is expressly prohibited.~~

~~{ END OF OPTION B }~~

OPTION C

~~{ } In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours, { } at after school activities (e.g., extra-curricular activities), and on school buses or other Board-provided vehicles.~~

~~{ } Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. { } The use of a PCD to engage in non-education related communications is expressly prohibited.~~

~~{ END OF OPTION C }~~

OPTION D

~~{ } Students may not possess telephone paging devices (e.g., beepers or pagers) on school grounds, at school-sponsored events, and on school buses or other Board-provided vehicles. Students may not use personal communication devices (PCDs), during the school day { } while on school property, { } or during after school activities (e.g., extra-curricular activities).~~

~~When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight.~~

~~{ END OF OPTION D }~~

~~For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), (-) telephone paging devices (e.g., beepers or pagers), (-) and/or other web-enabled devices of any type.~~ Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

~~[IF SCHOOL VEHICLES WAS NOT SELECTED IN OPTION A, INCLUDE THE FOLLOWING: (X)~~ Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles ~~(X)~~ or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the ~~bus driver, (X)~~ classroom teacher, or ~~(X-)~~ sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. ~~[THIS LANGUAGE MAY ALSO BE USED IF OPTION B WAS SELECTED.]~~

~~Also, during~~ During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. ~~(X)~~ Students who violate this provision and/or use a PCD to violate the privacy rights of another person ~~(X)~~ shall ~~(-)~~ may have their PCD confiscated and held until ~~(-)~~ the end of the school day ~~(X)~~ a parent picks it up, ~~(X)~~ and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated ~~-~~ PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ~~(-)~~ classrooms, ~~(-)~~ gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), ~~sexual orientation~~, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours ~~(X)~~ and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

[X] Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

[X] Students may use school phones to contact parents during the school day.

Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT
Number	po5136.01
Status	First Reading

5136.01 - **TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT**

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, ~~often~~ the possession and use of such technology resources and other equipment or devices by students at school ~~can~~ may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

[OPTION #1]

~~[] Consequently, the Board of Education will supply any technology resources and other electronic equipment or devices necessary for participation in the educational program. Students shall not use () or possess any technology resources and other electronic equipment or devices on school property or at any school sponsored activity without the permission of () the principal () the classroom teacher ()~~

Examples of prohibited devices **[INSERT THOSE ITEMS APPLICABLE TO YOUR DISTRICT; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136 AND THE DEFINITION OF TECHNOLOGY RESOURCES IN BYLAW 0100]** include, but are not limited to

- A. ~~()~~ cameras (photographic and/or video);
- B. ~~()~~ laptops;
- C. ~~()~~ tablets (e.g., iPad like devices);
- D. ~~()~~ **smartphones;**
- E. ~~()~~ e-readers (e.g., Kindle like devices);
- F. ~~()~~ personal digital assistants (PDAs);
- G. ~~()~~ lasers;
- H. ~~()~~ laser pens or pointers;
- I. ~~()~~ radios;
- J. ~~()~~ "boom boxes";
- K. ~~()~~ headphones;
- L. ~~()~~ portable CD/MP3 players;
- M. ~~()~~ portable TV's;
- N. ~~()~~ electronic games/toys;
- O. ~~()~~ pagers/beepers, other paging devices;
- P. ~~()~~ _____;
- Q. ~~()~~ _____.

{END-OF-OPTION-1}
{OPTION-2}

~~{DRAFTING NOTE:—Option 2A restricts use for educational and instructional purposes, while Option 2B permits use during instructional time for educational or instructional purposes only, but permits use during non-instructional time for any use that is consistent with the District's acceptable use policy.}~~

~~{OPTION-2A}~~

~~[] Students may use the following technology resources and other electronic equipment/devices on school property only for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. **{delineate approved devices}**~~

~~{OPTION-2B}~~

[X] Students may use the following technology resources and other electronic equipment/devices during instructional time for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision, and may use these technology resources and other electronic equipment during non-instructional time, provided such use is consistent with the Policy 7540.03 Student Acceptable Use and Safety.

~~{after selection Option 2A or 2B, delineate approved devices}~~

- A. ~~()~~ cameras (photographic and/or video);
- B. ~~()~~ laptops;
- C. ~~()~~ **tablets (e.g., iPad-like devices);**
- D. ~~()~~ **smartphones;**
- E. ~~()~~ e-readers (e.g., Kindle-like devices);
- F. ~~()~~ personal digital assistants (PDAs);
- G. ~~()~~ portable CD/MP3 players () with headphones;
- H. ~~()~~ _____.

~~{END-OF-OPTION-2}~~

{OPTION-3}

[X] Students may use the following technology resources and other electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board (X) or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the ~~() bus driver,~~ (X) classroom teacher, (X) sponsor/advisor/coach, (X) building principal. **{delineate approved devices}**

- A. ~~()~~ cameras (photographic and/or video);
- B. ~~()~~ laptops;
- C. ~~()~~ tablets (e.g., iPad-like devices);
- D. ~~()~~ smartphones;
- E. ~~()~~ e-readers (e.g., Kindle-like devices);
- F. ~~()~~ personal digital assistants (PDAs);
- G. ~~()~~ portable CD/MP3 players with headphones;
- H. ~~()~~ electronic games/toys;
- I. ~~()~~ _____.
- J. ~~()~~ _____.

