

School District of Manawa

Board of Education Agenda

January 21, 2019



1. Call to Order – President Johnson – **6:30 p.m.** – MES Boardroom, 800 Beech Street
 - a. Principles of Improvement - A Mindset and Process
2. Pledge of Allegiance - **7:00 p.m.**
3. Roll Call
4. Verify Publication of Meeting
5. Presentation: Q12 Survey Strategies - Administrative Team
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of December 17, 2018 and January 16, 2019 Board Meetings
 - b. Treasurer's Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. Manawa Chamber of Commerce Donated \$200 to LWHS Band for Participation in Miracle on Bridge St.
 - ii. Fire On Ice Inc., Weyauwega Donated \$75 to Manawa FFA
 - iii. Dr. Melanie Oppor \$100 Compensation from Service on Public Library Board to Title I Reading Program
 - iv. Sturm Foods \$200 for Bowling Team
 - v. Tom Abraham, New London - a Flute Valued at \$400 to Band Department
 - vi. Helene Pohl, Ogdensburg - a Cornet Valued at \$250 to Band Department
 - vii. Linda Trepasso, Iola - a Cornet Valued at \$50 to Band Department
 - viii. Kobussen Donated the Buses for Band Students to March in Miracle on Bridge Street Parade
 - ix. Manawa Chamber of Commerce Donated \$528.88 to School District Urgent Needs Fund
 - x. Bonikowske Farms Donated \$300 to the Washington DC Trip
 - xi. Anonymous Donation of \$100 to the Washington DC Trip
 - d. Consider Approval of Updated Fundraiser List for SY1819 as Presented
 - e. Consider Acceptance of WTI Round 13 Grant in the Amount of \$18,820 Plus the Cost of Training to Launch a Makerspace at the Manawa Elementary School
 - f. Consider Approval of a Foreign Exchange Student for the SY 2019-20 as Presented
 - g. Consider Approval of Recommended Changes to Food Service Manager Position as Presented
8. Any Item Removed from Consent Agenda
 - a.
 - b.
9. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
10. Correspondence:
 - a. Thank you From Melissa Tassone for Memorial for Alice Oleson
11. Board Recognition:
 - a. Brett Zielke - Gr. 11 - for placing 19th on World Leaderboard for Small Business Simulation Game

12. District Administrator's Report:
 - a. Student Council Representative - Madalyn Nienhaus
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. School Board Election Update - Sample Ballot
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. Highlights - Included in Board Packet
 - b. Food Service Audit Report
 - c. Kobussen Transportation Report
 - d. IRS Mileage Reimbursement Rate 2019
 - e. Salary Advancement Model Review
15. Director's Reports:
 - a. Curriculum / Special Education Director Highlights
 - b. Technology Director Highlights
16. Board Comments:
 - a.
 - b.
17. Committee Reports:
 - a. Finance Committee
 - i. Consider Approval of a Bond Proceeds Investment Company
 - ii. Referendum Financing: Baird Public Finance - Brian Brewer, Managing Director
 - iii. Consider Reinstatement of Police Liaison officer
 1. Pros and Cons to the Position
 2. Financing
 - iv. Food Service Audit
 1. Adult Meal Price Increase
 - b. Policy & Human Resources Committee
 - i. Policy and/or Administrative Guidelines on Staff Advocate
 1. NEOLA Response
 2. Legal Counsel
 3. Current Status
 - ii. Recommendation to Replicate D.#2 - Employee Discipline (p. 21) from Professional Educator Handbook to Support Staff Handbook
 - iii. Consider Revised Bid Process Policy 6320
 - iv. Consider Administrative Guideline on Crowdfunding ag6605
 - v. Consider Endorsement of 7000 Series of Administrative Guidelines
 - vi. Consider Endorsement of the Custodial Handbook
18. Unfinished Business:
 - a. Consider Approval of Policy 5451.01 Revised, and Vol. 25 No. 2 Policy Updates as Presented
 - b. Consider Approval of Policy 5460 Update - Graduation Requirements as Presented

19. New Business:

- a. Consider Approval of Open Enrollment Available Space for 2019-2020 as Presented
- b. Consider Approval of ADM as Bond Proceeds Investment Company as Presented
- c. Consider Approval of an Adult Meal Price Increase for the Remainder of the SY1819 as Presented
- d. Consider Approval of the Addition of the following Language to the Support Staff and Professional Handbooks: “Staff have the privilege to bring representation of choice when meeting with an administrator.” as Presented
- e. Consider Approval to Replicate D.#2 - Employee Discipline (p. 21) from Professional Educator Handbook to Support Staff Handbook as Presented
- f. 1st Reading Revised Bid Process Policy 6320 as Presented
- g. Consider Approval of ag6605 Crowdfunding as Presented
- h. Consider Approval of the Administrative Guidelines 7000 Series as Presented
- i. Consider Approval of the Custodial Evaluation Program Handbook with Comments Section Added as Presented
- j. Consider Approval of Initial Resolution SY1819#17 Authorizing General Obligation Bonds in an Amount Not to Exceed \$3,500,000
- k. Consider Approval of Resolution SY1819#18 Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$3,500,000
- l. Consider Approval of Resolution SY1819#19 Authorizing the Issuance and Sale of a \$7,500,000 Bond Anticipation Note Pursuant to Section 67.12(1)(b), Wisconsin Statutes
- m. Consider Approval of Resolution SY1819#20 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$7,500,000 General Obligation Refunding Bonds

20. Next Meeting Dates:

- a. Jan. 29, 2019 – Spec BOE Mtg – Audit Review – 6:00 p.m. – MES Board Room
- b. Feb. 5, 2019 – Finance Committee Meeting – 6:00 p.m. – MES Board Room
- c. Feb. 6, 2019 – TNTV: Buildings & Grounds Committee Meeting – 6:30 p.m. – MES Board Room
- d. Feb. 11, 2019 - Policy & Human Resources Committee Meeting - 5:00 p.m. - MES Board Room
- e. Feb. 13, 2019 – Spec BOE Mtg – 5:30 p.m. – Hoffman Update - MES Board Room
- a. Feb. 18, 2019 - Regular BOE Mtg - 6:30 p.m. Rapid Improvement Study - 7:00 p.m. Open Session Begins- MES Board Room

21. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(a)(c)(f), 118.22 and 118.125 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Contract Renewals and 2) Support Staff Evaluation / Discipline

22. Board May Act on Items Discussed in Closed Session

23. Adjourn

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

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.

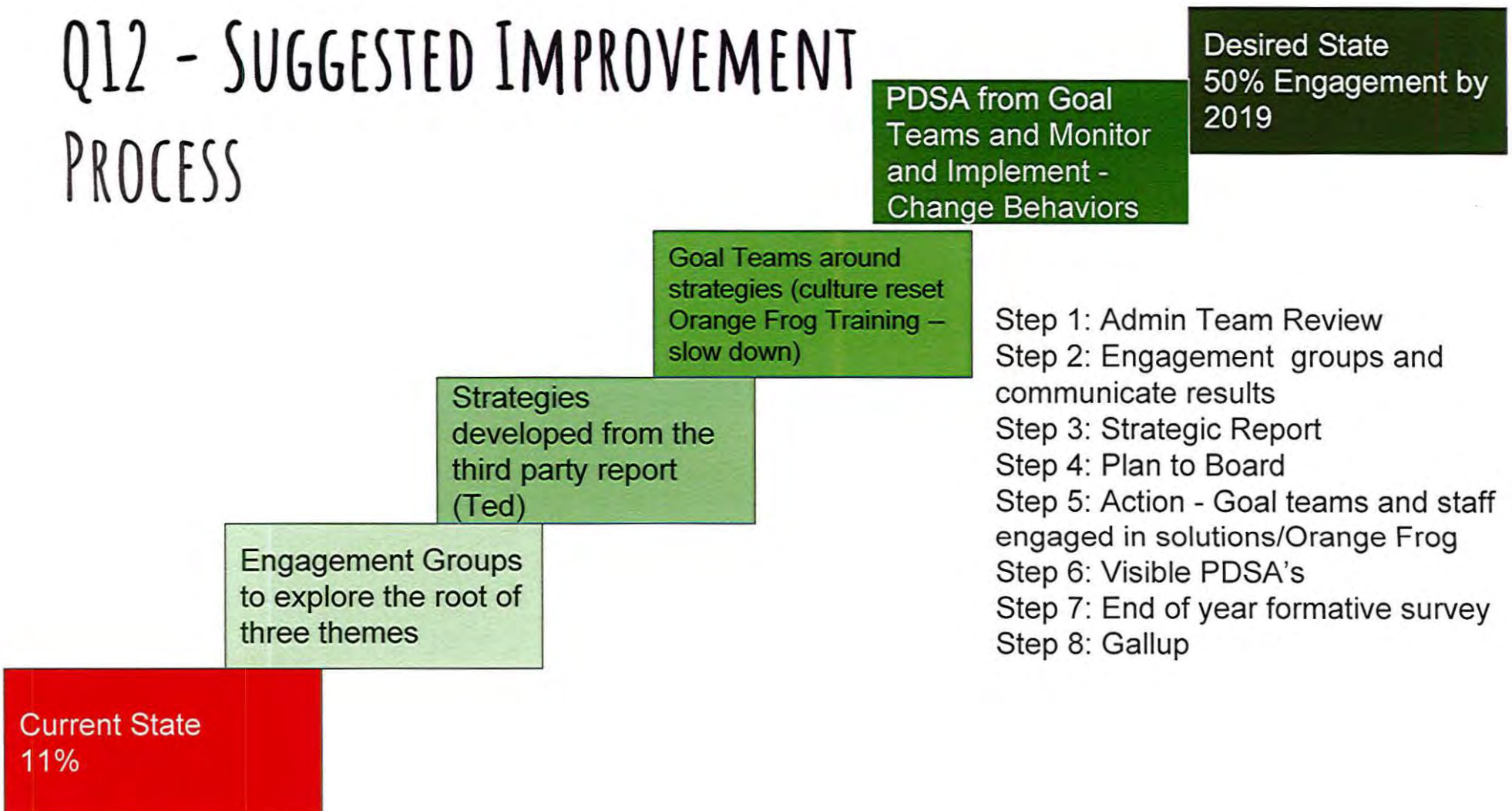
The presiding officer shall be guided by the following rules:

- 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.

Q12 - SUGGESTED IMPROVEMENT PROCESS



Minutes of the December 17, 2018 Board of Education Agenda

Call to Order – President Johnson – 6:30 p.m. – MES Boardroom, 800 Beech Street, Manawa
Retiree Reception - Barb Quinn, Bus Driver – presentation of a retirement gift and a certificate of recognition from the DPI for 28 years of service to the school district.

Pledge of Allegiance - 7:00 p.m.

Roll Call-Members present: Scheller, Forbes, Hollman, Pethke, Pohl, R. Johnson and J. Johnson.

Verify Publication of Meeting – Dr. Oppor verified

Presentations: None this month

Announcements of Contributions to the District include: Holly Saunders, Waupaca - \$100 for the Instrumental Music Program, Appleton Parade Committee - \$200 to LWJr./Sr.HS Band for Parade Participation, Anonymous Donation of \$50 to Food Service - Family in Need.

Other Contributions: None this month

Approved by Consent: Minutes of November 19 and 29, 2018 Board Meetings, Treasurer’s Report/Approve Expenditures (\$206,684.60) & Receipts (\$21,803.29), Donations: Holly Saunders, Waupaca - \$100 for the Instrumental Music Program, Appleton Parade Committee - \$200 to LWJr./Sr.HS Band for Parade Participation, Anonymous Donation of \$50 to Food Service for a Family in Need; approve the PowerLifting Club for Gr. 9-12, approve the Summer School Co-Coordinators for SY1819, approve the Early Graduation Request, approve the Overnight Field Trip to UW-Milwaukee for Choir Workshop on Feb. 1-2, 2019, approve the Overnight Field Trip to UW Platteville for HS Band to Attend 49th Annual Jazz Fest for Feb. 1-2, 2019, approve the WTI Grant Proposal as presented.

Any Item Removed from Consent Agenda – None this month

Public Comments – None this month

Correspondence: None this Month

Board Recognition: Laynie Bessette - Scored 1000 Career Points in Girls Basketball; MES Student Council Members Food Drive Brought in Over 1000 Items, MES Student Council Leaders: Mrs. Corrie Ziemer, Ms. LuAnne Ujazdowski, Mrs. Sarah Highlander

District Administrator’s Report:

Present this month: Grace O’Brien, Junior Class of 2020; HS Student Council Representative – introduced; participates in softball, volleyball, ski club. Issues met with Mr. Wolfram discussion was about icy sidewalks, focus groups for the referendum; bad adult behavior at the basketball game against Iola; how to make school a better place. Legislative Update: WASB Advocate statement states that the share of K-12 cost will rise by 64.9%. New Open Enrollment – Emergency Rule Application under PI-36 state statutes, allow all applications Jan to July that do not have space limitations for the following school year. Next month when we set seat limits that we be mindful of that number because this alternative rule would have us go back to that figure. Monthly Enrollment Update was shared with the Board – 711.

School Operations Reports: ES Principal and HS Principal: Highlights - Included in Board Packet

Business Related Reports: Highlights and Kobussen Transportation Report included in Board Packet. Spoke to concerns over property taxes in the City of Manawa and the school tax levy from 2017 to 2018 taxing years. Changes in the City levy are not due to the recent referenda passed by the taxpayers but rather by the devaluation of Treehouse Foods, Manawa property which was reduced by \$11 million in 2017. Due to the late decision date in 2017, the Wis. Dept. of Revenue made the changes in the values in 2018. Total property devaluation in the City of Manawa was from \$90 million down to \$67 million.

Director's Reports: Curriculum / Special Education Director Highlights and Technology Director Highlights were included in the Board Packet

Board Comments: R. Johnson asked why the student section in the gym moved at the HS to the bleachers in the corner of the gym. Mr. Wolfgram responded the section they were moved to is for those students that want to stand, not as punishment but to allow them a place to stand during a game without blocking the view of others at the game. Signage will be purchased to identify the standing section.

Committee Reports: Minutes from Curriculum, Policy & Human Resources committee meetings were included in board packet.

Unfinished Business:

Motion by R. Johnson / Forbes to approve the Policy 7530.02 School and Staff Use of PCD as presented. Motion carried.

New Business:

Consensus of WASB Delegate Assembly Resolutions – any wishes of the board members on the Delegate Assembly Resolutions: delegate Forbes will vote his conscience.

Motion by Pohl/Scheller to approve the Health Mapping Gr. 7-9 as Presented. Motion carried.

Motion by Hollman / Forbes to approve the Physical Education Mapping as Presented. Motion carried.

Motion by Forbes / Hollman to approve the HS Robotics Mapping as Presented. Motion carried.

Motion by Hollman / Pethke to approve the Course of Study Guide for SY1920 as Presented. Motion carried.

1st Reading of Policy 5451.01 Revised, and Vol. 25 No. 2 Policy Updates as Presented

1st Reading of Policy 5460 Update - Graduation Requirements as Presented

These policies will be up for approval at the January board meeting.

Motion by Pethke / Forbes to approve the ag5421a Grading as Presented. Motion carried.

Motion by Forbes / R. Johnson to approve the ag5430 Laude System as Presented. Motion carried.

Motion by Scheller / Pethke to approve the ag5460 Graduation Requirements as Presented. Motion carried.

Motion by Forbes / Hollman to approve the Safety Drill Reports as submitted by the principals for ACT 143 Compliance as Presented. Motion carried

Motion by Pohl / Scheller to approve the Hoffman Planning, Design & Construction Bid Process as Presented. Motion carried.

Next Meeting Dates:

Jan. 8, 2018 – Finance Committee Meeting – 6:00 p.m. MES Board Room – (Financial Advisor from Baird in attendance)

Jan. 9, 2018 - Curriculum Committee – 4:00 p.m. – MES Board Room

Jan. 9, 2018 - Policy & HR Committee Meeting – 5:00 p.m. – MES Board Room

Jan. 9, 2018 – Tentative Buildings & Grounds Committee Mtg – 6:30 p.m. MES Brd Rm

Jan. 16, 2019 – Spec BOE Mtg – 5:30 p.m. – Hoffman Update / Survey Results by School Perceptions - MES Board Room

Jan. 21, 2019 – Regular Mtg 6:30 p.m. Rapid Improvement Process Study; 7:00 p.m. Reg Mtg-Brd Rm

Feb. 13, 2019 – Spec BOE Mtg – 5:30 p.m. – Hoffman Update - MES Board Room

Motion by Hollman / R. Johnson to adjourn at 7:53 p.m. the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(a)(c)(f), 118.22 and 118.125 as well as 120.13(1)(c) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Staff Evaluations and 2) Expelled Student Update by roll call vote: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson

Motion by Hollman / Scheller to adjourn at 8:56 p.m. and reconvene in Open Session. Motion carried by roll call vote: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson.

Motion by Scheller/Hollman to adjourn at 8:56 p.m. Motion carried.

Jeanne Frazier, Recorder

Minutes of the January 16, 2019 Special Board of Education Meeting

Call to Order – President Johnson at 5:30 p.m. in the MES Board Room, 800 Beech Street

Pledge of Allegiance

Roll Call: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, and J. Johnson.

Verify Publication of Meeting - by Dr. Oppor

Approved by Consent: Approval of Special Education Paraprofessional Hire for Remainder of SY1819, and Approval of MS Wrestling Coaches Hire for SY1819,

New Business:

Presentation of the Results of the District-wide Survey, by Bill Foster, School Perceptions.

Bill Foster, School Perceptions attended via teleconference to review the district-wide survey December 2018/January 2019. Participation rate 27%; Expanding and remodeling of fine arts area and gym space.

Option 1: competition gym, Option 2: full size gym, Option 3: smaller gym. Option 2 had the most support followed by Option 1 then option 3. What does this data mean? Gym has more support than fine arts. School Perceptions feels that putting on the ballot shows that there may not be a lot of support. Discussion included voter turnout, Cost to put on ballot: \$1,750 machine coding, \$135 Waupaca post, \$115 Waupaca Post ballot, \$303 bulk mailing, \$3,200 printed materials. \$5,503 approximate cost, \$2,500-3,000 is estimated for the informational campaign.

Motion by Hollman / Forbes to go to referendum with Option 2 and fitness center as appeared on survey. Motion carried.

Hoffman Planning, Design & Construction, Inc. - Progress Update by Jody Andres:

MES-Meeting with MES staff on the Early Childhood/4-K area, special education, remodel. The remainder would be the carpet replacement, removing carpeting in some areas and replacement with vinyl flooring, roof and items from the maintenance list. Layout of the outdoor space behind the school/driveway.

Little Wolf Jr/Sr High School, Tech Ed area-involved in discussion. STEM, Metals and Ag shop. Vinyl flooring and ceiling tile replacement throughout the school d/t abatement of asbestos, band/choir/stage update. Update the sound system, lighting; wheelchair accessibility to the stage area. Meeting with food service staff this week as this is adjoining shared space with the stage area. Science lab and biology lab infrastructure update.

Middle school-flexible and collaboration space and discussion of natural lighting.

Entrance, administration/foyer area update. Special needs area update-shared space with kitchenette, laundry; family education. Fitness area update-addition of the elevator. An overview of schedule for summer of 2019 and 2020 projects was presented. Continued discussion regarding the demolition of the vacant school.

Next Meeting Dates:

Jan. 21, 2019 – Regular BOE Mtg – 6:30 p.m. Rapid Improvement Process Study; 7:00 p.m. Regular Mtg-Brd Rm

Jan. 29, 2019 – Special BOE Mtg – Audit Review – 6:00 p.m. – MES Board Room
Feb. 5, 2019 – Finance Committee Meeting – 6:00 p.m. – MES Board Room
Feb. 6, 2019 – Tentative: Buildings & Grounds Committee Meeting – 6:30 p.m. – MES Board Room
Feb. 11, 2019 – Policy & Human Resources Committee Mtg – 5:00 p.m. – MES Board Room
Feb. 13, 2019 – Spec BOE Mtg – 5:30 p.m. – Hoffman Update - MES Board Room
Feb. 18, 2019 - Regular BOE Mtg – 6:30 p.m. Rapid Improvement Process Study; 7:00 p.m. Regular Mtg

Motion by Hollman / Scheller to Adjourn at 7:06 p.m. Motion carried.

Bobbi Jo Pethke, Clerk

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
79203	ALLIANT ENERGY	jpap12	12/27/2018	#4740620000 - LWHS GAS - 11/08/18 - 12/06/18	GENERAL FUND/GAS FOR HEAT/OPERATION	4001900136	3,830.09
Totals for 79203							3,830.09
79204	CESA 6-CONFERENCE RE	jpap12	12/27/2018	CESA 6 Technology Coordinator Meeting November 30, 2018 February 22, 2019 May 10, 2019	GENERAL FUND/TRANSFER TO CESA/ADMINISTRATIVE TECHNOLOGY SERV	8001900017	25.00
Totals for 79204							25.00
79205	DELTA DENTAL-VISION	jpap12	12/27/2018	VISION INS PREMIUM FOR JANUARY 2019	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	666.22
Totals for 79205							666.22
79206	ENGELHARDT DAIRY OF	JPAP12	12/27/2018	LWHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	74.40
79206	ENGELHARDT DAIRY OF	JPAP12	12/27/2018	LWHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	133.24
79206	ENGELHARDT DAIRY OF	JPAP12	12/27/2018	LWHS MILK & FOOD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	140.44
79206	ENGELHARDT DAIRY OF	jpap12	12/27/2018	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	207.60
79206	ENGELHARDT DAIRY OF	jpap12	12/27/2018	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	127.40
79206	ENGELHARDT DAIRY OF	jpap12	12/27/2018	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	207.10
79206	ENGELHARDT DAIRY OF	jpap12	12/27/2018	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	127.90
79206	ENGELHARDT DAIRY OF	jpap12	12/27/2018	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	207.10
79206	ENGELHARDT DAIRY OF	JPAP12	12/27/2018	LWHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	74.40
79206	ENGELHARDT DAIRY OF	JPAP12	12/27/2018	LWHS MILK AND FOOD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	118.12
Totals for 79206							1,417.70
79207	HEINEMANN	jpap12	12/27/2018	SOCIAL ISSUES BOOK CLUB- 2ND COPY FOR 6TH GRADE	GENERAL FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE	1011900068	69.95
Totals for 79207							69.95
79208	NORTH EASTERN WISCON	jpap12	12/27/2018	Open PO for OT bills (0271900090)	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	271900095	2,117.00
Totals for 79208							2,117.00
79209	PAN-O-GOLD BAKING	JPAP12	12/27/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	79.35

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
79209	PAN-O-GOLD BAKING	JPAP12	12/27/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	114.80
79209	PAN-O-GOLD BAKING	JPAP12	12/27/2018	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	166.55
						Totals for 79209	360.70
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	79.15
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	562.57
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	37.70
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,109.51
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	117.02
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	687.48
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,278.27
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	95.32
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	602.52
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	USDA COMMODITY ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	24.65
79210	REINHART FOOD SERVIC	jpap12	12/27/2018	USDA COMMODITY ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	33.35
						Totals for 79210	4,627.54
79211	REMINGTON'S QUALITY	jpap12	12/27/2018	SPEDE GROCERY CONTINGENCY FOR 1ST QUARTER	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	271900076	12.50
79211	REMINGTON'S QUALITY	jpap12	12/27/2018	RETIREMENT CELEBRATION SUPPLIES	GENERAL FUND/FOOD/DISTRICT ADMINISTRATION	0	15.14
79211	REMINGTON'S QUALITY	jpap12	12/27/2018	NANCY ZABLER SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/ART	4001900196	48.23
						Totals for 79211	75.87
79212	STANDARD INSURANCE C	jpap12	12/27/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,170.59
79212	STANDARD INSURANCE C	jpap12	12/27/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LTD INS PAYABLE	0	967.99
79212	STANDARD INSURANCE C	jpap12	12/27/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/STD	0	366.01

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					INS PAYABLE		
					Totals for 79212		2,504.59
79213	WCA GROUP HEALTH TRU	jpap12	12/27/2018	JANUARY 2019 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	96,337.00
					Totals for 79213		96,337.00
79214	KITCHEN - TECH LLC.	122718	12/27/2018	REPLACE DISHWASHER ELEMENT AND REPLACE BOOSTER THERMOSTAT	FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/FOOD SERVICES	0	907.00
79214	KITCHEN - TECH LLC.	122718	12/27/2018	HS REPLACEMENT OF DISHWASHER ELEMENT	FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/FOOD SERVICES	0	832.00
					Totals for 79214		1,739.00
79215	BENTZ, TIMOTHY	JPAP12	12/27/2018	WRESTLING OFFICIAL ON 1/10/19 VS PITTSVILLE	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	80.00
					Totals for 79215		80.00
79216	BRINEY, TYLER	JPAP12	12/27/2018	BOYS VARSITY BASKETBALL OFFICIAL ON 1/8/19 VS NORTHLAND LUTHERAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	70.00
					Totals for 79216		70.00
79217	BUSSE, KEVEN	JPAP12	12/27/2018	WRESTLING OFFICIAL ON 1/5/19 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	200.00
79217	BUSSE, KEVEN	011019	01/10/2019	WRESTLING OFFICIAL ON 1/5/19 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	-200.00
					Totals for 79217		0.00
79218	DALLMAN, WILLIAM	JPAP12	12/27/2018	WRESTLING OFFICIAL ON 1/5/19 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	200.00
79218	DALLMAN, WILLIAM	011019	01/10/2019	WRESTLING OFFICIAL ON 1/5/19 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	-200.00
					Totals for 79218		0.00
79219	DAYTON, KENNETH	JPAP12	12/27/2018	MS GIRLS BASKETBALL OFFICIAL ON 1/14/19 VS BONDUEL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
					Totals for 79219		60.00
79220	DEJARDIN, CHRIS	JPAP12	12/27/2018	WRESTLING OFFICIAL ON 1/5/19 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	200.00
79220	DEJARDIN, CHRIS	011019	01/10/2019	WRESTLING OFFICIAL ON 1/5/19 VS MULTIPLE SCHOOLS	GENERAL FUND/PERSONAL SERVICES/BOYS	0	-200.00

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					WRESTLING		
					Totals for 79220		0.00
79221	FAMILY OF ALICE OLES	jpap12	12/27/2018	MEMORIAL - ALICE OLESON. MISSY TASSONE'S MOTHER	GENERAL FUND/PERSONAL SERVICES/BOARD OF EDUCATION	0	25.00
					Totals for 79221		25.00
79222	JENSEN, DANIEL	JPAP12	12/27/2018	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/11/19 VS WI VALLEY LUTHERAN	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
79222	JENSEN, DANIEL	011619	01/16/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/11/19 VS WI VALLEY LUTHERAN	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	-70.00
					Totals for 79222		0.00
79223	JENSEN, GENE	JPAP12	12/27/2018	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/11/19 VS WI VALLEY LUTHERAN	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
79223	JENSEN, GENE	011619	01/16/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/11/19 VS WI VALLEY LUTHERAN	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	-70.00
					Totals for 79223		0.00
79224	KARLS, PAULA	JPAP12	12/27/2018	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/11/19 VS WI VALLEY LUTHERAN	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
79224	KARLS, PAULA	011619	01/16/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/11/19 VS WI VALLEY LUTHERAN	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	-70.00
					Totals for 79224		0.00
79225	MCCARVILLE, BRETT	JPAP12	12/27/2018	BOYS VARSITY BASKETBALL OFFICIAL ON 1/8/19 VS NORTHLAND LUTHERAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	70.00
					Totals for 79225		70.00
79226	RADLEY, DANIEL	JPAP12	12/27/2018	MS GIRLS BASKETBALL OFFICIAL ON 1/14/19 VS BONDUEL	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
					Totals for 79226		60.00
79227	RADLEY, DANIEL	JPAP12	12/27/2018	BOYS JV BASKETBALL OFFICIAL ON 1/8/19 VS NORTHLAND LUTHERAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	47.00
					Totals for 79227		47.00
79228	SIMONIS, JEROME	JPAP12	12/27/2018	BOYS JV BASKETBALL OFFICIAL ON 1/8/19 VS NORTHLAND LUTHERAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	47.00
					Totals for 79228		47.00
79229	VREDEVELD, STEVEN	JPAP12	12/27/2018	BOYS VARSITY BASKETBALL OFFICIAL ON 1/8/19 VS	GENERAL FUND/PERSONAL	0	70.00

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				NORTHLAND LUTHERAN	SERVICES/BOYS BASKETBALL		
					Totals for 79229		70.00
79230	AMAZON CAPITAL SERVI	JPAP01	01/04/2019	ACCOUNT #A1J13J2TIF4AQK FIRST BREAK ALL THE RULES	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/OFFICE OF SUPERINTENDENT	0	22.56
					Totals for 79230		22.56
79231	AT&T	JPAP01	01/04/2019	Open PO for AT&T bill - 6 months	GENERAL FUND/ON-LINE COMMUNICATIONS/CENTR AL SERVICES	8001900016	651.26
					Totals for 79231		651.26
79232	ROBERT W BAIRD & CO	JPAP01	01/04/2019	ONSITE SUPPORT IN AREA FEE	GENERAL FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS	0	850.00
					Totals for 79232		850.00
79233	CARBON FRECKLE	JPAP01	01/04/2019	WOLF CARDS WITH NEW LOGO FOR THANK YOU'S, RECOGNITION ETC	GENERAL FUND/GENERAL SUPPLIES/DISTRICT ADMINISTRATION	5001900005	271.50
					Totals for 79233		271.50
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	Audiology/Hearing Itinerant CESA bill	SPECIAL EDUCATION FUND/TRANSFER TO CESA/AUDIOLOGY CESA	271900084	282.58
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	Audiology/Hearing Itinerant CESA bill	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEARING CESA	271900084	67.52
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8001900012	2,789.98
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8001900012	2,789.98
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO R OF EXCEP EDUC	8001900012	620.00
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and Physical Therapy	GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8001900012	3,099.98
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and Physical Therapy	GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8001900012	3,099.98
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	8001900012	2,675.20
79234	CESA 6-CONFERENCE RE	JPAP01	01/04/2019	CESA bill for Leadership and	SPECIAL EDUCATION	8001900012	668.80

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				Physical Therapy	FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
					Totals for 79234		16,094.02
79235	CHASE, THOMAS	JPAP01	01/04/2019	GIRLS JV BASKETBALL OFFICIAL ON 1/17/19 VS MARION	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	47.00
					Totals for 79235		47.00
79236	CINTAS CORPORATION L	JPAP01	01/04/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/BUILDINGS	0	543.11
79236	CINTAS CORPORATION L	JPAP01	01/04/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/BUILDINGS	0	199.26
79236	CINTAS CORPORATION L	JPAP01	01/04/2019	CUSTODIAL SUPPLIES	FOOD SERVICE FUND/CLEANING SERVICES/OPERATION	0	21.70
79236	CINTAS CORPORATION L	JPAP01	01/04/2019	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/CLEANING SERVICES/BUILDINGS	0	11.70
					Totals for 79236		775.77
79237	CYRAN, JOSEPH	JPAP01	01/04/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/17/19 VS MARION	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
					Totals for 79237		70.00
79238	CZARNECKI, LARRY	JPAP01	01/04/2019	GIRLS JV BASKETBALL OFFICIAL ON 1/17/19 VS MARION	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	47.00
					Totals for 79238		47.00
79239	DECKER EQUIPMENT	JPAP01	01/04/2019	DISTRICT SAFETY SIGNAGE	GENERAL FUND/NON-CAPITAL EQUIPMENT/OFFICE OF THE PRINCIPAL	4001900205	159.20
					Totals for 79239		159.20
79240	DEPARTMENT OF ADMINI	JPAP01	01/04/2019	TEACH SERVICES 7/1/18 - 12/31/18 (TECHNOLOGY FOR EDUCATIONAL ACHIEVEMENT)	GENERAL FUND/ON-LINE COMMUNICATIONS/CENTR AL SERVICES	0	1,500.00
					Totals for 79240		1,500.00
79241	ENGBRETSON PLUMBING	JPAP01	01/04/2019	LABOR & MATERIALS TO REPAIR FLUSH VALVES ON TOILETS IN MES GIRLS RESTROOM	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	518.53
					Totals for 79241		518.53
79242	GARDAPEE, DEVIN	JPAP01	01/04/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
					Totals for 79242		70.00
79243	HAUTALA, GABE	JPAP01	01/04/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
79243	HAUTALA, GABE	011019	01/10/2019	GIRLS VARSITY BASKETBALL	GENERAL	0	-70.00

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				OFFICIAL ON 1/15/19 VS SHIOCTON	FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 79243		0.00
79244	HEID MUSIC CO, INC.	JPAP01	01/04/2019	AUSTIN ROHAN - MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4001900203	535.43
79244	HEID MUSIC CO, INC.	JPAP01	01/04/2019	AUSTIN ROHAN - MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4001900203	195.43
79244	HEID MUSIC CO, INC.	JPAP01	01/04/2019	AUSTIN ROHAN - MUSIC	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4001900203	200.00
79244	HEID MUSIC CO, INC.	JPAP01	01/04/2019	AUSTIN ROHAN EQUIPMENT	GENERAL FUND/EQUIPMENT PURCHASE-ADDITION/INSTRUMENTAL MUSIC	4001900204	561.00
					Totals for 79244		1,491.86
79245	HOFFMAN PLANNING, DE	JPAP01	01/04/2019	REFERENDUM ASSISTANCE/SUPPORT REFERENDUM ASSISTANCE REIMBURSABLE EXPENSES	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY ACQUISITION/REMODELING	0	3,201.95
					Totals for 79245		3,201.95
79246	J.F. AHERN CO.	JPAP01	01/04/2019	LWHS FIRE EQUIPMENT INSPECTION	GENERAL FUND/CLEANING SERVICES/OPERATION	0	561.74
79246	J.F. AHERN CO.	JPAP01	01/04/2019	MES FIRE EQUIPMENT INSPECTION	GENERAL FUND/CLEANING SERVICES/OPERATION	0	220.67
					Totals for 79246		782.41
79247	JAJE, DANIEL	JPAP01	01/04/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
79247	JAJE, DANIEL	011619	01/16/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	-70.00
					Totals for 79247		0.00
79248	KEGLER'S YOUTH PROGR	JPAP01	01/04/2019	DONATION FROM BAY VALLEY FOODS (TREEHOUSE)	Special Revenue Trust Fund/DUES & FEES MEMBERSHIP/FT FEES/CO-ED BOWLING	0	200.00
					Totals for 79248		200.00
79249	KELNHOFER, BRYAN	JPAP01	01/04/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/17/19 VS MARION	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	70.00
					Totals for 79249		70.00
79250	KOBUSSEN BUSES LTD	JPAP01	01/04/2019	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATION/CONTRACTED FLEET	0	50,905.35
79250	KOBUSSEN BUSES LTD	JPAP01	01/04/2019	BUS CHARGES	GENERAL	0	1,771.41

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					FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS		
79250	KOBUSSEN BUSES LTD	JPAP01	01/04/2019	BUS CHARGES	SPECIAL EDUCATION	0	5,467.79
					FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP		
79250	KOBUSSEN BUSES LTD	JPAP01	01/04/2019	BUS CHARGES	SPECIAL EDUCATION	0	25.00
					FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS		
79250	KOBUSSEN BUSES LTD	JPAP01	01/04/2019	BUS CHARGES	GENERAL	0	1,527.17
					FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS		
79250	KOBUSSEN BUSES LTD	JPAP01	01/04/2019	BUS CHARGES	COMMUNITY SERVICE	0	251.16
					FUND/TRAVEL-CONTRACT ED SERVICE/OTHER COMMUNITY SERVICES		
					Totals for 79250		59,947.88
79251	LAFORCE INC	JPAP01	01/04/2019	5 PRIMUS KEYS	GENERAL	0	54.75
					FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION		
					Totals for 79251		54.75
79252	LITRENTA, GARY	JPAP01	01/04/2019	GIRLS VARSITY BASKETBALL OFFICIAL ON 1/17/19 VS MARION	GENERAL	0	70.00
					FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 79252		70.00
79253	LUPIEN, ROGER	JPAP01	01/04/2019	GIRLS JV BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL	0	47.00
					FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 79253		47.00
79254	NASSCO, INC	JPAP01	01/04/2019	LWHS CUSTODIAL SUPPLIES	GENERAL	0	799.89
					FUND/GENERAL SUPPLIES/OPERATION		
79254	NASSCO, INC	JPAP01	01/04/2019	MES CUSTODIAL SUPPLIES	GENERAL	0	205.14
					FUND/GENERAL SUPPLIES/OPERATION		
79254	NASSCO, INC	JPAP01	01/04/2019	MES CUSTODIAL SUPPLIES	GENERAL	0	149.99
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
79254	NASSCO, INC	JPAP01	01/04/2019	LWHS CUSTODIAL SUPPLIES	GENERAL	0	100.94
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
79254	NASSCO, INC	JPAP01	01/04/2019	SERVICE CHARGE	GENERAL	0	20.00
					FUND/GENERAL SUPPLIES/OPERATION		
79254	NASSCO, INC	JPAP01	01/04/2019	SERVICE CHARGE	GENERAL	0	14.65
					FUND/GENERAL		

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					SUPPLIES/OPERATION		
					Totals for 79254		1,290.61
79255	NORBY-WHITE, DONALD	JPAP01	01/04/2019	FOOD SERVICE REFUND	FOOD SERVICE	0	20.20
					FUND/OTHER DEFERRED REVENUES		
					Totals for 79255		20.20
79256	OFFICE DEPOT	JPAP01	01/04/2019	SUPPLIES	GENERAL	0	51.33
					FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION		
					Totals for 79256		51.33
79257	REMINGTON'S QUALITY	JPAP01	01/04/2019	SANDY CORDES CLASSROOM SUPPLIES	GENERAL	4001900207	44.32
					FUND/FOOD/AGRICULTURE		
					Totals for 79257		44.32
79258	RETTLER CORPORATION	JPAP01	01/04/2019	LAND SURVEY PROFESSIONAL SERVICES	GENERAL	0	5,490.00
					FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELING		
					Totals for 79258		5,490.00
79259	SCHOOL PERCEPTIONS L	JPAP01	01/04/2019	COMMUNITY SURVEY	GENERAL	0	2,500.00
					FUND/PERSONAL SERVICES/OFFICE OF SUPERINTENDENT		
					Totals for 79259		2,500.00
79260	SCHOOL SPECIALTY INC	JPAP01	01/04/2019	CENTRAL SUPPLY CLOSET	GENERAL	1011900070	751.90
					FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
					Totals for 79260		751.90
79261	SIMONIS, JEROME	JPAP01	01/04/2019	GIRLS JV BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL	0	47.00
					FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 79261		47.00
79262	SOLARUS	JPAP01	01/04/2019	PAES lab telephone and internet	SPECIAL EDUCATION	271900088	148.13
					FUND/COMMUNICATION/PUBLIC INFORMATION		
79262	SOLARUS	JPAP01	01/04/2019	Telephone bill for all buildings for 6 months	GENERAL	8001900013	774.30
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
79262	SOLARUS	JPAP01	01/04/2019	Telephone bill for all buildings for 6 months	GENERAL	8001900013	371.58
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
79262	SOLARUS	JPAP01	01/04/2019	Telephone bill for all buildings for 6 months	GENERAL	8001900013	789.05
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 79262		2,083.06
79263	STRANG, PATTESON, RE	JPAP01	01/04/2019	LEGAL FEES	GENERAL	0	8,951.67
					FUND/PERSONAL SERVICES/LEGAL		
					Totals for 79263		8,951.67

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79264	THE OFFICE TECHNOLOG	JPAP01	01/04/2019	Lease for 70 Chromebooks \$1,008.56/month	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	8001900015	916.87
						Totals for 79264	916.87
79265	BAILEY, SYDNEY	JPAP10	01/07/2019	BEV CARL MEMORIAL SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	1,000.00
						Totals for 79265	1,000.00
79266	BLUM, SAMANTHA	JPAP10	01/07/2019	MAY 2018 STURMS SCHOLARSHIP (FNRE)	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	625.00
						Totals for 79266	625.00
79267	DUNNIHOO, KASSANDRA	JPAP10	01/07/2019	MAY 2016 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
						Totals for 79267	500.00
79268	FIELD, ELLEN	JPAP10	01/07/2019	BEV CARL MEMORIAL SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	1,000.00
						Totals for 79268	1,000.00
79269	GRIESBACH, CALEB	JPAP10	01/07/2019	MAY 2017 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
						Totals for 79269	500.00
79270	KACZOROWSKI, JACOB	JPAP10	01/07/2019	MAY 2015 STURMS SCHOLARSHIP (FNRE)	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
						Totals for 79270	500.00
79271	KOWALESKI, ALEXANDER	JPAP10	01/07/2019	MAY 2015 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDUTURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
						Totals for 79271	500.00
79272	KREKLOW, CLAIRE	JPAP10	01/07/2019	MAY 2017 STURMS SCHOLARSHIP	PRIVATE BENEFIT	0	500.00