Distracting behavior that creates an unsafe environment will not be tolerated.

~~{END-OF-OPTION-3}~~

{OPTION-4}

~~[] However, the use of any communication functionality that is a part of or attached to the above approved technology resources and other electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer to peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network.~~
~~{END OF OPTION 4}~~

{OPTION 5}

~~[] The preceding prohibitions do not apply to Board owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.~~
~~{END OF OPTION 5}~~

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any ~~camera~~technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using technology resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including transgender identity, sexual orientation, and gender identity), ~~sexual orientation~~, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using ~~cameras~~technology resources and other electronic equipment/devices to capture, ~~or~~ record, ~~or~~ transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using ~~cameras~~technology resources and other electronic equipment and devices to capture, ~~or~~ record, ~~or~~ transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using ~~a camera~~technology resources or other electronic equipment/devices to capture, ~~or~~ record, ~~or~~ transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. ~~Cameras~~Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, ~~(-) classrooms~~, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

[X] If ~~a camera~~technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the conduct is referred to law enforcement officials or child services.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. ~~Electronic-Technology resources or other electronic~~ equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

© Neola ~~2009~~2017

Last Modified by Melanie Oppor on July 11, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Number	po7540.03
Status	First Reading

7540.03 - ~~STUDENT EDUCATION~~ TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board ~~of Education~~ provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system ~~does do~~ not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. ~~This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

~~The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.~~

~~The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.~~

~~The First, the~~ Board may not be able to technologically limit access to services through its Education Technology technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the ~~Education Technology~~District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the ~~Network~~District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The ~~Technology Director~~District Administrator or _____ may temporarily or permanently unblock access to websites or online ~~education~~educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The ~~Technology Director~~District Administrator or _____ may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

~~The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.~~

~~Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.~~

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy, "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of ~~personal~~personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of ~~the Education Technology~~District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social ~~networking websites and media, including~~ in chat rooms, and cyberbullying awareness and response. All ~~Internet~~users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

[X] Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. (X) Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

~~Students and staff members are responsible for good behavior when using District technology resources—i.e., behavior comparable to that expected of students when on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanctionapprove any use of the Education Technologyits technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.~~

~~[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]~~

[X] Students ~~shall not access social media for personal use from the District's network~~may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

~~(-), but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~of the Board's Education Technology~~ are personally responsible and liable, both civilly and criminally, for uses of ~~the Ed Tech~~District technology resources that are not authorized by this ~~Board~~ policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director_____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of ~~the District's Education Technology~~District technology resources.

© Neola ~~2014~~2017

- Legal
- H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
 - 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
 - 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
 - 18 U.S.C. 2256
 - 18 U.S.C. 1460
 - 18 U.S.C. 2246
 - 47 C.F.R. 54.500 – 54.523

Last Modified by Melanie Oppor on July 11, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised DISTRICT-ISSUED STAFF E-MAIL ACCOUNT
Number	po7540.06
Status	First Reading

7540.06 - DISTRICT-ISSUED STAFF E-MAIL ACCOUNT ~~ELECTRONIC MAIL~~

Staff

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members ~~as an official business tool.~~

When available, the District's e-mail system must be used by employees for any official District e-mail communications. ~~(-) Personal e-mail accounts on providers other than the District's e-mail system~~

- ~~(-) may be blocked at any time~~
- ~~(-) shall be blocked~~

~~due to concerns for network security, SPAM, or virus protection arise. Furthermore,~~ District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff may shall not work-related emails ~~send or forward mass e-mails, even if the e-mails concern District business,~~ without prior approval of the

- ~~(-) Technology Director.~~
- ~~(-) site administrator.~~

(X) Building Principal for school-related information or the District Administrator for district-wide information ~~(-) (other).~~

District staff may join listservs or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, ~~(-) provided these list-servs or other e-mail services do not exceed the staff member's e-mail storage allotment. Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's technology coordinator (IT staff). Similarly, if a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's (-) technology coordinator (-) IT staff. The (-) If a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's (-) Technology Director (-) IT staff. The~~

- ~~(-) Technology Director~~
- ~~(-) site administrator~~
- ~~(-) _____ (other)~~

~~is authorized to block e-mail from list servs or e-mail services if the e-mails received by the staff member(s) (-) become excessive (-) regularly exceed _____ megabytes.~~

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read. ~~If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's (-) Technology Coordinator (-) IT staff.~~

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records, or education records if their content includes personally identifiable information about a student. E-

mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records ~~should~~must be maintained pursuant to Policy 8330 – Student Records. Finally, e-mails may constitute electronically stored information ("ESI") that may be subject to a ~~Litigation Hold~~litigation hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a ~~Litigation Hold~~litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a ~~Litigation Hold~~litigation hold shall be retained.

~~[] E-mail retention is the responsibility of the individual e-mail user. Users must comply with District guidelines for properly saving/archiving e-mails that are public records, student education records, and/or subject to a litigation hold. E-mails sent or received using the District's e-mail service () are automatically retained () may only be retained for _____ [e.g., thirty (30)] days on the server. This retention is for disaster recovery and not to provide for future retrieval. The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received. Any questions concerning e-mail retention should be directed to the () Technology Director () site administrator () _____ (other).~~

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its ~~proprietary computers and technology resources, including its~~ computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

~~The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.~~

Authorized Use and Training

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.04 F1 annually.