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					TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP		
					Totals for 79272		500.00
79273	MICHALOWSKI, ETHAN	JPAP10	01/07/2019	DEWEY CARL MEMORIAL SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	1,000.00
					Totals for 79273		1,000.00
79274	MILLARD, BRYCE	JPAP10	01/07/2019	MAY 2018 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	750.00
					Totals for 79274		750.00
79275	PETHKE, MATAYAH	JPAP10	01/07/2019	MAY 2018 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	625.00
					Totals for 79275		625.00
79276	PIRK, LEXI	JPAP10	01/07/2019	MAY 2018 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	750.00
					Totals for 79276		750.00
79277	REIERSON, HALEY	JPAP10	01/07/2019	MAY 2017 STURMS SCHOLARSHIP (FNRE)	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
					Totals for 79277		500.00
79278	SCHUELKE, MEGAN	JPAP10	01/07/2019	MAY 2016 STURMS SCHOLARSHIP (FNRE)	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
					Totals for 79278		500.00
79279	STREBE, ASHLEE	JPAP10	01/07/2019	MAY 2015 STURMS SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	500.00
					Totals for 79279		500.00
79280	TEUSCHER, DANIEL	JPAP10	01/07/2019	MAY 2016 STURMS SCHOLARSHIP	PRIVATE BENEFIT	0	500.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP		
					Totals for 79280		500.00
79281	TEUSCHER, ZACHARY	JPAP10	01/07/2019	MAY 2018 STURMS SCHOLARSHIP	PRIVATE BENEFIT	0	625.00
					TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP		
					Totals for 79281		625.00
79282	YOHR, SAMANTHA	JPAP10	01/07/2019	DEWEY CARL MEMORIAL SCHOLARSHIP	PRIVATE BENEFIT	0	1,000.00
					TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP		
					Totals for 79282		1,000.00
79283	ZIELKE, JARED	JPAP10	01/07/2019	MAY 2016 STURMS SCHOLARSHIP	PRIVATE BENEFIT	0	500.00
					TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP		
					Totals for 79283		500.00
79284	AMAZON BUSINESS	JPAP01	01/11/2019	Extension cord for gym	GENERAL	4001900185	15.99
					FUND/NON-CAPITAL EQUIPMENT/ADMINISTRATIVE TECHNOLOGY SERV		
					Totals for 79284		15.99
79285	BADGER SPORTING GOOD	JPAP01	01/11/2019	WRESTLING SUPPLIES	GENERAL	4001900182	56.00
					FUND/GENERAL SUPPLIES/BOYS WRESTLING		
79285	BADGER SPORTING GOOD	JPAP01	01/11/2019	CREDIT ON MS BKB UNIFORMS - SHORTS	GENERAL	0	-29.34
					FUND/APPAREL (Instructional only)/ATHLETIC DIRECTOR		
					Totals for 79285		26.66
79286	BRINKMANN, RICKY	JPAP01	01/11/2019	VARSHIP GIRLS BASKETBALL OFFICIAL ON 1/15/19 VS SHIOCTON	GENERAL	0	70.00
					FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 79286		70.00
79287	CENTURY LINK	JPAP01	01/11/2019	Long Distance telephone bill	GENERAL	8001900011	97.11
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 79287		97.11
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION	8001900012	2,789.98
					FUND/TRANSFER TO CESA/SUPERVISION/COO		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	R OF EXCEP EDUC SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO	8001900012	2,789.98
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	R OF EXCEP EDUC SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COO	8001900012	620.00
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	R OF EXCEP EDUC GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8001900012	3,099.98
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8001900012	3,099.98
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	8001900012	2,675.20
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	CESA bill for Leadership and Physical Therapy	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	8001900012	668.80
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	WORKSHOP AND SUPPLIES RELATED TO SCHOOL IMPROVEMENT PLANNING - DANNI BRAUER	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	1,278.00
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	Audiology/Hearing Itinerant CESA bill	SPECIAL EDUCATION FUND/TRANSFER TO CESA/AUDIOLOGY CESA	271900084	282.58
79288	CESA 6-CONFERENCE RE	JPAP01	01/11/2019	Audiology/Hearing Itinerant CESA bill	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEARING CESA	271900084	67.52
Totals for 79288							17,372.02
79289	CITY OF MANAWA	JPAP01	01/11/2019	CLOSED SCHOOL - (9/26/18 - 12/18/18) SEWER \$44.36	GENERAL FUND/WATER/OPERATION	0	44.36
79289	CITY OF MANAWA	JPAP01	01/11/2019	PAES LAB WATER & SEWER (9/25/18 - 12/18/18)	SPECIAL EDUCATION FUND/WATER/FACILITY AQUISITION/REMODELIN G	0	84.11
79289	CITY OF MANAWA	JPAP01	01/11/2019	WATER & SEWER (9/28/18 - 12/18/18)	GENERAL FUND/WATER/OPERATION	0	1,076.52
79289	CITY OF MANAWA	JPAP01	01/11/2019	LWHS - (09/25/18 - 12/18/2018) WATER & SEWER	GENERAL FUND/SEWERAGE/OPERAT ION	0	1,542.53
Totals for 79289							2,747.52
79290	DRUIDE INFORMATIQUE	JPAP01	01/11/2019	TYPING PAL ONLINE SUBSCRIPTION RENEWAL ACCORDING TO TOTAL NUMBER OF BETWEEN 100 AND 399 ENROLLED STUDENTS (TYPING PAL SUBSCRIPTION WILL EXPIRE ON	GENERAL FUND/INSTRUCTIONAL MEDIA/UNDIFFERENTIAT ED CURRICULUM	1011900002	360.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				6/30/19)			
					Totals for 79290		360.00
79291	E O JOHNSON CO., INC	JPAP01	01/11/2019	EO Johnson copier payments - 6 months	GENERAL FUND/COMMUNICATION/C ENTRAL SERVICES	8001900018	6,941.11
					Totals for 79291		6,941.11
79292	INTEGRATED SYSTEMS C	JPAP01	01/11/2019	FEBRUARY 2019 HOSTING SERVICES	GENERAL FUND/TECH REPAIRS AND MAINTENANCE/ADMINIST RATIVE TECHNOLOGY SERV	0	360.00
					Totals for 79292		360.00
79293	LWHS TEACHER ACCOUNT	JPAP01	01/11/2019	LWHS TEACHER ACCOUNT SHARE OF THE PEPSI CHECK	GENERAL FUND/MATERIALS FOR SALE/UNDIFFERENTIATE D CURRICULUM	0	66.61
					Totals for 79293		66.61
79294	MANAWA BOOSTER CLUB	JPAP01	01/11/2019	6 SCHOOLS MADE CHECKS OUT TO THE SCHOOL - CRANDON, OCONTO, CRIVITZ, STRATFORD, MONTELLO & WINNECONNE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOYS WRESTLING	0	1,050.00
					Totals for 79294		1,050.00
79295	MIKE KLATT PLUMBING	JPAP01	01/11/2019	CONDUCT CROSS CONNECTION PERFORMANCE TEST ON ONE 1" BACKFLOW PREVENTER AT MES	GENERAL FUND/CLEANING SERVICES/EQUIPMENT	0	125.00
					Totals for 79295		125.00
79296	MULTI MEDIA CHANNELS	JPAP01	01/11/2019	PRINTING	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	1,203.98
					Totals for 79296		1,203.98
79297	NEKOOSA HIGH SCHOOL	JPAP01	01/11/2019	ANDREA HRABAN REGIONAL COMPETITION FEES	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	601900098	200.00
					Totals for 79297		200.00
79298	NEXUS SOLUTIONS	JPAP01	01/11/2019	PROJECT PAYMENT	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	37,226.00
					Totals for 79298		37,226.00
79299	SCHOOL SPECIALTY INC	JPAP01	01/11/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	601900091	61.40
79299	SCHOOL SPECIALTY INC	JPAP01	01/11/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4001900202	160.86
					Totals for 79299		222.26
79300	THEDACARE AT WORK	JPAP01	01/11/2019	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	144.00
					Totals for 79300		144.00
79301	TRI-COUNTY AREA SCHO	JPAP01	01/11/2019	QUIZ BOWL SHARE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR	4001900209	80.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					ACTIVITIES		
					Totals for 79301		80.00
79302	TWEET-GAROT MECHANIC	JPAP01	01/11/2019	MANAWA HS FILTER SALE	GENERAL	0	1,953.46
					FUND/GENERAL		
					SUPPLIES/OPERATION		
					Totals for 79302		1,953.46
79303	UNEMPLOYMENT INSURAN	JPAP01	01/11/2019	UNEMPLOYMENT CHARGES - DECEMBER 2018	GENERAL	0	368.34
					FUND/UNEMPLOYMENT		
					COMPENSATION/INSURAN		
					CE AND JUDGEMENTS		
					Totals for 79303		368.34
79304	US CELLULAR	JPAP01	01/11/2019	CELL PHONES	GENERAL	0	356.47
					FUND/TELEPHONE AND		
					TELEGRAPH/CENTRAL		
					SERVICES		
					Totals for 79304		356.47
79305	WEX BANK - GLOBAL FL	JPAP01	01/11/2019	ALL OTHER FUEL	GENERAL	0	72.35
					FUND/FUEL-VEHICLE		
					OPERATION/REGULAR		
					Totals for 79305		72.35
79306	WI DEPT OF JUSTICE	JPAP01	01/11/2019	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (1 @ 7.00)	GENERAL	0	7.00
					FUND/PERSONAL		
					SERVICES/GENERAL		
					ADMINISTRATION		
					Totals for 79306		7.00
79307	PREMIER BANK - MANAW	JPAP01	01/16/2019	PAY BACK SHORT TERM BORROWING ACCT#287189	GENERAL	0	753,299.99
					FUND/TEMPORARY		
					NOTES PAYABLE		
					Totals for 79307		753,299.99
79308	CHASE, THOMAS	JPAP01	01/16/2019	JV GIRLS BASKETBALL ON 1/25/19 VS BOWLER	GENERAL	0	47.00
					FUND/PERSONAL		
					SERVICES/GIRLS		
					BASKETBALL		
					Totals for 79308		47.00
79309	CZARNECKI, LARRY	011719	01/17/2019	JV BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	-47.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		
79309	CZARNECKI, LARRY	JPAP01	01/16/2019	JV BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	47.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		
					Totals for 79309		0.00
79310	CZARNECKI, LARRY	JPAP01	01/16/2019	JV GIRLS BASKETBALL ON 1/25/19 VS BOWLER	GENERAL	0	47.00
					FUND/PERSONAL		
					SERVICES/GIRLS		
					BASKETBALL		
					Totals for 79310		47.00
79311	DALLMAN, WILLIAM	JPAP01	01/16/2019	MS WRESTLING ON 1/21/19 VS MULTIPLE SCHOOLS	COMMUNITY SERVICE	0	125.00
					FUND/PERSONAL		
					SERVICES/OTHER		
					COMMUNITY SERVICES		
					Totals for 79311		125.00
79312	DEJARDIN, CHRIS	JPAP01	01/16/2019	VARSITY WRESTLING ON 1/24/19 VS SHIOCTON	GENERAL	0	80.00
					FUND/PERSONAL		
					SERVICES/BOYS		

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					WRESTLING		
					Totals for 79312		80.00
79313	EWING, JAMES	JPAP01	01/16/2019	MS WRESTLING ON 1/21/19 VS MULTIPLE SCHOOLS	COMMUNITY SERVICE	0	125.00
					FUND/PERSONAL		
					SERVICES/OTHER		
					COMMUNITY SERVICES		
					Totals for 79313		125.00
79314	FEUCHT, JASON	JPAP01	01/16/2019	VARSITY BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		
					Totals for 79314		70.00
79315	HASS, MARK	JPAP01	01/16/2019	JV BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	47.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		
					Totals for 79315		47.00
79316	HELGESON, TROY	JPAP01	01/16/2019	VARSITY GIRLS BASKETBALL ON 1/25/19 VS BOWLER	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/GIRLS		
					BASKETBALL		
					Totals for 79316		70.00
79317	KARLS, PAULA	JPAP01	01/16/2019	VARSITY GIRLS BASKETBALL ON 1/25/19 VS BOWLER	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/GIRLS		
					BASKETBALL		
					Totals for 79317		70.00
79318	KOSCIUK, GREGORY	JPAP01	01/16/2019	VARSITY BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		
					Totals for 79318		70.00
79319	MARTIN, TIMOTHY	JPAP01	01/16/2019	VARSITY GIRLS BASKETBALL ON 1/25/19 VS BOWLER	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/GIRLS		
					BASKETBALL		
					Totals for 79319		70.00
79320	NILLISSEN, TERRY	JPAP01	01/16/2019	MS GIRLS BASKETBALL ON 1/22/19 VS SHIOCTON	COMMUNITY SERVICE	0	60.00
					FUND/PERSONAL		
					SERVICES/OTHER		
					COMMUNITY SERVICES		
					Totals for 79320		60.00
79321	SIMONIS, JEROME	JPAP01	01/16/2019	MS GIRLS BASKETBALL ON 1/22/19 VS SHIOCTON	COMMUNITY SERVICE	0	60.00
					FUND/PERSONAL		
					SERVICES/OTHER		
					COMMUNITY SERVICES		
					Totals for 79321		60.00
79322	SLEEPER, DYLAN	JPAP01	01/16/2019	VARSITY BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	70.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		
					Totals for 79322		70.00
79323	KJESETH, LUKE	011719	01/17/2019	JV BOYS BASKETBALL ON 1/22/19 VS TIGERTON	GENERAL	0	47.00
					FUND/PERSONAL		
					SERVICES/BOYS		
					BASKETBALL		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 79323	47.00
79324	ALLIANT ENERGY	JPAP11	01/18/2019	MES Electric (6 months)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1011900060	5,167.38
79324	ALLIANT ENERGY	JPAP11	01/18/2019	HS Electric	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4001900135	7,784.22
79324	ALLIANT ENERGY	JPAP11	01/18/2019	NEW SIGN - ELEC - 12/6/18 - 1/7/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4001900135	28.56
79324	ALLIANT ENERGY	JPAP11	01/18/2019	PAES LAB - ELECTRIC & GAS - 12/7/18 - 1/8/19	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	271900083	114.70
79324	ALLIANT ENERGY	JPAP11	01/18/2019	PAES LAB - ELECTRIC & GAS - 12/7/18 - 1/8/19	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	271900083	114.70
79324	ALLIANT ENERGY	JPAP11	01/18/2019	GAS - ELEMENTARY SCHOOL - 12/6/18 - 1/9/19	GENERAL FUND/GAS FOR HEAT/OPERATION	1011900059	5,397.20
79324	ALLIANT ENERGY	JPAP11	01/18/2019	HS Electric	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4001900135	17.27
						Totals for 79324	18,624.03
79325	BADGER SPORTING GOOD	JPAP11	01/18/2019	GAMEBALLS- WOMENS	GENERAL FUND/NON-CAPITAL EQUIPMENT/GIRLS BASKETBALL	4001900128	450.00
79325	BADGER SPORTING GOOD	JPAP11	01/18/2019	GAMEBALLS - MENS	GENERAL FUND/NON-CAPITAL EQUIPMENT/BOYS BASKETBALL	4001900127	450.00
						Totals for 79325	900.00
79326	CINTAS CORPORATION L	JPAP11	01/18/2019	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	493.90
79326	CINTAS CORPORATION L	JPAP11	01/18/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/BUILDINGS	0	49.21
79326	CINTAS CORPORATION L	JPAP11	01/18/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/BUILDINGS	0	199.26
79326	CINTAS CORPORATION L	JPAP11	01/18/2019	CUSTODIAL SUPPLIES	FOOD SERVICE FUND/CLEANING SERVICES/OPERATION	0	21.70
79326	CINTAS CORPORATION L	JPAP11	01/18/2019	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/CLEANING SERVICES/BUILDINGS	0	11.70
						Totals for 79326	775.77
79327	STERLING WATER CULLI	JPAP11	01/18/2019	WATER SOFTENER SALT	GENERAL FUND/CLEANING SERVICES/BUILDINGS	0	72.66
						Totals for 79327	72.66

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
79328	FOLLETT SCHOOL SOLUT	JPAP11	01/18/2019	October Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4001900183	319.93
79328	FOLLETT SCHOOL SOLUT	JPAP11	01/18/2019	October Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4001900183	386.42
Totals for 79328							706.35
79329	GOPHER SPORTS	JPAP11	01/18/2019	PHY ED MATERIALS	GENERAL FUND/NON-CAPITAL EQUIPMENT/PHYSICAL EDUCATION	1011900072	256.17
Totals for 79329							256.17
79330	GRAICHEN DISPOSAL &	JPAP11	01/18/2019	Graichen 10 months @ \$755/month	GENERAL FUND/OPERATIONAL SERVICES/SITES	8001900014	377.50
79330	GRAICHEN DISPOSAL &	JPAP11	01/18/2019	Graichen 10 months @ \$755/month	GENERAL FUND/OPERATIONAL SERVICES/SITES	8001900014	377.50
Totals for 79330							755.00
79331	KNOPP, KEVIN	JPAP11	01/18/2019	TUNE YOUNG CHANG AT MES FOR SHELLEY RADLEY	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/INSTRUCTION AL EQUIPMENT	0	91.20
Totals for 79331							91.20
79332	KOBUSSEN BUSES LTD	JPAP11	01/18/2019	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	40,473.93
79332	KOBUSSEN BUSES LTD	JPAP11	01/18/2019	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	7,270.98
79332	KOBUSSEN BUSES LTD	JPAP11	01/18/2019	BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	4,223.65
79332	KOBUSSEN BUSES LTD	JPAP11	01/18/2019	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	1,751.92
79332	KOBUSSEN BUSES LTD	JPAP11	01/18/2019	BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	199.65
Totals for 79332							53,920.13
79333	MANAWA AREA CHAMBER	JPAP11	01/18/2019	MEMBERSHIP RENEWAL	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF	0	100.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					BUSINESS		
					Totals for 79333		100.00
79334	MID-AMERICAN RESEARC	JPAP11	01/18/2019	CUSTODIAL SUPPLIES	GENERAL	0	406.00
					FUND/GENERAL SUPPLIES/OPERATION		
					Totals for 79334		406.00
79335	NASSCO, INC	JPAP11	01/18/2019	LWHS CUSTODIAL SUPPLIES	GENERAL	0	719.36
					FUND/GENERAL SUPPLIES/OPERATION		
79335	NASSCO, INC	JPAP11	01/18/2019	MES CUSTODIAL SUPPLIES	GENERAL	0	433.10
					FUND/GENERAL SUPPLIES/OPERATION		
					Totals for 79335		1,152.46
79336	ORTHOPEDIC & SPINE O	JPAP11	01/18/2019	ATHLETIC TRAINER (2018-2019 SCHOOL YEAR)	GENERAL	4001900217	300.00
					FUND/PERSONAL SERVICES/GENERAL ATHLETICS		
					Totals for 79336		300.00
79337	QUALITY CONCRETE & E	JPAP11	01/18/2019	SNOW REMOVAL & SANDING	GENERAL	0	6,530.00
					FUND/CLEANING SERVICES/SITES		
					Totals for 79337		6,530.00
79338	SCHOOL PERCEPTIONS L	JPAP11	01/18/2019	SURVEY ADMINISTRATION & ENVELOPES	GENERAL	0	1,750.00
					FUND/PERSONAL SERVICES/OFFICE OF SUPERINTENDENT		
					Totals for 79338		1,750.00
79339	SCHOOL SPECIALTY INC	JPAP11	01/18/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4001900206	28.35
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
79339	SCHOOL SPECIALTY INC	JPAP11	01/18/2019	CARRIE KOEHN SUPPLY CENTRAL	GENERAL	4001900208	37.11
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 79339		65.46
79340	SPORTSENGINE	JPAP11	01/18/2019	NEMSWC MEET	GENERAL	4001900214	72.00
					FUND/PERSONAL SERVICES/ATHLETIC DIRECTOR		
					Totals for 79340		72.00
181900032	POPPY, MICHELLE	JPAP11	01/18/2019	MILEAGE REIMBURSEMENT TO GUIDED READING CONFERENCE ON 12/12/18	GENERAL	1011900065	38.15
					FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING		
					Totals for 181900032		38.15
181900033	UJAZDOWSKI, LUANNE	JPAP11	01/18/2019	REIMBURSE FOR PBIS INCENTIVES - 1ST GRADE	GENERAL	0	30.50
					FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
					Totals for 181900033		30.50
201800118	WISCONSIN RETIREMENT	WRS9	11/15/2018	Payroll accrual	GENERAL FUND/WI	0	10,580.35
					RETIREMENT FUND		
201800118	WISCONSIN RETIREMENT	WRS9	11/15/2018	Payroll accrual	SPECIAL EDUCATION	0	1,340.10
					FUND/WI RETIREMENT FUND		

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201800118	WISCONSIN RETIREMENT	WRS9	11/15/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	331.23
201800118	WISCONSIN RETIREMENT	WRS9	11/15/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	10,580.35
201800118	WISCONSIN RETIREMENT	WRS9	11/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,340.10
201800118	WISCONSIN RETIREMENT	WRS9	11/15/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	331.23
Totals for 201800118							24,503.36
201800124	WISCONSIN RETIREMENT	WRS9	11/30/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,385.70
201800124	WISCONSIN RETIREMENT	WRS9	11/30/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,396.73
201800124	WISCONSIN RETIREMENT	WRS9	11/30/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	354.61
201800124	WISCONSIN RETIREMENT	WRS9	11/30/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,385.70
201800124	WISCONSIN RETIREMENT	WRS9	11/30/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,396.73
201800124	WISCONSIN RETIREMENT	WRS9	11/30/2018	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	354.61
Totals for 201800124							22,274.08
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,474.06
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,262.27
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	316.40
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,981.88
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	295.22
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.99
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	341.00
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME	0	22.00

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201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	TAX GENERAL	0	9,849.74
					FUND/FEDERAL INCOME		
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	TAX SPECIAL EDUCATION	0	1,027.95
					FUND/FEDERAL INCOME		
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	TAX FOOD SERVICE	0	145.39
					FUND/FEDERAL INCOME		
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,981.88
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	295.22
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	73.99
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,474.06
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,262.27
201800134	INTERNAL REVENUE SER	P9	12/15/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	316.40
					Totals for 201800134		36,247.96
201800135	MASSMUTUAL FINANCIAL	P9	12/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	0.00
201800135	MASSMUTUAL FINANCIAL	P9	12/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,199.00
201800135	MASSMUTUAL FINANCIAL	P9	12/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201800135		1,249.00
201800136	WEA TAX SHELTERED AN	P9	12/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
201800136	WEA TAX SHELTERED AN	P9	12/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800136	WEA TAX SHELTERED AN	P9	12/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800136	WEA TAX SHELTERED AN	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201800136		419.88
201800137	WISCONSIN DEPT OF RE	P9	12/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201800137	WISCONSIN DEPT OF RE	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201800137	WISCONSIN DEPT OF RE	P9	12/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	25.73
201800137	WISCONSIN DEPT OF RE	P9	12/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,217.32

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201800137	WISCONSIN DEPT OF RE	P9	12/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	704.99
201800137	WISCONSIN DEPT OF RE	P9	12/15/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	109.16
						Totals for 201800137	7,132.20
201800139	WEA MEMBER BENEFIT T	P9	12/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	147.80
201800139	WEA MEMBER BENEFIT T	P9	12/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
201800139	WEA MEMBER BENEFIT T	P9	12/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201800139	341.11
201800140	MAGIC WRIGHTER INC	JPWI12	12/10/2018	INTERNET PAYMENT TRANSACTIONS & ANNUAL REGULATORY COMPLIANCE - MONTHLY	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	35.50
						Totals for 201800140	35.50
201800141	EMPLOYEE BENEFITS CO	JPWI12	12/06/2018	FSA, HRA & DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	294.11
201800141	EMPLOYEE BENEFITS CO	JPWI12	12/06/2018	FSA, HRA & DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	961.45
201800141	EMPLOYEE BENEFITS CO	JPWI12	12/06/2018	FSA, HRA & DEPENDENT CARE CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	253.41
						Totals for 201800141	1,508.97
201800142	EMPLOYEE BENEFITS CO	JPWI12	12/13/2018	FSA, HRA & DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	9.19
201800142	EMPLOYEE BENEFITS CO	JPWI12	12/13/2018	FSA, HRA & DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	32.13
201800142	EMPLOYEE BENEFITS CO	JPWI12	12/13/2018	FSA, HRA & DEPENDENT CARE CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	601.99
						Totals for 201800142	643.31
201800143	DELTA DENTAL OF WISC	JPWI12	12/05/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,205.62
						Totals for 201800143	2,205.62
201800144	DELTA DENTAL OF WISC	JPWI12	12/12/2018	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	117.00
						Totals for 201800144	117.00
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,745.70
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,270.98
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	345.42
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	3.49
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	GENERAL FUND/FICA	0	2,045.39

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201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	297.26
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	80.78
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	0.82
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	341.00
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,047.49
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,076.14
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	174.44
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,045.39
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	297.26
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	80.78
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	0.82
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,745.70
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,270.98
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	345.42
201800145	INTERNAL REVENUE SER	P9	12/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	3.49
Totals for 201800145							37,272.99
201800146	MASSMUTUAL FINANCIAL	P9	12/31/2018	Payroll accrual	GENERAL FUND/HARTFORD INS -	0	0.00

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201800146	MASSMUTUAL FINANCIAL	P9	12/31/2018	Payroll accrual	TSA/ROTH GENERAL FUND/HARTFORD INS -	0	1,199.00
201800146	MASSMUTUAL FINANCIAL	P9	12/31/2018	Payroll accrual	TSA/ROTH GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 201800146	1,249.00
201800147	WEA TAX SHELTERED AN	P9	12/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
201800147	WEA TAX SHELTERED AN	P9	12/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800147	WEA TAX SHELTERED AN	P9	12/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800147	WEA TAX SHELTERED AN	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 201800147	419.88
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	41.75
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,347.83
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	738.02
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	126.21
201800148	WISCONSIN DEPT OF RE	P9	12/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 201800148	7,328.81
201800150	WEA MEMBER BENEFIT T	P9	12/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	147.80
201800150	WEA MEMBER BENEFIT T	P9	12/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
201800150	WEA MEMBER BENEFIT T	P9	12/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201800150	341.11
201800151	MASSMUTUAL FINANCIAL	P9	12/31/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	-597.60
						Totals for 201800151	-597.60
201800152	MASSMUTUAL FINANCIAL	P9	12/31/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	-1,199.00
						Totals for 201800152	-1,199.00
201800153	DELTA DENTAL OF WISC	JPWIDE	01/11/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	367.00
						Totals for 201800153	367.00

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201800154	DELTA DENTAL OF WISC	JPWIDE	01/11/2019	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,899.06
						Totals for 201800154	1,899.06
201800155	EMPLOYEE BENEFITS CO	JPWIDE	01/11/2019	DEPENDENT CARE AND FSA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	294.11
201800155	EMPLOYEE BENEFITS CO	JPWIDE	01/11/2019	DEPENDENT CARE AND FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	259.85
						Totals for 201800155	553.96
201800156	EMPLOYEE BENEFITS CO	JPWIDE	01/11/2019	FSA & HRA ADMINISTRATION FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	315.45
						Totals for 201800156	315.45
201800157	EMPLOYEE BENEFITS CO	JPWIDE	01/11/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	578.09
201800157	EMPLOYEE BENEFITS CO	JPWIDE	01/11/2019	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	11,853.44
						Totals for 201800157	12,431.53
201800158	DELTA DENTAL OF WISC	JPWIJA	01/11/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,104.00
						Totals for 201800158	1,104.00
201800159	DELTA DENTAL OF WISC	JPWIJA	01/11/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,127.02
						Totals for 201800159	1,127.02
201800160	EMPLOYEE BENEFITS CO	JPWIJA	01/11/2019	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	580.95
201800160	EMPLOYEE BENEFITS CO	JPWIJA	01/11/2019	HRA & FSA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	2,594.49
						Totals for 201800160	3,175.44
201800161	EMPLOYEE BENEFITS CO	JPWIJA	01/11/2019	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY16-17	0	154.73
201800161	EMPLOYEE BENEFITS CO	JPWIJA	01/11/2019	HRA & FSA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	2,631.08
						Totals for 201800161	2,785.81
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,244.78
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	309.37
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	95.95
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,019.14
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	291.12
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FOOD SERVICE	0	72.35

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201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	22.44
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	COMMUNITY SERVICE	0	22.44
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	341.00
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL	0	341.00
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	34.24
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION	0	34.24
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	25.00
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FOOD SERVICE	0	25.00
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	5.50
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL	0	5.50
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	9,970.85
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL	0	9,970.85
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	1,005.95
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION	0	1,005.95
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	133.10
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FOOD SERVICE	0	133.10
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	0.00
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	COMMUNITY SERVICE	0	0.00
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FEDERAL INCOME TAX	0	2,019.14
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,019.14
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION	0	291.12
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	291.12
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FOOD SERVICE	0	72.35
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	72.35
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	COMMUNITY SERVICE	0	22.44
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	22.44
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,633.49
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION	0	8,633.49
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	1,244.78
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION	0	1,244.78
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	309.37
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FOOD SERVICE	0	309.37
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	95.95
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	COMMUNITY SERVICE	0	95.95
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	95.95
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,633.49
201800162	INTERNAL REVENUE SER	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION	0	8,633.49
					Totals for 201800162		36,892.92
201800163	MASSMUTUAL FINANCIAL	P9	01/15/2019	Payroll accrual	GENERAL	0	0.00
					FUND/HARTFORD INS -		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800163	MASSMUTUAL FINANCIAL	P9	01/15/2019	Payroll accrual	TSA/ROTH GENERAL FUND/HARTFORD INS -	0	1,199.00
201800163	MASSMUTUAL FINANCIAL	P9	01/15/2019	Payroll accrual	TSA/ROTH GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 201800163	1,249.00
201800164	WEA TAX SHELTERED AN	P9	01/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
201800164	WEA TAX SHELTERED AN	P9	01/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800164	WEA TAX SHELTERED AN	P9	01/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800164	WEA TAX SHELTERED AN	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 201800164	419.88
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	10.00
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	54.86
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,366.69
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	714.39
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	106.80
201800165	WISCONSIN DEPT OF RE	P9	01/15/2019	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 201800165	7,322.74
201800167	WEA MEMBER BENEFIT T	P9	01/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	147.80
201800167	WEA MEMBER BENEFIT T	P9	01/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
201800167	WEA MEMBER BENEFIT T	P9	01/15/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201800167	341.11
201800170	BMO MASTERCARD	COCODE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/NON-CAPITAL EQUIPMENT/GENERAL ATHLETICS	0	252.57
201800170	BMO MASTERCARD	COCODE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/SHEET MUSIC/VOCAL MUSIC	0	59.94
201800170	BMO MASTERCARD	COCODE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/GENERAL SUPPLIES/DISTRICT ADMINISTRATION	0	5.85
201800170	BMO MASTERCARD	COCODE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/NON-INSTRUCTION	0	15.81

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	AL SOFTWARE/OFFICE OF SUPERINTENDENT GENERAL	0	47.53
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	FUND/FOOD/OFFICE OF SUPERINTENDENT GENERAL	0	9.00
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	FUND/NON-INSTRUCTIONAL SOFTWARE/ADMINISTRATIVE TECHNOLOGY SERV	0	47.49
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/TECH REPAIRS AND MAINTENANCE/ADMINISTRATIVE TECHNOLOGY SERV	0	234.98
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	FUND/NON-INSTRUCTIONAL SOFTWARE/ADMINISTRATIVE TECHNOLOGY SERV	0	157.93
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	85.93
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	FUND/TRANSFER TO VTAE DISTRICTS/OTHER SPECIAL NEEDS	0	6.00
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	FUND/TRANSFER TO VTAE DISTRICTS/OTHER SPECIAL NEEDS	0	6.00
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	GENERAL FUND/GENERAL SUPPLIES/ART	0	58.78
201800170	BMO MASTERCARD	COCCDE	12/20/2018	Credit Card Payment AP Invoice.	FUND/TRANSFER TO VTAE DISTRICTS/OTHER SPECIAL NEEDS	0	6.00
						Totals for 201800170	993.81
						Totals for checks	1,360,205.97

CREDIT CARD STATEMENT - December			WUFAR Code						
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	Description
Dan Wolfram									
11/27/2018	GED TESTING	\$6.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
11/29/2018	FLEET FARM	\$58.78	10	E	400	411	121000	000	NANCY ZABLER - CLASSROOM SUPPLIES
12/11/2018	GED TESTING	\$6.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
12/11/2018	GED TESTING	\$6.00	10	E	400	389	179000	000	MARY ECK - GED TESTING
12/13/2018	FLEET FARM	\$85.93	10	E	400	411	253000	000	MIKE THOMACK, BUILDINGS & GROUNDS
	TOTAL	\$162.71							
Melanie Oppor									
12/8/18	Adobe Acropro Subscription	\$15.81	10	E	500	435	232100	0	Updated Version of Adobe
11/27/18	Subway	\$47.53	10	E	500	415	232100	0	CTE Visit to Kewaunee Referendum Brainstorming
	TOTAL	\$63.34							
Jeanne Frazier									
11/20/18	Wal-Mart	\$5.85	10	E	500	411	232100	0	Retirement Certificate Frame BQ
11/21/18	Amazon	\$59.94	10	E	400	473	125400	0	HS 6 Contemporary Guitars - Music Class
11/29/18	Amazon	\$252.57	10	E	400	440	162000	0	MT Massage 28" sport massage table (Funds donated by Manawa
	TOTAL	\$318.36							
Bryant Cobarrubias									
11/21/2018	CDWG	\$157.93	10	E	800	480	295000	000	Adobe Acrobat Pro - 1 License
12/1/2018	UBREAKIFIX Appleton	\$234.98	10	E	800	321	295000	000	Mobile phone repair
12/14/2018	Microsoft Azure	\$47.49	10	E	800	480	295000	000	Help Desk Software
12/15/2018	TOON BOOM	\$9.00	10	E	800	480	295000	000	Toon Boom License - 1 student
	Total	\$449.40							

Name	Reference	Trans Date	Description	Post Date	Amount
		12/04/2018	MES DISTRICT FEES	12/04/2018	15.00
			Totals for 13415		15.00
		12/07/2018	FOOD SERVICE ACCOUNT PAYMENTS	12/07/2018	1,673.00
			Totals for 13417		1,673.00
		12/14/2018	BBB VS BOWLER 12/11/2018-\$113.00 WRESTLI	12/14/2018	366.00
			Totals for 13440		366.00
		12/21/2018	FOOD SERVICE ACCOUNT PAYMENT	12/21/2018	1,091.00
			Totals for 13441		1,091.00
		12/21/2018	DISTRICT STUDENT FEE	12/21/2018	20.00
			Totals for 13442		20.00
		12/21/2018	LYCEUM PROGRAM	12/21/2018	2.00
			Totals for 13443		2.00
		12/21/2018	NEWSPAPER	12/21/2018	1.00
			Totals for 13444		1.00
		12/21/2018	STUDENT PARKING FEE	12/21/2018	20.00
			Totals for 13445		20.00
		12/21/2018	YEARBOOK 9-12	12/21/2018	250.00
			Totals for 13446		250.00
		12/21/2018	CHROMEBOOK FINES	12/21/2018	30.00
			Totals for 13447		30.00
		12/21/2018	AGENDA-K KONS	12/21/2018	5.00
			Totals for 13448		5.00
		12/21/2018	9-12 ATHLETICS	12/21/2018	20.00
			Totals for 13449		20.00
		12/21/2018	LYCEUM PROGRAMS	12/21/2018	4.00
			Totals for 13450		4.00
		12/21/2018	NEWSPAPER	12/21/2018	1.00
			Totals for 13451		1.00
		12/21/2018	STUDENT ATHLETIC PASSES	12/21/2018	10.00
			Totals for 13452		10.00
		12/21/2018	9-12 YEARBOOK	12/21/2018	132.00
			Totals for 13453		132.00
		12/21/2018	CHROMEBOOK CHARGES	12/21/2018	15.00
			Totals for 13454		15.00
		12/31/2018	DRAMA PROCEEDS TO REPLACE FUNDS TRANSFER	12/31/2018	177.00
			Totals for 13419		177.00
		12/31/2018	NSF SPAULDING CHECK REDEPOSITED	12/31/2018	40.00
			Totals for 13420		40.00
		12/31/2018	DONATION FROM MANAWA ATHLETIC BOOSTER CL	12/31/2018	223.71
			Totals for 13421		223.71
		12/31/2018	DONATION FROM MANAWA ATHLETIC BOOSTER CL	12/31/2018	896.75
			Totals for 13422		896.75
		12/31/2018	DONATION FROM STURM FOODS FOR BOWLING	12/31/2018	200.00
			Totals for 13423		200.00
		12/31/2018	NETWORK PHOTOGRAPHY REBATE HS = \$840.10	12/31/2018	1,742.76
			Totals for 13424		1,742.76
		12/31/2018	FOCUS ON ENERGY REBATES FOR EE PROJECTS	12/31/2018	27,170.00
			Totals for 13425		27,170.00
		12/31/2018	FOOD SERVICE ACCOUNT PAYMENT	12/31/2018	735.50
			Totals for 13461		735.50
		12/31/2018	FOOD SERVICE ACCOUNT PAYMENT	12/31/2018	963.80
			Totals for 13462		963.80
		12/31/2018	BOOSTER CLUB TO PAY FOR MASSAGE TABLE	12/31/2018	252.57

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 13463		252.57
			Total for Cash Receipts		36,057.09



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor, Jeanne Frazier

Fr: Dan Wolfgram

Date: 1/8/2019

Re: Band Instrument Donations

The following individuals have donated instruments to the Little Wolf Jr./Sr. High School Instrumental program:

Tom Abraham – Flute Value \$400
543 Parkside Dr. Apt 4
New London, WI 54961

Helene Pohl – Cornet Value \$250
E3080 Poverty Hill Rd.
Ogdensburg, WI 54962

Linda Trepasso- Cornet Value \$50
E2377 Keatings Lake Dr.
Iola, WI 54945

All items were appraised by Don Engle of Island Music in New London.

FUNDRAISER INFORMATION

2018-19 Budget Year (Last Revised 11-19-2018)

Name of Fundraiser (K-6)	Class or Club	Purpose	Dates
Box Top for Education	All Grades	To purchase unbudgeted teacher itmes.	All Year
PTO Wolf Walk	PTO	To fund PTO activities to support school functions.	Fall
PTO Penny War	PTO	To offset unbudgeted expenses and support positive school climate activities at MES.	March 6-10, 2017
Hansen's Food	All Grades	To fund field trips and other class activities.	All Year
Valentine's Day Cookies	Student Council	To fund Student Council activities.	All Year
Book Fair/BOGO Fair	Librarian	To fund books for library, book room, and/or classrooms.	November & May
Java Fridays	Special Education	Self-sustaining work experience for students.	All Year
Community Service Project (Eliminate)	Music Teacher (Mrs. Baranczyk)	split between families in Phillipines who made braclets and the school	Winter
Name of Fundraiser (7-12)	Class or Club	Purpose	Dates
Seroogy's	Art Club/Art Team	Art Team T-Shirts	All Year
Concessions	Student Council	To pay for projects.	Football season, volleyball season, girls basketball season, boys basketball season, track season, and a portion of the wrestling season
Vandewalls Chocolate	7th and 8th Grades	To fund 2017 Washington D.C. trip.	All Year
Shirt Sales	Student Council	To pay for projects.	September
Fruit Sales (Russ Davis - wholesale)	Choir/Band	To fund various fees for solo ensemble.	October/November
Sale of Shakes	Student Council	To pay for projects.	February & March
Flower Sales	Student Council	To pay for projects.	February & March
TBA	Student Council	To assist with hosting State Student Council Convention	
FFA Dessert Auction (At Banquet)	FFA	To pay for leadership development/chapter expenses.	March or April
Donors Choose Drum Project	Vocal Music	African Drum acquisiton for General Music	Fall 2018
To Be Determined	Cross Country	Awards, end of year banquet.	September

Chef's Choice Pizza	Band/Choir	S/E fees, transportation costs.	Sept. & January
Bake Sale	Band	S/E fees, transportation costs.	May
Rose & Concession Sale	Band	Host school for S/E.	March
50/50 Raffle	Choir	Replenish Activity Account for future travel. February - Lion King	2018-2019 Choir Concerts
HS and MS Band and Choir Gourmet Delights Cheesecake Sale	HS and MS Band and Choir	Opportunity for students to raise funds for the individual accounts for travel and other educational activities.	Feb. and March 2019
Choir Concert Concessions	Choir	Replenish Activity Account for future travel. February - Lion King	2018-2019 Choir Concerts
Cookie Dough (Great American Opportunities)	Band	Fund Trip	January
Concert on the Triangle - Pie Sale	Band	Transportation costs.	Summer
50-50 Raffle Tickets Football Games	Girls Basketball	Uniforms/other activities.	September/October
50-50 Raffle Tickets Basketball Games	Junior Class	Prom.	Winter
Muffin Project - including Muffin Thursdays, Rootbeer Float Fridays, Freezer Pop Sale, and Staff Thanksgiving Dinner	Special Education	Self-sustaining work experience for students. To fund community outings.	All Year
Holiday Bread Order	Special Education	Self-sustaining work experience, and help to support community outings.	November - January
Lollipop Sale	FOR Club	Activities and projects.	Sept. - Nov.
Various Projects	Think Pink	Raising money to donate to the American Cancer Society.	All Year
Bottled Water Vending Machine	FFA	Various projects and activities.	All Year
Football Jersey Sale	Football	Fund the replacement of jerseys so all match.	Spring/Summer 2016
Name of Fundraiser (Districtwide)	Class or Club	Purpose	Dates
Project Backpack	Manawa Project Backpack Club	To support the ongoing food and supply costs for student program participants.	Solicitation of donation letter
Color Run	Secondary Special Education	District technology or academic enhancements.	May - Every Other Year - 2018; 2020; 2022; etc.
The Frostbite Club	Wellness Committee	Incentive prizes like t-shirts, water bottles, etc. for children	December/January
Mr. Manawa and Bake Sale	Junior Class	Prom fundraiser	25-Mar
Finals Munchies and Beverages	NHS	Laude Stoles / Fund Activities	January/June

RED = eliminated fundraisers

YELLOW = updated/revised fundraisers



Jeanne Frazier <jfrazier@manawaschools.org>

Fwd: WTI Round 13 Grant

1 message

Bryant Cobarrubias <bcobarrubias@manawaschools.org>
To: Jeanne Frazier <jfrazier@manawaschools.org>

Thu, Jan 10, 2019 at 10:49 AM

----- Forwarded message -----

From: **Mike Kerr** <mikerr1313@gmail.com>

Date: Thu, Jan 10, 2019 at 9:17 AM

Subject: WTI Round 13 Grant

To: Bryant Cobarrubias <bcobarrubias@manawaschools.org>, Melanie Oppor <mopper@manawaschools.org>

CC: Denise M Kerr <dmkerr2@gmail.com>

We would like to inform you that your Round 13 WTI Grant request has been selected for award. Please take the following steps:

- 1) Contact either Dennis Rockhill (Makerspace) or Steve Yahr (Fab Lab) to schedule the mandatory training included in the grant. Their contact information is at the bottom of this email.
- 2) Place the order for your requested equipment, tools, etc. Email a copy of the associated invoice(s) to our attention and we will provide the funding directly to you for payment.
- 3) We are inviting your district to attend our WTI Tech Fair to be held on May 31st & June 1st at the Institute For Discoveries on the UW Madison campus. This event will be to recognize the projects your students have been able to produce when utilizing your Makerspaces or Fab Labs. This will be for your student(s) and chaperone(s) to attend to share these examples with others around the state. More to follow on this.

Congratulations!

Mike & Denise

Dennis Rockhill
920-569-9888
dennisrockhill@protogb.org

Steve Yahr
651-357-7617
syahr@threelakesd.k12.wi.us

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Mike Kerr
TOSA Foundation
Executive Director, Wisconsin Technology Initiative
Email: mikerr1313@gmail.com
Office: 608-318-2203
Cell: 608-345-4844
Website: www.wisconsintechologyinitiative.org

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Mike Kerr
TOSA Foundation
Executive Director, Wisconsin Technology Initiative
Email: mikerr1313@gmail.com
Office: 608-318-2203
Cell: 608-345-4844

WTI Grant - Round 13

School District of Manawa



Overview

1. Project Background and Description

Makerspaces encourages hands-on learning, provides enrichment opportunities not otherwise possible, and allows students to stretch their imaginations. The Manawa Elementary Makerspace will empower students to be more than consumers of information. Students will be creators and innovators. As Martinez and Stager (2013) assert, "Making lets you take control of your life, be more active, and be responsible for your own learning" (p. 29).