Furthermore, staff and Board members using the District's e-mail system shall satisfactorily complete training , pursuant to Policy 7540.04, regarding the proper use and retention of e-mail annually.

© Neola ~~2012~~2017

Legal

Last Modified by Melanie Oppor on July 11, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III New DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT
Number	po7540.07
Status	First Reading

7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student’s proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system

may be blocked at any time

~~shall be blocked~~

if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the

~~Technology Director.~~

~~site administrator.~~

Building Principal _____ (other).

Students may join listservs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the listservs or other e-mail services do not become excessive ~~exceed the students' individual e-mail storage allotment. If a student is unsure whether s/he has adequate storage or should subscribe to a listservs or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's Technology Director IT staff.~~ The

Technology Director

~~site administrator~~

~~_____ (other)~~

is authorized to block e-mail from list-servs or e-mail services, ~~if the e-mails received by the student becomes excessive regularly exceed _____ megabytes.~~

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or

through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting the Acceptable Use and Safety form ~~Form 7540.03-F1~~ ~~(-)~~ annually.

Furthermore, students using the District's e-mail system shall receive ~~satisfactorily complete~~ training **(X)**, pursuant to Policy 7540.03, regarding the proper use of e-mail **(X)** annually.

© Neola 2017

Last Modified by Melanie Oppor on July 11, 2018



Book AG 1st Draft Clean
Section 4000 Support Staff
Title PHYSICAL EXAMINATION
Number ag4160A
Status First Reading

4160A - PHYSICAL EXAMINATION

- A. After the District makes a conditional offer of employment, each ~~full-time~~ support staff member shall be asked to take a physical examination from a physician designated by the Board.
- B. The District will pay for the cost of this required, post-offer examination, when performed by a District-assigned physician.
- C. Written evidence of good physical and mental health ~~may be required~~~~may be required periodically~~ may be required by the District from a physician of the District's choosing with the District assuming the expense of such an examination when there is a reasonable basis to suspect that a mental or physical condition is adversely affecting performance.

© Neola 2012

Last Modified by Melanie Oppor on June 18, 2018

Book AG 1st Draft Clean
Section 4000 Support Staff
Title EVALUATION
Number ag4220
Status First Reading

4220 - **EVALUATION**

Evaluations of the support staff members shall meet the following conditions:

A. Evaluations are conducted annually.

The evaluation will identify areas of strength as well as areas for improvement.

The employee's performance ~~with~~ regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend the support staff employee for a Board-approved wage increase.

The employee's performance ~~with~~ regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend to the Board of Education continued employment.

All support staff are considered at-will employees.

B. Factors hindering achievement of job objectives are clearly defined and agreed upon by the evaluator and evaluatee.

© **Neola 2011**

Last Modified by Melanie Oppor on June 18, 2018



Book AG 1st Draft Clean
Section 9000 Relations
Title CUSTOMER SERVICE
Number ag9190
Status First Reading

9190 - CUSTOMER SERVICE

The following guidelines should be followed whenever students are involved in vocational programs ~~that~~ ~~high~~ involve providing services to people in the community:

General Provisions

- The customer will be given an estimate of the costs, in advance of the work, except for standardized cost services.
- A signed Customer Service Agreement and/or work order must be on file and if practicable, a copy of the agreement shall remain with the job.
- The instructor will note pertinent information about the service item upon receipt of the order.
- No item will be released to the customer before the total invoice is paid in full. Arrangements should be made to have work picked up after notification of project completion.
- The Building Principal must approve the scheduling of all customer service work.

Fee Schedule

- All parts and materials furnished by the school will be invoiced at current list price plus State sales tax.
- Customer service fees will be determined by the instructor with approval by the Building Principal.
- A fee may be added when special equipment is needed to complete the order properly.
- The instructors, after consultation with the Building Principal, may quote a job at a special rate if it is determined that the job is an unusually good training experience or requires additional time in the lab. The adjusted rate shall be noted on the Work Order.
- The normal customer service fee may be waived with a donation of materials and/or equipment of a comparable value, with the approval of the Business Manager.

Legal

Last Modified by Melanie Oppor on June 18, 2018



Book AG 1st Draft Clean
Section 9000 Relations
Title DISTRICT-SUPPORT ORGANIZATIONS
Number ag9211
Status First Reading

9211 - DISTRICT-SUPPORT ORGANIZATIONS

In accordance with Board policy, all District-support organizations, including parent associations, booster clubs, and the like, are to abide by the following guidelines.

() Bylaws of the organization clearly state:

1. the purpose of the organization must be to benefit the students of the District;
2. the name of the organization;
3. the procedure for the election of officers and the length of terms;
4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the District Administrator.

() ~~Each organization, by no later than _____ of each year, submit its plan for any and all fund-raising activities to include the following:~~

1. ~~the purpose of each fund-raising activity~~
2. ~~the fund-raising procedure~~
3. ~~the bookkeeping procedure that will be used~~
4. ~~designation of a fiscal officer for the organization who will be responsible for the accounting of funds~~
5. ~~assurance that none of the proceeds from a fund-raiser are commingled with a student activity account~~
6. ~~agreement that none of the activities involve the use of public funds~~
7. ~~a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least _____ percent (____%) of all collected funds will be spent on student activities connected with the District~~
8. ~~agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like~~
9. Each organization will provide assurance any fundraisers involving ~~that involve~~ the sale to students of food items and/or beverages 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 Smart Snack Rules

Further, ~~if approved~~, assurance that fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day (not in direct competition with the sale of reimbursable meals).

() Each organization agrees that any donations made to the District shall be done in accordance with Board Policy 7230 and the accompanying guidelines.

() Each organization agrees to abide by the policies and guidelines established for use of District facilities and grounds.

Legal

Last Modified by Melanie Oppor on June 18, 2018



Book	AG 1st Draft Clean
Section	9000 Relations
Title	HOME-BASED PRIVATE EDUCATION STUDENTS
Number	ag9270
Status	First Reading

9270 - HOME-BASED PRIVATE EDUCATION STUDENTS

The District has established the following requirements and limitations to home education:

Participation in School

A student receiving **hHome-bB**ased private education may attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving **hHome-bB**ased private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the **hHome-bB**ased educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving **hHome-bB**ased private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

Assessment

The District strongly recommends that the parent maintain a record of the program of instruction including assessment of what has been learned. This documentation will be important if the child wished to re-enroll in a District school. Such a record could include:

- A. resources and books used in the course;
- B. the number of hours devoted to each course of study (800 hours minimum);
- C. courses of study completed;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized test scores demonstrating the student's ability.

The District shall not administer statewide examinations/assessments to students receiving a **hHome-bB**ased private education, including those enrolled in the District for two (2) or fewer classes per day. The District shall not pay for any standardized testing of students not enrolled in the School District.

The District may permit the home-based student to take local District achievement/ability tests normally given at each grade by the District. This may be done on a fee basis, as determined at the time of the parent request. It is the parent's responsibility to make the appropriate arrangements with the school principal.

Re-Enrollment in School

If a parent wishes to have his/her child return to a District school, s/he must follow normal enrollment guidelines. The conditions and assessment procedures described in AG 5463 - Student Transfer from a Nonpublic School will apply.

In grades 9-12, if the student wishes to enroll, the parent should provide an academic assessment report for each class taken at home. In addition, the school will need the grades from the last public or private school attended prior to home-based education. Athletic eligibility will be determined by WIAA guidelines and District athletic policy.

Students are encouraged to enroll at the beginning of a semester.

All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote home education with P/F grades and "credits" assigned by the parents.

The student's grade-point average will be established only after s/he has completed two consecutive semesters of attendance at the high school. To be eligible for awards such as ~~Valedictorian or Salutatorian~~, Distinguished Scholar, National Honor Society, etc., the student must be enrolled for consecutive semesters prior to the second semester of the senior year.

If the student wishes to graduate, s/he must meet the requirements specified in Board Policy 5460 and graduation guidelines of the high school.

© Neola 2016

Legal

Last Modified by Melanie Oppor on June 18, 2018

Book AG 1st Draft Clean
Section 9000 Relations
Title ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS
Number ag9270A
Status First Reading

9270A - ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS

The following guideline applies to students who are transferring from a home-school, nonchartered religious school, or foreign school. It does not apply to any school that has been approved or licensed by a State educational agency.

General Procedures:

- A. () The parent is to submit to the Building Principal written notification of the intent to enter the school no later than 5 days prior to the expected date of enrollment.
- B. () The Building Principal is responsible for conducting a thorough placement study including an assessment of current learnings relative to each course of study (see AG 5463). The placement study should also include a review of information provided by the parent such as student achievement data, standardized test scores, topics studied, resources used, and samples of student work and accomplishments. It should also include a comparison with the criteria established for private schools under Wis. Statute 118.165. No student is to be placed in any school or grade without a written placement review.
- C. () A final meeting with the parent and student shall be scheduled to review the District's assessment results, establish credits (if applicable), and discuss placement.
- D. () In the event the advance notice is not provided, a temporary placement decision may be made by the Building Principal while the placement review is conducted. The parent is to be informed of the District's placement review procedure.
- E. () Prior to placement, the parent must complete normal enrollment procedures as outlined in AG 5111.
- F. () A review of student progress shall be conducted by the Building Consultation Team at the end of the quarterly grading periods to evaluate the effectiveness of the placement decision.
- G. () A parent may request, during the placement procedure, that his/her child participate in special education programming. If so, the District's special education identification and evaluation procedure is to be followed. If there is no conclusive evidence that special education testing should be initiated or if the student does not qualify, the 504 evaluation procedure (AG 2260) may be applicable or the Building Consultation Team may be notified prior to student placement.
- H. () If the District's assessment of a student indicates mastery of curriculum objectives that far exceed the normal age/grade placement, and whose standardized test scores indicate qualification for gifted education, s/he may be referred to the Building Consultation Team for placement.

Admission to Kindergarten Through Grade Eight

Placement into a grade shall be made in accordance with the following:

- A. () age appropriateness
- B. () data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
- C. () results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
 - 1. () data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools

2. () results of a nationally-normed, standardized achievement test
 3. () written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities
 - () and the District's applicable courses of study
- D. () review of previous regular education program records, if any, to check last grade placement
- E. () results of universal screeners or competency tests at the appropriate grade level(s) to measure achievement of performance objectives in each applicable subject

Admission to Grades Nine Through Twelve

Placement into a grade shall be made on the basis of credits earned. Placement into each subject (e.g. English) shall be made based on:

- A. () age appropriateness;
- B. () data resulting from the assessment procedure described in AG 5463- Student Transfer from Nonaccredited Schools;
- C. () results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
 1. () results of a nationally normed, standardized achievement test in the subject area
 2. () a portfolio of the student's work that demonstrates s/he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age
- D. () review of previous regular education program records, if any, to check last grade placement;
- E. () results on the appropriate universal screeners, competency tests or normed, criterion-references test in the subject area, if applicable to the grade placement.