2. Project Scope

The Manawa Elementary makerspace project will create a space stocked with tools and supplies to support creative hands-on projects. We decided to focus on materials and tools which are safe for students pre-kindergarten through fifth grade. The tool and supply list heavily targets cardboard based projects. Our team has determined such projects are the ideal entry point into the makerspace movement for our staff and students. Poly foam sheets are affordable and works well with the cardboard tools. We also felt sewing equipment offers an opportunity to reach more students and offer more diverse project offerings. Also represented in the supply list are littleBits and Snap Circuit kits to encourage introductory electronic projects.

The elementary school will convert an elementary computer lab into this new makerspace. Existing furniture will provide collaborative space for students to work. Cabinets in the room will provide storage space for materials and tools.

3. High-Level Requirements

A current Public School District in the state of Wisconsin

Manawa Elementary School is a public elementary school and is the only school from the School District of Manawa applying for round 13 of the WTI grant.

WTI Grant - Round 13

School District of Manawa



Agreement to complete the training associated with and through the prescribed sources of such training

Our staff is eager for the opportunity to participate in the available training. We are fortunate to have Dennis Rockwell as a local expert regarding makerspaces. Students in our community will benefit from his influence on our staff.

Makerspace investments already made by the district

The elementary library have slowly been growing an robotics and coding program. This has been provided by library funds, grants, and fundraisers. Existing equipment includes Wonder Workshop Dash Robot, OSMO devices, and iPads.

Desired outcomes of the requested funding

Our school needs the hands-on opportunities for students become creators and innovators. Our desired outcome is for this funding to launch a sustainable makerspace environment for the students of our community.

District matches that will be employed

Our elementary school is allocating space needed for the makerspace. We plan upgrades to the space to allow for better storage of tools and supplies. Included in the grant request are consumables needed for an estimated year worth of projects. Our future school budget will include replenishing supplies to ensure the makerspace is sustainable.

Free and reduced statistics

32% of district students are enrolled in our free and reduced program.

4. Funding

Our team is requesting \$18,820 in funding for tools and supplies. This gift would allow us to launch our new Manawa Makerspace. We also ask for the \$5,000 training allowance to work with Dennis Rockhill of the Einstein Project in Green Bay. Additionally, we hope to take part in the day-long hands on boot camp at The Einstein Project location.

A detailed list of tools and supplies are included in Appendix B. A list with links to vendors is available in this Google sheet: <https://tinyurl.com/ybqpdutl>

WTI Grant - Round 13

School District of Manawa



5. Application Process

Economic Overview of Community

The education level for individuals 25 years and over in Manawa is as follows: High school or higher: 88.8%; Bachelor's degree or higher: 11.9%; Graduate or professional degree: 1.5%.

The unemployment rate is about 4.6%. Employment opportunities within the city of Manawa are as follows:

- Manufacturing (59%)
- Wholesale trade (5%)
- Public administration (5%)
- Retail trade (5%)
- Accommodation and food services (5%)
- Administrative and support and waste management services (4%)
- Transportation and warehousing (4%)

School Report Cards

Included with this application are three years of state report cards.

6. Implementation Plan

The rollout of the makerspace will be lead by an implementation team. This team will be co-chaired by the building principal and director of technology. Other members will include the library media specialist and volunteer elementary teachers.

Director of technology and library staff are responsible for setting up and organizing new equipment and materials. District maintenance staff are responsible for installing shelving. When appropriate secondary students will be included to help prepare and setup equipment.

Prior to training with Mr. Rockwell and Einstein Project, Manawa staff will be trained on general usage of new makerspace equipment. The project will finish with a community launch event. The intention is to raise awareness and invite community stakeholders to take part in sustaining the makerspace.

The director of technology and library media manager are responsible for the ongoing maintenance and support of makerspace equipment.

WTI Grant - Round 13

School District of Manawa



7. High-Level Timeline/Schedule

The timeline below assumes grants are awarded during the month of December. The timeline is planned to allow the new makerspace to be operational prior to the WTI Spring Conference on March 22.

Category	Task	Timeframe	Notes
Project Planning	Form implementation team	Mid-December	Dates scheduled following grant notification.
	Issue press release	Mid-December	
	Launch makerspace blog site	December 14	
Location Preparation	Disassemble existing computer lab.	January 3-4	
	Deep clean makerspace room	January 7-9	
	Install new shelves and storage	January 9-11	
Equipment Setup	Unpackage and setup larger equipment including Glowforge Pro, Hot Wire Foam Cutter, Sewing Machines.	January 14-18	
	Unpackage, organize, and store tools and materials.	January 14-18	
Professional Development	Train elementary staff on general use of larger equipment including Glowforge Pro, Hot Wire Foam Cutter, Sewing Machines.	January 21-25	
	Mr. Rockhill onsite training	TBD after January 25	
	Einstein project bootcamp	TBD	
Community Involvement	Invite community stakeholders to makerspace launch celebration.	Mid-January	
	Makerspace Community Launch Event	TBD mid-February	

WTI Grant - Round 13

School District of Manawa



Appendix A - References

Martinez, S. L., & Stager, G. (2013). Invent to learn: Making, tinkering, and engineering in the classroom. Torrance, CA: Constructing modern knowledge press

Appendix B - Tools and Supply List

The items listed below are influenced heavily by the Makerspace Playbook and advice from Dennis Rockwell. In the interest of space links to vendor items are not included. However, are available from this Google sheet: <https://tinyurl.com/ybqpdutl>

Category	Item	Quantity	Unit	Extended
Joining	Staple Gun - Stanley TR150HL SharpShooter	10	\$23	\$230
	Hot Glue Gun - Ad-Tech Mini	30	\$3	\$90
	Box Rivets - Mr. McGroovys Box Rivets	10	\$20	\$200
	Big Sewing Needles - ZHONGJIUYUAN Stainless Steel	5	\$9	\$45
	Paint Brushes - Great Value Multi use	3	\$24	\$72
	Straight Pins - Shappy	1	\$10	\$10
	Paper Fasteners - Clipco	10	\$7	\$70
	Newspaper Builders - Roylco	5	\$40	\$200
Cutting	Scissors - BEST Stainless Steel	3	\$15	\$45
	Makedo - Toolset	3	\$125	\$375
	Cardbord Cutter - CANARY	8	\$25	\$200
	Cardboard Scissors - CANARY Cardboard Scissors	30	\$17	\$510
	Cardboard Holepunch - Crop-A-Dile Power Punch	10	\$13	\$130
	Glowforge Pro	1	\$5,995	\$5,995
	Hot Wire Foam Cutter - Torch	1	\$120	\$120
Fixturing	Vise - JSP	2	\$27	\$54
	C-Clamps - CAMVATE	30	\$12	\$360
	Pliers - Katzco	3	\$16	\$48
	Spring Clips Clamps - ProTool	5	\$5	\$25
Textile / Soft Circuit	Seam Ripper - Kingmas	3	\$6	\$18
	Cloth Tape Measure - Singer	20	\$3	\$60

WTI Grant - Round 13

School District of Manawa



	Iron - Sunbeam	3	\$13	\$39
	Embroidery Needles - BCP	3	\$6	\$18
	Needle Threader - Yueton	3	\$6	\$18
	Snap Setter - Kingso	4	\$12	\$48
	Rotary Cutter - Finkars	3	\$13	\$39
	June Tailor Quilter's Cut'n Press	3	\$35	\$105
	Sewing Scissors - Singer	3	\$16	\$48
	Sewing Needles - Bronda Grand	5	\$7	\$35
	Sewing Pins - Subang	3	\$11	\$33
	Sewing Machine - Brother SE400	3	\$280	\$840
	Button Machine 2 1/4" - NEIL	1	\$280	\$280
	Button Machine 2 1/4" Parts (1000) - NEIL	1	\$175	\$175
Circuitry	littleBits STEAM Education Class Pack, 30 students	1	\$2,900	\$2,900
	Snap Circuits Extreme SC-750R Electronics Exploration Kit	7	\$125	\$875
Storage	Containers			\$200
	Shelving			\$300
Materials	Craft Fabric Bundle - Misscrafts 50pcs 8" x 8" (20cm x 20cm)	10	\$13	\$130
	Plain Solid Cotton Fabric For Sewing	10	\$19	\$190
	Duct Tape	10	\$40	\$400
	Color Thread	5	\$10	\$50
	Brown Corrugated Sheets (24" x 18") - Papermart	40	\$26	\$1,020
	Brown Corrugated Sheets (36" x 72") - Papermart	30	\$34	\$1,008
	Brown Corrugated Sheets (8.5" x 11") - Papermart	60	\$10	\$612
	Poly Foam (1"x82"x24") - Foam By Mail	20	\$9	\$180
	Poly Foam (5"x82"x24") - Foam By Mail	10	\$42	\$420
			Total	\$18,820



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
Fr: Dan Wolfgram
Date: 1/14/2019
Re: Foreign Exchange Student – 2019-2020

The purpose of this memo is to recommend Ngoc Thuy Kim Pham as a foreign exchange student from Vietnam for the 2019-2020 academic school year.

Ngoc is sponsored through The Council on International Educational Exchange (CIEE) and is a non-profit organization promoting international education and exchange. It was founded in 1947 and is based in the United States. The organization is headquartered in Portland, Maine.

Since most Americans cannot pronounce her Vietnamese name, Ngoc goes by Jocelyn. She was born in Lam Dong and would be attending Little Wolf Jr./Sr. High School as a junior. She has studied English for ten years and her plans are to reside with Grant and Tamara Johnson while in Manawa. Jocelyn enjoys movies, cooking, playing cards, badminton, snowboarding, and social media.

Once approved by the BOE, Ms. Connolly will develop a schedule that will offer Jocelyn a wide variety of academic experiences during her stay in the United States.

Lam Dong:

Located in the Central Highlands region, Lam Dong is a mountainous province, and 70% of its area is covered in forest. To the north, it borders on Dak Lak and Dak Nong provinces, to the south-east, on Khanh Hoa, Ninh Thuan, and Binh Thuan provinces, and to the west, on Binh Phuoc and Dong Nai provinces.

Topography

The remarkable characteristic of Lam Dong's topography is the fairly distinctive division of tiers from north to south. The north of the province is high mountains, the Lang Bian plateau, with summits of altitudes between 1,300m - above 2,000m such as Bidoup (2,287m), Lang Bian (2,167m). The east and the west are mountains with modest altitudes (500m- 1,000m). The south is topographically the transition from the Di Linh- Bao Loc plateau to the semi-flat country.

Climate

Lam Dong province has a tropical climate and does experience monsoons when in season. However, the weather of Lam Dong is temperate and mild all the year round, notable changes are rare in the annual cycle. The temperature varies distinctly between higher and lower elevations. The dry season is from December to March and the rainy season is from April to November.







Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor, Brenda Suehs
Date: January 18, 2019
Re: Food Service Manager position

Recommendation

I recommend that Mrs. Brenda Suehs become full-time food service manager per the recommendation from the Department of Public Instruction food service audit starting on January 22, 2019.

Rationale

Per the Administrative Review Summary Report:

It was noted during the review that the Food Service Supervisor is challenged to run the School Nutrition Programs with the time allowed to work on the programs. Manawa School District participates in the National School Lunch Program and the School Breakfast Program. The Food Service Supervisor handles all aspects of the programs including menu planning, ordering, meal application approval, notification of benefits to households, direct certification, verification, on-site monitoring, continuing education for food service staff, tracking continuing education for staff, continuously training staff on the program requirements, etc.

Administration was not aware of the many requirements necessary to running the School Nutrition Programs. For the amount of work the Food Service Supervisor has to do for the programs, it is common to have multiple people splitting the job duties in order to run the School Nutrition Programs efficiently. Many times, there is a Food Service Director overseeing the meal pattern, menu planning, training the food service staff, and handling ordering. There is typically an Administrative Secretary, Bookkeeper or Business Manager who handles the Free and Reduced Meal Applications, running Direct Certification, and submitting the monthly claims all while doing their other job duties that do not pertain to the School Nutrition Programs.

There are many requirements regarding the School Nutrition Programs outlined in the following report that need attention. It is my recommendation that the Food Service

Supervisor work solely on the School Nutrition Programs or split the duties among staff members.

Other Effects

These audit results were discussed with Mrs. Suehs and she would like the opportunity to work solely in food service. Currently she works 10 hours per week (25%) in the District Office. I met with each of the District Office staff and we believe that the workload could be absorbed with current staff.

By changing job status, the food service fund (Fund 50) will be used to pay 100% of Mrs. Suehs' salary and benefits. Currently, there is a fund balance of approximately \$70,000 in Fund 50. The plan is that by having a full-time manager, food service will be able to increase sales and decrease costs enough to cover the increase in staffing. This is a pilot program and will be reevaluated in staff and program changes next school year.

Thank
you

Hélène,

Thank you for your email.
Your kind words and support
meant/mean a lot too me.
I appreciate you taking the
time to send your condolences.

Missy

School District of Manawa,

Thank you for your contri-
bution towards my mom's
memorial. Your generosity is
appreciated.

Missy Tassone
& family

Student Recognition – Brett Zielke – January 2019

In Economics, students played a very in-depth, small business simulation game that is sponsored by New Zealand Schools and Universities, the New Zealand Professional Soccer (Football) League, Microsoft, a consortium of banks, and the Small Business Company. The Small Business Game simulates every aspect of running a small business: advertising, insurance, employee management and training, ordering of stock and setting prices and even reacting to local news and events.

According to Mr. Hiddemen, Brett Zielke, grade 11, scored one of the highest scores he has ever seen, and made it on to the world leaderboard, finishing with the 19th highest score of the year. The others in the top 20 were all students at universities or college prep schools. This was a tremendous achievement and puts the name Little Wolf JR/SR HS on the world leaderboard for the game. Additionally, Brett is an outstanding student with the current GPA of 4.0.

Monthly Enrollment Count to the Board 2018-2019

Grade		3rd Fri						
		21-May-18	17-Sep-18	27-Sep-2018	12-Oct-18	19-Nov-18	17-Dec-18	18-Jan-19
EC / Speech .5		4	3	3	3	3	5	5
4K .6		33	36	35	35	37	36	37
Kdg		44	29	29	30	29	29	29
1		32	45	45	45	45	45	46
2		31	30	30	30	30	30	30
3		54	32	32	32	32	32	33
4		41	51	51	50	50	50	50
5		37	37	37	37	37	37	36
6		51	39	39	38	38	38	37
7		54	50	50	50	50	50	51
8		51	52	52	52	52	52	52
9		68	55	54	54	54	54	54
10		53	66	66	66	66	66	67
11		58	55	54	55	55	51	51
12		60	63	62	63	65	65	65
Subtotal Students		671	643	639	640	643	640	643
Less OE IN		-22	-26	-23	-23	-23	-23	-23
Plus OE OUT		85	109	102	102	101	96	96
Less Tuition Sharing				-2	-2	-2	-2	-2
Total Enrollment		734	726	716	717	719	711	714
3rd Friday Sept 2017	736							

3rd Friday Corrections

**(Nov 26 / Dec 11 - 2 families moved to Non-resident District / withdrew from Open Enrollment)

School District of Manawa

School Board Ballot

Composed of the City of Manawa, Village of Ogdensburg,
Towns of Bear Creek, Helvetia, Lebanon, Little Wolf,
Mukwa, Royalton, St. Lawrence and Union,
Waupaca County, Wisconsin

BOARD OF EDUCATION ELECTION APRIL 2, 2019

Election procedures in accordance with 120.05, Wisconsin Statutes:
To vote for a person whose name is printed on the ballot, make a cross (x) in the square at the right of the person for whom you desire to vote. To vote for a person whose name is not printed on the ballot, write his or her name in the blank space provided for that purpose, and make a cross (x) in the square at the right. **All electors in the district will vote for one candidate from each Zone.** The term shall be for three years unless specified. Notice to Electors: This ballot is invalid unless initialed by two election officials serving as ballot clerks. If cast as an absentee ballot, the ballot must bear the initials of the municipal clerk.

Candidate for Zone 6	Vote for One
Russell J. Johnson	
Write In	

Candidate for Full District	Vote for One
Joanne L. Johnson	
Write In	



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: Jan.14, 2019
Re: Staff and Program Highlights

- **MES 4K Holiday Program:** Ms. Abbey had the 4K students perform songs for their families. The families were then invited back to the classroom to do a project with the students. The families enjoyed spending time with their child. The program and activities that followed were a great way to have families participate in their child's education.



4K students performing their Holiday songs.





4K students and their families doing projects after the Holiday program.



- **MES K through 6th Grade General Music, Band, Choir Holiday Concert:** This year's concert not only had the K through 6th-grade general music students performing, but incorporated the 5th and 6th-grade band performing along with the 5th and 6th-grade choir performing. The students enjoyed performing for their families. Thank you to Ms. Radley, the General Education Music Teacher, Ms. Christensen, the Choir Director, Mr. Rohan, the Band Director, for putting together a wonderful program. Thank you to Ms. Ziemer, the Physical Education Teacher with assisting in setting up the microphones and CD player. Thank you to 6th grade and their teachers Mr. Christensen and Ms. Wright for setting up and tearing down folding chairs and bleachers. Finally, thank you to all of the MES staff for being flexible in their days to allow for rehearsals and helping to prepare the students for their performance.



MES performing at the Holiday Concert.



- **5th Grade Makes Blankets:** Ms. Highlander's and Ms. Hanson's 5th-grade class made fleece blankets for the community. The teachers collaborated with the Manawa Rural Fire Department to have them deliver the blankets to community members in need.





Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 1/14/2019

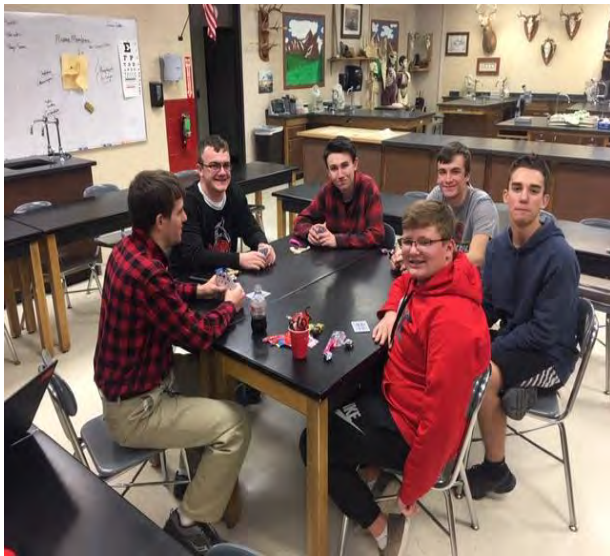
Re: Staff and Program Highlights – January

Instrumental Holiday Concert and Art Show:

The December Manawa Board of Education meeting was held the day after the December Instrumental Holiday Concert, so recognition of this event did not happen in the December Staff and Program Highlights. The concert was held on Sunday, December 16th to a receptive audience. The concert concluded with a young guest conductor from the audience. The concert was warmly received.



Hollipalooza: On Friday, December 21st, the students and staff at Little Wolf Jr./Sr. High School took time in the afternoon for what has been traditionally called “Hollipalooza”. This event takes the last 2 hours of the day and offers sessions to students that include, cookie decorating, card making, athletic tournaments, Sheepshead, and bean-bag toss. This event helps to create bonds and bolster relationships between students and staff in a non-instructional atmosphere.



Staff Book Study: This year, teachers are meeting during staff meeting time to focus on differentiation. We are currently reading *The Differentiated Classroom – Responding to the Needs of All Learners* by Carol Ann Tomlinson. Staff were surveyed last year and expressed that time spent on supporting staff with strategies would be valuable.

With a perspective informed by advances in research and deepened by more than 15 years of implementation feedback in all types of schools, Tomlinson

- Explains the theoretical basis of differentiated instruction.
- Explores the variables of curriculum and learning environment.
- Shares dozens of instructional strategies.
- Goes inside elementary and secondary classrooms in nearly all subject areas to illustrate how real teachers are applying differentiation principles and strategies to respond to the needs of all learners.

Adapted from: <http://www.ascd.org/Publications/Books/Overview/The-Differentiated-Classroom-Responding-to-the-Needs-of-All-Learners-2nd-Edition.aspx>

Monthly Enrollment Count to the Board 2018-2019

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4		41	51	51	50	50	50	50
5		37	37	37	37	37	37	36
6		51	39	39	38	38	38	37
7		54	50	50	50	50	50	51
8		51	52	52	52	52	52	52
9		68	55	54	54	54	54	54
10		53	66	66	66	66	66	67
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3rd Friday Corrections

**(Nov 26 / Dec 11 - 2 families moved to Non-resident District / withdrew from Open Enrollment)

RUN FREE & REDUCED TO COMPARE #'S BY SCHOOL



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor & Board of Education
From: Carmen O'Brien
cc: Brenda Suehs
Date: January 8, 2019
Re: Food Service Audit - review

The DPI reviewed administration of the School District of Manawa food service program. All food service employees were lauded for their eagerness to make necessary changes and many of the corrective actions were corrected on-site.

Findings and Corrective Actions Needed are listed below. For a full copy of the Administrative Review Summary Report, please contact me.

Finding #1: One student was found receiving Free meal benefits, but there was only documentation to support a Reduced-price meal status through Direct Certification.

Corrective Action Needed: Notify the household, whose benefit will be decreased from free to reduced, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **No further action required.**

Finding #2: The letters to households regarding the approval or denial of meal benefits as well as the direct certification notification letter did not have the USDA Non-discrimination Statement in the correct format.

Corrective Action Needed: Update the letters to have the USDA Non-discrimination Statement in the same format as what is shown on the [DPI Civil Rights website \(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc\)](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc). **Corrected on-site. No further action required.**

Finding #3: The Sharing of Information Form did not include the full USDA Non-discrimination statement.

Corrective Action Needed: Update the Sharing of Information Form to include the full USDA Non-discrimination statement. **Corrected on-site. No further action required.**

Finding #4: The Public Release was not posted at three locations at the beginning of the school year.

Corrective Action Needed: Submit a statement of where you plan to post the Public Release for the 19-20 SY and who will be responsible for this task.

Finding #5: The applesauce cups used for breakfast during the on-site review were 4oz by weight. This quantity does not provide a full $\frac{1}{2}$ cup serving of fruit. This was noted prior to meal service on 12/18 and students were offered an additional fruit selection to ensure the daily minimum fruit requirement was provided. *The USDA applesauce cups were used during the week of review, so there was no shortage during that week.*

Corrective Action Needed: Submit a written statement indicating your plans to either substitute with an alternative product (provide label), only serve applesauce when the USDA Foods product is available, or offer students an additional fruit on days that applesauce is offered. **Corrected on site:** Will be contacting Reinhart for a new product (none were available on order guide). Until a larger product can be procured, an additional fruit offering will offered with breakfast packs containing a 4 oz applesauce. (An alternative option would be to pre-cup canned applesauce, a $\frac{1}{2}$ cup serving typically fits well into 5 or 5.5oz cups) **No further action needed.**

Finding #6: Recipes provided for the grab n' go breakfast bags do not adequately reflect what is served each day. Currently the recipes show that each bag will have a 4oz applesauce and 4oz juice. However, some bags have two fruit cups instead. Additionally, it is necessary to have documentation of the actual products served each day. While basic recipes can be developed for each grab n' go option (Cereal, yogurt, frudel/cinni mini), they should be updated to list the types of items that might be included. Additionally, the actual varieties served each day should be documented on the production record. This provide acceptable documentation that reimbursable meals were served. Additionally, from a food safety perspective, if there were to be a recall on one of the times, food service should be able to determine what day/s students may have been served those products.

Corrective Action Needed: Submit updated recipes for the grab n' go options as well as one week of breakfast production records showing the actual varieties offered are documented each day.

Finding #7: The lunch menu, as served at Manawa Elementary resulted in a weekly grain shortage at lunch as the minimum offering was 7.5 oz eq, which is short of the weekly minimum grain requirement of 8 oz eq for K-8 students.

- Monday
 - Mini corn dogs – 2 oz eq grain
 - Deli sandwich – 1.5 oz eq grain
 - *Daily minimum – 1.5 oz eq grain*
- Tuesday
 - Mac and cheese + dinner roll –1.5 oz eq grain
 - Deli sandwich – 1.5 oz eq grain
 - *Daily minimum – 1.5 oz eq grain*
- Wednesday
 - Burger bar – 1.5 oz eq grain
 - Deli sandwich – 1.5 oz eq grain
 - *Daily minimum – 1.5 oz eq grain*
- Thursday
 - BYO salad, dinner roll, chex mix – 2.25 oz eq grain
 - Deli sandwich – 1.5 oz eq grain
 - *Daily minimum – 1.5 oz eq grain*
- Friday
 - Ham/turkey wrap, nature valley bag– 1.5 oz eq grain
 - Deli sandwich – 1.5 oz eq grain
 - *Daily minimum – 1.5 oz eq grain*

Corrective Action Needed: Submit a written statement outlining the changes that will be made to the menu to correct this shortage. Be specific and indicate the day, item and portion size (ex. use a 2 oz bun for the deli sandwich daily). If a new product is added, submit any necessary crediting documentation. **Corrected on site:** Buns for the deli sandwich and burger bar will be increased to a 2 oz bun. **No further action needed.**

Finding #8: The lunch menu, as served at Manawa Elementary resulted in a weekly meat/meat alternate shortage at lunch as the minimum offering was 7 oz eq, which is short of the weekly minimum meat/meat alternate requirement of 9 oz eq for K-8 students.

- Monday
 - Mini corn dogs – 2 oz eq m/ma
 - Deli sandwich – 1.5 oz eq m/ma
 - *Daily minimum – 1.5 oz eq m/ma*
- Tuesday
 - Mac and cheese – 1 oz eq m/ma
 - Deli sandwich – 1.5 oz eq m/ma
 - *Daily minimum – 1 oz eq m/ma*
- Wednesday
 - Burger bar – 2 oz eq m/ma
 - Deli sandwich – 1.5 oz eq m/ma
 - *Daily minimum – 1.5 oz eq m/ma*
- Thursday
 - BYO salad, dinner roll – 2 oz eq m/ma
 - Deli sandwich – 1.5 oz eq m/ma

- *Daily minimum – 1.5 oz eq m/ma*
- Friday
 - Ham/turkey wrap, nature valley bar– 1.5 oz eq m/ma
 - Deli sandwich – 1.5 oz eq m/ma
 - *Daily minimum – 1.5 oz eq m/ma*

The recipe for the deli sandwich calls for 2 slices of cheese, meaning the sandwich would credit as 2 oz eq m/ma. However, the sandwich was being prepared with only 1 slice of cheese, decreasing the crediting to 1.5 oz eq of m/ma. Going forward, 2 slices of cheese will be used. This change will bring the weekly minimum up to 8.5 oz eq of grain, which is still just short of the requirement for the K-8 meal pattern.

Corrective Action Needed: Submit a written statement outlining the changes that will be made to the menu to correct this shortage. Be specific and indicate the day, item and portion size (ex. add an extra slice of cheese to the wraps on Friday). If a new product is added, submit any necessary crediting documentation. **Corrected on site:** Mac and cheese serving will be increased to a 6 oz serving, 2 oz eq m/ma, 1 oz eq grain. **No further action needed.**

Finding #9: The school has no written Unpaid Meal Charge Policy which was required to be in place and distributed to families by July 1, 2017.

Corrective Action Needed: Submit a copy of the Unpaid Meal Charge Policy. Implement the policy starting January 1. Submit a statement of how you will clearly communicate the policy to households throughout the school year and make sure it is enforced.

Finding #10: The [DPI Nonprogram Food Price Calculator Tool](#) (USDA Nonprogram Revenue Tool) has not been completed for the current school year.

Corrective Action Needed: Submit a copy of the completed DPI Nonprogram Food Price Calculator Tool using a 5-day reference period.

Finding #11: The Adult Meal Price is not in compliance with the WI DPI Adult Meal Pricing Worksheet. For the 18-19 SY, the Adult Meal Price should be \$0.63 more than the highest paid student lunch price. The highest paid student lunch price at Manawa School District is \$2.90.

Corrective Action Needed: Increase the Adult Meal Price to \$3.53, at a minimum, otherwise round up to the nearest nickel. Update the Online Contract with the new price. Implement the new price starting after January 1. Submit a statement this has been completed and implemented.

Finding #12: The incorrect shortened USDA Non-discrimination statement was posted on the lunch and breakfast menus.

Corrective Action Required: Update the statement on the menus to say: "This institution is an equal opportunity provider." **Corrected on-site. No further action required.**

Finding #13: The Civil Rights PI 1441 Form was not completed for the 2018-19 SY. This is an annual report due October 31.

Corrective Action Required: Update the statement on the menus to say: "This institution is an equal opportunity provider." **Corrected on-site. No further action required.**

Finding #14: The Local Wellness Policy does not contain language for all the minimum required elements stipulated above, specifically measurable goals regarding Nutrition Promotion, Nutrition Education, Physical Activity, and Other School Based Strategies for Wellness.

Corrective Action Required: Update the Local Wellness Policy to include everything listed above which is also listed in the [Local Wellness Policy Checklist](#). Provide a statement of when you plan to have the policy updated and compliant with the final rule.

Finding #15: A director of the programs has not been designated. The director needs 12 hours of continuing education each school year. See the definition of director as stated above.

Corrective Action Needed: Submit a statement of who will be the director of the programs. Update the contract to have the correct Authorized Representative and Food Service Director.

Finding #16: No sanitarian-approved SOP for sharing tables.

Corrective Action Needed: Obtain sanitarian approval for the Sharing Table SOP. Submit copy of approved SOP with proof of sanitarian approval as an attachment to assigned DPI Nutrition Program Consultant via email.

Finding #17: Documentation was on file for a number of non-domestic products, however, the following non-domestic products were found without a non-compliant product form on file:

- Frozen California blend (Mexico)
- Frozen broccoli (Mexico)
- Frozen cauliflower (Mexico)
- Fresh pepper variety (Canada/Mexico)
- Dole pineapple cups (Philippines)

Corrective Action Needed: Complete and submit a [non-compliant product form](#) for each of these items or submit documentation for a domestic product that will be purchased in their place (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx>).

Finding #18: Milk is not being checked off at the point of service. It is being checked off later, after service.

Corrective Action Required: Change the procedure for checking milk off so that milk is checked off as the student receives it. Submit a statement this has been corrected for all teachers that administer the WSDMP.



January 14, 2019

Subject: Transportation report, December, 2018

To: Manawa School District

The Manawa School District had 15 days of school in December. It was a busy month in Manawa as we ran 46 trips out of the terminal in addition to the daily routes.

Sherida had the terminal participate in the Miracle on Bridge Street event on December 8th. Sherida had crafts for parents and children to work on together. She added that many people visited the terminal, more than she was expecting!

On December 11th, Sherida and Casey met with Carmen at the District Office. The three discussed bus routing for the 2019-2020 school year.

We added two new drivers to the team. Sam O'Brien & Jacob Schwerenka both completed their CDL bus driver training and they both passed their road tests. Sam & Jacob will assist on trips and substitute on bus routes as needed. Sam and Jacob both have ties to the Manawa area. They will be a great fit and we are really excited to have them.

Respectfully Submitted,

Casey Fields
Regional Manager
Kobussen Buses LTD

W914 County Road CE • Kaukauna, WI 54130
Phone: 920-766-0606 / 920-538-1719
casey.fields@kobussen.com



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Notice-2019-02.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of Rev. Proc. 2010-51.

Notice 2019-02, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2018



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

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 1/10/19
Re: January Special Ed/Curriculum Update

Special Education

- One-on-one meetings continue to help me meet the needs of our special ed teachers. They enable me to focus on what is not going right in the department.
- Darren and I will be presenting at the Wisconsin Transition Conference for the 2nd year in a row. We will be presenting on our journey with the development of the Paving the Way program. Districts will learn about the good, bad and the ugly of starting an off-campus program emphasizing the successes of our students.
- We have several initial referrals for special education programming in process at the elementary level. There are 3 potential referrals from the junior high that we anticipate happening early this spring. This is showing that our RTI process is working. The staff at both buildings have been great to work with as we go through the process for, in some cases, the first time. We have a good system going.

Curriculum

- 3 out of 5 students have completed their ACCESS for ELs test. I administer this test to all students who are designated as English Learners in our district. This year we have 5 students. 4 students at the elementary and 1 student in high school. The students are tested on their reading, listening, speaking, and writing skills. The testing window closes at the end of January. I enjoy working one-on-one with these students. They are really great kids!
- We have 2 students in 4K whom I will screen for the EL program this spring. Both students have older siblings who are designated as English Learners.
- The Curriculum Committee will be getting curriculum maps for 2 half credit business department classes and elementary science soon. I will complete the vetting process in the next week or so. Please watch for the emails.

Technology Board Report

January 17, 2019



WTI Grant

We are excited to receive the news that our proposal for round 13 of the grant has been accepted. The elementary school will receive \$18,820 for materials and tools to launch a makerspace. Planning will begin in the coming weeks to move forward with this opportunity.

Technology Committee

Our technology committee has been formed and will have our initial meeting later this month. Thank you to all the volunteers for sharing their precious time to this effort.

- Jennifer Krueger - District-wide, Support
- Katharine McArthur - High School, Social Studies
- Amy Anaya - High School, Foreign Language
- Jeff Bortle - High School, Mathematics
- Nate Ziemer - Junior High School, Science
- Jill Seka - Special Education
- Cortney Stilen - Elementary Level, Grade PK-2
- Meria Wright - Elementary Level, Grade 3-6
- Sarah Bortle - Elementary Level, Specials

Camera Project

Planning is continuing with the camera project. Our tentative launch date for the project is the middle of February. More details will be shared during the next board report when we have timelines.

Minutes of the January 8, 2019 Finance Committee Meeting

Meeting called to order by Chair Pohl at 6:03 p.m. in the MES Board Room at 800 Beech Street, Manawa

Board Committee Members Present: Pohl (C), R. Johnson, J. Johnson

In Attendance: Pohl, R. Johnson, J. Johnson, Mrs. Riske, Brian Brewer of Baird Public Finance, Mrs. O'Brien, Dr. Oppor

Timer: Pohl

Recorder: J. Johnson

Consider Approval of a Bond Proceeds Investment Company:

Motion by R. Johnson/J. Johnson to recommend the Approval of ADM sa Bond Proceeds Investment Company to the full Board. Motion carried.

Referendum Financing: Baird Public Finance - Brian Brewer, Managing Director: Informational presentation by Mr. Brewer regarding next steps for Referendum Financing process.

Consider Reinstatement of Police Liaison officer: Informational. Could be financed by Fund 80 (Community Fund). A request will be made for an up to date list of calls to the schools.

- a. Pros and Cons to the Position
- b. Financing

Food Service Audit: Findings were shared with committee. Adult Meal Price Increase discussed.

Motion by J. Johnson/R. Johnson to recommend to the full Board an increase from \$3.50 to \$3.55 for the adult meal price for the remainder of the school year as presented. Motion carried.

Finance Committee Planning Guide (Information / Action)

Next Finance Committee Meeting Date: February 5, 2018 at 6:00 p.m.

Motion by J. Johnson/R. Johnson to adjourn at 7:33 p.m.. Motion carried.

Joanne Johnson, Recorder

Minutes of the January 14, 2019 Policy and Human Resources Committee Meeting

The meeting was called to order by Chair Pethke at 5:00 p.m. in the MES Board Room

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance: Pethke, Forbes, J. Johnson, Hollman, Pohl, Dr. Oppor, Mrs. Pukita, Mr. Wolfgram.

Timer: Pethke

Recorder: J. Johnson

1. Policy and/or Administrative Guidelines on Staff Advocate (Information / Action)
 - a. NEOLA Response
 - b. Legal Counsel
 - c. Current Status

Motion by J. Johnson/Forbes to add the following language to the Staff and Professional Handbooks: “Staff have the privilege to bring representation of choice when meeting with administration.” Motion carried.

2. Recommendation to Replicate D.#2 - Employee Discipline (p. 21) from Professional Educator Handbook to Support Staff Handbook (Information / Action): Motion by J. Johnson/Forbes to Replicate D.#2 - Employee Discipline (p. 21) from Professional Educator Handbook to Support Staff Handbook to the full Board as presented. Motion carried.
3. Consider Revised Bid Process Policy 6320 (Information / Action): Motion by J. Johnson/Forbes to recommend Revised Bid Process Policy 6320 to full Board as presented. Motion carried.
4. Consider Administrative Guideline on Crowdfunding ag6605 (Information / Action): Motion by J. Johnson/Forbes to recommend ag6605 Crowdfunding to the full Board as presented. Motion carried.
5. Consider Endorsement of 7000 Series of Administrative Guidelines (Information / Action): Motion by J. Johnson/Forbes to recommend Endorsement of 7000 Series of Administrative Guidelines to the full Board as presented. Motion carried.
6. Consider Endorsement of the Custodial Handbook (Information / Action): Motion by J. Johnson/Forbes to recommend Endorsement of the Custodial Handbook to the full Board as presented with comments section added. Motion carried.
7. Policy & Human Resources Committee Planning Guide (Information / Action)

8. Set Next Meeting Date: February 11, 2019 at 5:00 p.m.
9. Next Meeting Items:
 - a. 8000 Series Administrative Guidelines
 - b.
7. Motion by J. Johnson/Forbes to adjourn at 6:39 pm. Motion carried.

Joanne Johnson, Recorder



Book	Policy Manual
Section	Archived VOL. 25, NO. 2
Title	WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP
Number	po5451.01 REVISED VOL. 25, NO. 2
Status	Proposed to Policy & Human Resources Committee

Wisconsin's Academic Excellence Scholarship is a State-supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post-high school education at eligible higher education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from ~~() each~~ the high school ~~[END OF OPTION]~~ with the highest grade point average in all subjects as scholars eligible to receive an Academic Excellence Scholarship.

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. have achieved senior status and have been in attendance for four (4) ~~consecutive~~ consecutive semesters, ~~(X-) including participation in a District-sponsored foreign exchange program for no more than two (2) semesters,~~ ~~[END OF OPTION]~~ during their
 - freshman,
 - sophomore,
 - junior, and
 - senior year(s);
- D. be selected based on the Grade Point Average (GPA) on the student's official transcript as of
 - the last day of the semester which ended just prior to February 25th. **(for schools operating on a semester system)**
 - ~~() thirty (30) days after the last day of the second trimester. (for schools operating on a trimester system)~~

The grade point average (GPA) computation will be in accord with School Board Policy 5430 - Class Rank. In selecting the scholarship recipient(s) for the Academic Excellence Scholarship,

unweighted grades

~~() weighted grades~~

for seven (7) ~~semesters~~ semesters will be used to compute grade point averages.

Students enrolled under ~~the Chapter 220 Program and~~ full-time public school Open-Enrollment Program ~~() and the Chapter 220 Program~~ ~~[END OF OPTION]~~ who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average. The scholar's GPA shall be computed to as many places past the decimal point as necessary to determine a distinction between the scholars.

the first tiebreaker will be the ACT composite score;

The scholar with the highest ACT composite score will be selected.

the second tiebreaker will be the highest sub-score on the ACT Test;

~~A student may select~~ English, mathematics, reading or science are eligible test components to determine the highest sub-score. The next tiebreaker will be the second, third and fourth highest sub-scores in that order.

in the event there is still a tie, a coin flip will determine the scholar.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same grade point average as alternates for the scholars or, if there is no remaining senior with the same grade point average, any remaining seniors with the next highest grade point average, but not less than 3.800 or the equivalent, as alternates for the scholars.

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Legal

39.41 Wis. Stats

Last Modified by Melanie Oppor on December 3, 2018



Book	Policy Manual
Section	5000 Students
Title	Copy of GRADUATION REQUIREMENTS 12-3-18
Number	po5460
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board- approved credit requirements.

High School courses taken by junior high school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

Beginning with the graduating class of 2013, a student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Student must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school.
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of at least 26 credits for the Class of 2018, and 24 credits for Class of 2019 and beyond in grades 9 through 12 to include:

English	4 credits
Social Studies	3 credits
Physical Education	1 ½ credits
Health	½ credit
Math	3 credits
Science	3 credits
Electives for 2018	11 credits
Electives for 2019 and beyond	9 credits

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

- D. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).
- E. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

twenty-two (22) years of age or older.

Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which s/he was a member.

F. Post-Secondary Course Work

Post-secondary course work to be applied toward a high school diploma must be taken through

1. correspondence/online school.

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

2. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

- a. The college/technical college course is not a duplicate of a high school course.
- b. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
- c. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established via the Early College Credit Program (ECCP). ~~PI 40, Youth Options.~~

G. Attendance

Current seniors, like all students, must comply with all attendance expectations as set forth in the district's Attendance/Truancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.

H. School Program Obligations

All fee, fine, detention, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.

A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

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Legal	115.28, Wis. Stats.
	118.30, Wis. Stats.
	118.33, Wis. Stats.

School District Of Manawa
Open Enrollment for 2019-20
Maximum Class Size Definitions & Available Space

This chart shows the "maximum class size" definitions for annual revision and adoption by the School District of Manawa for Open Enrollment as per NEOLA Policy 5113. Available spaces for Open Enrollment (OE) applicants are based upon the approved class sizes.

As a general practice, half of the excess capacity per grade level is reserved for children who move into the district and the remaining half is available for Open Enrollment (OE). Exceptions are made in grades with high enrollments.

GRADE OR PROGRAM	MAXIMUM CLASS SIZE & PROJECTED SECTIONS & GRADE SIZES	PROJECTED ENROLLMENT 2019-20	AVAILABLE OE SPACES 2019-20
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Manawa Elementary School (17 Sections in 2018-2019)

Early Childhood	6 Students x 1 Section = 6	5	1
4K (4 Yr. Old Pre-K)	20 Students x 2 Section = 40	35	3
5K	25 Students x 2 Sections = 50	37	6
Grade 1	25 Students x 2 Sections = 50	29	11
Grade 2	25 Students x 2 Sections = 50	45	3
Grade 3	25 Students x 2 Sections = 50	30	10
Grade 4	25 Students x 2 Sections = 50	32	9
Grade 5	25 Students x 2 Sections = 50	50	*2
Grade 6	25 Students x 2 Sections = 50	37	7
Cross. Cat. Spec. Ed.	18 Students x 1 Sections = 18	15	3
Elementary C.D.	12 Students x 1 Section = 12	9	3

Little Wolf Jr./Sr. High School

Grade 7	27 Students x 2 = 54	37	8
Grade 8	27 Students x 2 = 54	50	2
Grade 9	27 Students x 2.5 = 67.5	56	6
Grade 10	27 Students x 2.5 = 67.5	54	7
Grade 11	27 Students x 2 = 54	67	*2
Grade 12	27 Students x 2 = 54	51	2
Cross. Cat. Spec. Ed.	18 Students x 2 Sections = 36	28	8
C.D./ Autism	6 Students x 1 Section = 6	3	3

4K is an estimate as families have not yet enrolled students in the program for next school year.