Procedures for Receiving Credits/Grades

Students shall receive credit for their academic work on the following basis to:

A. () receive credit in language arts, social studies, mathematics, and/or science, the student must:

1. (~~-~~) ~~receive a raw score equivalent to the _____ percentile on a nationally normed, criterion-referenced test in the specific subject.~~
2. () receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects student must complete demonstrating competence in the subject area.

The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within 5 days from the date of enrollment and any projects by no later than _____.

B. () receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by the building administrator and the teacher of the course ~~[teacher or department chairperson].~~

In accordance with Board Policy 5463, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "home-school" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point following the conclusion of the first grading period will be evaluated on a pass/fail basis for competency in the coursework dealt with during the grading period(s).

The maximum number of credits a student may receive for each year of academic study is 8 credits which is equivalent to the maximum number of credits a student may earn while attending the high school.

Procedures for Determining Grade Point Average (GPA)/Class Rank/Transcripts

- A. () Students entering the high school shall have no established grade point average (GPA) ~~or class rank~~ until they have completed two semesters.
- B. () Inclusion of the student in graduation honors such as The Laude System ~~Valedictorian~~ shall occur if the student has been enrolled for two consecutive semesters.

~~() and at least _____% of the credits required for graduation have been earned at the high school.~~

Graduation and Commencement Exercises

Before a diploma will be presented, the student must meet all of the Board's graduation requirements.

For a student to qualify for participation in the commencement exercises, s/he must be enrolled in the high school for _____ ~~() the entire year~~ **one (1) semester**. ~~Note: Don't make this any different than for students transferring in from another public school.~~

© Neola 2013

Legal

Last Modified by Melanie Oppor on June 18, 2018



Book AG 1st Draft Clean
Section 9000 Relations
Title FUND-RAISING BY CHARITABLE ORGANIZATIONS
Number ag9700
Status First Reading

9700 - **FUND-RAISING BY CHARITABLE ORGANIZATIONS**

Charitable organizations are defined as any benevolent, philanthropic, patriotic, not-for-profit or ~~[] eleemosynary [] charitable~~ charitable group, association, corporation, or organization proposed to be such, which solicits and collects funds for charitable purposes.

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products.

(X) The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.

~~() A minimum of _____% of the funds the organization collects in the District are spent within the
() community.
() communities served by the District.
() boundaries of the District.
() or the _____.~~

(X) The organization and/or the disbursement of funds are managed by residents of the District.

(X) The funds are not used for religious or political purposes.

(X) The organization has a definite plan for the collection and distribution of funds.

(X) The percentage of funds collected and used for administrative expenses and/or compensation for solicitors does not exceed 10% _____.

~~Regardless of how worthy the purpose of the fund-raising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year is as follows:~~

~~() _____ (number) that involve the time of any staff member
() _____ (number) that involve only canisters or similar collection devices~~

The Principal _____ shall develop a procedure which each approved organization is to follow to solicit and collect funds within the building or on the premises. The procedure is to ensure that:

~~() students are not involved in the
() solicitation
() collection
_____ of funds;~~

(X) there is no disruption of the school program;

(X) no funds are left in the building

(X) overnight;

(X-) in an unsecured area.

[X] Each requesting organization shall complete an application form provided by the District which shall include:

- A. the names and addresses of the organization and the persons involved;
- B. the dates and times of solicitation;
- C. where solicitation will take place;
- D. proof that the organization is charitable;
- E. proof of compliance with the percentage limitation for administrative and solicitation expenses.

These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

Legal

Last Modified by Melanie Oppor on June 18, 2018

SCHOOL DISTRICT OF MANAWA COACHES HANDBOOK



TABLE OF CONTENTS

ACTIVITY ACCOUNTS	pg. 4
ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES pg.4	
ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE	pg.4
AWARDS	pg. 5
BUDGET	pg. 5
BUILDING USAGE	pg. 6
COACHES ASSOCIATION MEMBERSHIPS	pg. 6
COACHES NOT LICENSED TO TEACH (CNLT)	pg. 6
COACHING CLINICS	pg.6
COMMUNICATION WITH PARENTS	pg. 7
CONCUSSIONS	pg. 7
DISTRICT POLICIES	pg. 7
EMERGENCY SCHOOL CLOSINGS	pg. 8
EVALUATIONS OF COACHES	pg. 8
FIRST AID / CPR	pg. 8
HARASSMENT	pg. 8
HAZING	pg. 9
INJURY OR ACCIDENT OCCURRING TO AN ATHLETE	pg. 9
KEYS	pg. 10
OUT-OF-SEASON CONTACT WITH ATHLETES pg. 10	
PARENT COMMUNICATION PROTOCOL	pg. 11
PRACTICE REGULATIONS pg. 12	
PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE	pg. 12
PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES	pg. 13
RECRUITMENT OF ATHLETES	pg. 13

TABLE OF CONTENTS

REF RANKING	pg. 13
RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES	pg. 13
RULES INTERPRETATION VIDEO AND EXAM	pg. 14
SCHEDULES	pg. 14
STUDENT & PARENT PRE-SEASON MEETING	pg. 14
TRANSFER STUDENTS	pg. 15
TRANSPORTATION OF ATHLETES	pg. 15
UNIFORMS AND EQUIPMENT	pg. 15
VARSITY LETTER AWARD CRITERIA	pg. 16
WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)	pg. 16

ACTIVITY ACCOUNTS

Each sport has a high school activity account and a separate middle school activity account. All activity account purchases must be approved by the Athletic Director to be paid. Keep in mind that monies deposited into this account are from student fees and fundraisers. Acceptable purchases are those that directly benefit students.

ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped from a team or quits a sport during the regular season (after the first contest is played), that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach, and the Athletic Director.

The Central Wisconsin Conference (CWC) does allow students to participate in two sports during the same season. Proper paperwork must be on file with the Athletic Director to be a dual sport athlete.

ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE

Any violations of eligibility rules or the athletic code by any athlete on your team could subject the entire team to forfeits and the School District of Manawa, under certain circumstances, to sanctions from the WIAA. **As a coach, a representative of the School District of Manawa, and a role model for your athletes, you are expected to strictly enforce all WIAA, conference, and school rules and regulations.**

Any suspected or actual violations of any eligibility rules or of the Athletic Code should be reported immediately to the Athletic Director. You are expected to cooperate fully with the Athletic Director and to aid in the investigation of any suspected or alleged violations by your athletes.

AWARDS

The athletic department provides letters, pins, varsity letter certificates, and participation certificates for student-athletes. Any additional awards that you present to your athletes beyond those which are listed below must be purchased from your school district budget or activity fund.

C-team: Participation Certificates

Junior Varsity: Participation Certificates

Varsity: Letter Certificates, Letter (M), and Pins

Make sure your awards do not violate the WIAA rules regarding amateur status as described in the WIAA Rules of Eligibility, Article IV.

The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport.

The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director.

BUDGET

The head varsity coach may assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program. All purchase orders must be signed and approved by the Athletic Director **prior** to the purchase. **COACHES ARE NOT TO CALL, FAX, OR MAIL ANY ORDER TO A VENDOR.** This is done by the district office upon approval of a purchase requisition.

Any requests for equipment, supplies, or training to the Manawa Athletic Booster Club must be preapproved by the Athletic Director. The Athletic Director will take any approved requests to the Manawa Athletic Booster Club for purchase by the Athletic Director. The Manawa Athletic Booster Club will reimburse the SDM after the order is placed.

All purchases for the current school year must be made by April 15th.

BUILDING USAGE

Coaches are only allowed to use School District of Manawa building for usage that directly pertains to the athletic team they coach. SDM buildings for their own personal benefit or leisure.

Coaches must follow the building reservation channels to reserve any space within either LWHS or MES.

COACHES ASSOCIATION MEMBERSHIPS

All coaches are encouraged to be a part of their sports Wisconsin State Coaches Association. This allows the School District of Manawa student-athletes the opportunity to be nominated for state awards.

COACHES NOT LICENSED TO TEACH (CNLT)

Any individual who will help in any way with coaching duties, whether paid or volunteer, and who is not licensed to teach (CNLT), is required to be registered by Little Wolf High School with the WIAA. This rule does NOT apply to student teachers that do not have supervisory responsibilities. For more information, visit www.wiaawi.org, under the WIAA Info tab, there is a link to coach's education. These coaches are required to complete the WIAA required coursework before their second year as a coach. Additionally, background checks, TB tests, and physicals are required by the district of all non-staff coaches, whether they are paid or volunteer.

Prior to the second year of coaching, CNLT must provide a certificate of completion of the course to the Athletic Director.

COACHING CLINICS

All head and assistant coaches at any level are expected to attend at least one coaching clinic per year. One clinic per year per coaching staff, will be paid for by the Athletic Department. If a coach does not attend a clinic however, it is an expectation that they do something else in the off-season to improve their coaching ability. Additionally, all head and assistant coaches can attend one clinic, per sport s/he coaches, during that school year. All coaching days need to be cleared through the athletic department.

COMMUNICATION WITH PARENTS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right

to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program.

CONCUSSIONS

All coaches must read the Concussion Fact Sheet found near the back of this handbook and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document.

DISTRICT POLICIES

All coaches, paid or volunteer, are expected to familiarize themselves with all SDM policies and are not limited to Program Policies, Professional Staff Policies, Support Staff Policies, and WIAA Policies. All district policies are accessible on the SDM website.

If a coach has any questions regarding policies, coaches should ask the Athletic Director, Principals, or District Administrator.

EMERGENCY SCHOOL CLOSINGS

The following policy will be in effect for practice, competitions, and meetings for athletic teams and extracurricular activities.

Late Start:

Athletic practices and activity meetings will follow the school day. Athletic and activity events being hosted at the high school will be as scheduled.

Early Release:

All sport levels must cancel practice. Activity meetings will be canceled. Athletic competitions at home or away will also be canceled.

Cancellation:

All school events/contests/practices will be postponed due to weather conditions, except for WIAA Tournament contests. Those events will be played, if possible. Additionally, no voluntary practices off school grounds will be allowed, if school is canceled.