* Allowing enrollment of two students in a larger class size can be accommodated without the addition of staff.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor & Board of Education
From: Carmen O'Brien
cc:
Date: January 7, 2018
Re: Bond Proceeds Management Company

I recommend using the American Deposit Management Co. (ADM) to manage the proceeds from the sale of bonds for the upcoming \$12 million referendum project.

Rationale:

- ADM lists the expected yield on this investment at 0.30% higher than the competitor, potentially earning an additional \$27,423.95.
- The School District of Manawa currently has a money market account with ADM. I have been pleased with the rate of returns on this investment.
- Both companies are highly regarded and have positive school district recommendations.
- Representatives were met by both companies, both were equally as knowledgeable as well as personable.

1. Description of Investment and the expected yield:

PMA	ADM
WISC-IS (5), FDIC CD (14), US Treasury (1)	FDIC CD and American Money Market Account
2.66% (\$300,603.49)	2.96% (\$328,027.44)
	\$27,423.95

2. How is the expected yield determined?

PMA	ADM
Competitive bidding including above and possibly local banks -	CD's and money market account with ADM

3. Describe the process by which the District would access its funds throughout the construction period.

PMA	ADM
PMA-GPS (online system)	ADM portal (online system)
At maturity, District will advise if money is to be reinvested or disbursed. Funds are available same day if transaction request is done before 11 a.m. Wire or ACH payment can be made.	I am acquainted with the portal because the District has a money market account with ADM. Money from CDs are put into a money market account for use.

4. Describe all fees associated with this investment proposal including transaction charges.

PMA	ADM
Per transaction fee discounted from the investment – all fees have been calculated and are accounted for in the returns	One-time CD placement fee of up to 0.20% per CD - all fees have been calculated and are accounted for in the returns No fee for the Money Market account

5. Explain how changes to the estimated draw schedule would be handled. What are the penalties for early withdrawal or acceleration of maturities and how are they calculated?

PMA	ADM
CDs typically have a forfeiture of interest, no risk to the principal – individual bank may assess fee. Strategically invest with Government Securities to allow for flexibility.	CDs typically have a forfeiture of interest, no risk to the principal – individual bank may assess fee.

6. How often are statements issued?

PMA	ADM
Monthly – 15 th of each month	Monthly – 2 nd business day of the month

7. Detail what arbitrage computation and reporting services you would provide and the cost of this service.

PMA	ADM
Provides a monthly arbitrage calculation at no additional cost If the District appears to owe an Arbitrage Rebate, will pay for legal opinion to be prepared and will assist the District in completing necessary forms to remit the payment to the IRS	Arbitrage rebate and compliance services are offered at no additional cost Provides analysis and reporting of: Arbitrage Exceptions, Bond Yield, Arbitrage Rebate, Excess Yield, Uncommingling, Transferred Proceeds

8. Provide an example of a client statement.

9. Provide your standard form of agreement for services to be provided.

10. List 3 School District references, contact person, and phone number.

PMA	ADM
Stevens Point – Bill Rudahl Green Bay – Angela Roble Menasha – Brian Adesso Appleton – Christina Peterson Oshkosh – Sue Schnorr	Beloit – JoAnn Armstrong Middleton-Cross Plains – Lori Ames Barneveld – Brett Stousland Sheboygan Falls – Mary Blaha Slinger – Karen Hug

Completed by _____

Title _____

Signature _____

PMA	ADM
Matt Silky Portfolio Advisor, Investment Services	John Major Director

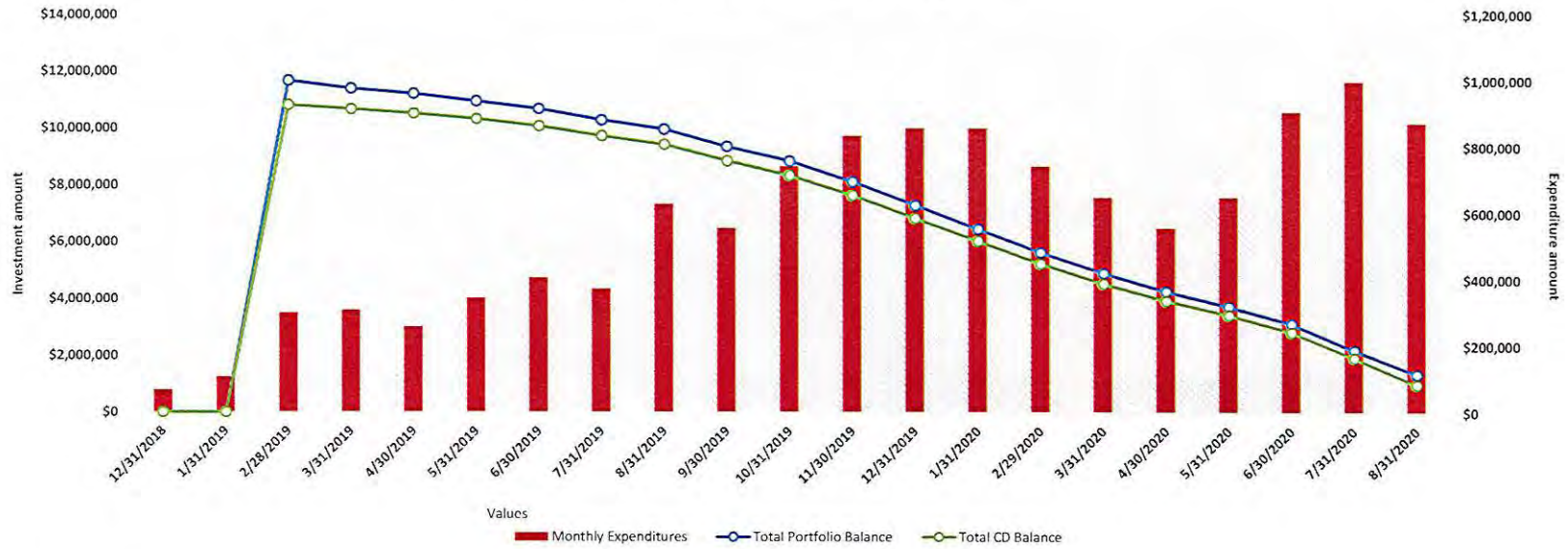
Manawa School District Bond Proceeds Management Worksheet

Proceeds:	\$12,000,000
Start Date:	12/1/2018
Issue Date:	2/4/2019

Expenditure Date	Expenditure	Cumulative Expenditure	AMMA Balance	CD Balance	Bond Proceeds	Total Balance	Estimated Days	Estimated AMMA Rate	Estimated CD Rate	Estimated CD Placement Fee	AMMA Earnings	CD Earnings*	Cumulative Earnings
12/31/2018	\$66,834.00	\$66,834.00	\$0.00	\$0.00		\$0.00	30	0.00%	0.00%	\$21,600.00	\$0.00	\$0.00	\$0.00
1/31/2019	\$107,862.00	\$174,696.00	\$0.00	\$0.00		\$0.00	31	0.00%	0.00%		\$0.00	\$0.00	\$0.00
2/28/2019	\$301,287.00	\$475,983.00	\$874,017.00	\$10,650,000.00	\$12,000,000.00	\$11,524,017.00	28	2.66%	2.94%		\$2,398.26	\$24,057.03	\$26,455.30
3/31/2019	\$309,412.00	\$785,395.00	\$741,060.30	\$10,500,000.00		\$11,241,060.30	31	2.66%	2.94%		\$2,373.20	\$26,259.44	\$55,087.94
4/30/2019	\$259,339.00	\$1,044,734.00	\$710,353.94	\$10,300,000.00		\$11,010,353.94	30	2.66%	2.94%		\$2,120.04	\$24,928.31	\$82,136.29
5/31/2019	\$345,956.00	\$1,390,690.00	\$641,446.29	\$10,050,000.00		\$10,691,446.29	31	2.66%	2.96%		\$2,230.72	\$25,261.90	\$109,628.91
6/30/2019	\$406,732.00	\$1,797,422.00	\$612,206.91	\$9,700,000.00		\$10,312,206.91	30	2.66%	2.97%		\$2,227.71	\$23,643.13	\$135,499.75
7/31/2019	\$373,315.00	\$2,170,737.00	\$564,762.75	\$9,400,000.00		\$9,964,762.75	31	2.66%	2.97%		\$2,119.28	\$23,737.72	\$161,356.75
8/31/2019	\$627,598.00	\$2,798,335.00	\$538,021.75	\$8,825,000.00		\$9,363,021.75	31	2.66%	2.98%		\$2,633.34	\$22,331.92	\$186,322.02
9/30/2019	\$555,922.00	\$3,354,257.00	\$507,065.02	\$8,325,000.00		\$8,832,065.02	30	2.66%	2.99%		\$2,324.01	\$20,444.82	\$209,090.85
10/31/2019	\$740,296.00	\$4,094,553.00	\$489,537.85	\$7,625,000.00		\$8,114,537.85	31	2.66%	3.00%		\$2,778.41	\$19,419.14	\$231,288.40
11/30/2019	\$832,483.00	\$4,927,036.00	\$479,252.40	\$6,825,000.00		\$7,304,252.40	30	2.66%	3.01%		\$2,867.85	\$16,887.25	\$251,043.51
12/31/2019	\$854,283.00	\$5,781,319.00	\$444,724.51	\$6,025,000.00		\$6,469,724.51	31	2.66%	3.02%		\$2,934.69	\$15,470.96	\$269,449.15
1/31/2020	\$854,283.00	\$6,635,602.00	\$408,847.15	\$5,225,000.00		\$5,633,847.15	31	2.66%	3.04%		\$2,853.64	\$13,471.74	\$285,774.53
2/29/2020	\$740,296.00	\$7,375,898.00	\$384,876.53	\$4,525,000.00		\$4,909,876.53	29	2.66%	3.05%		\$2,377.97	\$10,955.92	\$299,108.41
3/31/2020	\$648,109.00	\$8,024,007.00	\$350,101.41	\$3,925,000.00		\$4,275,101.41	31	2.66%	3.06%		\$2,255.14	\$10,193.33	\$311,556.88
4/30/2020	\$555,922.00	\$8,579,929.00	\$306,627.88	\$3,425,000.00		\$3,731,627.88	30	2.66%	3.07%		\$1,885.79	\$8,632.76	\$322,075.43
5/31/2020	\$648,109.00	\$9,228,038.00	\$269,037.43	\$2,825,000.00		\$3,094,037.43	31	2.66%	3.07%		\$2,072.00	\$7,374.13	\$331,521.55
6/30/2020	\$904,159.00	\$10,132,197.00	\$274,324.55	\$1,925,000.00		\$2,199,324.55	30	2.66%	3.08%		\$2,576.52	\$4,873.99	\$338,972.06
7/31/2020	\$996,346.00	\$11,128,543.00	\$235,429.06	\$975,000.00		\$1,210,429.06	31	2.66%	3.09%		\$2,782.80	\$2,558.88	\$344,313.74
8/31/2020	\$871,459.00	\$12,000,002.00	\$344,311.74	\$0.00		\$344,311.74	31	2.66%	3.10%		\$2,746.64	\$2,567.05	\$349,627.44

Weighted Average Yield:	2.96%
Est. Net Interest Income:	\$528,027.43

Manawa School District Project Analysis



Expenditure Date

*American Deposit Management LLC (ADM) is a municipal advisor registered with The Municipal Securities Rulemaking Board (MSRB) #K0353. Registration with the MSRB does not imply a particular level of skill or training. No information contained herein should be considered investment advice on behalf of ADM or its registered municipal advisor professionals. ADM certificates of deposit satisfy the Federal Deposit Insurance Corporation's (FDIC) and National Credit Union Association (NCUA)'s requirements for agency pass-through deposit insurance coverage. Program and custodial banks are not affiliated with ADM and are not responsible for, and do not guarantee the products, services or performance of third party providers. ADM is not a member of the FDIC or NCUA, but the banks and credit unions where your money is deposited are FDIC and NCUA members. You must enter into an agency agreement with ADM before funds can be accepted for deposit. The agreement contains important information and conditions regarding the acceptance of funds. Rates subject to change without notice.

\$20,000,000
Sample Issuer
Bond Anticipation Note
Dated January 1, 2015

BAN Delivery Date: 1/1/2015

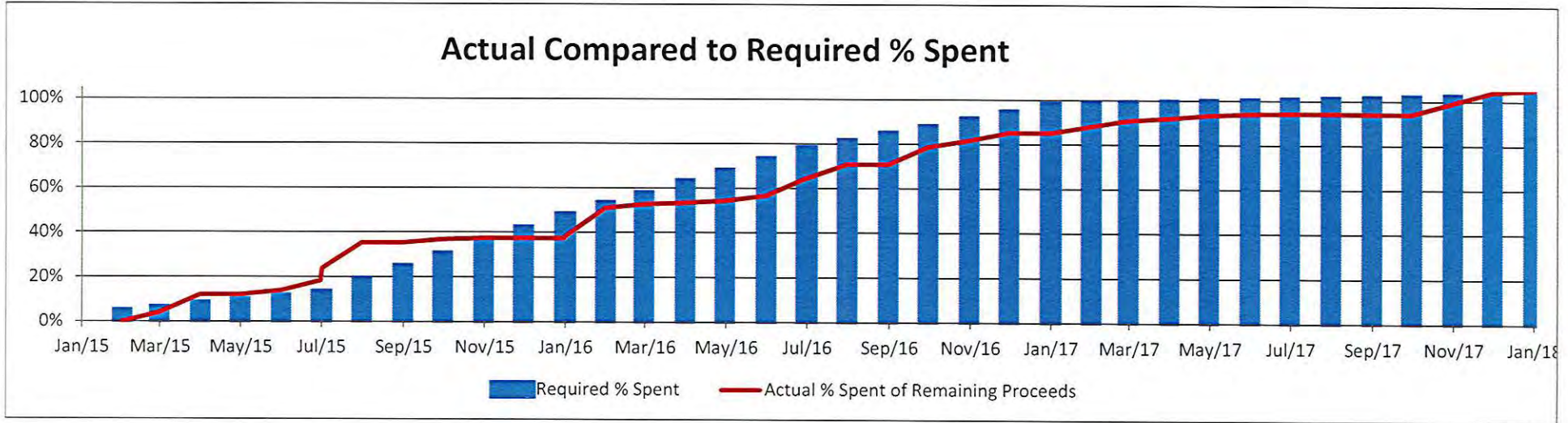
12/31/2017

Review Date	Expense or Change in Investments	Cumulative Proceeds Spent	Remaining Proceeds	Actual Interest Earnings	Fund Balance	Total Interest Earned	Total Proceeds	Required % Spent	Actual % Spent of Remaining Proceeds	% of Required Spending
1/1/2015			20,000,000.00				20,000,000.00	0.000%		
1/31/2015	20,000,000.00	-	20,000,000.00	10,000.00	20,010,000.00	10,000.00	20,010,000.00	1.667%	0.000%	0.0%
2/28/2015	(800,000.00)	800,000.00	19,200,000.00	-	19,210,000.00	10,000.00	20,010,000.00	3.167%	3.998%	126.3%
3/31/2015	(1,590,000.00)	2,390,000.00	17,610,000.00	-	17,620,000.00	10,000.00	20,010,000.00	5.000%	11.944%	238.9%
4/30/2015	-	2,390,000.00	17,610,000.00	-	17,620,000.00	10,000.00	20,010,000.00	6.611%	11.944%	180.7%
5/31/2015	(358,100.00)	2,748,100.00	17,251,900.00	-	17,261,900.00	10,000.00	20,010,000.00	8.333%	13.734%	164.8%
6/30/2015	(925,004.00)	3,673,104.00	16,326,896.00	-	16,336,896.00	10,000.00	20,010,000.00	9.944%	18.356%	184.6%
7/1/2015	(1,052,003.00)	4,725,107.00	15,274,893.00	-	15,284,893.00	10,000.00	20,010,000.00	10.000%	23.614%	236.1%
7/31/2015	(2,324,020.00)	7,049,127.00	12,950,873.00	-	12,960,873.00	10,000.00	20,010,000.00	15.833%	35.228%	222.5%
8/31/2015	-	7,049,127.00	12,950,873.00	-	12,960,873.00	10,000.00	20,010,000.00	21.667%	35.228%	162.6%
9/30/2015	(305,000.00)	7,354,127.00	12,645,873.00	-	12,655,873.00	10,000.00	20,010,000.00	27.306%	36.752%	134.6%
10/31/2015	(115,300.00)	7,469,427.00	12,530,573.00	-	12,540,573.00	10,000.00	20,010,000.00	33.333%	37.328%	112.0%
11/30/2015	-	7,469,427.00	12,530,573.00	-	12,540,573.00	10,000.00	20,010,000.00	38.972%	37.328%	95.8%
12/31/2015	-	7,469,427.00	12,530,573.00	-	12,540,573.00	10,000.00	20,010,000.00	45.000%	37.328%	83.0%
1/1/2016	(210,000.00)	7,679,427.00	12,320,573.00	-	12,330,573.00	10,000.00	20,010,000.00	45.000%	38.378%	85.3%
1/31/2016	(2,510,000.00)	10,189,427.00	9,810,573.00	-	9,820,573.00	10,000.00	20,010,000.00	50.000%	50.922%	101.8%
2/29/2016	(352,000.00)	10,541,427.00	9,458,573.00	-	9,468,573.00	10,000.00	20,010,000.00	54.667%	52.681%	96.4%
3/31/2016	(125,310.00)	10,666,737.00	9,333,263.00	-	9,343,263.00	10,000.00	20,010,000.00	60.000%	53.307%	88.8%
4/30/2016	(204,301.00)	10,871,038.00	9,128,962.00	-	9,138,962.00	10,000.00	20,010,000.00	64.833%	54.328%	83.8%
5/31/2016	(453,015.00)	11,324,053.00	8,675,947.00	-	8,685,947.00	10,000.00	20,010,000.00	70.000%	56.592%	80.8%
6/30/2016	(1,586,130.00)	12,910,183.00	7,089,817.00	-	7,099,817.00	10,000.00	20,010,000.00	74.833%	64.519%	86.2%
7/1/2016	-	12,910,183.00	7,089,817.00	-	7,099,817.00	10,000.00	20,010,000.00	75.000%	64.519%	86.0%
7/31/2016	(1,250,300.00)	14,160,483.00	5,839,517.00	-	5,849,517.00	10,000.00	20,010,000.00	78.333%	70.767%	90.3%
8/31/2016	-	14,160,483.00	5,839,517.00	-	5,849,517.00	10,000.00	20,010,000.00	81.667%	70.767%	86.7%
9/30/2016	(1,589,700.00)	15,750,183.00	4,249,817.00	-	4,259,817.00	10,000.00	20,010,000.00	84.889%	78.712%	92.7%
10/31/2016	(584,680.00)	16,334,863.00	3,665,137.00	-	3,675,137.00	10,000.00	20,010,000.00	88.333%	81.633%	92.4%
11/30/2016	(684,690.00)	17,019,553.00	2,980,447.00	-	2,990,447.00	10,000.00	20,010,000.00	91.556%	85.055%	92.9%
12/31/2016	-	17,019,553.00	2,980,447.00	3,791.29	2,994,238.29	13,791.29	20,013,791.29	95.000%	85.039%	89.5%
1/1/2017	-	17,019,553.00	2,980,447.00	-	2,994,238.29	13,791.29	20,013,791.29	95.000%	85.039%	89.5%
1/31/2017	(609,010.00)	17,628,563.00	2,371,437.00	3,460.67	2,388,688.96	17,251.96	20,017,251.96	95.417%	88.067%	92.3%
2/28/2017	(538,436.00)	18,166,999.00	1,833,001.00	3,239.44	1,853,492.40	20,491.40	20,020,491.40	95.792%	90.742%	94.7%
3/31/2017	(237,899.00)	18,404,898.00	1,595,102.00	4,766.53	1,620,359.93	25,257.93	20,025,257.93	96.250%	91.908%	95.5%
4/30/2017	(284,500.00)	18,689,398.00	1,310,602.00	7,346.86	1,343,206.79	32,604.79	20,032,604.79	96.653%	93.295%	96.5%
5/31/2017	(145,882.00)	18,835,280.00	1,164,720.00	6,193.27	1,203,518.06	38,798.06	20,038,798.06	97.083%	93.994%	96.8%
6/30/2017	(48,193.00)	18,883,473.00	1,116,527.00	7,340.72	1,162,665.78	46,138.78	20,046,138.78	97.486%	94.200%	96.6%
7/31/2017	-	18,883,473.00	1,116,527.00	7,871.40	1,170,537.18	54,010.18	20,054,010.18	97.917%	94.163%	96.2%
8/31/2017	-	18,883,473.00	1,116,527.00	6,928.77	1,177,465.95	60,938.95	20,060,938.95	98.333%	94.131%	95.7%
9/30/2017	-	18,883,473.00	1,116,527.00	8,397.55	1,185,863.50	69,336.50	20,069,336.50	98.736%	94.091%	95.3%
10/31/2017	(1,024,577.67)	19,908,050.67	91,949.33	6,514.14	167,799.97	75,850.64	20,075,850.64	99.167%	99.164%	100.0%
11/30/2017	(990,600.00)	20,898,650.67	(898,650.67)	6,204.40	(816,595.63)	82,055.04	20,082,055.04	99.569%	104.066%	104.5%
12/31/2017	(219,339.73)	21,117,990.40	(1,117,990.40)	8,402.52	(1,027,532.84)	90,457.56	20,090,457.56	100.000%	105.115%	105.1%
1/1/2018	-	21,117,990.40	(1,117,990.40)	-	(1,027,532.84)	90,457.56	20,090,457.56	100.000%	105.115%	TBD

* The Series 2017 General Obligation Refunding Bonds current refunded the 2016 BAN on March 1, 2017. The remaining 2016 BAN proceeds became transferred proceeds to the Series 2017 Bonds [U.S. Treasury Regulations Section 1.148-9(b)(1)].

** The 2016 BAN proceeds missed the Two-Year Exception requirements. Therefore, the proceeds are subject to the arbitrage rebate calculation.

\$20,000,000
 Sample Issuer
 Bond Anticipation Note
 Dated January 1, 2015



Benchmarks at a Glance

As of: 07/01/2015 the 10.000% rule requires spending of 2,001,000.00. You have spent: 4,725,107.00. To draw even you need to spend approximately -2,724,107.00.

As of: 01/01/2016 the 45.000% rule requires spending of 9,004,500.00. You have spent: 7,679,427.00. To draw even you need to spend approximately 1,325,073.00.

As of: 07/01/2016 the 75.000% rule requires spending of 15,007,500.00. You have spent: 12,910,183.00. To draw even you need to spend approximately 2,097,317.00.

As of: 01/01/2017 the 95.000% rule requires spending of 19,013,101.73. You have spent: 17,019,553.00. To draw even you need to spend approximately 1,993,548.73.

As of: 01/01/2018 the 100.000% rule requires spending of 20,090,457.56. You have spent: 21,117,990.40. To draw even you need to spend approximately -1,027,532.84.

the
American Deposit Management Co.

December 15, 2017

Statement Period:
November 01, 2017 - November 30, 2017

City of Anywhere
123 Road
Anywhere, WI 55555

[Contact Us](#)



- For personal assistance, call: 414-961-6600
- Visit us online: www.americandeposits.com
- Questions on products & services: info@americandeposits.com
- Mail correspondence to:
W220 N3451 Springdale Road
Pewaukee, WI 53072

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CANYWH1 - City of Anywhere	\$ 6,853,163.00	\$ 6,139.68	1.09 %
		\$ 6,139.68	

American Term Deposit Program™

Account Number-Description	Balance
CANYWH1 - City of Anywhere	\$ 980,000.00

Earn more, risk less.

American Money Market Account™

CANYWH1 - City of Anywhere

Balance Summary

Beginning Balance:	\$	7,052,063.40
Total Deposits:	\$	7,369.69
Total Withdrawals:	\$	-3,000,000.00
Ending Balance:	\$	4,059,433.09
Average Balance:	\$	6,853,163.00

Transaction Detail

DEPOSITS

Date	Description	Amount
11/01/2017	CD Interest Earned	\$ 314.23
11/02/2017	CD Interest Earned	\$ 333.15
11/06/2017	CD Interest Earned	\$ 249.70
11/08/2017	CD Interest Earned	\$ 332.93
11/30/2017	Accrued Interest Earned	\$ 6,139.68
	Total Deposits:	\$ 7,369.69

WITHDRAWALS

Date	Description	Amount
11/29/2017	Withdrawal	\$ -3,000,000.00
	Total Withdrawals:	\$ -3,000,000.00

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
9087	Ist Source Bank	\$ 2,500.00
24077	Altra Federal Credit Union	\$ 235,000.00
33812	American National Bank - Fox Cities	\$ 245,000.00
8205	Americana Community Bank	\$ 1,698.62
0110	Bank of the Ozarks	\$ 226,736.36
8537	BankCherokee	\$ 6,000.00
58979	BankUnited, National Association	\$ 245,000.00
7213	Citibank, National Association	\$ 1,366.45
57957	Citizens Bank, National Association	\$ 8,148.29
10212	Commerce Bank MN	\$ 5,526.44
57250	Cornerstone Bank	\$ 7,242.81
34444	Customers Bank	\$ 245,000.00
16249	Devon Bank	\$ 2,500.00
32245	Dollar Bank	\$ 106,303.14
31628	East West Bank	\$ 245,000.00
62872	First Alliance Credit Union	\$ 101,312.20
3657	First American Bank	\$ 5,000.00
25883	First Eagle Bank	\$ 5,000.00
15752	First State Bank (IL)	\$ 5,000.00
12441	Hancock Bank	\$ 59,244.61
12441	Hancock Bank	\$ 29,011.39
19254	Heritage Bank National Association	\$ 193,807.89
22444	Inland Bank & Trust	\$ 2,500.00
10989	Lake Central Bank	\$ 1,000.00
58006	LegacyTexas Bank	\$ 245,000.00
588	Manufacturers and Traders Trust Company (M&T Bank)	\$ 2,500.00

FDIC/ NCUA	Name		Balance
34699	Metropolitan Commercial Bank	\$	245,000.00
62049	MSG Credit Union	\$	4,000.00
29209	NexBank, SSB	\$	245,000.00
34836	North American Banking Company	\$	12,000.00
6384	PNC Bank NA - Repurchase Agreement	\$	6,139.68
12368	Regions Bank AL	\$	5,000.00
24802	Self-Help Federal Credit Union	\$	245,000.00
10169	Sherburne State Bank	\$	24,265.00
30431	Slovak Savings Bank	\$	57,630.21
27052	St Charles Bank & Trust Co	\$	3,000.00
33758	Starion Bank	\$	245,000.00
34383	Texas Capital Bank, National Association	\$	245,000.00
58716	Third Coast Bank, SSB	\$	245,000.00
58457	Tristate Capital Bank	\$	245,000.00
Ending Balance:			\$ 4,059,433.09

American Term Deposit Program™

CANYWH1 - City of Anywhere

Balance Summary

Beginning Balance:	\$	980,000.00
Total Deposits:	\$	1,230.01
Total Withdrawals:	\$	-1,230.01
Ending Balance:	\$	980,000.00

California First National Bank	Rate	Opened On	Matures On
CDCFNB21	1.14 %	08/05/2016	08/05/2017

Date	No transactions between November 01, 2017 and November 30, 2017	Balance
11/30/2017	Balance	\$ 0.00

EverBank	Rate	Opened On	Matures On
CDEVER37	1.55 %	08/15/2017	08/15/2018

Date	Transaction Type	Amount	Balance
11/01/2017	Beginning Balance		\$ 245,000.00
11/02/2017	CD Interest Earned	\$ 333.15	\$ 245,333.15
11/02/2017	Interest Distribution Client	\$ -333.15	\$ 245,000.00
11/30/2017	Ending Balance		\$ 245,000.00

First Internet Bank of Indiana	Rate	Opened On	Matures On
CDFIB19	1.51 %	07/20/2017	07/20/2018

Date	Transaction Type	Amount	Balance
11/01/2017	Beginning Balance		\$ 245,000.00
11/01/2017	CD Interest Earned	\$ 314.23	\$ 245,314.23
11/01/2017	Interest Distribution Client	\$ -314.23	\$ 245,000.00
11/30/2017	Ending Balance		\$ 245,000.00

Flagstar Bank FSB	Rate	Opened On	Matures On
CDFLAG08	1.20 %	03/03/2017	03/03/2018

Date	Transaction Type	Amount	Balance
11/01/2017	Beginning Balance		\$ 245,000.00
11/06/2017	CD Interest Earned	\$ 249.70	\$ 245,249.70
11/06/2017	Interest Distribution Client	\$ -249.70	\$ 245,000.00
11/30/2017	Ending Balance		\$ 245,000.00

MainStreet Bank	Rate	Opened On	Matures On
CDMAINST04	1.60 %	09/08/2017	09/08/2018

Date	Transaction Type	Amount	Balance
11/01/2017	Beginning Balance		\$ 245,000.00
11/08/2017	CD Interest Earned	\$ 332.93	\$ 245,332.93
11/08/2017	Interest Distribution Client	\$ -332.93	\$ 245,000.00
11/30/2017	Ending Balance		\$ 245,000.00

Parkway Bank and Trust Company	Rate	Opened On	Matures On
CDPBT09	1.10 %	05/02/2016	09/02/2017

Date	No transactions between November 01, 2017 and November 30, 2017	Balance
11/30/2017	Balance	\$ 0.00



Interest Income Projection For:

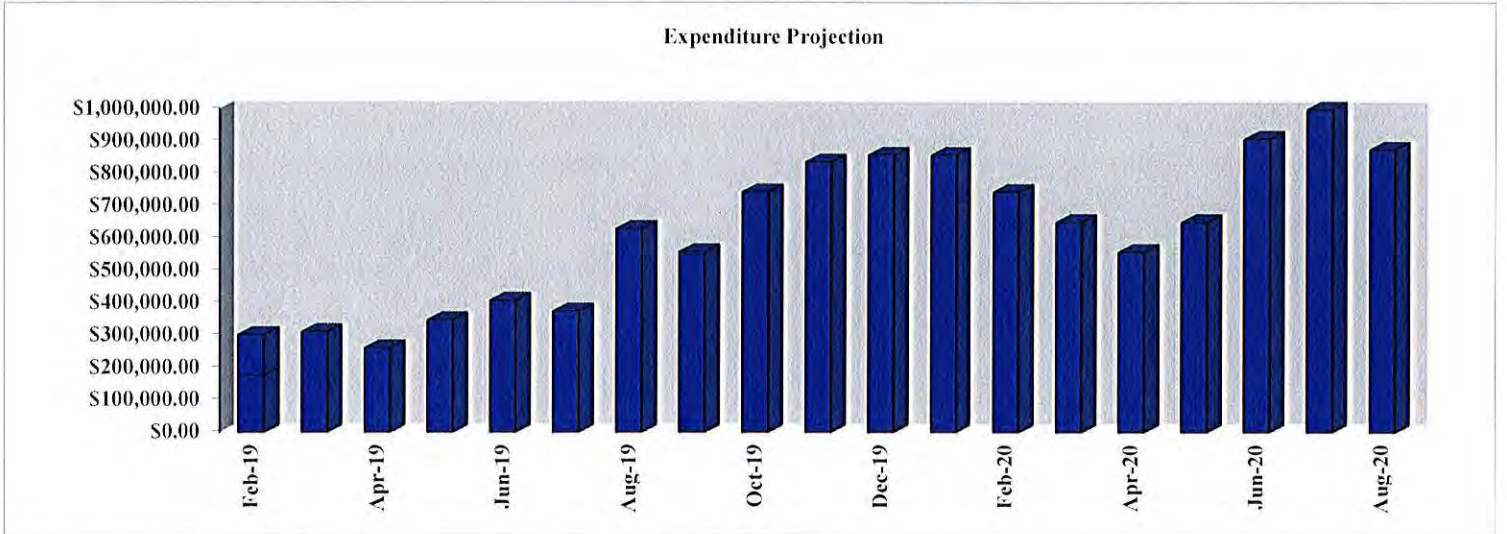
School District of Manawa

2019 Issue: \$ 12,000,000.00

Rates as of: 01/03/19

Date	Bond Issue	Expenditures		Percent Spent	Investment Cost	Interest Income	Number of Days	Net Rates	Investment Instrument
		Monthly	Cumulative						
02/06/19	\$12,000,000.00	\$174,694.00	\$174,694.00	1.46%	\$174,694.00	\$0.00	0	2.43%	WISC-IS
02/28/19		\$301,287.00	\$475,981.00	3.97%	\$301,287.00	\$441.28	22	2.43%	WISC-IS
03/31/19		\$309,412.00	\$785,393.00	6.54%	\$309,412.00	\$1,091.76	53	2.43%	WISC-IS
04/30/19		\$259,339.00	\$1,044,732.00	8.71%	\$259,339.00	\$1,433.04	83	2.43%	WISC-IS
05/31/19		\$345,956.00	\$1,390,688.00	11.59%	\$345,956.00	\$2,625.66	114	2.43%	FDIC CD
06/30/19		\$406,732.00	\$1,797,420.00	14.98%	\$406,732.00	\$3,899.28	144	2.43%	FDIC CD
07/31/19		\$373,315.00	\$2,170,735.00	18.09%	\$373,315.00	\$4,474.67	175	2.50%	FDIC CD
08/31/19		\$627,598.00	\$2,798,333.00	23.32%	\$627,598.00	\$8,607.21	206	2.43%	WISC-IS
09/30/19		\$555,922.00	\$3,354,255.00	27.95%	\$555,922.00	\$8,914.25	236	2.48%	FDIC CD
10/31/19		\$740,296.00	\$4,094,551.00	34.12%	\$740,296.00	\$13,971.52	267	2.58%	FDIC CD
11/30/19		\$832,483.00	\$4,927,034.00	41.06%	\$832,483.00	\$18,154.06	297	2.68%	FDIC CD
12/31/19		\$854,283.00	\$5,781,317.00	48.18%	\$854,283.00	\$20,573.94	328	2.68%	FDIC CD
01/31/20		\$854,283.00	\$6,635,600.00	55.30%	\$854,283.00	\$22,182.34	359	2.64%	FDIC CD
02/29/20		\$740,296.00	\$7,375,896.00	61.47%	\$740,296.00	\$19,752.31	388	2.51%	FDIC CD
03/31/20		\$648,109.00	\$8,024,005.00	66.87%	\$648,109.00	\$19,343.83	419	2.60%	US Treasury
04/30/20		\$555,922.00	\$8,579,927.00	71.50%	\$555,922.00	\$18,053.91	449	2.64%	FDIC CD
05/31/20		\$648,109.00	\$9,228,036.00	76.90%	\$648,109.00	\$22,500.92	480	2.64%	FDIC CD
06/30/20		\$904,159.00	\$10,132,195.00	84.43%	\$904,159.00	\$33,857.66	510	2.68%	FDIC CD
07/31/20		\$996,346.00	\$11,128,541.00	92.74%	\$996,346.00	\$41,940.43	541	2.84%	FDIC CD
08/31/20		\$871,459.00	\$12,000,000.00	100.00%	\$871,459.00	\$38,785.42	572	2.84%	FDIC CD
Total		\$12,000,000.00			\$12,000,000.00	\$300,603.49			

Time and Dollar Weighted Portfolio Yield:	2.66%
Weighted Average Portfolio Maturity (days):	343
Total Anticipated Interest Income:	\$300,603.49



Maturity dates are assumed to fall on the final day of the month.
 The above portfolio is an indication of investment rates and interest earned on the School District's construction bond proceeds.
 Draw schedule is an illustration only and investment rates are general market rates for illustration only.
 Investment rates quoted are net of all fees, including insurance.
 Investment rates are indicative as of 1/3/19. Investment Rates at the time of execution may vary, based on market conditions at that time.



Bond Portfolio Management Report
Your School District

As of 10/31/18

Investment Earnings Detail	
\$749,965.80	Current Portfolio Interest Income Estimate
\$137,910.31	Potential Interest Income on Balances (2.4%)
<u>\$887,876.10</u>	<u>Estimated Interest Income (Not including Rebate)</u>
\$818,000.00	Original Portfolio Interest Income Estimate
2.432%	Total Return for Arbitrage Purposes
349	Weighted Avg Life of Future Projected Expenses

Investment Proceeds Information	
07/17/18	Closing Date - Investment Proceeds Received
\$29,000,000.00	Investment Proceeds Received
+	\$887,876.10 Total Interest Income Net of Rebate
=	<u>\$29,887,876.10</u> Total Funding Available as of 10/31/18
-	\$297,640.00 Cumulative Expenses Through 10/31/18
=	<u>\$29,590,236.10</u> Outstanding P & I Net of Rebate after 10/31/18

Portfolio Arbitrage Status

Yield Restriction: The bond proceeds currently fall under the three year temporary period and are therefore not yield restricted.

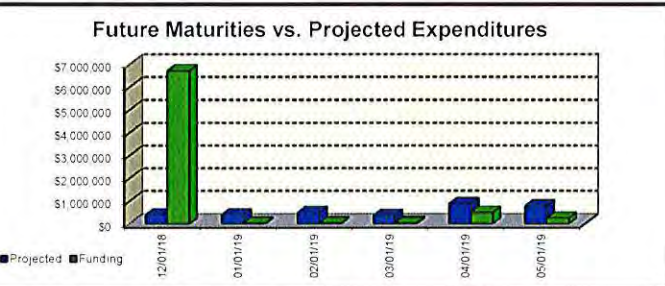
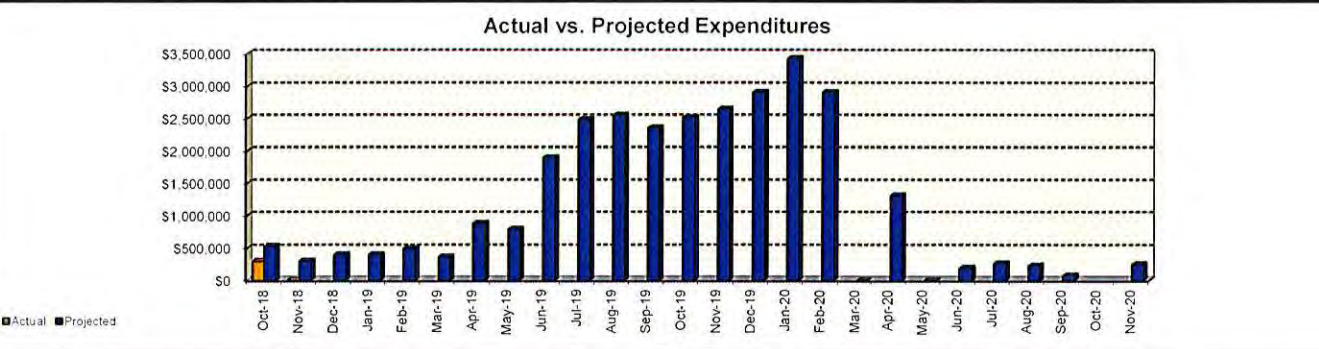
Arbitrage Rebate: The proceeds are subject to arbitrage rebate; however, the district is currently investing below the arbitrage yield and currently does not expect to pay arbitrage.

\$887,876.10	Estimated Interest Income (Not including Rebate)	\$887,876.10	2.432%	Current Interest Estimate for Arbitrage Purposes
\$0.00	Anticipated Arbitrage Rebate Liability	\$905,846.41	2.480%	Maximum Interest Limited by Arbitrage Yield
<u>\$887,876.10</u>	<u>Total Interest Income Net of Rebate</u>	<u>\$0.00</u>	<u>-0.048%</u>	<u>Potential Arbitrage Rebate Liability</u>

Regulatory Requirement		
Estimated Spend-Down Requirements		
01/17/19	10%	\$2,988,787.61
07/17/19	45%	\$13,449,544.25
01/17/20	75%	\$22,415,907.08
07/17/20	100%	\$29,887,876.10
07/17/21		

Actual/Projected Portfolio Status		
Cumulative Expenses		
	4.68%	\$1,397,640.00
	27.74%	\$8,290,640.00
	82.54%	\$24,668,640.00
	98.13%	\$29,327,640.00

Regulatory Status as of 10/31/18	
\$297,640.00	Expenses to Date: 1.00%
	Need to spend an additional \$2,691,147.61
	Need to spend an additional \$13,151,904.25
	Need to spend an additional \$22,118,267.08
	Need to spend an additional \$29,590,236.1
	Need to spend an additional \$29,590,236.1



Cash Flow Focus - Payouts		
Funding Date	Projected Expenses	Portfolio Funding
12/15/18	\$400,000.00	\$6,713,697.79
01/17/19	\$400,000.00	\$33,324.95
02/15/19	\$495,000.00	\$35,715.63
03/15/19	\$361,500.00	\$41,879.38
04/15/19	\$882,000.00	\$499,888.17
05/15/19	\$783,000.00	\$249,970.80

Disclosure Statement on reverse side of report.