EVALUATIONS OF COACHES

Head Coaches will be evaluated on a yearly basis. The Head Coach will evaluate assistant coaches every year, with a recommendation whether to rehire to the Athletic Director.

FIRST AID / CPR

All paid coaches are required to be CPR and first aid certified by the WIAA and will have the opportunity to obtain first aid training and cardiopulmonary resuscitation certification within one year of being hired for a coaching position at the School District of Manawa. (Contact the School District Nurse for available training opportunities.)

HARASSMENT

Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited.

HAZING

Soliciting, encouraging, aiding or engaging in hazing is prohibited. Hazing means any intentional, knowing or reckless act directed against a student for being initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to athletic and district disciplinary actions. Initiation rites that fall within that definition will not be tolerated at the School District of Manawa. Any coach who has knowledge of, or who participates in, the planning or actual hazing incident, will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the School District of Manawa's athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

INJURY OR ACCIDENT OCCURRING TO AN ATHLETE

Following an accident or injury to an athlete, the coach responsible for that athlete must complete a Student Incident Report and submit it via the School District of Manawa Website within 24 hours. In addition, we expect coaches to adhere to the following guidelines:

1. Emergency Contact Forms should be stored in a waterproof receptacle in the first aid kit; the first aid kit is to be kept with the coach during all practices and games.
2. Coaches should provide emergency aid only to a level at which they are capable. If a coach has not been trained to perform first aid on a specific type of injury, the athlete should be made as comfortable as possible until emergency care personnel arrive.
3. Notify parents/guardians immediately.
4. Appoint a coach to take witness statements or record notes as soon as is feasible at the facility at which the injury occurred.
5. Obtain the name and address of the hospital to which the injured athlete is being conveyed and notify parents/guardians.
6. If possible, and with the concurrence of the attending physician, we encourage injured athletes to continue to attend practices

KEYS

1. All keys necessary for the efficient operation of the sport shall be issued to the coach at the beginning of the season.
2. Under no circumstances should keys be given to or entrusted to students, parents, or non-school district personnel. This could create a serious breach of security for the entire building. Keys are not permitted to be copied/made at any time.

3. Coaches must report any keys lost to the Athletic Director immediately upon discovery of the loss.
4. If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any re-keying that must take place.
5. At the end of the season, coaches must return all keys issued for a sport season unless the individual normally uses the keys to carry out his/her teaching duties. (Approval for out of season use will be given on a case-by-case basis.)

OUT-OF-SEASON CONTACT WITH ATHLETES

No activity or contact should in any way resemble a school team practicing, conducting tryouts, or competing out-of-season. Further, WIAA rules allow certain restricted contacts during the summer.

Specific information regarding this rule can be found in Article II of the WIAA Bylaws, and Article VI, Section 2, of the Rules of Eligibility. All coaches are expected to utilize WIAA allowable days of contact for each sport.

PARENT COMMUNICATION PROTOCOL

Communication among or between athletes, parents, and coaches is encouraged. The following criteria should be followed to enhance this communication:

1. The “24-Hour Rule” is in effect. Coaches are not to discuss complaints or issues from parents before 3:30 p.m. on the day following a contest. This rule also applies to electronic communication.

2. Coaches are expected to operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or the parent.
3. If the athlete or parent has a question or concern about the program, the question or concern should be brought directly to the head coach.
4. Contact with the coach should be accomplished as much as possible during normal school hours.
5. Coaches should schedule the meeting with the athlete and/or parents in a private setting.
6. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
7. Coaches are not required to respond to pressure groups.
8. In most of cases, the athlete/parent and coach should be able to communicate and reach an amiable solution to concerns and/or questions.
9. If the athlete, parent, and coach cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Athletic Director.
10. If a parent brings a complaint to the Athletic Director/ Principal/ District Administrator, they will be directed back to the head coach. Students will be encouraged to advocate for themselves and work with the head coach to solve problems. When necessary, the Athletic Director will work with student-athletes to develop strategies to approach coaches appropriately.
11. School District of Manawa Communication Protocol:
Coach ⑦ Athletic Director ⑦ Principal ⑦ District Administrator ⑦ WIAA ⑦ Board of Education

PRACTICE REGULATIONS

Practice sessions should be well structured. Typical practices on school days should last between 1.5-2.5 hours, and should not exceed 3 hours, excluding time required for dressing. Coaches may be asked to provide a written practice plan for practices.

Practices may not begin before 6:00 a.m.

1. Sunday practices are not permitted unless authorized by the Athletic Director and or District Administrator.
2. A coach must be present at all practices and games.
3. Coaches should be the first to arrive and the last to leave all practice sessions, locker rooms and away events.
4. All coaches must notify the Athletic Director and Head Varsity Coach of their sport of all absences from, or cancellation of, practices or games. E-mail notification is preferred.

PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE

Do NOT allow a student to practice or compete without the following items on file:

Coach must check athlete clearance with LWHS Athletic Department prior to starting practice.

- Current physical examination form on file in Athletic Office.
- Signed Parent Concussion Form and Student Concussion Form
- Emergency Medical Form
- Signed parent/athlete WIAA Eligibility / LWHS Co-Curricular Code of Conduct
- Athletic Participation Fee paid
- Grades will be verified prior to competition

Final clearance for a student to practice will be communicated to the coach by the Athletic Director

Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to keep the Emergency Medical Forms with them always while coaching.

PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES

Coaches may not, under any circumstances, contact a vendor directly to place an order for any item that will be used in the School District of Manawa athletic program. While it is expected that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.

The Athletic Director will then follow approved District guidelines for purchases. **All items purchased by a coach without prior authorization will be the responsibility of the coach for all payments due.**

RECRUITMENT OF ATHLETES

Recruitment of athletes from an interscholastic athletic program at another high school is strictly prohibited by the WIAA and by Little Wolf High School. Any coach verified to be engaged in this type of behavior will be disciplined immediately and could be subject to immediate dismissal from his/her coaching position.

In addition, it is expected that all coaches will be loyal to the school and their own program. Trying to recruit athletes from another in-season sport is also prohibited

REF RANKING

At the end of the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure.

RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction of the program. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is in accordance with the direction of the program.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue to exist, the head coach will discuss the issues with the Athletic Director who will then intervene and attempt to resolve the problem.

RULES INTERPRETATION VIDEO AND EXAM

The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) view the annual WIAA Rules for their sport, and take the rules exam.

SCHEDULES

1. Practices - Schedules are developed by the coaches. Practices that use indoor facilities must be reserved through the Athletic Department using the school district's online facility reservation system.
2. Sunday and Wednesday Practices/Contests – Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator.
3. Parents Night, Youth Night, etc. - Varsity coaches must let the Athletic Director know at least two weeks in advance of the dates of Parents Night, Youth Night, and any other special groups that will be attending

STUDENT & PARENT PRE-SEASON MEETING

Coaches will conduct a student and parent meeting before/at the beginning of the season. Most often this will occur as the same night as the seasonal athletic code meeting. During your first meeting with parents, coaches are expected to present in writing and discuss these items among other things.

- Practice schedule
- Team Rules
- Coaching Philosophy Statement
- Special dates and events
- Game schedule
- Team Selection Policy
- Lettering Policy
- How players earn playing time

TRANSFER STUDENTS

When a student transfers into Little Wolf High School and indicates that s/he wishes to participate in the athletic program, the circumstances surrounding that transfer will be fully investigated to ensure that no violations of WIAA transfer rules or recruitment rules have taken place. No coach should allow a transfer student to play without first receiving complete clearance from the Athletic Director.

TRANSPORTATION OF ATHLETES

The Athletic Director will arrange transportation for the team within the guidelines established by the District. Prior to the start of the season, each coach should confirm bus departure times with the Athletic Director. Coaches are not to call the bus company to make changes to the bus schedule, unless approved by the Athletic Director or Principal.

When a school-provided vehicle is chartered, all athletes are expected to ride to and from practices and contests on that vehicle. Athletes may return HOME from an away contest with parents/guardians providing prior approval has been obtained from the coach and the appropriate waiver has been signed. In such cases, the coach is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.

UNIFORMS AND EQUIPMENT

At the end of the season, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.

Prior to the beginning of the season, coaches must check uniforms and equipment to ensure that all uniforms are available, and all equipment is safe and meets the requirements of the rules.

At the beginning of and during the season, the coach must keep accurate records regarding any uniforms and equipment issued to athletes, the return of uniforms and equipment from athletes during the season, and the return of all outstanding uniforms and equipment at the end of the season.

Difficulties in retrieving uniforms and equipment from athletes should be reported immediately to the Athletic Director, who will attempt to retrieve any lost or stolen materials. In the event that the uniforms and equipment cannot be located, the student will be placed on the ineligibility list until such time the items are returned, or the school is financially reimbursed for the items.

VARSITY LETTER AWARD CRITERIA

The letter is awarded only to varsity athletes of Little Wolf High School that have displayed a high degree of school citizenship and athletic excellence.

The District sincerely expects that the letter be worn or displayed with personal pride so that the significance of this award will continue to remind others of its true meaning.

1. The athlete must demonstrate team spirit through effort, dedication, and cooperation with team members and coaches.
2. The athlete must complete the season in good standing.

3. The athlete must attend all practices and contests unless excused by the coach prior to the absence.
4. Specific lettering criteria will vary from sport to sport. Honorary awards, with the Athletic Director's approval, can be given in special situations.
5. A letter may be awarded to a senior athlete, with the approval of the Athletic Director, if the senior has participated in the sport for two years at the school without meeting all the criteria for a letter.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The School District of Manawa is a member school of the WIAA, which is the governing body for interscholastic athletics in the state of Wisconsin. The following information is made available to all coaches by the WIAA: WIAA Senior High School Handbook, WIAA Season Regulations published for fall, winter and spring sports, and the WIAA Bulletin. Coaches may access the WIAA website at www.wiaawi.org.

Under no circumstances are coaches to contact the WIAA directly without prior clearance by the Athletic Director regarding policy interpretations, rules or procedures. The primary contact for the School District of Manawa is the Athletic Director; and, in certain circumstances, WIAA procedures dictate that the WIAA cannot receive requests directly from coaches.

ACKNOWLEDGEMENT

I _____ (coach's full name) acknowledge that I have received the current 'Coaches Handbook' and understand that it describes the conduct and behavior expected of me as a coach and representative of the School District of Manawa.

Coach Signature

Date

Athletic Director Signature

Date

Principal Signature

Date

District Administrator Signature

Date