Your School District

Last Updated: 01/03/19 Acct No. 5XXXX-201
 Updated by Analyst: JB

Date of Issue	07/17/18	Today's Date	10/31/18
Original Bond Proceeds	\$29,000,000.00	Arbitrage Allowable Yield	2.480000%
Original Expense Budget	\$29,818,000.00	Portfolio Return for Arbitrage Purposes	2.431884%
Current Projected Expenses	\$29,887,876.10	Anticipated Arbitrage Rebate	50.00
Original Interest Income:	\$818,000.00	Above Arb. Line/(Below Arb. Line)	(\$17,970.31)
Total Estimated Interest Income	\$887,876.10	Weighted Average Life of Future Funded Expenses (Days)	349

Date	Bond Proceeds	Investment Cost	Inv ID	EXPENSES		Cumulative Expenses	Investment Maturity	Mat ID	Coupons and Interest	Percent Spent	Balance	Description
				Projected	Actual							
07/17/18	\$29,000,000.00					\$0.00			0.00%	\$29,000,000.00	Phone Wire Purchase	
07/31/18						\$0.00		\$24,052.34	0.00%	\$29,024,052.34	Dividend Reinvest	
08/31/18						\$0.00		\$50,097.68	0.00%	\$29,074,150.02	Dividend Reinvest	
09/30/18						\$0.00		\$48,651.55	0.00%	\$29,122,781.57	Dividend Reinvest	
10/01/18	\$237,700.00	262082				\$0.00		\$28,885,051.57	0.00%	\$29,410,581.57	SINABANK - CD - 2.74% - Trans # 262082	
10/01/18	\$242,300.00	262083				\$0.00		\$28,642,751.57	0.00%	\$29,652,851.57	FIRST MID-ILLINOIS BANK & TRUST - CD - 2.74% - Trans # 262083	
10/01/18	\$242,800.00	262084				\$0.00		\$28,399,951.57	0.00%	\$29,895,151.57	FIRST INTERNET BANK OF INDIANA - CD - 2.57% - Trans # 262084	
10/01/18	\$243,500.00	262085				\$0.00		\$28,156,451.57	0.00%	\$30,138,651.57	COMMUNITY STATE BANK - OK - CD - 2.55% - Trans # 262085	
10/01/18	\$245,200.00	262086				\$0.00		\$27,913,251.57	0.00%	\$30,381,151.57	FRANKLIN SYNERGY BANK - CD - 2.42% - Trans # 262086	
10/01/18	\$246,400.00	262087				\$0.00		\$27,669,851.57	0.00%	\$30,623,651.57	ROCKFORD B&TC - CD - 2.34% - Trans # 262087	
10/01/18	\$246,500.00	262088				\$0.00		\$27,427,351.57	0.00%	\$30,866,151.57	PINNACLE BANK - GA - CD - 2.3% - Trans # 262088	
10/01/18	\$246,500.00	262089				\$0.00		\$27,184,851.57	0.00%	\$31,108,651.57	TEXAS CAPITAL BANK - CD - 2.29% - Trans # 262089	
10/04/18	\$240,000.00	262221				\$0.00		\$26,942,351.57	0.00%	\$31,351,151.57	CFG COMMUNITY BANK - CD - 2.74% - Trans # 262221	
10/04/18	\$240,200.00	262222				\$0.00		\$26,699,951.57	0.00%	\$31,593,651.57	SERVIFIRST BANK - CD - 2.79% - Trans # 262222	
10/04/18	\$244,100.00	262223				\$0.00		\$26,457,551.57	0.00%	\$31,836,151.57	THIRD COAST BANK - SSB - CD - 2.72% - Trans # 262223	
10/05/18	\$244,200.00	262248				\$0.00		\$26,215,151.57	0.00%	\$32,078,651.57	FIRST BANK OF OHIO - CD - 2.52% - Trans # 262248	
10/05/18	\$758,800.00	262249				\$0.00		\$25,972,851.57	0.00%	\$32,321,151.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$996,277.25	43131				\$0.00		\$25,729,451.57	0.00%	\$32,563,651.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$1,638,667.63	43126				\$0.00		\$25,487,051.57	0.00%	\$32,806,151.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$2,196,948.86	43126				\$0.00		\$25,244,651.57	0.00%	\$33,048,651.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$2,494,424.89	43126				\$0.00		\$25,002,251.57	0.00%	\$33,291,151.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$2,889,968.75	43126				\$0.00		\$24,759,851.57	0.00%	\$33,533,651.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$3,399,842.88	43126				\$0.00		\$24,517,451.57	0.00%	\$33,776,151.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/05/18	\$4,299,362.63	43124				\$0.00		\$24,275,051.57	0.00%	\$34,018,651.57	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
10/12/18				\$297,640.00	\$297,640.00	\$297,640.00			1.00%	\$6,981,786.67	Expenses	
10/17/18						\$297,640.00		\$9,100.97	1.00%	\$6,990,887.64	REFUNDED BAN - 10/17/2019	
10/31/18						\$297,640.00	193650	\$8,416.40	1.00%	\$6,999,304.04	SDA -	
11/13/18						\$297,640.00		\$9,999,304.04	1.00%	\$6,999,304.04	Expenses	
11/19/18						\$297,640.00		\$9,999,304.04	1.00%	\$6,999,304.04	Expenses	
11/30/18				\$300,000.00	\$0.00	\$597,640.00	43125	\$14,389.75	1.00%	\$7,013,693.79	1.75% - US TREASURY N/B - 2.62192% - Trans # 43125	
12/15/18				\$400,000.00		\$997,640.00		\$23,684.38	3.34%	\$6,313,697.79	1.75% - US TREASURY N/B - 2.62192% - Trans # 43125	
01/15/19						\$997,640.00	43126	\$23,684.38	3.34%	\$6,337,382.18	1.375% - US TREASURY N/B - 2.67047% - Trans # 43126	
01/15/19						\$997,640.00	43123	\$8,343.75	3.34%	\$6,345,725.91	0.75% - US TREASURY N/B - 2.43885% - Trans # 43123	
01/17/19						\$997,640.00	43123	\$1,296.82	3.34%	\$6,347,022.73	0.75% - US TREASURY N/B - 2.43885% - Trans # 43123	
01/17/19				\$400,000.00		\$1,397,640.00		\$6,947,022.73	4.68%	\$5,947,022.73		
01/31/19						\$1,397,640.00	43127	\$18,425.00	4.68%	\$5,965,447.73	1.25% - US TREASURY N/B - 2.688733% - Trans # 43127	
02/15/19						\$1,397,640.00	43128	\$17,250.63	4.68%	\$5,982,738.36	1.375% - US TREASURY N/B - 2.67047% - Trans # 43126	
02/15/19		\$495,000.00				\$1,892,640.00		\$5,982,738.36	4.68%	\$5,982,738.36	1.375% - FREDDIE MAC - 2.56628% - Trans # 43128	
02/28/19						\$1,892,640.00	43124	\$21,770.00	6.33%	\$5,961,038.36	1% - US TREASURY N/B - 2.522195% - Trans # 43124	
03/13/19						\$1,892,640.00	43131	\$20,109.38	6.33%	\$5,940,928.98	4.125% - FEDERAL HOME LOAN BANK - 2.749902% - Trans # 43131	
03/15/19		\$361,500.00				\$2,254,140.00		\$5,168,117.73	7.54%	\$4,796,005.90		
04/15/19						\$2,254,140.00	\$246,900.00	\$3,050.72	7.54%	\$5,418,098.45	PINNACLE BANK - GA - CD - 2.3% - Trans # 262088	
04/15/19				\$982,000.00		\$2,254,140.00	\$262089	\$3,037.45	7.54%	\$5,698,005.90	TEXAS CAPITAL BANK - CD - 2.29% - Trans # 262089	
05/15/19						\$3,136,140.00		\$4,796,005.90	10.49%	\$4,796,005.90		
05/15/19				\$783,000.00		\$3,919,140.00	\$246,400.00	\$3,570.80	10.49%	\$5,035,976.70	ROCKFORD B&TC - CD - 2.34% - Trans # 262087	
05/31/19						\$3,919,140.00	43125	\$14,393.75	13.11%	\$4,252,976.70	1.75% - US TREASURY N/B - 2.62192% - Trans # 43125	
06/15/19		\$1,892,500.00				\$5,811,640.00		\$2,374,870.45	19.44%	\$4,295,347.15		
07/15/19						\$5,811,640.00	\$2,225,000.00	\$4,599,870.45	19.44%	\$4,599,870.45	US TREASURY N/B	
07/15/19						\$5,811,640.00	\$245,200.00	\$4,849,738.17	19.44%	\$4,849,738.17	FRANKLIN SYNERGY BANK - CD - 2.42% - Trans # 262086	
07/15/19						\$5,811,640.00	43126	\$23,684.38	19.44%	\$4,873,422.55	1.375% - US TREASURY N/B - 2.67047% - Trans # 43126	
07/15/19				\$2,479,000.00		\$8,290,640.00	43123	\$8,343.75	19.44%	\$4,881,766.30	0.75% - US TREASURY N/B - 2.43885% - Trans # 43123	
07/31/19						\$8,290,640.00		\$2,402,766.30	27.74%	\$2,402,766.30		
08/15/19						\$8,290,640.00	43127	\$18,425.00	27.74%	\$2,421,191.30	1.25% - US TREASURY N/B - 2.688733% - Trans # 43127	
08/15/19						\$8,290,640.00	43128	\$17,290.63	27.74%	\$2,438,481.93	FREDDIE MAC	
08/31/19		\$2,545,500.00				\$10,836,140.00		\$2,407,981.92	36.26%	\$2,407,981.92	1.375% - FREDDIE MAC - 2.56628% - Trans # 43128	
08/31/19						\$10,836,140.00	\$4,354,000.00	\$6,791,981.92	36.26%	\$6,791,981.92	US TREASURY N/B	
08/31/19						\$10,836,140.00	43124	\$21,770.00	36.26%	\$6,789,751.92	1% - US TREASURY N/B - 2.522195% - Trans # 43124	
08/31/19						\$10,836,140.00	\$758,800.00	\$17,260.40	36.26%	\$7,556,812.32	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262249	
08/31/19						\$10,836,140.00	\$244,100.00	\$5,799.56	36.26%	\$7,806,710.88	FIRST BANK OF OHIO - CD - 2.52% - Trans # 262223	
08/31/19						\$10,836,140.00	\$244,200.00	\$5,576.86	36.26%	\$8,056,487.74	1ST COMMUNITY CREDIT UNION - CD - 2.43% - Trans # 262248	
09/13/19						\$10,836,140.00	43131	\$20,109.38	44.12%	\$8,076,597.12	4.125% - FEDERAL HOME LOAN BANK - 2.749902% - Trans # 43131	
09/15/19		\$2,350,500.00				\$13,186,640.00		\$5,726,097.12	44.12%	\$5,726,097.12		
10/15/19						\$13,186,640.00	\$243,500.00	\$6,449.95	44.12%	\$5,576,047.07	COMMUNITY STATE BANK - OK - CD - 2.55% - Trans # 262085	
10/15/19				\$2,516,000.00		\$15,702,640.00		\$3,460,047.07	52.54%	\$3,460,047.07		
11/15/19						\$15,702,640.00	\$242,800.00	\$7,006.60	52.54%	\$3,709,853.67	FIRST INTERNET BANK OF INDIANA - CD - 2.57% - Trans # 262084	
11/15/19						\$15,702,640.00	\$242,300.00	\$7,490.70	52.54%	\$3,999,814.37	FIRST MID-ILLINOIS BANK & TRUST - CD - 2.74% - Trans # 262083	
11/30/19						\$18,342,640.00		\$1,319,614.37	61.37%	\$1,319,614.37		
11/30/19						\$18,342,640.00	\$1,645,000.00	\$1,319,614.37	61.37%	\$2,964,614.37	US TREASURY N/B	
12/15/19						\$18,342,640.00	43126	\$14,393.75	61.37%	\$2,679,086.12	1.75% - US TREASURY N/B - 2.62192% - Trans # 43126	
01/15/20				\$2,901,500.00		\$21,244,140.00		\$17,508.12	71.08%	\$17,508.12		
01/15/20						\$21,244,140.00	43126	\$14,393.75	71.08%	\$17,508.12		
01/15/20						\$21,244,140.00	43126	\$23,684.38	71.08%	\$3,522,508.12	US TREASURY N/B	
01/15/20						\$21,244,140.00	43126	\$23,684.38	71.08%	\$3,546,192.49	1.375% - US TREASURY N/B - 2.67047% - Trans # 43126	

01/15/20	75%						\$3,424,500.00			\$24,668,640.00	\$2,548,000.00	43127		\$121,692.49	US TREASURY NIB
01/15/20									\$24,668,640.00	\$24,668,640.00		43127		\$3,069,692.49	US TREASURY NIB
07/01/20									\$27,570,140.00	\$27,570,140.00		43127		\$3,089,117.49	1.25% - US TREASURY NIB - 2.688703% - Terms # 43127
07/15/20							\$2,501,500.00			\$27,570,140.00		43131		\$1,985,817.49	FEDERAL HOME LOAN BANK
08/15/20										\$27,570,140.00		262222		\$1,181,817.49	FEDERAL HOME LOAN BANK
09/15/20										\$27,570,140.00		262222		\$1,620,887.01	FEDERAL HOME LOAN BANK - CD - 2.74% - Terms # 262222
09/15/20										\$27,570,140.00		43131		\$1,680,596.39	1.25% - FEDERAL HOME LOAN BANK - 2.746602% - Terms # 43131
03/15/20							\$0.00			\$28,877,640.00		262220		\$373,496.39	CFG COMMUNITY BANK - CD - 2.74% - Terms # 262220
04/15/20							\$1,807,500.00			\$28,877,640.00		262220		\$522,869.08	CFG COMMUNITY BANK - CD - 2.74% - Terms # 262220
05/15/20							\$0.00			\$28,877,640.00		262062		\$435,469.08	PSOMABANK - CD - 2.74% - Terms # 262062
06/15/20							\$187,500.00			\$28,877,640.00		262062		\$435,469.08	PSOMABANK - CD - 2.74% - Terms # 262062
07/15/20							\$225,000.00			\$29,952,640.00		262062		\$435,469.08	PSOMABANK - CD - 2.74% - Terms # 262062
08/15/20							\$75,000.00			\$29,952,640.00		262062		\$167,325.80	PSOMABANK - CD - 2.74% - Terms # 262062
10/15/20							\$0.00			\$29,952,640.00		262062		\$122,325.80	PSOMABANK - CD - 2.74% - Terms # 262062
11/15/20							\$260,256.10			\$29,952,640.00		262062		\$122,325.80	PSOMABANK - CD - 2.74% - Terms # 262062
11/30/20										\$29,952,640.00		262062		\$0.00	PSOMABANK - CD - 2.74% - Terms # 262062
							\$30,120,256.10	\$297,640.00		\$30,417,902.10				\$0.00	
										\$30,417,902.10					
										\$708,311.01					

Total Anticipated Interest Income: \$22,021,900.00
Anticipated Arbitrage Rebate: \$887,876.10
Total Anticipated Interest Income Net of Arbitrage Rebate: \$22,909,776.10

Total Outstanding Principal and Interest after January 03, '19: \$28,890,236.10

\$6,313,697.79
 \$22,576,538.32



WISC Monthly Statement

(5XXXX-201) 2018 Referendum BANS (Municipal Advisory Account)

Statement Period
Dec 1, 2018 to Dec 31, 2018

Statement for the Account of:
YOUR SCHOOL DISTRICT

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	CMS	IS
Beginning Balance	\$0.00	\$0.00
Dividends	\$2,822.40	\$1,569.35
Credits	\$27,000,000.00	\$6,013,600.00
Checks Paid	\$0.00	\$0.00
Other Debits	(\$15,516,100.00)	\$0.00
Ending Balance	\$11,486,722.40	\$6,015,169.35
Average Monthly Rate	2.17%	2.33%

PLEASE NOTE: THE FUND WILL BE CLOSED JANUARY 21ST IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

TOTAL CMS AND IS **\$17,501,891.75**

TOTAL FIXED INCOME **\$9,350,000.00**

ACCOUNT TOTAL **\$26,851,891.75**

YOUR SCHOOL DISTRICT
Jane Doe
123 Main St.
YOURTOWN, WI 55555



Your School District

Statement Period
Dec 1, 2018 to Dec 31, 2018

TRANSACTION ACTIVITY

BEGINNING BALANCE								\$0.00
CMS ACTIVITY								
Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction	
1331387	12/28/18	12/28/18	Phone Wire Purchase		\$27,000,000.00	\$1.00	27,000,000.000	
1331721	12/28/18	12/28/18	Phone Wire Redemption	(\$152,500.00)		\$1.00	(152,500.000)	
1331722	12/28/18	12/28/18	Phone Redemption for FRI	(\$9,350,000.00)		\$1.00	(9,350,000.000)	
1331723	12/28/18	12/28/18	Phone Exchange Redemption	(\$6,013,600.00)		\$1.00	(6,013,600.000)	
1332382	12/31/18	12/31/18	Dividend Reinvest		\$2,822.40	\$1.00	2,822.400	
TOTALS FOR PERIOD				(\$15,516,100.00)	\$27,002,822.40		11,486,722.400	
ENDING BALANCE								\$11,486,722.40



Your School District

Statement Period
Dec 1, 2018 to Dec 31, 2018

TRANSACTION ACTIVITY

BEGINNING BALANCE							\$0.00
IS ACTIVITY							
Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction
1331724	12/28/18	12/28/18	Phone Exchange Purchase		\$6,013,600.00	\$1.00	6,013,600.000
1332816	12/31/18	12/31/18	Dividend Reinvest		\$1,569.35	\$1.00	1,569.350
TOTALS FOR PERIOD				0.00	\$6,015,169.35		6,015,169.350
ENDING BALANCE							\$6,015,169.35



Your School District

Statement Period
Dec 1, 2018 to Dec 31, 2018

FIXED INCOME INVESTMENTS

PURCHASES

Type	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par
CD	264497-1	12/28/18	12/28/18	08/15/19	BMO HARRIS BANK, NA	\$2,250,000.00	2.432%	\$2,284,481.10
CD	264496-1	12/28/18	12/28/18	09/16/19	ASSOCIATED BANK, NA - C	\$1,250,000.00	2.470%	\$1,272,162.34
CD	264495-1	12/28/18	12/28/18	10/16/19	ASSOCIATED BANK, NA - C	\$1,800,000.00	2.470%	\$1,835,568.00
CD	264494-1	12/28/18	12/28/18	11/18/19	ASSOCIATED BANK, NA - C	\$1,311,500.00	2.480%	\$1,340,460.80
CD	264493-1	12/28/18	12/28/18	11/18/19	LANDMARK COMMUNITY BANK	\$244,300.00	2.593%	\$249,939.40
CD	264492-1	12/28/18	12/28/18	11/18/19	NORTHEAST COMMUNITY BANK	\$244,200.00	2.622%	\$249,901.89
CD	264491-1	12/28/18	12/28/18	12/17/19	ASSOCIATED BANK, NA - C	\$2,250,000.00	2.490%	\$2,304,336.58
Totals for Period:						\$9,350,000.00		\$9,536,850.11



Your School District

Statement Period
Dec 1, 2018 to Dec 31, 2018

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
CMS				12/31/18		CMS Account Balance	\$11,486,722.40	2.170%	\$11,486,722.40	\$11,486,722.40
IS				12/31/18		IS Account Balance	\$6,015,169.35	2.330%	\$6,015,169.35	\$6,015,169.35
CD	1	264497-1	12/28/18	12/28/18	08/15/19	BMO HARRIS BANK, NA	\$2,250,000.00	2.432%	\$2,284,481.10	\$2,250,000.00
CD	C	264496-1	12/28/18	12/28/18	09/16/19	ASSOCIATED BANK, NA - C	\$1,250,000.00	2.470%	\$1,272,162.34	\$1,250,000.00
CD	C	264495-1	12/28/18	12/28/18	10/16/19	ASSOCIATED BANK, NA - C	\$1,800,000.00	2.470%	\$1,835,568.00	\$1,800,000.00
CD	N	264492-1	12/28/18	12/28/18	11/18/19	NORTHEAST COMMUNITY BANK	\$244,200.00	2.622%	\$249,901.89	\$244,200.00
CD	N	264493-1	12/28/18	12/28/18	11/18/19	LANDMARK COMMUNITY BANK	\$244,300.00	2.593%	\$249,939.40	\$244,300.00
CD	C	264494-1	12/28/18	12/28/18	11/18/19	ASSOCIATED BANK, NA - C	\$1,311,500.00	2.480%	\$1,340,460.80	\$1,311,500.00
CD	C	264491-1	12/28/18	12/28/18	12/17/19	ASSOCIATED BANK, NA - C	\$2,250,000.00	2.490%	\$2,304,336.58	\$2,250,000.00
Totals for Period:							\$26,851,891.75		\$27,038,741.86	\$26,851,891.75

Weighted Average Portfolio Yield: 2.478 %
 Weighted Average Portfolio Maturity: 291.34 Days

Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
CMS	42.78%	\$11,486,722.40	CMS Activity
IS	22.40%	\$6,015,169.35	IS Activity
CD	34.82%	\$9,350,000.00	Certificate of Deposit

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.

"Rate" is the Net Yield to Maturity.

"Face/Par" is the amount received at maturity.

"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes:

- 1) FHLB
- C) Collateral
- N) Single FEIN



WISC Monthly Statement



About Your Account and Statement

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, Inc., a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, Inc. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, Inc. and PMA Financial Network, Inc. are operated under common ownership and are affiliated with Prudent Man Advisors, Inc.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, Inc. or PMA Securities, Inc. as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

WISC Activity

This section shows all of the activity in the WISC Multi-Class Series (which includes the Cash Management Class and the Investment Class, which are generally referred to as CMS and IS, respectively) and the Limited Term Duration Class Series. The average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date. Information regarding the WISC investment objectives, risks, charges and expenses can be found in the WISC Information Statement, which can be obtained at www.investwisc.com or by calling PMA at the phone number listed above.

From time to time, the WISC service providers may voluntarily waive a portion of their fees to support a positive yield during periods when either class of the Multi-Class Series or the LTD Series yield is reduced because of low interest rates. The amount of the waiver may vary by class of the Multi-Class Series. Please visit www.investwisc.com or call PMA for the most recent performance data. An investment in CMS or IS or any Term Series is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency or private agency. Although the Multi-Class Series seeks to maintain a stable value of \$1.00 per share, it is possible to lose money by investing in the Multi-Class Series. It is possible to lose money by investing in the LTD Series as it has a floating daily net asset value. It is also possible to lose money by investing in a Term Series, which may impose a substantial penalty for redemption prior to the full term of the Series.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, Inc. is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, Inc. is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
Board of Education
From: Carmen O'Brien
cc: Brenda Suehs
Date: January 8, 2019
Re: Adult meal price increase

Recommendation:

Increase adult meal prices from \$3.50 to \$3.55 effective January 22, 2019.

Rationale:

Nonprogram foods include adult meals, a la carte, extra entrees, extra milk, and catered meals. The cost of these items may not be subsidized using government dollars, state or federal. Therefore, costs associated with these foods must be covered by revenues received from the sale of these foods. The cost of the item must include not only the price of the food item(s), but also labor, equipment, and purchased services that keep the food service program running.

Student meals, however, are subsidized by government programs, National School Lunch and School Breakfast programs are the largest. These subsidies allow for the District to charge less money than the meal actually costs to produce. There are very strict guidelines as to what constitutes a reimbursable meal, though. A school lunch must have 3 of the following 5 components to be considered reimbursable: protein, grain, milk, fruit, vegetable - and one of the 3 must be a fruit or vegetable. The serving size is also strictly regulated both with daily and weekly expectations. If the guidelines are not followed, a meal cannot be reimbursed and without reimbursement, a school district would never be able to operate a food service program.

Adult meal prices are currently priced at \$3.50. During the December 2018 food service audit, adult meal prices were calculated using the DPI Nonprogram Food Revenue Tool/Calculator. Results indicated that adult meals should be priced at a minimum of \$3.55.



Professional Educator Handbook

Approved by the Manawa Board of Education on July 20, 2015

Revised on Aug. 17, 2015

Revised on March 14, 2016

Revised on February 20, 2017

Revised on May 21, 2018

**School District of Manawa
800 Beech Street
Manawa, WI 54949**

920-596-2525

www.manawa.k12.wi.us/schools.org

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School District of Manawa

Students Choosing to Excel, Realizing their Strengths

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.

Guiding Principles Grouped by Core Values:

1. **Student Success - The District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.**
2. **Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:**
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. **Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:**
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. **Parent-Community Engagement – The District is a centers of community life and enhances the community’s quality of life to the extent that it promotes and supports:**
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*
5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**
 - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
 - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
 - *Supplying and maintaining contemporary technology.*

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I. INTRODUCTION

A. WELCOME

We are pleased to have you as a member of the faculty of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old preschool (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will provide the policy number in parentheses for easy access.

This *Professional Educator Handbook* has been written to provide information and guidance to faculty members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

B. DISCLAIMER

This Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All of the District's employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognized the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Professional Educator Handbook*, policies, regulations, or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Professional Educator Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which faculty members are responsible for knowing and following. Additional publications that faculty members should follow include, but are not limited to, Board policies and guidelines, the *Teacher Performance Evaluation* (TPE) document, building bulletins and handbooks, the *Mentoring Handbook*, and curriculum guides.

II. EMPLOYMENT POLICIES

A. ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

920-596-2524
dwolfram@manawaschools.org

Carmen O'Brien, Business Manager
800 Beech Street
Manawa, WI 54949

920-596-2524
cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

B. COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the Communication System when offering a suggestion or comment.

Handbook Addendum A

C. CONFLICT OF INTEREST AND ETHICAL STANDARDS

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

D. DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including termination of employment. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

E. EQUAL EMPLOYMENT OPPORTUNITY

The School District of Manawa shall not discriminate against an employee or applicant for employment on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability/handicap, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices. (as defined in §111.32, Wis. Stats.).

F. IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

G. OUTSIDE ACTIVITIES OF STAFF

Professional educators are expected to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. This would include engaging in social media communications that may portray the District in a negative light.

H. PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Primary telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established to either have a correction made to the information in question or to have the content in question removed from the file.

I. POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school sponsored activities unless part of a Board approved teaching unit.

J. CIVIC ACTIVITIES OF STAFF

Developing a sense of civic engagement and promoting a democratic society is at the heart of public education. Staff is encouraged to promote civic education.

III. EMPLOYMENT CONDITIONS

A. EMPLOYEE EXPECTATIONS

1. Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the District to operate effectively, employees are expected to perform all assigned duties. Teachers are professionals with a unique set of skills and competencies. They shall be present for the students they teach or supervise and shall organize their schedules to satisfy the demands of their profession. When leaving the school premises, they shall sign out in the school office.

Employees who are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute. Any time spent not working during an employee's scheduled day must be accounted

for in the substitute assignment system. The District monitors attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

2. Background Checks for Employment

Anyone applying for a position in the District is required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- a. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
- b. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet a district's performance expectations, incompetence, inefficiency, neglect of duty, potentially illegal conduct, unprofessional conduct, or insubordination.

Knowingly falsifying or omitting information shall be sufficient grounds for termination of employment.

Additionally, anyone applying for any position shall be required to agree to the release of all records to the Board for examination for the purpose of verifying the accuracy of background and criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

3. Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each professional educator employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The professional educator shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

4. Confidentiality

Wisconsin Statutes 118.125 and 118.26 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records shall result in discipline, up to and including, termination of employment.

5. Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

6. District Safety Plan

The District has standardized lockdown procedures for use when the situation requires emergency safety measures. Each professional educator should know exactly what the lockdown procedures are and where the lockdown procedures are located for the assigned classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation.

7. District Property

The District may supply an employee with equipment or supplies to assist the professional educator in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used appropriately and do not interfere with the work responsibilities of the professional educator.

Any equipment, unused supplies, or keys issued must be returned prior to the professional educator’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

8. Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill.

9. Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus for disposal purposes must first be approved by the principal for such change in use. An “Equipment Disposal/Relocation Request Form” must be submitted to and approved by the principal before any change is made. Classroom or building inventories should be adjusted accordingly.

10. False Reports

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician’s statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

11. Homework

Professional educators must be familiar with and abide by the District’s policy and administrative guidelines regarding the assignment of homework to students.

12. Information Technology

The Manawa Board of Education has established policies that specify the rules for employee use of District-owned technology as well as personally owned technology. Professional educators are expected to know and abide by the District's policies and administrative guidelines related to use of technology.

Users of the District's information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District's network.

13. Injuries to Employees

Professional educators are covered under Workers Compensation Insurance (Section 102.31, Wis. Stats.). In accordance with District policy, any work-related injury must be reported to the school office immediately so that proper reports may be filed for medical/hospital bills as well as claims for time off from work due to the injury. Failure to report an injury may jeopardize an employee's claim for payment of medical bills, disability claims, and/or back wages. Injuries sustained while on the job may not be covered under an employee's personal health insurance. It is the employee's responsibility to file injury reports with the school office within 24 hours of the event; the District assumes no responsibility for filing such reports.

14. Injuries to Students

Professional educators are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed within 24 hours of the event.

15. Legal Actions Involving Employees

Every professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination of employment. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not be an automatic basis for termination of employment. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- a. the nature of the offense;
- b. the date of the offense;
- c. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment, or conviction.

16. Licensure/Certification

The term "teacher" means any person who is required to hold a certificate issued by the Department of Public Instruction (e.g., classroom teachers, librarians, counselors, etc.).

Evidence of such legal authority to teach must be filed with the District Administrator prior to the effective date of any teaching appointment.

All matters related to obtaining and renewing a teaching license or certification is the professional educator's personal responsibility. Each professional educator who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Professional educators are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee's authority to teach terminates, and no person shall be employed with an expired license. Employees shall maintain the licenses that are in effect upon hire. If a teacher changes his/her certification with the Department of Public Instruction, he/she must immediately notify the District Administrator in writing.

17. Operation of District Vehicles

All professional educators who drive a District vehicle must provide proof of a valid driver's license. Continued use of District vehicles is contingent on following the rules and procedures for using District vehicles. Professional employees who drive District vehicles must notify his/her principal immediately of any driving citation or conviction of a traffic violation. Principals receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District or personal vehicle.

18. Operation of Personal Vehicle

Professional educators who are required to drive their personal vehicle for District business or activities will be reimbursed at the Board-approved rate. The employee's personal insurance shall serve as the first level of coverage. If a professional educator is transporting students in a personal vehicle, the person is required to have the Department of Transportation vehicle inspection form completed and submitted to the District Office prior to transporting students. In addition, a copy of the professional educator's valid driver's license and copy of proof of insurance must also be submitted to the District Office.

19. Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the professional educator's regular position with the District. Professional educators shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects professional educators to devote maximum effort to the position in which employed. A professional educator will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position requires; nor will a professional educator use any District facilities, equipment, or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the professional educator may use such off-duty time for the purposes of non-school employment.

20. Physical Examination, Drug Test, and Tuberculosis Risk Assessment

As a requirement for employment and in accordance with section 118.25 of the Wisconsin Statutes, employees will be required to furnish evidence of a physical examination and a Wisconsin tuberculosis (TB) risk assessment questionnaire screening form. When hired, a professional educator will be given a conditional offer of employment, contingent on evidence that the employee is of sound health and able to perform the essential functions of their job.

The physical examination will be performed by ThedaCare at Work.

A Wisconsin tuberculosis (TB) risk assessment questionnaire screening form and drug test must also be performed by ThedaCare at Work. The results of the testing must be submitted to the District Administrator before the effective date of employment.

Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises concerning the professional educator's ability to perform the essential functions

of his/her job, and consistent with the limitations imposed by applicable State and Federal law. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline, up to and including, termination of employment.

21. Professional Appearance

Professional educators are expected to be neat and professional in their dress and grooming. When on duty for the District, professional educators are role models for students and are expected to dress in a manner that is consistent with District expectations. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal if they feel business casual would not be appropriate for their level or certain activity. Administration will determine when personal protective equipment must be worn. On occasion, there are theme-based school/district sponsored days (ex. Homecoming, Think Pink, Red Ribbon Week, or sports-related days) where exceptions are made to the usual business casual dress.

22. Professional Development

All professional educators are expected to pursue independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

23. Residency

The District encourages employees to reside within the school district.

24. Safety Training

Professional educators for whom training in the following areas is deemed necessary and appropriate shall be trained as part of the District's safety program:

- a. the control of blood-borne pathogens
- b. the information regarding hazardous chemicals
- c. the use of automated external defibrillators
- d. the control of casual-contact communicable diseases
- e. the control of direct-contact communicable diseases
- f. the use of Cardio-Pulmonary Resuscitation (CPR)
- g. the use of Basic First Aid

Administrators may designate any safety training a condition of continued employment when provided at the District's expense.

25. Student Supervision

The District requires each professional educator to maintain a standard of care for supervision, control, and protection of students commensurate with the employee's assigned duties and responsibilities.

26. Student Teachers

The District recognizes its responsibility to assist in the training of future teachers by providing classroom placements for student teachers. Professional educators of the District will comply with the District's rules and procedures for the placement and supervision of student teachers.

27. Substitute Teachers

Professional educators must use the District's procedures whenever a substitute teacher is needed. Student

teachers shall not be used as substitutes. Only the sub caller may make arrangements for substitutes, except when a principal must utilize internal substitutes due to an emergency situation or when a professional educator intends to be absent for non-school business for less than a half-day for which the professional educator must make arrangements with a colleague for coverage and notify the principal of the arrangements in advance of the absence. Substitute teachers are directly responsible to the building principal during the time they are assigned to that principal's building. Professional educators are responsible for providing current seating charts, lesson plans, classroom rules, and other information necessary for the orderly and effective operation of the class by the substitute.

Teachers who are asked to substitute for another teacher will receive \$18.00 per class period.

28. Volunteers

The District encourages community interest and participation in its schools in many ways, one of which is provision for volunteer service by qualified adults in assisting students and teachers in a variety of school and classroom-related activities. Proper utilization of volunteers not only affords personal satisfaction to adults interested in volunteer service, but it also affords increased learning opportunities to students who can benefit from a variety of learning experiences provided by the volunteer under the direction of the professional educator. All volunteers who work directly with students are required to have the District-prescribed annual background check. Special rules apply for teen volunteers.

Designated volunteer programs such as the Senior Tax Exchange Program (STEP) are of particular value to the students of the District. Because of the value of these designated volunteer programs and of volunteers in general, professional educators are expected to support the use of volunteers in their schools, their classrooms, and during school activities. Volunteers are to complete tasks of educational benefit set for them by the professional educators they are assisting. A volunteer is not empowered to independently diagnose student learning needs or prescribe student activities or formally evaluate student work. The latter tasks are reserved for the professional educator responsible for the students.

29. Work Spaces

Professional educators are expected to maintain professional and appropriate work spaces that are consistent with the professional educator's assignment and the District's educational program. Personal items should be kept to a minimum and should never violate District policies or directives. Personal appliances (e.g., coffee makers, refrigerators, microwaves) are not permitted in classroom settings unless there is an educational rationale and written approval of the principal.

Employees have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, District vehicles, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

30. Work Stoppage

Professional educators may not engage in, condone, assist, or support any work stoppage strike, slowdown, or sanction, or withhold in full or in part any services to the District. Professional educators who fail to perform their normal duties when so required as part of any action which disrupts the orderly operation of the District will be subject to whatever disciplinary action the District deems appropriate up to and including termination of employment as per State Statute 111.62 Strikes, work stoppages, slowdowns, lockouts, unlawful; penalty.

B. EMPLOYEE WORK DAY/HOURS OF WORK

1. Normal Hours of Work

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

The typical work day is defined as 7:30 a.m. until 3:30 p.m. (less 30 minutes for lunch).

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

2. Meetings

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employee. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Professional educators who are required to attend administratively scheduled meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings. Professional educators attending student progress meetings during the work day, including during time designated for planning or preparation, will receive no compensation or additional remuneration beyond their regularly paid salary for attending such meetings.

3. Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses at which attendance is mandatory except for professional educators who have received permission from their principal due to being engaged in other school activities scheduled at the same time.

4. Emergency School Closing

When inclement weather, other emergencies, or special situations require a delayed start or the closing of school for the day, professional educators are responsible for obtaining the revised work day information from the District website or District-designated media. Professional educators shall not report to work, nor shall their compensation be affected for such times, when school is closed unless otherwise directed by the administration in unique situations for which time compensation shall be provided.

In the event it is necessary to provide an unscheduled early release, professional employees will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected. When school is closed early due to inclement weather, teachers shall be excused to leave as soon as the busses have departed.

The District Administrator shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

5. School Calendar

The Board will publish a calendar which reflects One Hundred Eighty-Eight (188) work days.

C. EMPLOYEE RESPONSIBILITIES

1. Access to Students

Professional educators are responsible for making themselves available in their classrooms or work areas to students in the morning prior to the start of classes and after classes end at the conclusion of the student day. This access is intended to provide time for students who need remedial, make-up, or enrichment assistance to work with their teachers or other education professionals and is within the normal work day of salaried professional educators.

2. Attendance at School Events

Professional educators are required to attend all mandatory, administratively-required school events. These events, though not limited by enumeration, may be an open house, music program, art show, and/or other school or district events that occur after the normal work day. Professional educators who have a co-curricular conflict or other professional conflict may be excused at the discretion of their principal as long as such arrangements are made at least 24 hours in advance. The missed time may be required to be made up.

3. Curriculum Development

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain and publish a curriculum development schedule that may include, but is not limited to, an ongoing cycle that includes an outside audit, a curriculum rewrite process, and a textbook/resources process, or any other components deemed appropriate by the District for each curriculum area, grade-level, department, program, or other grouping determined by the District.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District. Teachers perform designated curriculum projects under the direction of the Curriculum Director and shall be paid the Board approved stipend. Teachers shall be paid upon approval of the entire scope of work by the Board.

Individual curriculum work outside of the regular cycle of curriculum development and rewrite, above and beyond the normal scope and sequence and lesson planning for which each professional educator is personally responsible for his/her teaching assignment, may be authorized by the District at the sole discretion of the District. The District may invite curriculum projects to be proposed by individuals, groups, committees, departments of the faculty, or administrators. The District will announce the criteria for approval and determine, in its sole discretion, the projects that are approved and conditions for such approval. Compensation for professional educators of approved non-cycle curriculum development and rewrite work, often referred to as R & D summer curriculum projects, shall be paid the Board approved stipend upon Board approval of the curriculum documents.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes personally taught as part of their regular salaried position. Each professional educator is expected to develop written materials within an approved format and to submit copies of these materials as directed by his/her principal.

4. Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this list.

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of discipline plans, IEPs, 504 plans, RtI plans, ELL plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, to lunch or midday recess);
- j. Letters of recommendation for students except in cases where the student's performance would result in a negative response;
- k. Daily check of mailbox, minimally before school and in the afternoon;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written/electronic lesson plans developed in advance in accordance with District format and expectations;
- p. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

5. Professional Growth

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

D. EMPLOYEE PERFORMANCE AND EVALUATION

~~D. Staff have the privilege to bring representation of choice when meeting with an administrator.~~

1. Employee Evaluation

The District views employee evaluation as an ongoing process for the purpose of improving organizational performance and assessing individual performance of employees. The process for employee evaluation is specified in the *Teacher Performance Evaluation Guide* which is shared annually with all professional educators. The District, at its sole discretion, may revise the *Teacher Performance Evaluation Guide* at any time. Any evaluation process must comply with all applicable state and federal laws and regulations. During an employee's first three (3) years in the District he/she shall be evaluated a minimum of two (2) times annually.

2. Employee Discipline

The Board of Education reserves the right to and the responsibility to manage the District's employees. The District Administrator or his/her designee may issue discipline or recommend termination of employment to the Board of Education, if necessary, consistent with the requirements of any applicable policy, procedure, rule or regulation as well as state and federal law. Staff has the privilege to ~~request~~bring representation of choice when job performance with supervisor is to be discussed. A professional educator may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Progressive discipline will generally progress as follows with documentation placed in the employee file:

- a. Oral reprimand,
- b. Written warning;
- c. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline;
- d. Termination.

As long as it is not arbitrary and capricious, the District Administrator may skip one or all steps in the progressive discipline model whenever the District Administrator deems that the severity of the offense merits it. Any professional educator who is suspended without pay or termination of employment shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional educator's personnel record. Instances of discipline are subject to the employee grievance procedure.

E. EMPLOYEE STATUS

1. Employee Definitions

Regular Employees: Regular Employees are defined as professional educators whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

Regular Full-time School Year Employee: A regular full-time school year employee is defined as a professional educator who is scheduled to work at least 7 hours per day on a regular basis for at least a 180-day school year.

Regular Part-time School Year Employee: A regular part-time school year employee is defined as a professional educator who is scheduled to work less than 7 hours per day on a regular basis for at least a 180-day school ~~year,~~ ~~or year~~ or works less than the 180-day school year.

Exclusions: A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.

Summer School Employees: A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.

The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats.

2. Determination of Assignments

The Board will employ teachers by issuing Individual Teaching Appointments to each teacher on or before March 15 each year. The Individual Teaching Appointments must be signed and returned to the District Office by law on or before June 15 of the same calendar year in order to become a valid appointment for the succeeding year.

The District Administrator is responsible for the assignment of all professional educators in conformance with any legal requirements or certification requirements. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject. After assignments are issued changes may have to be made due to late staff changes, grade level or school population changes, the final development of class schedules, enrollment changes in specific classes, budgetary/financial adjustments, computer failure, or other factors uncertain when the initial assignment was made. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

All current employees in the District may apply for summer school positions.

3. Transfers

Professional educators interested in transferring from one position to another will apply in writing to the District Administrator according to procedures provided in the vacancy announcement. Consideration will be given to such applications, and all transfer applicants shall receive a written response when the position is filled.

The District, at its discretion may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

Prior to an involuntary transfer to another grade level, department, program, or school, the professional educator shall be consulted by the District Administrator or his/her designee at which time the reason for consideration of the change in assignment will be explained. If an involuntary transfer of assignment is made, written notification will be made to the professional educator when the administrative decision is finalized.

Assignments shall be made in accordance with Policy 3130 – Assignment and Transfer. In all cases the decision of the District Administrator and approved by the Board of Education shall be final as to the assignment of professional educators.

4. Reduction in Staff

The Board of Education reserves the right to reduce the number of positions (full layoff, or the number of hours in any particular position (partial layoff), as it determines is necessary for the continued operation of the District's educational program in an efficient and effective manner. Such staff reductions will be made in

compliance with policy. In deciding which position(s) to reduce or eliminate, as well as the individuals affected, the Board shall act in what it determines is in the best interest of the students and the District.

The non-renewal procedures (for teachers) of Section 118.22, Wis. Stats., do not apply to layoffs.

No professional educator whose position has been eliminated or reduced and whose employment has been terminated or modified shall have any right to be contacted by the District in the event that a vacancy opens in the future. Likewise, no professional educator whose employment has been terminated or reduced is entitled to a future position or will receive any preference over other applicants. Professional educators whose employment ended or was reduced with the District due to a reduction in force shall not be prevented from applying for future positions with the District.

For teachers:

- a. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- b. The evaluating administrator will review the Educator Effectiveness Project evaluation data and professional file as maintained in the district office for each teacher in the elementary divisional level (4K-6) and at the secondary (gr. 7-12) by department. The principal shall make recommendations with supporting documentation to the District Administrator as to effectiveness of the teaching staff. The decision will be based on the preponderance of the evidence. (See TPES Guidebook.)
- c. An independent, outside evaluator may be secured with the authorization of the District Administrator to provide an objective assessment of the teacher's performance and will be used in conjunction with the data collected by the evaluating administrator. The request to use an outside evaluator would come from the evaluating administrator or the District Administrator. A teacher may not request an outside evaluator.
- d. Principals will examine all teaching assignments and make recommendations to the District Administrator about the best fit for each position based on each teacher's skills and dispositions.
- e. All other evaluation records being equal, the most recently hired individuals offered the position within the divisional level or department would be the first to be terminated.

5. Termination, Non-Renewal, and Resignation

Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to any applicable law. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher's contract, he/she shall comply with all applicable statutory non-renewal procedures.

The non-renewal of Individual Teaching Appointments shall be governed by Section 118.22, Wis. Stats.

Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in policy and corresponding Professional Educator Handbook references.

A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a late (i.e. 30 days prior to the start of the school year or school calendar year) resignation until such time as the position from which the professional educator has resigned is filled by the District. Resignations shall be processed in accordance with policy.

F. GRIEVANCE PROCEDURE

Policy specifies the exclusive internal method for resolving grievances concerning discipline, termination,

and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

Definitions:

A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. the name and position of the grievant;
2. a clear and concise statement of the grievance;
3. the issue involved;
4. the relief sought;
5. the date the incident or alleged violation took place;
6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
7. the signature of the grievant and the date.

B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District

Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

IV. COMPENSATION

A. PAYROLL INFORMATION

All teachers will be paid on the 15th and final business day of each month. Teachers will be provided the option of either 20 or 24 payments. Teachers electing to be paid out over 20 or 24 payments shall provide written notice to the District by their preference on their signed contract.

All employees will have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into one designated bank account. Any changes to direct deposit information may be made by notifying the Business Office.

If a payday falls on a bank holiday or a weekend, the pay date will be the last work day preceding the bank holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security payment, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must request a new W-4 form from the Payroll Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Professional educators are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Payroll Office.

Should there be an underpayment of any kind, the District will make every effort to repay the amount as quickly as possible. In the event that there is an overpayment of any kind that the District has not noticed, it is the employee's responsibility to bring this to the attention of the Payroll Office.

B. SALARY AND RELATED COMPENSATION

1. Salary

The Board will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary on the upcoming year's contract. This is subject to change for those professional educators working on the salary advancement model as defined in the Salary and Stipend Guide.

2. Extended Contracts

The Board may determine extended contracts are necessary to complete the work of the District.

3. Extra-Curricular Stipends

Teachers may be assigned extra-curricular activities. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District will publish a schedule outlining the compensation for extra-curricular assignments.

4. Supervisory Duties

Supervisory duty assignments, including but not limited to lunch, bus, and recess duties, will be assigned to professional educators or support staff at the sole discretion of the District. The assignment of a duty shall not be deemed a contract, and individuals assigned supervisory duties may be reassigned by the District at any time. The stipends and payments for supervisory duties shall be made in accordance with the *Salary and Stipend Guide*.

5. Substitute Assignment

Teachers who are asked to substitute for another teacher will receive \$18.00 per class.

6. Required Training

The District may occasionally require a professional educator to attend a workshop or training necessary for employment that occurs outside scheduled work days. The professional educator may be eligible for compensation for this required training and will be paid at \$20 per hour compensation. Teachers completing required CPR/First Aid Training will be compensated with a \$25 stipend for annual certification.

7. Summer School

If summer school session employment is available, the District may offer summer school employment to qualified professional educators of the District's choosing. The District is free to use outside providers to perform such work. The terms and conditions of employment for summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a summer school session shall not be used to determine eligibility or contribution for any benefits, length of service, or wage/salary levels.

8. External Honorarium

Professional educators who are offered a payment or honorarium for work performed during time when the employee is being paid by the District shall promptly report the monetary offer to the District Administrator. The District Administrator, at his/her sole discretion, shall determine after conferring with the professional educator whether the payment or honorarium shall be received and by whom.

V. BENEFITS

A. DISTRICT PROVIDED BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the professional educator's first day of employment. Except for cases of misconduct, professional educators whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through August of the same year in which the employment was terminated. Professional educators whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

1. Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

2. Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

3. Eligibility for Health, Dental, and Vision Insurance

A teacher teaching less than full-time (1.0 FTE) will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health and dental insurance, long-term disability benefits and life insurance (e.g., a teacher teaching 0.5 FTE will receive half of the District's contribution for a full-time (1.0 FTE) teacher). Teachers working less than 0.5 FTE are not eligible for the District's health, vision, and dental insurance.

Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions as per Affordable Care Act regulations. Such hours excluded may include, but not be limited to the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc.

4. Premium Contributions for Health Insurance

The District will pay a portion of the premium for group health insurance (employee, employee plus one, and family) depending on the employee election. 86% of the monthly premium rate is paid by the District and 14 % is paid by the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

5. Premium Contributions for Dental and Vision Insurance

The District will pay eighty-six percent (86%) of the premium for group dental and vision insurance (family or single).

6. Group Term Life Insurance

The District will pay the full amount of the premium for life insurance at two times the professional educator's total salary.

7. Group Long-Term Disability Insurance

The District will pay the full amount of the premium for long-term disability insurance. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

8. Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

9. Travel Expenses/Mileage

The District may provide for reimbursement of actual and necessary expenses, including travel expenses, of professional educators that are incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with advance authorization by an administrator.

Professional educators should use District-owned vehicles or bus transportation whenever possible and practical when transporting students. When personal vehicles are used during the course of performing duties for the District, the District will pay the IRS rate for approved out-of-District travel as well as for travel between buildings where employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement.

B. VOLUNTARY BENEFITS

1. Short-Term Disability

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

2. Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan

A TSA program is available to teachers in accordance with the District's policies governing the 403(b) program.

3. Section 125/Flexible Spending Account

The Section 125(c) Plan is a pre-tax, payroll deduction account that allows employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election for the 2018-19 school year is made with an October 1 through June 30 benefit period. Beginning in the 2019-20 school year, an annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

C. VOLUNTARY RETIREMENT

The District may provide, at its sole discretion, a post-retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

A teacher reaching eligible retirement age during the school year must complete that school year before exercising the option to retire early.

All teachers who elect to retire early must provide written notice of their intent to do so on or before February 1 of the school year prior to retirement.

For teachers actively employed before June 30, 2011:

Teachers working .75 FTE or more will be eligible for early retirement benefits in accordance with the following criteria:

- Age 55
- Fifteen (15) years of full-time experience in the District

D. WORKERS' COMPENSATION

Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical

attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available in his/her school office.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

VI. TIME OFF AND LEAVES

A. PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in one hour increments. The responsibility for applying for and claiming leave rests with the professional educator.

1. Sick Leave/Personal Leave = Paid Time Off (PTO)

Paid Time Off (PTO) credit of ten days (3 personal / 7 sick) shall be granted to the professional educator on the first day the professional educator reports to work for the contract year. PTO will accumulate to a maximum of ninety (90) days. Eligible employees at the maximum of 90 days with unused PTO on 6/30 (annually) will receive 50% of the substitute teacher pay (\$50) for every day of unused PTO. This is in lieu of losing unused sick days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of PTO. Professional educators who leave the District's employment prior to the completion of his/her contract year shall have a pro-rated amount of PTO removed from his/her account; if the professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Personal days (3 days) shall be allowed for any purpose. The number of persons using personal days on any given instructional day will be limited to five staff members district-wide. The date and time of the notification will be documented so that once five people on personal leave is reached, no further personal days will be permitted. Personal leave shall not be used to attend Association membership meetings or for participating in activities on behalf of the Association, to attend legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District. Personal days shall not be taken on in-service days.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for less than a half-day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. If the principal, school office, or substitute caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

Professional educators employed on separate summer contracts, including summer school, shall be eligible for two days of non-accumulative sick leave, or two days of emergency leave, or a combination of one day each of sick leave and emergency leave, with the day being defined as a full-day. To be eligible for these two days, a professional educator must be employed for a minimum period of the full number of days for the scheduled summer session. Professional educators employed on separate summer contracts are not eligible to use more than the two paid days of sick/emergency leave during their summer assignments.

In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave for the duration of the disability.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or terminate employment of an employee for excessive absenteeism.

When applicable under either Wisconsin or Federal Family and Medical Leave, an employee may elect or the District may require sick leave to run concurrently with the approved Wisconsin and/or Federal leave.

Advance requests for PTO must be made in the Employee Portal as early as possible but not less than two days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the administrator or supervisor.

No more than two professional educators in a building or five professional educators in the District may exercise PTO on the same day for purposes other than illness or District-approved professional development unless substitute availability would allow additional PTO days. The substitute teacher log shall be the determination of this calculation.

If a school principal and a school counselor (9-month contract) mutually agree, in advance and in writing, that smooth school operations necessitate that a school counselor work on a day other than the contracted days as specified on the official school calendar, the school counselor shall be provided with an amount of paid time off equal to the amount of mutually agreed time worked. No more than the equivalent of five such special work days may be scheduled and no more than the equivalent of five such compensatory paid days off may be scheduled within a school year. This compensatory time off excludes paid extended contract days for school counselors who perform summer work under the direction of their principal.

2. Gifting of Sick Leave

An employee may choose to gift sick leave days to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave days.

3. Bereavement Leave

Professional educators shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the professional educator's responsibility to submit the appropriate Employee Portal information and email notice to his/her principal in advance of taking such leave. Professional educators who

access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate.

4. Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the professional educator may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the professional educator's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

5. Jury Duty and Witness Duty

An employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Professional educators shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

6. National Guard Duty

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO account, provided that the professional educator must endorse to the District all payments by the military for the days covered by paid leave from the District.

7. Military Leave for Active Duty

Professional educators will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Professional educators must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

Professional educators will not be paid for military leave. However, professional educators may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the professional educator is otherwise eligible.

A professional educator who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). A professional educator who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Professional educators who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the professional educator would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the professional educator will be treated as if he/she had been continuously employed.

8. Administratively-Approved Leave

A professional educator may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for “once-in-a-lifetime” events over which the professional educator has no control of the date. Paid Administratively-Approved Leave shall access the professional educator’s PTO Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher’s contract. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence if advance notice is available. In the event that three days’ advance notice is not available, the professional educator shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

B. FAMILY AND MEDICAL LEAVE ACT

Professional educators have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in Policy 3430.01, AG 3430.01A, and AG 3430.01B. Questions regarding FMLA leave should be directed to the District’s Business Office.

C. LEAVES OF ABSENCE

1. Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District’s group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

A teacher must work a minimum of one hundred twenty (120) paid work days in a school year to be eligible for a year of service for early retirement purposes. A teacher teaching less than full-time (1.0 FTE) will have their percentage of teaching pro-rated as a percentage of full-time employment for early retirement purposes (e.g., a teacher teaching 0.5 FTE will receive a half year experience for retirement purposes).

2. Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one year. This leave will be without pay or benefits and is subject to Board approval. Requests for professional leave must be made by February 1 for the following school year.

3. Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three years. Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

4. Failure to Return after Expiration of Leave: In the event the professional educator does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

5. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

VII. EXTRA-CURRICULAR ACTIVITY ASSIGNMENTS

A. LETTER OF ASSIGNMENT

Professional educators shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. The principal will offer a period in which teachers may volunteer for extra-curricular assignments. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities shall be specified in the letter of assignment. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are employed on an at-will basis for these positions.

B. EVALUATION

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their principal deems appropriate. When determining the manner and frequency of evaluations, the principal or his/her designee may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

C. VOLUNTEERS

The Board, upon recommendation from the head coach/advisor and the athletic director or principal, may authorize an individual to serve as a volunteer coach/advisor for an extra-curricular activity. Volunteers are subject to a background check prior to working with children. Volunteers are not employees and are not eligible for salary/wages, stipend, or benefits. Volunteers are covered by the District's general liability insurance policy while acting as a volunteer coach/advisor for the District. Volunteers must follow all District activity and athletic policies and procedures as well as other District policies as applicable. Head coaches/advisors are responsible for directing the activities of volunteers approved for their extra-curricular activity.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

***An original signed and dated copy of this form must be submitted to the School Office
by the announced deadline as a condition of continued employment.***

The *Professional Educator Handbook* describes important information about the School District of Manawa. I acknowledge that I have received a copy of the District's *Professional Educator Handbook*. I understand that I should consult my principal if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Manawa may add new policies to the *Professional Educator Handbook* as well as replace, change, or cancel existing policies. I further understand that no one can make verbal/oral modifications to this handbook, nor can it be modified by practice. I understand that handbook changes can only be authorized in writing by the District Administrator or by the Manawa Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Professional Educator Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

School District of Manawa Organizational System

Addendum A

	Student Concerns	Special Education	Guidance	Transportation	Athletics	
Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Bus Driver	Coach	
Level II	Principal	Principal	Principal	Transportation Coordinator - Kobussen	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	Principal	Principal	
Level IV	Board of Education	District Administrator	Board of Education	District Administrator	District Administrator	
Level V	Department of Public Instruction	Family Engagement Coordinator		Board of Education	WIAA or Conference Commissioner	
Level VI		DPI/ Board of Education			Board of Education	
	Curriculum/ Instruction	Facilities/ Building and Grounds	Finance	Technology	Policy/ Human Resources	Food Service
Level I	Instructional Coach or Principal	Custodian	Administrative Assistant	IT Director	Principal	Food Service Director
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	Business Manager
Level III	Curriculum Coordinator	District Administrator	Business Manager	Business Manager	Policy Committee	District Administrator
Level IV	District Administrator	Building/Grounds Committee	District Administrator	District Administrator	Board of Education	Board of Education
Level V	Curriculum Committee	Board of Education	Finance Committee	Board of Education	Department of Public Instruction	
Level VI	Board of Education		Board of Education			



Support Staff Handbook

Approved by the Manawa Board of Education on July 2018

**School District of Manawa
800 Beech Street, Manawa, WI 54949**

Phone: 920-596-2525

www.manawaschools.org

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INTRODUCTION

WELCOME

We are pleased to have you as a member of the staff of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old preschool (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will provide the policy number in italics for easy access.

This *Support Staff Handbook* has been written to provide information and guidance to support staff members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

A. DISCLAIMER

This *Support Staff Handbook* has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All District employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognizes the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Support Staff Handbook*, policies, regulations or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Support Staff Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which staff members are responsible. It is intended to provide employees with information regarding Board policies and administrative guidelines (available online), procedures, ethics, expectations, and standards of the District. Additional publications that staff members should follow include, but are not limited to, the support staff evaluation document, building bulletins and handbooks, Federal laws and regulations, and Wisconsin state law.

School District of Manawa

Students Choosing to Excel, Realizing their Strengths

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.

Guiding Principles Grouped by Core Values:

1. **Student Success – the District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.**
2. **Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:**
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. **Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:**
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. **Parent-Community Engagement – The District is a center of community life and enhances the community's quality of life to the extent that it promotes and supports:**
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open-door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*
5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**
 - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
 - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
 - *Supplying and maintaining contemporary technology.*

EMPLOYMENT POLICIES

DEFINITION OF SUPPORT STAFF EMPLOYEES Full-time Employees: A Full-time Employee (FT) is hereby defined as a person who works forty (40) or more hours per week and two hundred-sixty (260) or more workdays per year, including paid leaves.

Part-time Employees: A Part-time Employee (PT) is hereby defined as a person who works less than forty (40) hours per week and/or less than two-hundred-sixty (260) workdays per year. Part-time employees are further delineated as:

PT 1	Employee is regularly scheduled to work 30 hours per week or more
PT 2	Employee is regularly scheduled to work 20 and up to 30 hours per week
PT 3	Employee is regularly scheduled to work under 20 hours per week

Temporary/Seasonal Employee: A Temporary/Seasonal Employee is hereby defined as an employee hired for a specific time or project and who will be separated from the payroll within ninety (90) calendar days.

ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable

making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

Carmen O'Brien, Business Manager
800 Beech Street
Manawa, WI 54949

920-596-2524
dwolfgram@manawaschools.org

920-596-2524
cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

REPORTING PROCEDURE/INTERNAL INVESTIGATION – EMPLOYEES

The District expects employees to immediately report incidents of harassment to the appropriate supervisor.

Anyone who engages in harassment in the school setting may be subject to disciplinary action, up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Supervisor and/or District Anti-Harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the employee's or volunteer's standing rights or privileges.

Forms are located on the District website under District Forms. *Policy 3362, 4362*

Drug-Free Workplace

The School District of Manawa is committed to maintaining an alcohol and other drug-free workplace. Therefore, the Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school-sponsored activities while in a student supervisory role.

The District will not condone the involvement of any employee with illicit drugs, even when the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

Tobacco Policy

Employee use of tobacco on District property, in District owned vehicles or at any District affiliated event is prohibited. Tobacco products may not be stored on District property. *Policy 3215, 4215*

Equal Employment Opportunity

The School District of Manawa shall not discriminate against an employee or applicant for employment on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability/handicap, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, or any other characteristic protected by law in its employment practices. (as defined in §111.32, Wis. Stats.). *Policy 3122, 4122*

Conflict of Interest and Ethical Standards

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting or promoting the sale of any goods or services to any public school pupil while on school property or at school-sponsored events.

Employees are expected to avoid situations in which their personal interests, activities and associations may conflict with the interest of the District.

Communications and Suggestions

The School District of Manawa welcomes the comments and problem-solving suggestions of its employees. All comments and suggestions should follow the communication protocol (Addendum A).

Outside Employment

Employment with the School District of Manawa must be considered pre-eminent. Outside employment must not interfere with the employee’s performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

Personnel Files

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least 2 times per calendar year.

Personal Data Changes

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc., should be updated with the District Office in a timely manner.

Political Activities of Staff

Because political activities may be disruptive, divisive and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings and at all school-sponsored activities unless part of a Board-approved teaching unit.

Work Stoppage

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

Acceptable Use

All employees are required to read and adhere to the Acceptable Use Policy.

Health Examination

As a requirement for employment, employees will (may?) be required to furnish evidence of a physical examination, drug test, and skin tuberculin test.

The physical examination must be performed by ThedaCare at Work and the result recorded on a standard form furnished by the Board of Education. The form must be submitted to the District Administrator before the effective date of employment. Upon receipt of the form, the Board of Education shall pay for the physical examination.

A skin tuberculin test taken within twelve (12) months immediately preceding the effective date of the original hire of the employee and first appointment date will be accepted for meeting this requirement.

A physical or mental examination may be requested by the District's Administration whenever an employee demonstrates any physical or mental disorder that may impact his/her performance. The employee shall be notified of the reason(s) for the examination and such examination shall be arranged and paid for by the Board of Education.

The physician conducting the physical examination shall prepare a report of the examination on a form prepared by the Department of Public Instruction (DPI) and available on the DPI website. The physician shall use the report form to certify to the District that the person is free from tuberculosis in a communicable form. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws and any applicable collective bargaining agreement provisions. TB testing will be required every three (3) years.

An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the School Board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations.

The School Board shall comply with the requirements of Wis. § 121.52(3)(a) by including in any contract with an owner or lessee of any privately-owned motor vehicle transporting pupils. Physical examinations for all school bus drivers will follow the requirements as prescribed by Wis. Stat. § 121.52(3)(a).

Family and Medical Leave Act (FMLA)

The District complies with family and medical leave as required by the state and federal Family and Medical Leave Acts. State leave calculations are based on a calendar year. Federal leave calculations are based on a July 1 through June 30 year. See Policy 4430.01 on the District website for an explanation of rights and responsibilities under FMLA.

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intention to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits at completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

EMPLOYMENT PRACTICES AND EXPECTATIONS

General Practices

Attendance

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Employees who are unable to report to work shall follow their building procedures for reporting and recording absences by contacting the substitute caller.

On days when school is cancelled due to inclement weather, most staff does not report. Custodial and Secretarial staff should make reasonable efforts to attend. If, however, they cannot, these groups may utilize Leave Without pay (with written authorization) or a vacation day. Accommodations must be made through the immediate supervisor and, in the event of Leave Without Pay, the District Administrator.

For times when school is delayed, staff is to report according to the delay. Support Staff should plan to adjust their arrival to the student schedule as per the direction of the Supervisor. In the event of an early dismissal due to inclement weather, the staff member would leave after all students are safely out of the building or at the conclusion of their normal working hours, whichever comes sooner. Food Service staff must arrive as close to their scheduled start time as possible.

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, funerals or urgent personal matters. For this reason, the District provides paid time away from work (leave). The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a Supervisor. All attempts should be made to make appointments outside of regularly assigned hours.

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action.

Work Days / Hours of Work

The District Administrator or his/her designee will publish a schedule of work for all Support Staff employees. The following shall be used as a guide in establishing schedules:

Hours worked per day	Number of paid 15-minute breaks	30-minute unpaid meal break
Less than 4 hours	0	0
4 hours to 6 hours	1	1
Over 6 hours to 8 hours	2	1

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular rate of pay or used as compensatory time as approved by their Supervisor.

Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

Professional Development/Training Programs (In-service)

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic in-service and training opportunities that are required for staff depending on assignment and role. Paid leave will not be approved on professional development or in-service days designed for Support Staff participation. Extenuating circumstances (i.e. bereavement, once-in-a-lifetime opportunity, etc.) may be approved by administration with appropriate documentation.

Meetings

Each Supervisor will determine the times and frequencies of Support Staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies or extenuating circumstances and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time-to-time, call all-staff meetings when need is determined. Support Staff will be compensated at their usual hourly rate for the length of the meeting.

Injuries to Employees

Employees who are injured at work must complete an Injury Report form within twenty-four (24) hours of the injury whenever feasible. This form is located online under the District Forms tab. Completed forms should be electronically submitted. Additionally, all incidents must be verbally reported immediately to building administration or immediate supervisor.

Injuries to Students

All student injuries should be reported to the building principal/direct supervisor immediately. Attention should be given to all injuries, however minor. An Injury Report form must be filled out for all injuries and submitted electronically. Forms are located online under the District Forms tab.

Legal Actions Involving Employees

Every employee shall notify his/her supervisor as soon as possible, but not more than three (3) calendar days, after an arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported.

Email and Voicemail

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked at least once per work day. It is the responsibility of the employee overseeing the paraprofessional to ensure that a device and a scheduled work time is accessible to the staff member for checking emails and/or voicemails. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

Personal Communications

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging, other personal communication, or other recreational uses by district staff must be kept to scheduled breaks, duty-free lunch and outside of the school day.

Emergency exceptions can be made with an employee's direct supervisor.

Licensure/Certification

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion.

Determination of Assignments

The District will determine employment assignments based on the needs of the District. Employees will be assigned by the District Administrator or his/her designee. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject.

The District, at its discretion, may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

All current employees in the District may apply for summer school positions.

Reduction in Staff

Reductions in staff will be determined by the Board and based on the needs of the District.

Layoff

The Board reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the Board shall act in the best interest of the District.

Operation of District Vehicles

Any employee who drives a District vehicle must provide proof of a valid driver's license and must submit a copy of a valid driver's license to the District Office. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action. The District does complete background checks on all employees which does include the employee's driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record.

Operation of Personal Vehicles

The Board of Education will pay the IRS rate for approved out-of-District travel as well as travel between buildings when employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement. Employee personal insurance shall serve as the first level of coverage.

Transportation of Students

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license, vehicle inspection report, and insurance must be shared with the District Office. The vehicle inspection report will be valid for a period of 6-months from the time of the inspection and will be kept on file in the District Office. Prior written administrative and parent permission is required and the owner of the vehicle has primary liability for any incident.

Confidentiality

Employees are responsible for protecting the confidentiality of all information concerning employees, students, clients, donors and organizations with which the District does business.

Student education records are treated as confidential under the Family Education Rights and Privacy Act of 1974 and Wisconsin state statutes.

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

Professional Appearance

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Custodial may require special attire for work. Employees should consult their principal regarding dress code requirements. For most Instructional and Secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled. All employees are District representatives at co-curricular activities and conferences and should appear as such.

Copyright

The District expects all employees to model legal and ethical behavior. Therefore, all copyright, video, web publishing and internet laws and guidelines must be followed by all District employees.

Community Involvement

Learning in our school goes beyond the classroom. Employees are encouraged to attend co-curricular events.

Food Service Purchases

All staff are welcome to purchase a meal or a la carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. An ID number is established to correspond to a personal lunch account. The account is a debit system; therefore, funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line.

General Rules of Conduct

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their profession.

Below are general guidelines for employee conduct. Many of these guidelines appear elsewhere in this Handbook. These guidelines are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.

Violations of policy include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records.
2. Unauthorized disclosure of confidential or privileged information.
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises.
4. Reporting to work under the influence of alcohol, narcotics or drugs.
5. Failure or refusal to report child abuse.
6. Unauthorized use or misuse of electronic resources.
7. Time theft: being late, leaving early, being absent from work without permission/prior notification, fraudulent requests for time off, sleeping while on duty, etc.
8. Stealing or damage/destruction of property belonging to the District, other employees, or students/community members.
9. Gambling on District premises.
10. Violating or ignoring safety and sanity standards and expectations.
11. Failing to obtain or maintain a current license, certification or other qualifications required by law or the District.
12. Promoting, encouraging, engaging in, or facilitating any illegal strike slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties.
13. Refusal to follow a directive/carry out assigned duties.
14. Insubordination.
15. Physical assault.
16. Use of obscenities and/or abusive language on District premises or at District events.
17. Threatening, harassing, abusive or bullying behavior.
18. Failing to fully cooperate in any District investigation.
19. Failure to maintain professional or ethical standards.
20. Failure to follow chain of authority.

These rules do not trump or restrict legal rights and activities of employees.

Grievances

The District encourages collaborative problem solving. Employees are encouraged to share any employment related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than a formal process.

The District has adopted a grievance policy (3340, 4340) that is available online, via the District website or from the Administration Office.

Grievance Procedure

Definitions:

- A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all the following:
 - 1. the name and position of the grievant;
 - 2. a clear and concise statement of the grievance;
 - 3. the issue involved;
 - 4. the relief sought;
 - 5. the date the incident or alleged violation took place;
 - 6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
 - 7. the signature of the grievant and the date.
- B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
- C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
- D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
- E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step: Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step: If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step: Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step: Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District issued identification badge during the work day and at district functions when serving in a work-related role. Staff should sign-in when in a building that is not their home base.

Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission and purpose.

Safety Plans

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed. Be sure to know where to report in the event of an emergency or drill.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors.

Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each Support Staff employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The employee shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address. The Child Abuse Reporting form can be found on the District website.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up

to and including discharge.

Payroll Information

Salary/Wage

The Board of Education will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary/wage prior to the beginning of the school year.

Timecards

All support staff employees are required to submit a timecard for hours worked each week to their supervisor. Any variation from an employee's schedule must be approved by a supervisor in writing before working alternate hours. This written approval will be attached to the timecard when submitted for approval. Time will be recorded to the closest quarter hour.

Residency

The District encourages employees to reside within the school district.

Payroll Payments

Payroll payments for Support Staff will be made on the 15th and final business day of the month. All Support Staff employees will have their paychecks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account.

Full-time employees will receive their pay based on their calendar of employment. Annual hours worked will be calculated and spread equally over twenty-four (24) pay periods. Upon termination of employment, final wage payments will be calculated.

Part-time employees will receive their pay based on hours worked during a payroll period. Most part-time employees will receive twenty (20) pay periods starting September 15 through June 30. School calendar breaks are unpaid.

Direct Deposit

The District will pay employees through Direct Deposit to an account at a financial institution of the employee's choice. Employees will provide the District Office with information needed to accomplish the Direct Deposit payroll process. Employees must enroll in Direct Deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the Direct Deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law.

The District utilizes Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding Direct Deposit shall be received by the District Office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided the District Office.

BENEFITS

The Board reserves the right to select the carriers and plans for any insurance benefits provided by the District.

District Provided Benefits

The Board provides a competitive and comprehensive package of benefits to its employees. The Board

retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on first day of month following the hire date of the eligible employee. Except for cases of misconduct, Support Staff whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through June 30 of the same year in which the employment was terminated. Support Staff whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

Workers' Compensation

Workers' Compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available on the District website under district forms or in his/her school office and submit it to the building principal.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

Eligibility for Health, Dental, and Vision Insurance

Full-time employees and support staff members regularly working 30 hours or more per week (PT 1) will be eligible for health, dental, and vision insurance. Support staff regularly working less than 40 hours per

week will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health, dental, and vision insurance.

Premium Contributions for Health, Dental, and Vision Insurance for Eligible Employees

The District will pay a portion of the premium for group health, dental, and vision insurance (family, employee plus one, or single) depending on the employee election. Those who choose to participate in the Health Risk Assessment (HRA) are eligible for applicable incentives. Employees calculated at 1.0 FTE status will have eighty-six percent (86%) of the monthly premium rate paid by the District and fourteen percent (14%) will be paid by the employee. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

Group Term Life Insurance for Eligible Employees

The District will pay the full amount of the premium for life insurance equal to the annual amount of the employee's total salary for employees working twenty (20) or more hours per week.

Group Long-Term Disability Insurance for Eligible Employees

The District will pay the full amount towards the premium of a long-term disability insurance plan that provides sixty percent (60%) of the annual wage to employees working twenty (20) or more hours per week.

Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

Voluntary Benefits for Support Staff Working Over 20 Hours per Week

Short-Term Disability

The Board shall make Short-Term Disability Insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

Tax-Sheltered Annuity (TSA) / 403(b) Retirement Plan

A TSA program is available to employees in accordance with the District's policies governing the 403(b) program.

Section 125/Flexible Spending Account

The Section 125© Plan is a pre-tax, payroll deduction account that allows Support Staff employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

EMPLOYEE SEPARATION

Timeline

Support Staff employees are encouraged to provide at least fourteen (14) days advance notice of resignation.

Support Staff wishing to retire are requested to inform the District Administrator, in writing, no later than March 1st.

An employee who fails to report to work for three (3) or more consecutively scheduled workdays unless prior permission is received from the employee's supervisor or unless circumstances beyond the employee's control may result in dismissal.

The District will enforce penalties for “breaking” a contract. Penalties are delineated in individual contracts.

Job Vacancies

When the Employer determines to make a promotion within the unit or fill a vacant position, the Employer will consider such factors if relevant, as skill, competence, efficiency, training initiative, leadership qualifications, and ability to work with supervisors. If no employee in the applicable department applies or qualifies, the most qualified applicant in the unit shall receive the job or promotion. If no one in the unit applies or is qualified for the vacancy, the Employer may fill the position from outside the unit.

Overtime

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employees regular rate of pay.

Compensatory Regular Time

Time worked over forty (40) hours per week may be used as compensatory time with the advance written approval of a supervisor. Compensatory Time shall be logged into Skyward and will be used preferably within the work week but should be completed within the given or next pay period.

Call Time/Call in Pay

Any employee called in to work outside his/her regular schedule shall receive one (1) hour pay.

Holidays Full-Time Employees shall be granted ten (10) paid holidays per year as follows:

- | | |
|-------------------------------|-------------------|
| 1. Independence Day | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Eve |
| 3. Thanksgiving Day | 8. New Year's Day |
| 4. Day After Thanksgiving Day | 9. Good Friday |
| 5. Christmas Eve | 10. Memorial Day |

Eligibility: Holiday pay will be paid only to those employees who have worked their scheduled hours the day before and the day after the holiday, except if they are on an excused leave.

Holiday Pay: Holiday pay shall be computed on the straight time hourly rate received by the employee on the day immediately following the holiday.

Holidays Fall on Weekends: When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday. In the event Christmas Eve or New Year's Eve fall on Saturday or Sunday, the preceding Friday shall be observed as the holiday. In the event Christmas Day or New Year's Day fall on Saturday or Sunday, the following

Monday shall be observed as the holiday. In the event the day to be observed as a holiday falls on a school day, the parties shall mutually agree upon a non-school day to be observed as the holiday. Part-time Employees 1&2 shall be granted six (6) paid holidays per year as follows:

- | | |
|-------------------------------|------------------|
| 1. Labor Day | 4. Christmas Day |
| 2. Thanksgiving Day | 5. Good Friday |
| 3. Day after Thanksgiving Day | 6. Memorial Day |

Part-time Employees 3 will not have any paid any holidays.

Vacations

Vacation Accrual: Vacations shall be granted to all full-time employees, based on their total length of service using the following as a guide:

AFTER Continuous Years of Service	Number of Vacation Days
One (1) year	Five (5) days
Two (2) years	Ten (10) days
Ten (10) years	Fifteen (15) days
Fifteen (15) years or more	Twenty (20) days

Negotiated exceptions will be noted and kept on file in personnel documentation.

Selection of Vacation Time: Employees shall normally be granted their vacation requests provided the work schedule permits and the request is made at least two (2) weeks prior to the beginning of the requested vacation. Should a conflict arise between two or more employees' vacation request, such requests shall be granted on an alternating basis, provided at least a two (2) week notice has been given. Vacations for an employee shall not be cumulative from year to year, but no vacation shall be forfeited if vacation could not be taken in a given year because of the Employer's non-approval of a vacation request.

Holidays Falling During Vacation: When a paid holiday falls during an employee's vacation period, the employee shall be granted another day off in lieu of the holiday as requested by the employee and approved by the supervisor.

Vacation Pay Upon Termination: Upon termination, employees shall receive payment for all unused accrued vacation, (including a prorating from anniversary date of hire to termination date for the current year's earning) what does this mean?

Sick Leave

Support staff employees will earn sick/personal leave as follows:

- Full-time Employees will have 13 new days annually – three (3) for personal business and ten (10) for sick leave use.
- Part-time 1 & 2 Employees will have 10 new days annually – two (2) for personal business and eight (8) for sick leave use.
- Part-time 3 Employees will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

For all employees eligible to earn sick/personal leave, leave will accumulate up to ninety (90) days. Employees that have accumulated the maximum of ninety (90) days of unused sick leave will receive 50% of the daily substitute teacher pay (\$50) for every day over ninety (90) remaining on June 30. This is in lieu of “losing” unused sick days and will be paid on the July 15 payroll.

Bereavement Leave

Support Staff shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the employee’s responsibility to submit the appropriate information in Skyward and email his/her principal in advance of taking such leave. Support Staff who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the employee whenever the District deems such verification appropriate.

Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the employee may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the employee’s residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

Jury Duty and Witness Duty

Any employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Support Staff shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Support Staff are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

National Guard Duty

Where an employee is absent due to required service in the National Guard or Reserve, the employee will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the

employee's PTO account, provided that the employee must endorse to the District all payments by the military for the days covered by paid leave from the District.

Military Leave for Active Duty

Support Staff will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Support Staff must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Support Staff will not be paid for military leave. However, Support Staff may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the employee is otherwise eligible.

An employee who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). An employee who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Support Staff who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the employee would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he/she had been continuously employed.

Administratively-Approved Leave

An employee may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for "once-in-a-lifetime" events over which the employee has no control of the date. Paid Administratively-Approved Leave shall access the employee's PTO Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the employee's next payroll. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence if advance notice is available. In the event that three days' advance notice is not available, the employee shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

Family and Medical Leave Act (FMLA)

Support Staff have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in *Policy 3430.01, AG 3430.01A, and AG 3430.01B*. Questions regarding FMLA leave should be directed to the District's Business Office.

LEAVES OF ABSENCE

Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Employees with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two employees per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to employees who have used this leave provision within the previous three years.

Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

Evaluations

Support Staff will be evaluated annually by their immediate supervisor. Evaluations will be a key determining factor in whether the employee will be considered for continued employment. In addition, the employee's salary advancement will also be dependent on the recommendation of the supervisor based on the evaluation report.

EMPLOYEE PERFORMANCE AND EVALUATION

Staff have the privilege to bring representation of choice when meeting with an administrator.

1. Employee Evaluation

The District views employee evaluation as an ongoing process for the purpose of improving

organizational performance and assessing individual performance of employees. Any evaluation process must comply with all applicable state and federal laws and regulations. Support Staff in the District shall be evaluated a minimum of one (1) time annually.

2. Employee Discipline

The Board of Education reserves the right to and the responsibility to manage the District's employees. The District Administrator or his/her designee may issue discipline or recommend termination of employment to the Board of Education, if necessary, consistent with the requirements of any applicable policy, procedure, rule or regulation as well as state and federal law. Staff has the privilege to bring representation of choice when job performance with supervisor is to be discussed. A professional educator may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Progressive discipline will generally progress as follows with documentation placed in the employee file:

- a. Oral reprimand.
- b. Written warning;
- c. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline;
- d. Termination.

As long as it is not arbitrary and capricious, the District Administrator may skip one or all steps in the progressive discipline model whenever the District Administrator deems that the severity of the offense merits it. Any professional educator who is suspended without pay or termination of employment shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional educator's personnel record. Instances of discipline are subject to the employee grievance procedure.

Fobs and Keys

Employee identification badges, parking permit, keys and the key fob for building entry will be issued to employees after initial hire.

Work Orders

Employees are asked to submit Work Orders within 24 hours of becoming aware that something is not in good working order. The Work Order form can be found online under the District Forms tab.

Organizational System

SDM Staff	Student Concerns	Special Education	Guidance	Transportation	Athletics	
Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Kobussen Busing, LTD	Coach	
Level II	Principal	Principal	Principal	Principal	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	District Administrator	WIAA or Conference Commissioner	
Level IV	Board of Education	District Administrator	Board of Education	Board of Education	Principal	
Level V	Department of Public Instruction	Family Engagement Coordinator			District Administrator	
Level VI		DPI/ Board of Education			Board of Education	
	Curriculum/ Instruction	Facilities/ Building and Grounds	Finance	Technology	Policy/ Human Resources	Food Service
Level I	Instructional Coach or Principal	Custodian/Maintenance	Administrative Assistant	IT Director	Principal	Food Service Manager
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	Business Manager
Level III	Curriculum Director	Business Manager	Business Manager		Policy & HR Committee	District Administrator
Level IV	District Administrator	District Administrator	District Administrator	District Administrator	Board of Education	Board of Education
Level V	Curriculum Committee	Building/ Grounds Committee	Finance Committee	Board of Education	Department of Public Instruction	
Level VI	Board of Education	Board of Education	Board of Education			

At each level, individuals presented with a challenge have up to 48 hours to answer. Both parties must try to resolve the issue before accessing the next level unless the next level is the person with whom the party is experiencing a challenge. This organizational chart works in both directions – top to bottom or bottom to top.

SCHOOL DISTRICT OF MANAWA
ACKNOWLEDGEMENT OF RECEIPT OF
EMPLOYEE POLICIES AND HANDBOOK

I acknowledge that I have received and reviewed a copy of the School District of Manawa Policies and Support Staff Handbook (Handbook). I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Manawa's policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Manawa for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by the School Board, or a policy contained herein, my employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the District Office and failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____



Book	Policy Manual
Section	6000 Finances
Title	Copy of PURCHASING
Code	po6320
Status	First Reading
Adopted	July 18, 2016
Last Revised	August 22, 2016

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts as established by Policy 1130, Policy 3230, and Policy 4230 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator seek at least two (2) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$10,000 or more, the Business Manager shall obtain competitive bids. Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

Bids shall be sealed or may be submitted electronically and shall be opened by the Business Manager in the presence of at least one (1) – Board Member-. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if is qualified to submit a bid.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$10,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Purchasing Items with Federal Grant Funds

When purchasing items with Federal funds a District shall:

- A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;
- B. where appropriate, conduct an analysis of lease versus purchase options and the most economical and beneficial method shall be pursued;
- C. conduct an evaluation of the availability and feasibility of entering into inter-governmental agreements to procure the goods or services required on a shared basis;
- D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

General Provisions

The District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process or if the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the bid specifications.

Before the employee places a purchase order, s/he shall have the Business Manager check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Business Manager may make suggestion alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- E. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The District Administrator shall determine the maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$25,000, the District shall include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the District of that fact, which shall serve as sufficient grounds to terminate the contract as the District determines is appropriate.

Legal

- 120.12(24), Wis. Stats.
- 66.0133, Wis. Stats.
- 2 C.F.R. 200.213
- 2 C.F.R. 200.318
- 2 C.F.R. 200.319
- 2 C.F.R. 200.320
- 2 C.F.R. 200.321
- 2 C.F.R. 200.322
- 2 C.F.R. 200.323
- 2 C.F.R. 200.324
- 2 C.F.R. 200.325
- 2 C.F.R. 200.326
- 48 C.F.R. Section 9.4

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Book Administrative Guideline Manual
Section Vol. 26, No. 2
Title Vol. 26, No. 2 New CROWDFUNDING
Code ag6605
Status First Reading

6605 - CROWDFUNDING

The following procedures must be complied with for all crowdfunding campaigns that are conducted or overseen by Board of Education employees for activities that relate to or are undertaken as a part of their job assignments. These procedures do not apply to crowdfunding campaigns that a staff member may pursue for non-District related activities, in which case the employee's affiliation with the District may not be referenced and District resources may not be used. Staff members are prohibited from using the District's or School's name or any identifying features unless the staff member fully complies with the procedures outlined below.

~~[]~~ ~~OPTION #1~~

~~The District Administrator shall develop a list of approved crowdfunding websites/services, and staff members are only permitted to conduct crowdfunding campaigns using one of the approved sites/services.~~

~~{END OF OPTION #1}~~

~~OPTION #2~~

The District Administrator shall pre-approve any crowdfunding website or service that a staff member intends to use for a District-affiliated crowdfunding campaign. Such websites must contain terms and conditions that are acceptable to the Board and consistent with Board policy and applicable laws and regulations. In determining whether to approve a specific crowdfunding service, the District Administrator shall take into consideration whether the website specializes in or has special expertise or experience in managing crowdfunding campaigns involving educational institutions. The District Administrator should also consider the amount of fees charged by the service to host/run the crowdfunding campaign, including any penalties associated with the failure of the campaign to reach its established target. For services that have 501(c)(3) designation, the underlying organization must affirm that it files all appropriate reports, including required registrations, with applicable governmental entities in states where donors reside. Staff members may only use websites/services that send the donated funds and/or purchased items directly to the District/School, and not the staff member.

~~{END OF OPTION #2}~~

Applications & Pre-Approval of Content

Prior to beginning a campaign and making the initial posting of the project on an approved crowdfunding site, the staff member must submit and obtain approval of an application to the Board of Education ~~Principal~~ that includes the following information:

- A. A budget for the project that the campaign will be raising the funds or supplies and equipment for, and a description of how the project will be administered. Crowdfunding may not be used to support District employee salaries, benefits, stipends, or bonuses. ~~(-) If salaries are included, applicable fringe benefits and employer payroll taxes must also be listed.~~
- B. A copy of any narratives that will be submitted as testimonials or in order to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, or its staff and students. When describing the purpose of the crowdfunding project, staff members are prohibited from identifying specific students and/or their areas of disability or need. Additionally, postings should in no way state or imply that the funds and/or equipment/supplies received through the crowdfunding campaign are necessary in order for students to be appropriately served and educated. Any photos and any information contained in the narratives must protect student privacy and comply with State and Federal student records laws.

As such, in order for students' names and/or images to be utilized (which is discouraged), the staff member must obtain written authorization from the students' parents/guardians. Such authorization must be included with the application.

~~[] Postings may not include identifiable student images; staff should limit pictures to empty classrooms, the staff member, and/or~~

~~photos of students when the students are not identifiable (e.g., the back of their heads or hands).~~

- C. A copy of the biographical information or personal profile that will be utilized by the staff member on the crowdfunding site.
- D. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Business Office to be deposited in a specially designated account for the principal of the school~~Principal of the school~~ that will ~~be~~ benefit ~~from~~by the funds/items.
- E. A description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source of the reward, perk or thank you gift. Students may not participate in the creation/production of rewards, perks or thank you gifts during the school day.
- F. If feasible, the staff member shall include in the posting a link to this Board policy/guideline.

The Board of Education~~Principal~~ will review the application along with the text that will be utilized in any crowdfunding materials to verify the proposed project and posting (1) will not create any legal liabilities, (2) complies with Board policy and guidelines, and (3) does not violate State and Federal laws and regulations. The Board~~Building-Principal~~ should pay particular attention to verify the posting does not infringe on student privacy rights and intellectual property laws.

If ~~the Board a Principal~~ identifies an issue that may have legal implications, ~~they are~~he/she is required to notify the District Administrator so that the District's legal counsel may be consulted prior to ~~the Building-Principal~~ rendering a decision on the proposal or posting.

~~No more than _____ crowdfunding projects may be active at any one time on behalf of the District a specific building.~~

The ~~District Administrator~~ Board shall have final decision-making authority on granting permission for a crowdfunding proposal or posting.

Once the project and its materials are approved, the posting may be submitted to the crowdfunding site and the campaign commenced.

Staff members may use District Technology Resources to carry out approved crowdfunding activities.

~~Staff members may only work on crowdfunding activities during the work day with written permission from their Building-Principal.~~

Unless required by the Fair Labor Standards Act, staff members are not entitled to additional compensation for their work on crowdfunding campaigns.

Campaigns will be limited in duration, as set forth in the application.

When the project is approved, the staff member/sponsor will provide the District Administrator with any information needed for the District to receive donated funds directly from the crowdfunding site. The staff member is responsible for verifying that the crowdfunding site is a charitable organization (i.e., a 501(c)(3) entity) so that contributions to it are tax-deductible to the donors. If the entity selected is not a 501(c)(3) organization, the staff member must include in the posting a clear statement that donations to the fundraising project are not guaranteed to be tax-deductible and that donors should take individual action, including consulting with a tax professional, to determine their tax obligations and/or consequences of their donation. Under no circumstances will the District issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site.

The staff member must keep the Principal informed of the status of the campaign as it progresses and at its conclusion.

The staff member is responsible for then making sure any awards, and/or appropriate recognition are sent to the appropriate donors.

Once the funds or supplies/equipment purchased by the crowdfunding site with the proceeds of the campaign are received, they will be made available to the staff member for the express purpose of fulfilling the stated purpose of the project. The staff member, in conjunction with the Principal, is responsible for making sure any funds received are used for the express purpose for which they were raised; the employee must submit to the Principal documentation of any expenditures of the funds, including any purchases made with those funds. Such documentation must be submitted within _____ ~~[e.g., one (1) week]~~ of the expenditure. All funds raised and materials donated are considered the property of the District and shall remain in the District in the event the staff member who ran the crowdfunding campaign terminates his/her employment with the District.

~~The staff member must submit a final report on the project to the Principal and District Administrator. Failure to publish a final report will jeopardize the employee's ability to engage in crowdfunding in the future. A copy of the report may be sent to the donors via email and the results of the campaign on the crowdfunding site may be posted if approved by the Principal.~~

A staff member who violates the crowdfunding policy/guideline is subject to disciplinary action.

~~The preceding guidelines also apply to parents, District-affiliated organizations (e.g., PTA/PTO, Athletic/Band Booster Groups) and/or students who wish to raise funds for a specific classroom, school, or school activity through a crowdfunding campaign.~~

~~**[NOTE: Districts should consult with their legal counsel to determine whether they are obligated to register and/or file annual reports with state or federal authorities based on staff members conducting crowdfunding campaigns on the District's behalf.]**~~

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Book AG 1st Draft Clean
Section 7000 Property
Title PUBLIC GIFTS TO THE DISTRICT
Code ag7230
Status First Reading

7230 - PUBLIC GIFTS TO THE DISTRICT

Gifts or donations presented to the District are recognized and accepted ~~must be accompanied by a letter from the donor for official action and recognition~~ by the Board of Education.

To be acceptable, a gift or donation must have a purpose consistent with those of the District, be offered by a donor acceptable to the Board, and become District property.

In addition, a gift or donation must not:

- begin a program which the Board would be unwilling to take over when gift and grant funds are exhausted, unless approved by the Board;
- bring undesirable or hidden costs to the District;
- place restrictions on the District, unless otherwise specified in the bequest and approved by the Board;
- be inappropriate or harmful to the educational program of the District or to students;
- ~~imply endorsement of any business or product;~~
- be in conflict with any provision of the General School Laws or public laws.

A letter of appreciation, signed by

- ~~the President of the Board~~
- the District Administrator

shall be sent to the donor, including the estimated value of the gift.

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Book AG 1st Draft Clean
Section 7000 Property
Title DISPOSAL OF DISTRICT PROPERTY
Code ag7310
Status First Reading

7310 - **DISPOSAL OF DISTRICT PROPERTY**

The Board of Education shall have the authority to approve the disposal of property (materials, equipment, furnishings, et al) ~~having a market value of \$ _____ or less.~~

~~All proceedings involving the disposal of property with a market value of more than \$ _____ shall be approved by the Board.~~

The person in charge of each facility or program shall be responsible for the identification of property which is no longer needed for the proper operation of the District. ~~Each is to develop a plan for the proper disposal of such obsolete property.~~

The ~~list of items~~ plan shall be submitted to the District Administrator who shall forward it to the Board for approval. ~~approve or disapprove the plan.~~ S/He has the responsibility to ensure the plan meets all requirements of State law, administrative guidelines of the Department of Public Instruction, administrative guidelines of all agencies which may have an interest in the property, and the intent of the Board in disposing of District property.

~~A record is to be maintained of all property disposed of under the provisions of this administrative guideline, including the fair market value of the property. A summary of such transactions shall be made available to the Board on a quarterly basis.~~

Legal

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Book AG 1st Draft Clean
Section 7000 Property
Title SALE OF CONSTRUCTED FACILITIES
Code ag7311
Status First Reading

~~7311~~ **SALE OF CONSTRUCTED FACILITIES**

- ~~[] When houses or other facilities, constructed by students in District programs, are ready for sale, the Board shall adopt a resolution to sell the facility.~~
- ~~[] The housing shall be appraised by a licensed appraiser.~~
- ~~[] The housing shall be either advertised in the _____ or listed with a local realtor who is a member of the _____ Real Estate Board.~~
- ~~[] Offers to purchase are to meet the following conditions:
 - ~~() Offers to Purchase are to be submitted to the _____, accompanied by a certified check in the amount of \$ _____, which check will be returned to unsuccessful purchaser.~~
 - ~~() Offers to Purchase documents must indicate the method of financing.~~
 - ~~() The District reserves the right to reject any or all Offers to Purchase.~~~~
- ~~[] The _____ shall review each offer for the Board to ensure it complies with the guidelines established by the Board in its sale resolution.~~
- ~~[] All legal documents relating to the sale of the housing shall be reviewed by an attorney of the District.~~
- ~~[] Recommendations are to be submitted to the Board, and upon approval of the sale, the _____ shall complete the transaction.~~

Legal

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Book AG 1st Draft Clean
Section 7000 Property
Title SAFETY IN SCHOOLS
Code ag7430
Status First Reading

7430 - SAFETY IN SCHOOLS

The desired outcomes of the District's safety program are:

- regularly-scheduled inspections of building and grounds to identify/correct potential hazardous conditions;
- quality tools, implements, machines, and vehicles that meet safety standards in normal usage;
- equipment that is in compliance with State safety standards in all respects;
- regularly-scheduled equipment servicing and maintenance to ensure safe and efficient operation;
- provision of approved protective devices to minimize personal injuries.

Responsibility

The District Administrator shall be responsible for compliance with the Federal/State regulations and for maintaining communication with the Division of Occupational Safety and Health. Each principal is to assist by developing and administering such measures and practices as are necessary to adequately monitor safety conditions in the school and to prevent accidents. ~~Each school's plan is to be submitted initially and as revised to the _____ for review and approval by _____ (date).~~

The District safety plan should be in accordance with recommendations provided by the State and should include the following:

A. Hazard Inspection

A hazard inspection of all areas in which employees work or participate. ~~(See Form 7410 F4).~~ If a hazard is identified, the District Administrator shall select the appropriate Personal Protection Equipment (PPE) for the employee, communicate the selection to the employee, and ensure the employee wears the PPE after receiving the proper instruction. ~~(See Form 7430 F4).~~

B. Fire and Tornado

(see AG 8420 - Emergency Procedures and AG 8420A - Severe Weather and Tornado Warnings)

- Fire exits are inspected daily to ensure each is ready for prompt and orderly egress.
- Fire extinguishers are inspected annually and tagged when inspected. The Business Office shall be notified when fire extinguishers have been discharged and need to be recharged or replaced.
- The systems for giving fire and tornado alarms are to be checked at least annually to ensure that each is functioning properly.

C. Protective Devices and/or Clothing

- Personal Protective Equipment (PPE's) shall be used by all students, teachers, and visitors when participating or observing courses involving the use of hazardous substances.
- For purposes of these guidelines hazardous substances are those likely to cause physical injury to the eye, face, head, foot, or hand. This includes materials which are flammable, toxic, or corrosive to living tissue, irritating, strongly sensitizing, radioactive, or those which generate pressure through heat, decomposition, or other means.

() Activities requiring protective devices and/or clothing include:

() working with hot molten metals;

() milling, sawing, turning, shaping, cutting, grinding, or stamping any solid material;

() heat treating, tempering, or kiln firing of any metal or material;

() gas or electric arc welding;

() working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissue, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means.†

~~() other activities identified in the hazard assessment (see Form 7410-F4).~~

D. Respirator Safety

The District Administrator shall be responsible for selecting any respirators (including dust masks) that may be used by maintenance personnel or as part of an instructional program. S/He will also develop and implement a written program on their proper use and maintenance.

Prior to any use, each staff member and student who may be using a respirator (other than a disabled person who uses one for health reasons) must receive training on the proper use and limitations of a respirator and on the proper methods for fit-testing, cleaning, and maintenance of the respirator. ~~Upon completion of the training, the person is to complete Form 7430-F2.~~

No staff member or student is to use any respirator unless a physician's authorization is received that has completed Form 7430-F1 ~~which~~ confirms that the person has no physical condition that would be affected by the use of a respirator. This physician's recommendation form must be completed annually, reviewed by the supervisor of the staff member or student using the respirator, and filed in the staff member's or student's personal file. ~~along with Form 7430-F2 and Form 7430-F3, if a student.~~

The District Administrator shall be responsible for periodic inspections of the area(s) while respirators are being used in the area(s) to ensure that only certified respirators are being used and are being used and maintained properly.

E. Safety Education

() Tools and equipment shall be used for instructional purposes only, and the teacher shall be fully responsible for ensuring that each is used safely and is kept in proper working order, including any safety features.

() Applicable courses of study shall include instruction in accident and fire prevention and in safety education.

() All personnel who are required to use Personal Protective Equipment (PPE) will be properly trained so they can confirm they understand how to wear, use, maintain, and dispose of the PPE. ~~Each employee must complete Form 7430-F4 prior to completion of the training.~~ Such training shall be provided upon employment or at the beginning of the school year prior to the employee being exposed to the hazard.

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Book AG 1st Draft Clean
Section 7000 Property
Title VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code ag7440.01
Status First Reading

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Purpose and Scope

This guideline governs the implementation of video surveillance and electronic monitoring systems on school property, and in school buildings and school buses. ~~(-) This guideline also addresses staff members' use of portable video cameras on school property for security purposes.~~

Board Policy 7440.01 and this guideline do not apply to District and parentally-created video recordings of school events (e.g. plays, music performances, athletic contests, graduation, Board meetings), video recordings used for instructional purposes and made with the consent of all parties recorded, video recordings made of individual teachers for the purpose of improving classroom instruction, or surveillance (covert or otherwise) undertaken by law enforcement officers.

Definitions:

- A. Covert Surveillance – surveillance conducted by means of hidden devices, without notice to the individuals being monitored.
- B. Personally Identifiable Information – all information about a student other than directory information, which is defined in Wis. Stat 19.62(5).
- C. Video Recording – a videotape, CD, DVD, disk, hard drive, or other device used to store information (whether in printed format, on film, by digital/electronic means or otherwise) from a video surveillance/electronic monitoring system.
- D. Video Surveillance/Electronic Monitoring System – a video, physical, or other mechanical, electronic or digital surveillance/electronic monitoring system or device that is permanently installed and enables continuous or periodic video recording, observing or monitoring of individuals on school premises, and in school buildings and school buses. ~~(-) This includes an (-) audio device, thermal imaging technology or any other component associated with recording the image of an individual.~~
- E. Portable Video Cameras – portable video cameras that may be carried by an individual and/or body-worn video cameras.

~~(-) Approval~~

~~Before a video surveillance/electronic monitoring system is installed in a school building or on school premises, the building principal must provide to the District Administrator a report describing the circumstances that indicate the necessity of having surveillance at the site (e.g. the safety and property concerns). The report should outline the less intrusive/invasive means that have been considered and the reason why they are not effective. The report should also identify proposed locations of the video surveillance/electronic monitoring equipment and whether portable video cameras will be used.~~

Placement of Video Surveillance/Electronic Monitoring Equipment

The Technology Director~~building principal~~, subject to review by the District Administrator, is responsible for authorizing the locations where video surveillance/electronic monitoring equipment is installed and operated. The Technology Director~~building principal~~ must approve any changes in the locations of the equipment.

Video surveillance/electronic monitoring equipment may not ordinarily be used inside a classroom, laboratory, or other area utilized as a classroom or study space. Absent extraordinary circumstances, video surveillance/electronic monitoring equipment may not be operated in areas where there is a reasonable expectation of privacy by staff or students and where appropriate confidential or private activities/functions are routinely carried out (e.g. rest rooms, locker rooms, private offices, conference/meeting rooms, and/or staff lounges). Any exception to this rule must first be authorized by the **(x) District Administrator** ~~(-) Board~~ on grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the students or other persons likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

Video surveillance/electronic monitoring equipment must be installed in a way that it only monitors those spaces that have been identified as requiring video surveillance – i.e. video cameras should not be directed to look through the windows of adjacent buildings, or onto adjacent property. Viewing areas off-campus, into neighboring property, into vehicles, or into any other areas where there is a reasonable expectation of privacy is prohibited. Absent express written authorization from the District Administrator, no sound is to be monitored or recorded in connection with the video surveillance/electronic monitoring system.

~~Security staff and a~~ Administrators are authorized to carry and use portable video cameras **(x)** when responding to incidents.

~~Security staff are authorized to use body worn video cameras while on duty, but are prohibited from operating them while routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.~~

Notice of Surveillance

Parents will be informed whenever a school decides to install video surveillance/electronic monitoring systems.

Students, faculty, and staff must be informed at the beginning of each year that the school is using video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

Each building or area in which video surveillance/electronic monitoring system is occurring shall have clearly written signs posted at conspicuous locations informing persons that the buildings and grounds may be under video surveillance. Signs shall be conspicuous enough in size so that a reasonable person would be able to view the contents of the sign and have reasonable and adequate warning that surveillance is, or may be, in operation. The signs must provide contact information of the building principal or a designated staff person who is responsible for answering questions about the video surveillance/electronic monitoring system. Any exception to the Notice requirement, such as for a time-limited specific investigation into criminal conduct, must be authorized by the District Administrator on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interests of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

Operation of Video Surveillance/Electronic Monitoring Equipment

Video surveillance/electronic monitoring equipment may be used to monitor and/or record behavior and activity of all persons on school property or grounds.

~~Although constant, real-time monitoring may not always be possible, it is expected that video images will be monitored on a scheduled basis.~~

Real-time viewing shall be limited to the building principal or his/her designees (e.g. security personnel, other administrators, and secretarial staff responsible for providing visitors with access to the building). **(x)** Under certain circumstances, the building principal or District Administrator may contact local law enforcement to view the District's real-time video surveillance/electronic monitoring feeds. Circumstances warranting a review should be limited to instances where an incident is reported/observed or to investigate a potential crime or violation of Board Policy or the Student Code of Conduct.

If information is not viewed for law enforcement, school or public safety purpose – it should be routinely erased according to a standard schedule (i.e. they will be maintained for a period of thirty (30) ~~seven (7) to thirty (30)~~ calendar days). If information is viewed for law enforcement, school or public safety purposes, it must be retained for a minimum of one (1) year. Prior to destruction of it, the building principal should contact the District Administrator and/or Board Counsel.

The Technology Director ~~Each building principal~~ is responsible for the proper implementation and control of video surveillance/electronic monitoring system installed and operating in his/her building and premises. A periodic audit by the Technology Director ~~building principal~~ of random images from the video surveillance/electronic monitoring system shall be conducted to verify that the equipment is operating properly and has not been blocked, moved or altered and that the images captured by the system are not inclusive of areas prohibited by this guideline or Board policy.

Only a designated employee or agent of the Board can install and operate video surveillance/electronic monitoring equipment. The Technology Director is ~~Building principals who have video surveillance/electronic monitoring equipment installed and operated on their campuses are~~ responsible for adhering to a strict maintenance program – including image refocusing and lens cleaning.

Use of Video Recordings

Information obtained through video surveillance/electronic monitoring shall be used exclusively for the purpose set out in policy – i.e. to enhance security for students, staff and visitors, and to assist in the detection and deterrence of criminal activity (theft/vandalism) and/or violations of Board policy or the Student Code of Conduct. Video recordings may be used by the Board/administration as evidence in any legal or disciplinary actions, and for inquiries and proceedings related to law enforcement. **(x)** The video surveillance system/electronic monitoring will not ordinarily be used to monitor staff performance, but any evidence unintentionally obtained through its general use may be used in internal employment or labor-related investigations. Information shall not be retained or used for purposes other than those sanctioned by Board policy.

Any remote monitoring system must protect the integrity of the video surveillance system and include a system utilizing passwords or other identifiers to gain access. Monitoring shall only be conducted by authorized school or District administrators and designees (e.g. police

officials). Likewise, network connected systems must not be openly accessible on the Internet; rather, they must be operated behind the District's firewall and password protected.

Misuse or abuse of the video surveillance/electronic monitoring system shall not be tolerated and will be addressed on a case-by-case basis by the Board and District Administrator.

Viewing of Recordings

Authorized users of video surveillance/electronic monitoring system shall be approved by the District Administrator or building principal. Only individuals with a legitimate educational interest in the video recording shall be designated as authorized users. As such, video recordings may only be viewed by the building principal or individual authorizing the video surveillance/electronic monitoring systems installation, by parents and students (see below), or School District staff with a direct involvement with the recorded content of the specific video recording, or employees or agents responsible for the technical operation of the system (for technical purposes only).

Authorized users shall receive training regarding proper use of the video surveillance/electronic monitoring system equipment, rules regarding privacy, and Board policy. Authorized users shall restrict system use to that for which it is intended (i.e. maintenance of individual safety and property conservation).

[] Video recordings will be viewed by authorized users on a random basis and/or when problems are brought to the attention of the building principal or another administrator.

Video monitors used to view video recordings should not be located in a position that enables public viewing.

[] Any student (or parent of a minor student), employee or member of the public that is recorded by a video surveillance/electronic monitoring system has a general right of access to review the video if it will not result in or constitute an unauthorized release of another student's personally identifiable information. Access to an individual's own personal information may depend upon whether any other confidential or privileged information can be reasonably severed. Confidential or private information can be reasonably severed from the recording for viewing purposes if the District is able, without undue hardship or expense, to utilize a copy of the recording and digitally "black out" or "blur" the images of the other individuals who appear on the video. The original recording may not be altered in any manner. If an employee or student is facing any disciplinary action, s/he may authorize his/her (union) representative or other advocate to also view the video recording.

An individual may be refused permission to review a video recording where to allow it would:

- A. be an unreasonable invasion of a third party's personal privacy;
- B. give rise to a concern for the safety of a third party;
- C. constitute an unauthorized disclosure of student personally identifiable information under State and/or Federal law; or
- D. interfere with or compromise a law enforcement investigation/matter.

If an individual is prohibited from reviewing a video recording, the building principal will view it and report to the person what is contained on the recording.

Retention, Secure Storage, Access to and Disposal of Video Recordings

Video recordings, when not in use, shall be stored ~~in a locked, fire resistant cabinet or room,~~ in an area to which students and the public do not normally have access. ~~The recordings must be clearly and properly labeled and entered into a storage log.~~

Access to and viewing of video recordings is limited to authorized personnel. The ~~District Administrator~~building principal is responsible for maintaining a proper audit trail for all video recordings (i.e. logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The ~~District Administrator~~building principal shall approve requests for access to recorded and stored video images. The ~~District Administrator~~building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

~~All video recordings to be taken off site must be signed out by the requestor and the building principal. When returned, the requestor who originally signed the recording out and the building principal shall sign the recording back in. All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board Counsel. Release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board Counsel.~~

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage log books, pursuant to the District's Records Retention Schedule.

Video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

Covert Surveillance

Because covert surveillance is highly privacy-invasive, it may only be used as a last resort in limited case-specific circumstances, and in a time-limited manner (i.e. it must be the only available option under the circumstances and the benefits derived from the personal information obtained far outweigh the violation of privacy of the individuals observed).

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Book AG 1st Draft Clean
Section 7000 Property
Title FACILITY SECURITY
Code ag7440
Status First Reading

7440 - **FACILITY SECURITY**

(x) Distribution of Keys and Fobs

Master facility keys and fobs for staff members will be distributed by the District Office. Only those staff members who are responsible for the operation of a particular space shall receive a key or fob. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys or fobs in order to fulfill their assignments.

In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The District Office _____ will maintain a file of master keys and fobs. Any unauthorized person found to have a master key/fob or a duplicate in his/her possession shall be held in violation of this guideline.

- Distribution Keys or Fobs for Non-Staff Members

- Master keys or fobs will be distributed to non-staff members by the District Office. The approval of the District Administrator is required for any non-staff member to receive a master key or fob.

- Master keys or fobs for non-staff members will be provided only for the duration of their event or activity. All keys or fobs must be returned to the District Office upon completion of the event or activity.

- Non-staff members shall not enter or use a district building without prior approval of the administration.

- Non-staff members shall not share their key or fob with any person not authorized by the District Administrator.

- Violation of this guideline may result in suspension of key or fob rights.

~~(-) Distribution of Keys~~

~~Master facility keys will be distributed by the _____ for the _____, the _____ of each _____, and the _____. Only those staff members who are responsible for the operation of a particular space shall receive a key. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys in order to fulfill their assignments.~~

~~In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The _____ will maintain a file of master keys. Any unauthorized person found to have a master key or a duplicate in his/her possession shall be held in violation of this guideline.~~

~~(-) Security~~

~~In order to be properly protected against theft:~~

- ~~(-) staff members are expected to obtain room, desk, and closet keys from the school office at the beginning of the school term;~~
- ~~(-) no money or valuables are to be left in the room;~~
- ~~(-) at no time shall students be given keys for their use;~~
- ~~(-) staff members must keep possession of their keys;~~
- ~~(-) staff members should secure valuables at all times;~~
- ~~(-) classroom doors should be kept locked when the classroom is empty;~~
- ~~(-) prior to leaving school each day, staff members must close windows and lock doors to their rooms;~~

~~(-) staff members are responsible for the equipment and supplies in their classrooms or offices. Should any items "disappear," the _____ must be notified immediately;~~

~~(-) staff members are required to wear/display their Board issued ID badges at all times while on school property.~~

~~(-) Central Alarm System~~

~~Each staff member shall be provided the appropriate entry and exit procedures when s/he receives authorization to enter District facilities when the facilities are closed. A list of authorized persons is to be maintained by the _____.~~

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Book	AG 1st Draft Clean
Section	7000 Property
Title	ISSUES TO CONSIDER WHEN DECIDING WHETHER TO IMPLEMENT METAL DETECTORS
Code	ag7440A
Status	First Reading

~~7440A—ISSUES TO CONSIDER WHEN DECIDING WHETHER TO IMPLEMENT METAL DETECTORS~~

- ~~A. What are the reasons the District is considering installing and using metal detectors?~~
- ~~1. What is the purpose behind the implementation of metal detectors?~~
 - ~~2. What is the District trying to achieve by implementing metal detectors?~~
 - ~~3. What is the problem the District is trying to alleviate or solve by implementing metal detectors?~~
 - ~~4. Does the District have a problem with students and/or members of the public bringing guns and/or dangerous metal weapons into school buildings or onto school property?~~
- ~~B. What types of metal detector search programs have been implemented in other districts in the State?~~
- ~~C. What will be the scope of the metal detector program?~~
- ~~1. In which buildings will the metal detectors be installed?~~
 - ~~a. Elementary?~~
 - ~~b. Middle school?~~
 - ~~c. High school?~~
 - ~~d. How will the schools be chosen in which the metal detectors will be installed?~~
 - ~~2. Who will be subject to search?~~
 - ~~a. Students?~~
 - ~~b. Staff members?~~
 - ~~c. Visitors?~~
 - ~~3. What will be the duration of the program?~~
 - ~~4. Where in each building will the metal detectors be installed?~~
 - ~~5. How many metal detectors will be installed in each building?~~
 - ~~6. When will the metal detector be used? When will the searches be conducted?~~
 - ~~a. Before school starts each day?~~
 - ~~b. Before extra-curricular athletic contests?~~
 - ~~7. Verify the metal detector program that is developed is constitutional (i.e. it does not infringe upon the constitutional rights of students, staff and/or member of the public):~~
- ~~D. What type of metal detectors will be used?~~
- ~~E. Who will conduct the searches (i.e. operate the metal detectors)?~~
- ~~F. What will be the cost of the metal detector program?~~
- ~~1. Purchase/Lease of the metal detectors?~~
 - ~~2. Employment of individuals to conduct the searches? Will extra staff have to be hired?~~
- ~~G. What involvement, if any, will parents and/or students have in the decision whether to acquire and implement metal detectors?~~
- ~~H. Will parents and students be notified in advance that metal detectors are going to be installed and used?~~
- ~~I. Will students and/or parents be informed in advance regarding the specific dates on which metal detector searches will occur?~~

Book AG 1st Draft Clean
Section 7000 Property
Title METAL DETECTOR SEARCH PROCEDURES
Code ag7440B
Status First Reading

~~7440B—METAL DETECTOR SEARCH PROCEDURES~~

~~The _____ shall be responsible for the monitoring and enforcement of guidelines relative to metal detector search procedures. The _____ shall have the authority to request metal detector searches, and such searches shall not be conducted in the absence of such request.~~

~~The purpose of the metal detector search is to discourage students from bringing weapons into the schools. Accordingly, metal detectors may be used at District _____, _____, and _____ schools and school related functions of such schools, on a random and periodic basis.~~

~~All **(-) students (-) staff members (-) visitors** entering _____, _____, and _____ schools and school related functions of such schools are subject to search.~~

~~Metal detector searches will be conducted by _____ using magnetometers (also known as walk through metal detectors) and hand held scanning devices, and monitored by _____.~~

- ~~A. **(-) Students (-) Staff members (-) Visitors** shall not be informed in advance regarding the specific dates on which, or the locations where, metal detector searches will occur.~~
- ~~B. Prior to a metal detector search being conducted, a sign or signs announcing a search for weapons shall be posted, on the day of the metal detector search, outside the school or school related function, at a main entrance or entrances.~~
- ~~C. When a metal detector is being used, **(-) students (-) staff members (-) visitors** will be permitted to use only designated entrances to the school or school related function. District staff may be stationed at other entrances, as necessary, to prevent **(-) students (-) staff members (-) visitors** from opening those entrances to admit others into the building or school related function.~~
- ~~D. All **(-) students (-) staff members (-) visitors** entering the school or school related function are subject to search although those conducting the search and/or _____ monitoring the search may choose to limit the search by any lawful random formula. For example, if the lines become too long, the search may be limited to every second or third person. Once a random formula is utilized, it shall be applied without deviation until it is ended by the order of the _____. A random formula shall not be ended in order to search a particular student or person.~~
- ~~E. The _____ and _____ are prohibited from selecting a particular **(-) student (-) person** to search unless there is a reasonable suspicion to believe that the **(-) student (-) person** is in possession of a weapon.~~
- ~~F. Prior to use in conducting a metal detector search pursuant to these guidelines, each search device to be used shall be examined by a person familiar with its operation to determine if it is in proper working order. A metal detector search device shall not be used if there is any question as to whether it is in proper working order.~~
- ~~G. Each person operating a metal detector search device shall be trained in the proper use of the device and the detection of any malfunction in the operation of the instrument. Adjustments in the settings of the device shall only made by _____.~~
- ~~H. As to each individual search, _____ will ask the **(-) student (-) person** to remove all metal objects from his/her person and to place the metal objects and any bags, backpacks, briefcases, knapsacks, purses, or parcels on a table. With the exception of contraband in plain view, police officers may not inspect items in which a weapon could not be concealed, and may not examine written materials. The _____ shall monitor each search.~~
- ~~I. The **(-) student (-) person** will then be asked to walk through the magnetometer (i.e., walk through metal detector). If the metal detector activates, s/he will be asked a second time to remove metal objects from his/her person and to walk through the magnetometer a second time.~~
- ~~J. If the walk through metal detector activates a second time, _____ is to approach the **(-) student (-) person** and explain the hand held scanning device process, and then conduct a scanning beginning at the toes and continuing up to the head without actually touching the body. The bags and parcels will also be scanned. The _____ shall monitor each~~

search:

- K. When a ~~() student's () staff member's () visitor's~~ bag or parcel activates the scanning device, the _____ is to request him/her to open the container in question so that the officer can look for weapons.
- L. If a ~~() student's () staff member's () visitor's~~ body activates the device, the _____ will repeat the request to remove metal objects. A second hand held scanning device scan will then be conducted and if the device is activated again, the _____ will escort the ~~() student () person~~ to a private area ~~() where a more thorough search will be conducted in accord with AG 5771 on searches of a student's body () where the person will be asked to wait until law enforcement arrives to conduct a more thorough search.~~
- M. Prior to the private search, the _____ must ask the ~~() student () staff member () visitor~~ again to remove any metal objects, then the search will begin near the place where the device was activated. This is a pat-down search of outer clothing only, conducted by a person of the same gender, geared to locate the item that triggered the scanning device. The _____ shall monitor this search.
- N. If _____ feels an object during the pat down, the ~~() student () staff member () visitor~~ will be given a chance to remove it before the _____ does. If such an object, once removed, appears to be the one that activated the device, the search ceases.
- O. The search can be continued only if a subsequent scan activates the device.
- P. The search is directed to a search for weapons, however, other contraband discovered in the course of a metal detector search or pat down may also be removed from any ~~() student () person.~~
- Q. All property removed from the ~~() student () person~~ as a result of the above procedures that may be legitimately brought on school premises or to school functions will be returned to the ~~() student () person.~~ All other property will not be returned to the ~~() student () person.~~
- R. Property removed from the student or the student's bags or parcels, possession of which is a violation of the ~~() Code of Conduct, () Discipline Code,~~ school rules, Board policy and Administrative guidelines, and/or the law, shall cause a student to be disciplined in accordance with the ~~() Code of Conduct () Discipline Code~~ and may subject the student to criminal prosecution and/or juvenile proceedings for violations of law.
- S. If student refuses to cooperate with the search, the _____ is to notify the principal, administrator, or Board employee who is stationed nearby to monitor the search. Such students shall be subject to the ~~() Code of Conduct () Discipline Code.~~ Refusal shall also be grounds for immediate removal from school, facilities, and/or grounds and further discipline.
- T. Nothing in the procedures set forth above shall limit the authority of the Board and Board employee to remove other contraband from a student, and to otherwise search a student when there is reasonable suspicion to believe that a particular student is in possession of an article or thing, the possession of which constitutes inappropriate behavior under the ~~() Code of Conduct () Discipline Code.~~
- U. A copy of the Metal Detector Search Procedures shall be available to each person and _____ who will in any way be involved with the conducting and/or monitoring of searches.

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7450 - INVENTORY PROCEDURE

(X) General Procedure for Consumable Inventory

In order for the District to meet requirements for preparing GAAP (Generally Accepted Accounting Procedures) basic financial statements, it is necessary to conduct an annual inventory of consumable supplies and materials on hand at fiscal year-end, June 30th.

The Physical Inventory Area Supervisor for each building/department will be the building principal or designee ~~(principal) or (department supervisor)~~ as appropriate.

Inventory sheets will be provided by the principal ~~_____~~'s office and will include:

- Date
- Building/Department
- Item Description
- Part #/Catalog #
- Quantity
- Unit Cost
- Extended Cost
- Grand Total Cost

(X) Responsibilities of Physical Inventory Area Supervisor - Business Manager

(X) To supervise the inventory for a specific location.

To oversee the barcoding process of capital objects.

~~(-) To ensure that qualified stock counters and sheet writers are available for the inventory period.~~

(X) To serve as the contact with principal ~~_____~~'s office during the inventory.

(X) Action to be Taken (Pre-Inventory Planning)

~~(-) Select a sufficient number of inventory stock counters, sheet writers, and if necessary, material handlers to complete the inventory within the allotted time period. Provide the inventory crew with instructions on completing the inventory sheets.~~

~~(-) Determine that people involved with inventory are qualified-~~

~~(-) Counters—Employees should be familiar with the stock and with the part/supply numbering system. If possible, they should have prior inventory experience.~~

~~(-) Writers—Employees should have legible handwriting.~~

(X) Arrange so that areas subject to inventory are clean and that stock is arranged in an orderly and accessible manner. All scrap should be removed to a separate section and clearly identified.

Issue instructions that operations, when possible, will cease and no stock will be moved during the inventory recording period. In areas where movement of inventory is anticipated, schedule counting of items to be as least disruptive as possible. Consequently, count high moving items last and slow moving items first. Areas where work must be continuous should be noted to the inventory controller, and records kept of counted inventory used until verified and released.

Advise all inventory participants that their work may be subject to verification by State Auditors.

~~(-) If perpetual records are used, make sure that all postings are current. Auditors may wish to test the accuracy of perpetual records prior to the actual inventory.~~

~~(-) Meet with inventory crews to do the following:~~

~~(-) Give specific area assignments to the inventory crews so that physical boundaries are clearly identified. This will avoid overlapping or failure to cover an area.~~

~~(-) Remind inventory crews not to destroy sheets but rather to void them in case of error.~~

~~(-) Remind inventory crews not to borrow inventory sheets from each other.~~

~~(-) Advise inventory crews their count is being audited, so accuracy is important.~~

~~(-) Review with the inventory crew the procedure for preparing inventory sheets. Stress accuracy of the counts.~~

~~(-) Remind writers to repeat all information back to the counters to get an immediate double check that the information is correct.~~

Actions to be Taken (During Inventory)

Issue inventory sheets and record to whom issued. REMEMBER - ALL SHEETS MUST BE ACCOUNTED FOR!

~~(-) Analyze each area with the inventory crew and determine the best course to follow.~~

~~(-) If necessary, request office personnel to provide aid in getting adequate descriptions, units of measure, and pricing information.~~

Check to see that all completed inventory sheets are accounted for.

~~The staff member will~~ Assign personnel to cost each item, extend cost, sub-total each page, and grand total on final page. ~~This procedure should be spot checked and verified by Inventory Supervisor.~~

~~(-) Return all (used and unused) inventory sheets in numerical sequence to the _____'s office no later than the scheduled completion date.~~

Exceptions to above procedures

Buildings and Grounds Department

Inventory conducted by building location.

A threshold of a unit cost of \$2,000 or computer unit costs over \$500 may be lowered at Business Manager's discretion to include certain items determined to be necessary to include in inventory.

Food Service

Donated commodities should be recorded and costed separately from balance of supply inventory.

~~(-) Transportation~~

~~(-) The _____ is to provide a list of specific supply and repair items to be inventoried due to accumulated value of parts on hand necessitated by summer repair schedules.~~

~~(-) All fuels (gas and diesel), oil, etc. are to be reported.~~

Follow-through procedure

Upon completion of the inventory process at the Building/Department level, return all consumable inventory sheets to the principal's office. ~~After verification by the _____'s office.~~ After verification by the principal's office, the District Consumable Inventory Fiscal Year End Report will be compiled and a request sent to the State Auditors for observation and verification of the inventory.

Each Building/Department will be apprised of this schedule and upon verification by the auditors, the inventory process will be complete for that fiscal year.

New Equipment Inventory Control Procedures

All equipment with a value of \$2,000 or more or that has a life of over three years or computer unit costs over \$500, is to be given an inventory number and recorded on the New Equipment Inventory listing located in the

district _____'s office.

(X) Remove equipment from the shipping container. Inspect it to be sure all parts have been received and are in good condition.

(X) After inspection, an inventory ID Number should be attached. These numbers are to be issued in sequence, by the Business Office or designee _____. The sticker should be attached as close as possible to the serial number, without covering any information pertinent to the repair or replacement of the equipment.

(X) All information pertaining to the equipment, i.e., item, serial number, vendor, date of purchase, cost, building located in, room located in, maintenance agreement, etc. should be recorded on the new inventory listing.

~~(-) The listing is presently recorded on _____ (type of hardware/software). It is located on a floppy disk and backup in the storage box in file folder "Equipment Inventory," with a file name of "New Equipment."~~

(X) All information should be submitted to the Business Office _____ for placement in the "New Equipment" file.

(X) Textbook Inventory Procedures

(X) All nonconsumable textbooks, teachers editions of textbooks, and reference books that are not controlled by the library, are to be stamped and numbered.

~~(-) Hardback Textbooks and Teacher's Editions~~

~~(-) Each book is stamped with the school or District name on the inside front cover and on any page in the middle of the book.~~

~~(-) Numbering is done on the inside front cover and contains the year purchased and the book number. (Example: 96-0, 96-2, 96-3) Each book title will receive its own set of sequenced numbers.~~

(X) Paperback Books

(X) Because of the small print, paperback books are stamped and numbered on the inside front cover only.

(X) Once the books are received, all pertinent information concerning the purchase is recorded in the "Textbook Inventory" file located in the principal _____'s office. Information such as title, publisher, cost, building and teacher, and copyright are recorded.

~~(X-) At the end of each school year, a new inventory report is sorted by school and teacher and sent to the respective school. Each teacher updates and returns his/her report to the principal _____ ~~to update the records.~~ Reasons for most changes are replacement of texts with a new edition or a destroyed or lost book. Each teacher also submits to the principal a list of lost or damaged books and to whom the book had been assigned, is also to submit Form 5513 F1 Textbook Condition, The principal will assess appropriate fines to the student's family for repair or replacement, indicating the condition of each textbook issued to students.~~

(X) Workbook Inventory Procedures

(X) As workbooks are received, they are entered in the "Workbook Inventory" electronic file with the Curriculum Director, located on _____ ~~(hardware/software).~~ Information such as supplier, cost plus shipping, building, etc. is to be recorded.

~~(-) Purchases made throughout the year will be added to the previous year's ending inventory giving a total of books available for sale. At the end of the fiscal year a new inventory will be taken. This figure will indicate the total amount of books sold. Total amount of books sold, multiplied by the cost, should be equal to the amount deposited throughout the year for workbooks.~~

~~(-) A list will be furnished to each school secretary, who will keep track of workbooks given to students who are unable to pay. Accounting adjustments will be made to the _____ Fund at the end of the fiscal year, based on records kept by the school secretary.~~

(X) Workbooks are not to be stamped or marked in any way with District identification.



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Title ASSET ACQUISITION, TRANSFER, AND DISPOSAL
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7455 - ASSET ACQUISITION, TRANSFER, AND DISPOSAL

Acquisition

A purchase order shall be completed and submitted to the via the Skyward Financial System for approval. Prior to approval, the building principal shall review the excess asset list to determine if the same or similar asset is available from a different building or department. ~~If the purchase order is approved, a copy of the approved purchase order will be returned to the originating Principal.~~

~~If certified, the initial information from the purchase order will be entered into the accounting system as a pending item. The _____ shall send the transmittal form to the Principal.~~

When the asset is received, the transmittal form shall be returned to the originator. Information from the form shall be used to complete the fixed asset pending file and the asset will be recorded in the system.

Transfer and/or Disposal

A written request for asset disposal (transfer) (Form 7455-F1) is to be submitted to the District Administrator for approval. ~~The _____ is to keep a copy of the request and return the remaining copies to the Principal.~~

After approval has been received and upon disposition or transfer of an asset, the Principal shall adjust the appropriate inventory document for ~~sign and date the approved request for fixed asset disposal and shall send a copy to the _____ and, if the asset that is to be transferred, a copy by~~ to the Principal receiving the asset.

Assets approved for auction shall be transferred to the designated the _____ for storage area prior to sale. ~~An approved copy of the request for disposal is to be sent to the _____.~~ (This procedure has been established to facilitate the auction process by accumulating all assets for sale in one (1) place and to enhance internal control by segregating duties.)

~~Annually~~ Monthly, the Business Manager shall prepare a report listing all assets held for sale. A copy of the report shall be forwarded to the District Administrator who shall compare the list to the approved requests for disposal and also compare the list to the actual assets stored for sale ~~at the _____.~~ Any discrepancies shall be reported to the Business Manager and/or Building Principal for resolution.

The requested disposal list shall then be approved by Board resolution prior to sale.

When an auction has taken place, the Business Manager shall prepare a list of assets sold and the amount of money received for each. Upon receipt of the list of assets sold, the Business Manager shall update the list of assets held for sale and the master asset list.

Annually, the Business Manager shall prepare a master list of all entity assets, a report of assets purchased, and a report of assets disposed of or transferred. Each Principal shall receive that portion of each report which relates to that building or department. It is the responsibility of the Principal to review and compare the reports to the fixed assets maintained in his/her area of responsibility. Any discrepancies are to be reported to the Business Manager ~~and/or _____~~ for resolution.

~~(-) All Principals shall regularly identify and report to the _____ all assets not in use. The _____ shall prepare a quarterly report listing assets not in use for distribution to the District Administrator and Principals. The District Administrator and _____ shall review the report to identify assets that can be transferred to respond to a requisition for purchase and assets that should be sold.~~

(X) As needed, but not less than ~~annually~~^{quarterly}, the Business Manager shall review asset acquisitions and dispositions for the purpose of updating insurance coverage. Insurance coverage for new vehicles shall be updated before the vehicle is used.

(X) Any evidence of lost, stolen, or damaged assets shall be immediately reported to the Building Principal. The District Administrator and Business Manager shall investigate the matter and determine the appropriate action.

(X) Periodic physical inventories shall be conducted to ensure accountability for the assets of the entity. The District shall adopt inventory guidelines to become a part of these procedures.

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7530 - PERSONAL USE OF DISTRICT EQUIPMENT/FACILITIES

Board of Education Policy 7530 requires that limits be placed on staff use of District equipment and facilities. The following guidelines describe the nature and extent of such use.

TELEPHONES

- ~~District telephones are not to be used for personal calls except for a bona fide emergency.~~
- ~~Staff members may use the telephones to make brief, local (nontoll) calls provided such calls are made during unassigned time.~~
 ~~and are not for conducting a private business.~~
~~Except in emergencies, local calls should be limited to two (2) or three (3) minutes.~~
- ~~No long distance calls are to be made without the permission of the _____.~~ If such calls are made, time and charges are to be recorded by the caller and submitted together with the payment to the _____.
- ~~Telephones are not to be used with computer modems without the approval of _____.~~

COPY MACHINES/PRINTERS

- ~~District copiers may not be used for nonschool purposes.~~
- ~~Staff members may use a District copier to make **(single) (no more than _____)** copies of personal documents providing such copying is done on the unassigned time.~~

With the permission of their supervisor _____, a staff member may make multiple copies of one or more documents for a fee of _____ (\$.02) per page for black and white and \$0.10 for color copies.

which includes the cost of paper.

~~with the staff member providing his/her own paper.~~

The number of copies is to be recorded and submitted, together with the fee payment, to the Business Office _____.

FAX MACHINES

- ~~District fax machines may not be used for non-school purposes.~~
- ~~Staff members may use a District fax machine providing s/he pays the telephone charges.~~
- ~~With the permission of the _____, a staff member may receive faxes of one or more documents for a fee of _____ (\$ _____) per page~~
 ~~which includes the cost of paper.~~
 ~~with the staff member providing his/her own paper.~~
~~The number of copies is to be recorded and submitted, together with the fee payment, to _____.~~

COMPUTERS

- ~~District computers and printers may not be used for personal reasons.~~
- ~~A District PC may be used for personal reasons providing such use has been approved by _____ and takes place during a staff member's unassigned time.~~
 ~~and is limited to _____ hours per week.~~
- ~~Staff members are to provide their own computer disks and printer paper.~~
- ~~Staff members shall be charged \$ _____ per hour of computer time to help defray the cost of servicing and maintenance.~~
 ~~and the cost of printer paper.~~

FACILITIES/EQUIPMENT/SUPPLIES

Staff members may not use any of the District's facilities, ~~equipment~~ or supplies for personal reasons.

- ~~Staff members may use District facilities providing they follow the guidelines established in AG 7510A—Use of District Facilities.~~
- ~~Staff members shall
 - ~~be exempt from rental fees established for the facility they wish to use.~~
 - ~~pay the fee established for the facility they wish to use.~~~~
- ~~Staff members may use District equipment only with the written approval of _____ **(person responsible for the equipment) (District Administrator or Business Manager).**~~
- ~~and upon payment of the fee established for such use.~~

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Title TECHNOLOGY EQUIPMENT SECURITY PROCEDURES
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7530A - **TECHNOLOGY EQUIPMENT SECURITY PROCEDURES**

A. Identification:

A label with the District's name and an identification number will be placed on each piece of equipment.

~~(-) In addition, indelible ink shall be used to write the following on each piece of equipment and software:~~

~~District, school name, and special funding, if applicable.~~

Records of the identification number, serial number, model, etc. for each piece of audiovisual equipment shall be maintained by the Technology Director in _____.

~~(X-) Records on each piece of software, organized by title and course or program, shall be maintained by the Technology Director in the _____.~~

B. Use of Hardware and Software:

All audiovisual equipment and software to be used either in the District or off-school premises shall be checked out through the Technology Director _____. ~~(See Form 7530A-F1)~~ Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws. (See AG 2531)

The person checking out the item ~~signing the request Form 7530A-F1~~ is responsible for the condition of the equipment/software until checked back in.

Students will use only should not use audiovisual equipment or software preapproved for student use by the Technology Director. ~~without a staff member or approved volunteer being present.~~

~~(-) In special circumstances, students may be allowed to use equipment/software, without supervision, when the teacher in charge deems it desirable and the student has proved himself/herself responsible.~~

Where an exceptional instructional need is demonstrated, permission to use equipment and software off the school premises shall be granted by the principal after consulting the Technology Director or Library Media Specialist _____ ~~(media coordinator)~~. ~~(Use Form 7530A-F1)~~

Exceptional instructional needs include, but are not limited to:

- increasing teacher proficiency in the operation of equipment or enlarging knowledge of particular software necessary for classroom instruction;
- producing/preparing instructional materials or classroom lessons;
- developing new or additional applications of the computer or software;
- allowing students to do homework assignments or self- tutoring.

C. Requests for Personal Use:

Personal use of equipment and software, including computers and peripherals, by students and staff, ~~and [] District residents~~ shall be in accordance with Policy 7530 and the accompanying guidelines. No business use shall be made of any borrowed equipment or software. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

Requests to use audiovisual equipment and software for personal use off school premises will require written permission from the Technology Director.

~~1. Staff members must fill out Form 7530A F1 and submit it for approval at least _____ in advance to the _____.~~

~~(-) Staff members requesting equipment and software for personal use may do so no more than _____ times. They will be responsible for arranging safe transportation and housing for equipment and software used off school premises and will accept responsibility for any damages.~~

2. Students must receive permission from their instructor, based on a legitimate instructional purpose, prior to ~~completing Form 7530A F1 and~~ submitting a written request it to the Technology Director. A request should~~must~~ be submitted at least two days prior to the intended use.

~~(-) District residents, who are not staff members, may use audiovisual equipment and software on school premises while the media staff is present or in conjunction with a request for building use. Residents may use audiovisual equipment and materials off District premises only in exceptional cases as determined by the _____. They must complete Form 7530A F1 and submit it to the _____ at least _____ in advance of the intended use.~~

~~(-) All requests will be maintained in the individual school media center and a copy sent to the _____.~~

All requests will be maintained ~~in the central office~~ by the Technology Director.

Users will be responsible for arranging safe transportation and housing for equipment and software used off school premises.

The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstances but will be responsible for damages resulting from negligence. In no instance, should an attempt be made to repair equipment or software. The defective item should be returned to the Technology Director as is. The District will repair the equipment and, if appropriate, bill the user.

D. Staff Services:

Media staff will instruct the user on the correct operation of equipment and software prior to receiving the material. The Technology Director will designate appropriate staff to assist in moving and setting up equipment and software for instructional purposes on school premises.

Media staff may assist other staff members in obtaining materials for instructional use by videotaping or audio taping within copyright guidelines.

E. Equipment Inventory and Repair:

All audiovisual software and hardware will be inventoried at the end of each school year. An accurate inventory of all District computers and other audio-visual equipment in the District will be maintained by the Technology Director. Inventory of computers, other audiovisual equipment, and software will also be maintained in the school or department in which they are located.

If a piece of equipment or software requires repair, it will be sent to the Technology Director. An "out for repair" file is to contain a repair card detailing the characteristics of the problem, date requested, and the repairer. Subsequently, repair information including type of repair, date repaired, and the cost shall be recorded in an electronic file by the Technology Director. ~~on the repair card and filed in the _____.~~

F. Report of Loss:

If any equipment or software is lost, the school principal and the Technology Director shall be notified. The principal may notify police, if deemed appropriate. A complete inventory of all other equipment and/or software located in the same area as the lost items shall be taken. Inventory logs cards for all missing equipment/software shall be kept in a separate file for use in giving information to the police and/or the insurance company.



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Section 7000 Property
Title NON-SCHOOL USE OF DISTRICT EQUIPMENT AND FACILITIES BY STUDENTS
Code ag7530B
Status First Reading

7530B - NON-SCHOOL USE OF DISTRICT EQUIPMENT AND FACILITIES BY STUDENTS

The following guidelines describe the nature and extent of student use of District equipment and facilities for non-school purposes.

TELEPHONES

~~(-) District telephones are not to be used for personal calls except for a bona fide emergency.~~

(X) Students may use the telephones to make brief, local (non_toll) calls provided such calls are made with adult approval during free time.

(X) and are not for conducting a private business.

~~Except in emergencies, local calls should be limited to two (2) or three (3) minutes.~~

(X) No long-distance calls are to be made without adult the permission of the _____. If such calls are made, ~~time and charges are to be recorded by the caller and submitted together with the payment to the _____.~~

~~(-) Telephones are not to be used with computer modems without the approval of _____.~~

COPY MACHINES

~~(-) District copiers may not be used for nonschool purposes.~~

(X) Students may use a District copier to make ~~(single) (no more than _____)~~ copies of assignments and personal documents providing such copying is done with staff approval ~~supervision.~~

(X) With staff the permission ~~of the _____,~~ a student may make multiple copies of one (1) or more documents for a per page/per side fee of \$.02 for black/white, \$.10 for color _____ (\$____) per page

(X) which includes the cost of paper.

~~(-) with the student providing his/her own paper.~~

The number of copies is to be recorded and submitted, together with the fee payment, to the Business Office _____.

FAX transmissions are free and must be approved in advance by a staff member.

FAX MACHINES

~~(-) District fax machines may not be used for non-school purposes.~~

~~(-) Students may use a District fax machine providing s/he pays the telephone charges.~~

~~(-) With the permission of the _____, a student may receive faxes of one (1) or more documents for a fee of _____ (\$____) per page~~

~~(-) which includes the cost of paper.~~

~~(-) with the student providing his/her own paper.~~

~~The number of copies is to be recorded and submitted, together with the fee payment, to _____.~~

COMPUTERS

District computers and printers may ~~not~~ be used for personal reasons as long as the student does not violate the acceptable use policy.

~~(-) District computers and printers may be used for personal reasons providing such use has been approved by _____.~~

~~(-) and is limited to _____ hours per week.~~

~~(-) Students are to provide their own computer disks and printer paper.~~

~~(-) Students shall be charged \$ _____ per hour of computer time to help defray the cost of servicing and maintenance.~~

~~(-) and the cost of printer paper.~~

STUDENT USE OF FACILITIES/EQUIPMENT/SUPPLIES

Students may not use any of the District's facilities, equipment or supplies for non-school reasons.

Students under the auspices of an approved organization may use District facilities/equipment/supplies for non-school purposes providing they follow the guidelines established in AG 7510 – Use of District Facilities.

~~(-) Students shall~~

~~(-) be exempt from rental fees established for the facility they wish to use.~~

~~(-) pay the fee established for the facility they wish to use.~~

~~(-) Students may use District facilities/equipment/supplies for non school purposes only with the written approval of _____ **(person responsible for the equipment) (District Administrator or Business Manager).**~~

~~(-) and upon payment of the fee established for such use.~~

STUDENT USE OF ATHLETIC UNIFORMS AND OTHER APPAREL (e.g., athletic pads, athletic headgear)

Students may not use any of the District's athletic uniforms and other apparel in training or non- school competition outside the designated school season of a sport.

~~(-) Students may use the District's athletic uniforms and other apparel in training or non school competition outside the designated school season of a sport.~~

~~(-) for the following sports:~~

~~_____

_____~~

Students ~~(-) will~~ will not be charged a fee for the use of athletic uniforms and other apparel.

The fee schedule will be established by the District Administrator and approved annually by the Board.

~~(-) The student and their parent(s) will be financially responsible for the uniforms and other apparel under a schedule established by the District Administrator and approved () annually by the Board.~~

~~{NOTE: If student use of athletic equipment and apparel is permitted, it must be approved by the Board of Education.}~~

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 Section 7000 Property
 Title CELLULAR PHONES
 Code ag7530C
 Status First Reading

7530C - **CELLULAR PHONES**

District-owned cellular phones may be issued to the following staff members:

~~administrators~~ principals

school secretaries

~~bus drivers~~

~~teachers (specify)~~

custodians

other _____

The phones are to be used primarily for:

- A. emergency situations;
- B. communicating with the administration, other staff members, or parents concerning classroom, school, or District activities.

Telephones are not to be used:

- A. to transact personal business or non-school-related business unless this purpose has been preapproved by the Business Office and the approval usage fee is applied;
- B. during classroom instructional time unless it is for an emergency or the call is an integral part of a learning activity;
- C. by students at any time unless specifically authorized by the teacher or principal for school-related purposes only;
- D. ~~for long distance or personal calls unless authorized by the principal.~~

Legal

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Title PERSONAL USE OF DISTRICT TECHNOLOGY
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Status First Reading

7540.01A - PERSONAL USE OF DISTRICT TECHNOLOGY

The following guidelines will govern the personal use of Board technology by staff members as well as use for school purposes by either staff or students while at home. ~~No personal, that is, nonschool, use of Board technology may be made by any student at any time.~~

~~Submit the proposed software title to the Technology Director via The Security, Privacy, and Safety Review process found on the district webpage. Form 7540.01 F1—Permission to Use/Import Software is to be submitted to the _____ before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the _____ that s/he has analyzed the content of the software using the criteria established in Form 2521 F1—Rating Nondistrict Instructional Materials and has rated it no higher than "2" on any of the four criteria. It is essential that Form 7540.03 F1 and Form 7540.04 F1 address the issue of the proprietary rights related to the web site design concerning web sites and/or pages hosted on the Board's servers.~~

~~(-) A staff member or a student may start a project using Board-owned software at school or personal software at home and produce a copy of the project or document. The Board will not provide Board-owned software for use on personal computers at home. When the project is completed, the staff member or student should notify the _____ to find out whether or not the Board wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights related to the design on any web site or pages hosted on the Board's servers.~~

Prior to making a copy of any Board-owned software, a staff member or student should contact the Technology Director to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on his/her home computer. ~~If reproduction is allowed, the staff member or student is to complete a check-out form (see Form 7540.01 F2) in which s/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow this, then no copy is to be made.~~

No staff member or student will be allowed access to the Internet or other networks without first signing the Student or Staff Network and Internet Acceptable Use and Safety Agreement, ~~Form 7540.03 F1 or Form 7540.04 F1~~. All student use of the Internet must be under the in person or electronic supervision of a staff member or approved volunteer.

Neither staff members nor students are to use the Internet for ~~recreational, personal,~~ discriminatory, or unlawful purposes but only for purposes related to the Board's educational program or operational needs.

Each staff member and student will be provided an initial password for use with Board technology with the provision that the staff member shall not share their password with others. The existence of a password does not guarantee confidentiality or privacy and the Board retains the right to use any person's password to monitor the type of use that is being made of Board technology.

With regard to personal E-mail, staff members may use it to send and/or receive personal messages providing such use

is limited to non_duty time

and does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying).

~~(-) Students are not allowed to send or receive personal E-mail messages.~~

Students are allowed to send or receive personal E-mail messages with the consent of school personnel in a manner that does not disrupt the learning environment.

Use of all other Board technology shall be in accord with AG 7530 - Personal Use of District Equipment/Facilities.



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Section 7000 Property
Title AT-HOME ACCESS TO DISTRICT TECHNOLOGY
Code ag7540.01B
Status First Reading

7540.01B - **AT-HOME ACCESS TO DISTRICT TECHNOLOGY**

~~Option #1~~

~~The Board will not allow staff members, students, or members of the community to access Board technology or the Internet by means of home computers.~~

~~Option #2~~

The Board will allow staff members students members of the community to access Board technology and the Internet through the use of personal devices~~home computers~~ in accordance with the following guidelines:

~~The amount of access time the Board will allow is unlimited limited to _____ minutes per _____.~~

~~The Board will will not provide help desk support.~~

~~The Board will provide log on instructions for _____ IBM compatible PC's _____ MAC _____ (Other — Please indicate)~~

Access is available at no charge for a fee of _____.

The Board will not be responsible for:

~~() any content that a home-user may access through the Internet;~~

any virus that a home-user may obtain while accessing the Internet through Board technology;

any copyright violations that may be incurred while accessing the Internet through Board technology;

loss of or damage to any equipment of the home-user.

The Board ~~will~~ will not allow a home-user to establish personal E-mail accounts through Board technology.

The Technology Director_____ is responsible for creating an Authorized Internet Use Internet Protection Agreement Form which clearly stated that when a person uses Board technology to create a web site or page which is hosted on Board servers, s/he acknowledges that the Board is entitled to any and all proprietary rights related to said web site and/or pages.

~~[NOTE: END OF OPTION #2]~~

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Book	AG 1st Draft Clean
Section	7000 Property
Title	STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	ag7540.03
Status	First Reading

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

Students are authorized to use the Board'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") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes) and Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)) Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that are in accord with their personal and family values, in addition to the Board's standards. ~~(-) Students must complete a mandatory training session/program before being permitted to access the Education Technology and/or being assigned a school e-mail address.~~

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.
- B. Students may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned e-mail addresses. Use of another person's account/e-mail address/password is prohibited. Students may not allow other users to utilize their account/e-mail address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the District's Network. Students may not intentionally disable any security features of the Ed-Tech.
- D. Students may not use the Internet to engage in "hacking" or other illegal activities(e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
 - 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2. Students shall not use the Education Technology to 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, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment, is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Ed-Tech for commercial purposes, advertising, or political lobbying is prohibited.

G. Students are expected to abide by the following generally-accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's Education Technology. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating online.
3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher and unless expressly authorized by your parent or guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."
4. Never agree to get together with someone you "meet" online without prior parent approval.
5. ~~Diligently delete old mail on a regular basis to avoid excessive use of the electronic mail disk space.~~

H. Use of the Education Technology to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with access to the Internet and World Wide Web that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Education Technology.

I. Malicious use of the Board's Ed-Tech to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's Education Technology in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

J. All communications and information accessible online should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

K. Downloading of information onto school-owned equipment or contracted online education services is prohibited, without prior approval from the Technology Director. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the District's Education Technology with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.

L. ~~Students must secure prior approval from a teacher or _____ before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."~~

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or Technology Director. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/e-mail addresses when accessing, using or participating in real-time electronic communications for education purposes.

N. Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks, or Internet connections or online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to a discovery that a user has violated Board

policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails, and records. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its Education Technology. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Ed-Tech by the student.
- P. Disclosure, use, and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of websites hosted on Board owned or leased servers remains at all times with the Board.

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943.70, Wis. Stats.
947.0125, Wis. Stats.
Family Educational Rights and Privacy Act of 1974, as amended
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

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7540.04 - **STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Staff members are authorized to use the Board of Education'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") for educational and professional purposes. Use of the Education Technology is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action and/or civil criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes), Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)). Prior to accessing the Education Technology, staff members must sign the Staff Education Technology Acceptable Use and Safety Agreement. (X) Staff members must complete ~~a~~ mandatory annual training ~~session/program before being permitted to access the Education Technology and/or being assigned a school email address.~~

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.
- B. Staff members may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/e-mail address/password is prohibited. Staff members may not allow other users to utilize their passwords. Staff members may not go beyond their authorized access. Staff members are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the District's network. Staff members may not intentionally disable any security features of the Ed-Tech.
- D. Staff members may not use the Education Technology to engage in "hacking" or other illegal activities (e.g., software pirating, intellectual property violations; engaging in slander, libel or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances or goods.
 - 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Staff members shall not knowingly or recklessly post false or defamatory information about a person or organization. Staff members are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2. Staff members shall not use the Education Technology to 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, sexual orientation or transgender identity, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment, is grounds for discipline, up to and including termination. Such actions will be reported to local law enforcement and child services as required by law.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Ed-Tech for commercial purposes, advertising, or political lobbying is prohibited.

G. Staff members are expected to abide by the following generally accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's Education Technology. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a staff member is told by a person to stop sending him/her messages, the staff member must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Education Technology, unless there is prior written parental approval or it is otherwise permitted by Federal and/or State law.
6. Check e-mail, at least daily per employee handbooks ~~frequently and delete e-mail promptly (-) to avoid excessive use of the electronic mail disk space.~~ Nothing herein alters the staff member's responsibility to preserve e-mail and other electronically stored information that constitutes a public record, student education record and/or a record subject to a Litigation Hold.

H. Use of the Education Technology to access, process, distribute, display, or print child pornography and other material which is obscene, objectionable, inappropriate or harmful to minors are prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that 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, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with Internet access that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet.

I. Malicious use of the Board's Education Technology to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not engage in vandalism or use the Ed-Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Staff members may not use the Board's Ed-Tech in such a way that would disrupt their use by others. Staff members should refrain from intentionally wasting limited resources.

J. All communications and information accessible online should be assumed to be private property (i.e, copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

K. Downloading of information onto school-owned equipment or contracted online education services is prohibited, without prior approval from Technology Director. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the District's Ed-Tech with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Education Technology once again fully operational.

L. Staff members have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections or online education services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A staff member's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to a discovery that a staff member has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a staff member has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Staff is reminded



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Section 7000 Property
Title ASSISTIVE TECHNOLOGY AND SERVICES
Code ag7540.05
Status First Reading

7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

The School District is mandated by State and Federal law to provide assistive technology and services to all students with disabilities if it is required for them to receive a free appropriate public education (FAPE).

Because any student with a disability from mild to severe may benefit from the use of assistive technology, each IEP team shall include in their deliberations the use of assistive technology devices and services to aid students with disabilities.

A large number of items can be considered as assistive technology. The devices help the student with writing, computer access, composing written material, communication, reading, learning, and studying, math, recreation and leisure, electronic aids for daily living, mobility, positioning and seating, vision, hearing, and vocational needs.

It is the responsibility of the IEP team to select the appropriate assistive technology needed by the student. If the IEP team decides to try an assistive technology with a student they may need to borrow it first to assure that the assistive technology works as intended, before they request the purchase of the technology. The School District is required to "provide," but does not need to own, the assistive technology.

The IEP team may consider borrowing the technology from CESA or from Wisconsin's AT Lending Library operated by the Wisconsin Assistive Technology Initiative (WATI).

The IEP team should carry out an evaluation of the assistive technology to assure that the device provides the expected benefit for the student.

[X] The IEP team is required to formally evaluate the effectiveness of assistive technology if a purchase is required ~~in excess of~~ _____.

The IEP team must also provide assistive technology services. Assistive technology services are any service that is needed to help the student acquire or use the assistive technology. The services include:

- A. **(X)** assessing the student's need for assistive technology;
- B. **(X)** purchasing, leasing or otherwise providing for the acquisition of assistive technology devices;
- C. **(X)** fitting adapting, maintaining and repairing the assistive technology as needed;
- D. **(X)** coordinating and using other therapies, interventions or services with assistive technology devices;
- E. **(X)** training the student to use the assistive technology;
- F. **(X)** training the school staff and, if necessary, the family to use the assistive technology.

Assistive technology devices and services may be provided as an annual goal or short-term objective, related services, or supplementary aids and services to any student who requires them in order to benefit from the educational program.

The IEP team must also decide if the assistive technology is needed at home. Such decisions will be made on a case-by-case basis.

Technical assistance and support is available from the Wisconsin Assistive Technology Initiative (WATI). WATI operates a lending library and a used equipment market place. An assistive technology specialist is available to present current information on issues relating to assistive technology.

The _____ (Director of Special Education) will be responsible for providing the necessary forms for assistive technology requests and for monitoring progress using assistive technology and services. Such forms may include those

developed by WATI.

The _____ (Director of Special Education) will also be responsible for establishing a training program designed to inform the staff of the assistive technology policy and guidelines and to familiarize the staff with the assistive technologies and services available to students with disabilities.

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Section 7000 Property
Title PROPER USE OF E-MAIL ACCOUNT
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7540.06 - **PROPER USE OF E-MAIL ACCOUNT**

E-mail messages transmitted or received through the District's e-mail system may be a public record or an educational record that needs to be maintained by the District in accordance with Policy 8310 – Public Records or Policy 8330 – Student Records, and made available for inspection and/or copying upon request by a member of the public, or a parent or student age eighteen (18) or older. In addition, an e-mail may constitute electronically stored information that is subject to a Litigation Hold pursuant to Policy 8315 – Information Management. The following procedures are established so that the District's e-mail and Internet capabilities are not compromised, and e-mail messages are maintained in accordance with State and Federal law. For this reason, no user has any reasonable expectation that e-mail messages shall remain confidential.

OPERATIONAL CONSIDERATIONS:

A. Types of E-Mail Prohibited

1. General Rule: Do not put anything in an e-mail that you would not put on School District letterhead.

~~(-) Do not send e-mails of _____ [ex. 10] mb or more. (For example, this would most likely be the following: multiple attachments on one (1) e-mail, pictures, Powerpoint presentations, Adobe files, jpg images, etc.)~~

~~(-) Do not use the District's e-mail system to send announcements such as the following:~~

- ~~(-) parties,~~
- ~~(-) retirements,~~
- ~~(-) deaths, or~~
- ~~(-) items for sale~~

~~(-) _____~~

~~(-) Such items may be posted on _____ **[District's Intranet – give specific location; e.g. General Staff Bulletin Board].**~~

~~(-) Do not forward or start e-mails with the following:~~

- ~~(-) jokes,~~
- ~~(-) pictures, or~~
- ~~(-) similar fun forwards intended to amuse the reader.~~

~~(-) _____~~

Do not subscribe to the following through your District e-mail account:

- daily jokes,
- daily horoscopes,
- daily recipes,
- vacation information, or
- similar items of information or amusement.

~~(-) _____~~

Please use your own personal e-mail account for such items.

(X) Do not respond to chain letters via your District e-mail account. These letters often come from outside sources, which increase the risk of e-mail based virus infection. Such e-mails multiply exponentially and cost the District in terms of time, money and resources.

(X) Do not use your District e-mail account to communicate with friends and family throughout the workday, except in case of emergency ~~and when they cannot be reached by telephone.~~

B. Proper Use of the Distribution Lists in the District's Global Address Book

1. When using ~~an District-wide or building-wide~~ distribution lists, all members of that group should be intended targets. **Distribution lists are only to be used when it is necessary to convey information to every member of a group.** This includes all distribution lists.
2. It is your responsibility to know to whom your information will be sent if you choose to utilize a District-wide or building-wide distribution list. Descriptions of the groups are located on the District's Intranet ~~at _____~~ **[provide web address].**

~~C. Use of Rule Generated Messages~~

~~If you are going to activate "out of the office" rules on your District e-mail account, you must follow the directions on the District Intranet at _____ [provide web address]. () If you fail to follow the directions and that failure results in an Internet e-mail loop, you will be subject to possible suspension of e-mail privileges and/or discipline in accordance with Board policy.~~

~~D. High Priority Messages~~

1. ~~High priority e-mails are only to be used in EMERGENCY situations! Other use is not permissible.~~
2. ~~BE AWARE that marking your e-mails high priority to create the "red" envelope just increases the load on the District's e-mail server and stops all other processes while the message is being delivered. If you want your e-mail envelope to be a different color, choose low priority and it will create a _____ (insert color of envelope) envelope.~~

E. Signature Blocks

1. E-mail messages from employees must contain the following signature block:

Employee's Name
Position/Title
Building; Address; -Phone Number (Building phone numbers should be used by teaching staff and support staff.)

CONFIDENTIALITY NOTICE: This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone at _____ to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you.

2. ~~Employees' signature blocks may not include quotes, regardless of the source (e.g. no quotes from famous historical figures, Biblical figures, or anyone else).~~

PUBLIC RECORD CONSIDERATIONS:*

E-mail messages that are kept by the District and that serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District are public records, unless they meet one of the statutory exceptions, and must be maintained in accordance with the Board's Records Retention Policy and made available for inspection and/or copying by the public. The length of retention of an e-mail message is dependent upon its content and the purpose it serves. The content, transactional information, and any attachments associated with an e-mail message are considered a record if they meet the statutory criteria.

For the purposes of this guideline, there are four (4) categories of e-mail retention: non-record messages, transitory messages, intermediate messages, and permanent messages.

A. Categories of E-mail

1. **Non-Record Materials**

E-mail messages that do not meet the definition of a public record may be deleted at any time unless they become part of some official record as a result of special circumstances or must be preserved pursuant to Policy 8315 - "Information Management" and AG 8315 - "Litigation Hold Procedure." These types of messages may include:

Non-District Publications

Publications, promotional material from vendors, and similar materials that are "publicly available" to anyone are not official records unless specifically incorporated into other official records. In the electronic world, this includes listserv messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

These items may be immediately deleted, or maintained in a "Non-Record" mailbox and deleted later, just as you might trash the unwanted publication or promotional flyer.

2. Official Records - Retain As Required

E-mail messages that meet the definition of a public record are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

a. Transient Retention

Much of the communication via e-mail has a very limited administrative value. For instance, an e-mail message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in his/her calendar.

Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transitory messages might be compared to communication that might take place during a telephone conversation or conversation in an office hallway. Transient documents include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication. Transient documents should be retained in accordance with the Board's Records Retention Policy and the Board's Information Management Policy.

b. Intermediate Retention

E-mail messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):

1) General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the District and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence Board/District policy).

Retention: (See Records Retention Policy; ex. one (1) year, then destroy).

2) Routine Correspondence: Referral letters, requests for routine information, or publications provided to the District, which are answered by standard form letters.

Retention: (See Records Retention Policy; ex. six (6) months, then destroy.)

3) Monthly and Weekly Reports: Document status of on-going projects and issues; advise supervisors of various events and issues.

Retention: (See Records Retention Policy and Information Management Policy).

4) Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Retention: (See Records Retention Policy and Information Management Policy).

c. Permanent Retention

E-mail messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include (but are not limited to):

1) Executive Correspondence: Correspondence from the District Administrator, Treasurer, or another administrator that deals with significant aspects of the administration of their offices/buildings. Correspondence includes information concerning Board/District policies/guidelines, program, fiscal and personnel matters.

Retention: (See Records Retention Policy; and Information Management Policy).

2) Departmental/Building Policies and Procedures: Includes published reports, unpublished substantive reports, and policy studies.

Retention: (See Records Retention Policy and Information Policy).

Not all e-mail messages will fall into these record series. For more suggested retention periods, consult the Board's Records Retention Policy.

B. Mailbox Management

Guidelines and Best Practices for Managing E-Mail

1. Record Copy E-Mail

E-mail users should be aware that e-mail messages are often widely distributed to a number of recipients. Determining which individual maintains the record copy of the message, i.e. the original message that must be retained per the retention schedule, is vital to e-mail management. If the holder of the record copy is not identified and aware of his/her responsibility, the District may find that no one retains the message or that everyone retains the message. Neither of these scenarios is appropriate.

For example, Board/District policy/guidelines documents that are transmitted to multiple recipients via an e-mail system need not be maintained by each recipient beyond his/her need for this information if record copy responsibility is established so that the record is maintained by some office, employee or agent for its established retention period. In this example, a logical record copy responsibility rests with the creator or original distributor of the policy/guideline document. Prompt deletion of duplicate copies of e-mail messages from an e-mail system makes the system as a whole much easier to manage and reduces disk space consumed by redundant information.

Generally speaking, the individual who sends an e-mail message should maintain the record copy of the message. However, the varied uses and wide distribution of e-mail may result in many exceptions to this rule that will have to be dealt with internally.

2. Filing

Non-transitory e-mail messages should be filed in a way that enhances their accessibility and that facilitates records management tasks. The IT staff will advise users on the setup or modifying of e-mail systems to facilitate records management and appropriate filing systems. Procedures and systems configurations may vary according to the building's/users' needs and the particular hardware and software in use.

In addition to the IN and OUT boxes that come with your mail account, you usually have the option of creating other "mailboxes" or "folders". After brief periods in your IN-OUT boxes, messages should be transferred to other boxes, based on business and retention requirements.

Employees should be responsible for classifying messages they send or receive according to content, the District's folder/directory structure, and established records series.

3. Distribution Lists

If you send to a "distribution list" (not a listserv, but a specified list of individuals), you must also keep a copy of the members of that list for as long as you are required to keep the message itself.

4. Subject Lines

Fill in the subject line on your e-mail both to help your recipient identify and file messages, and to help you file your OUT box messages that must be retained for some period. Subject lines should be as descriptive as possible.

C. Mailbox Maintenance and Cleanup

1. Each e-mail user is responsible for keeping his/her e-mail account at a manageable size.

2. ~~The maximum permissible total storage size for each user shall be _____.~~

3. ~~If you do not maintain your mailbox and permit its size to grow beyond the recommended levels, your mailbox could become corrupt. The District's staff is not responsible if the mailbox cannot be recovered due to the lack of user maintenance.~~

4. ~~Your District e-mail account is not meant to be a storage folder. Before developing your personal mailbox maintenance and cleanup procedure, you must review the District's Public Records Policy, Information Management Policy, and any accompanying administrative guidelines to these policies. Any questions regarding these policies should be directed to the District Administrator.~~

- ~~5. If you want to retain all e-mail items with your work records, you must implement a storage solution outside your e-mail account. Such records shall continue to be the Board's property and may not be removed from the Board's premises for any reasons. () Solutions are available to you on the District Intranet at _____ [provide web address].~~

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Title COMPUTER TECHNOLOGY AND NETWORKS
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7540 - COMPUTER TECHNOLOGY AND NETWORKS

The Technology Director is responsible for managing the Board of Education's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the District.

S/He also is responsible for implementing the guidelines established for program development (AG 2210A through, AG 2252), the selection of materials and equipment (AG 2521A), and verifying that the District's purchasing guidelines (AG 6320A) are followed. In addition, the Technology Director shall verify that each staff member and student who will have access to Board technology and any networks completes the appropriate agreement form Form 7540.04 F1 or Form 7540.03 F1.

All tentative agreements with networks or technology agencies are to be submitted to the District Administrator for review and approval.

Staff members and/or students are to be provided the following information concerning the use of the Internet:

- A. Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. ~~() Further, use of the Internet for recreational or personal purposes is prohibited. [NOTE: END OF CHOICE]~~
All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Education Technology Acceptable Use and Safety Agreement Form 7540.04 F1.
- B. ~~() Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file. [NOTE: THIS OPTION IS NOT RECOMMENDED WITH RESPECT TO INCLUDING STUDENT NAMES ON WEBSITES; THE FBI RECOMMENDS THAT NO PERSONAL INFORMATION ABOUT A STUDENT SHOULD BE PLACED ON SCHOOL DISTRICT WEBSITES, EVEN WITH PARENT PERMISSION.]~~
- C. Because of the vast amount of information that can be retrieved from the Internet teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are "attractive but superficial or irrelevant "from those that are "attractive, substantive, and relevant."
- D. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
- E. The Student and Staff Education Technology Acceptable Use and Safety Agreements, ~~Forms 7540.03 F1 and Form 7540.04 F1~~, that students and staff members must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the District Administrator shall have the authority to determine whether the web site is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the Technology Director.
- F. As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Technology Director so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Education Technology Acceptable Use and Safety Agreements, ~~Form 7540.03 F1 and Form 7540.04 F1~~, address the issue of the proprietary rights related to website design concerning websites and/or pages hosted on the Board's servers and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

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7540A - STAFF AND STUDENT TRAINING REGARDING THE INTERNET

As set forth in Policy 7540.03 – Student Education Technology Acceptable Use and Safety and Policy 7540.04 – Staff Education Technology Acceptable Use and Safety, the District will provide students and staff members with the training required by Federal and State law.

In addition, staff members and/or students shall be provided the following information/training concerning the use of the Internet:

- A. (X) Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised in person or via electronic monitoring by a staff member or approved volunteer who has signed the Staff Education Technology Acceptable Use and Safety Agreement Form ~~7540.04 F1~~.
- B. ~~() Prior to disseminating personally identifiable information across the Internet about a student, signed parental permission forms must be on file. [NOTE: THIS OPTION IS NOT RECOMMENDED WITH RESPECT TO INCLUDING STUDENT NAMES ON WEBSITES; THE FBI RECOMMENDS THAT NO PERSONAL INFORMATION ABOUT A STUDENT SHOULD BE PLACED ON SCHOOL DISTRICT WEBSITES, EVEN WITH PARENT PERMISSION.]~~
- C. (X) Because of the vast amount of information that can be retrieved from the Internet, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are "attractive but superficial or irrelevant" from those that are "attractive, substantive, and relevant".
- D. (X) Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established class period.
- E. (X) The Student and Staff Education Technology Acceptable Use and Safety Agreements, ~~Form 7540.03 F1 and Form 7540.04 F1~~, prohibit the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the District Administrator shall have the authority to determine whether the website is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the Technology Director.
- F. (X) As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Technology Director so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Education Technology Acceptable Use and Safety Agreements, ~~Form 7540.03 F1 and Form 7540.04 F1~~, address the issue of the proprietary rights related to the design and development of web pages, sites, services or apps hosted on Board-owned or District-affiliated servers that are created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course.

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Students choosing to excel; realizing their strengths.

Custodial Performance Evaluation System

CPES Guidebook

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

Approved by the Manawa Board of Education on

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I. Overview:

The primary purpose is to help custodians become more effective in their work. This performance program guide applies to the School District of Manawa (SDM) custodial staff. The purpose of this program is to create an opportunity for communication between the employee and his/her supervisor in order to:

- **Clarify Expectations:**
 - Recognize performance that meets or exceeds expectations.
 - Set work expectations (behavior, vital activities, and outcomes) for future performances.
- **Providing Feedback:**
 - Provide timely feedback to enable employees to better manage their performance.
- **Facilitating Collaboration:**
 - Providing a common language to discuss performance.
- **Driving Professional Development:**
 - Define areas for employee growth and development.
 - Allow for an individualized and specific performance improvement plan.

Periodic Feedback: Over the course of the year, the employee and the supervisor may meet informally or formally to review progress made to date on performance goals, address any old or new performance concerns, and adjust performance goals and timelines if appropriate.

This process reflects SDM's belief that everyone in our system plays a critical role in improving student outcomes. With an outstanding teacher in every classroom and excellent staff members throughout our schools, our students will graduate prepared for success in college, the workforce, and life.

II. Components of the Custodial Performance Evaluation System (CPES):

The performance program guide is made up of the following components:

Performance Standards Rubric: Performance expectations are described in a rubric, divided into three (3) sections. These sections are: 1) Job Knowledge 2) Quality of Work 3) Effective Working Relationships. These expectations have been created for custodial employees and define the standard by which employee performance is to be measured. This will be the basis for the regular yearly performance feedback and may be provided at any time during the year, but at least once every year of employment.

Growth Mindset-Goal Setting Reflection: Annual goal(s) setting to promote a growth mindset is a part of the evaluation process.

III. **Rating Scale for Performance Standards Rubric:**

Rating Scale: The performance evaluation form will contain a four-point scale and will have the following rating labels: Distinguished; Effective; Needs Improvement/Developing; Unacceptable. The “Not Applicable” rating may only be applied in a few instances where job responsibilities do not coincide with standards and an explanation must be provided whenever this is used. This terminology allows for more active reflection of performance.

Rating Definitions:

- Distinguished: This rating is given to an employee who consistently exceeds the job standards. This person is often called on to mentor or assists others.
- Effective: This rating is given to an employee who demonstrates a thorough understanding of the standards, practices the standards continuously, and works independently without constant supervision.
- Needs Improvement/Developing: This rating may be given for new, inexperienced (Developing), or to an employee who demonstrates a basic understanding of the standards (Needs Improvement) practices the standards inconsistently and/or needs some supervision.
- Unacceptable: This rating may be given for performance challenged employees who demonstrate limited or no understanding of the standard.

IV. **Performance Evaluation Cycle:**

New Employees: For purposes of this program, one who is subject to this performance evaluation cycle will include a new employee who:

- Has no previous regular employment in the District within the job classification
- Is new to the District

All new employees will participate in the performance evaluation process within the probation period established for the employee’s job group. The purpose of the initial evaluation process is to provide evidence for continued employment, to set job expectations, and to provide meaningful feedback and support for the employee.

Evaluation Process:

1. Supervisor and Employee Initial Meeting: At the beginning of employment, the supervisor will meet with the employee to review the job description, daily job expectations, clarify roles and responsibilities, and explain the evaluation process. At this time, the supervisor will set initial goals.

2. Probation Period Feedback: By the end of the probationary period (*first 60 days of employment*), the employee and the supervisor will meet to review performance and progress made to date on initial goals. If performance is effective, the supervisor and employee will set new or update performance goals and mutually set a date for the next meeting/annual review. If performance is unacceptable, the supervisor may continue the probationary period up to but not to exceed another 60 days, or terminate employment.
3. Required Documentation: Performance information is to be included in the personnel file and will include the Assessment/Evaluation form with rubrics and any appropriate evaluative evidence.

Returning Employees: For purposes of this program, one who is subject to this performance evaluation cycle will include a current employee who:

- Has successfully completed the first year of employment
- Has not been placed on a Performance Improvement Plan (PIP.)

Employees will be formally reviewed at least one time per year of employment; however, the administration reserves its right to conduct formal performance evaluations as many times throughout the year, as the need arises. The purpose of the evaluation process is to provide feedback on performance, establish and monitor goals, to enhance professional growth, and to focus employee participation on creating a positive work environment.

Evaluation Process:

1. Supervisor and Employee Communication: At the beginning of the fiscal year (July), the supervisor and employee will communicate (i.e.: meeting, letter, email, phone, or in person) to review any new job expectations, and clarify any changes in roles and/or responsibilities.
2. Performance Evaluation: The supervisor will complete the evaluation with feedback from the employee and supported with evidence.

The evaluation form will include a rubric established for custodial personnel and any other feedback provided by the employee and/or from appropriate persons.

After the review discussion, the employee will acknowledge the contents of the evaluation by signing it. This signature does not imply agreement or disagreement but rather signifies receipt of the document. In case of disagreement, the employee may submit a written statement to the supervisor outlining the specific areas of disagreement. This statement will be attached to the evaluation form. Should the employee refuse to sign the evaluation, the unsigned evaluation will be submitted to the District Administrator with documentation that the employee refused to sign. The evaluation will be included in the employee's personnel file (See Due Process in the Support Staff Handbook for more details).

3. Placement decision: If performance expectations are attained, the employee will continue to be reviewed according to the established cycle. If the employee has not met the employment expectations, the supervisor may create a Performance Improvement Plan (PIP) or determine the employee's performance as unacceptable and recommend nonrenewal action to the District Administrator as allowable under the terms of employment.

Performance Improvement Plan (PIP):

The PIP is designed to support an employee in addressing areas of concern through targeted supervision and additional resources. The desired outcome is the employee has improved job performance to the effective level.

An employee that displays deficiencies in performance may be placed on a Performance Improvement Plan at any time. An employee may request assistance with a plan at any time. A Performance Improvement Plan will be developed for one of the following reasons:

- Evidence of Unacceptable rating performance for one or more of the indicators
- Evidence of Needs Improvement rating performance for two or more of the indicators
- Evidence of Developing rating performance for three or more of the indicators

PIP Process:

1. Review of Information: In all cases except self-referral, the evaluator will review performance and/or conduct an investigation of complaints, concerns, and document evidence of one indicator of an Unacceptable rating, two indicators of Needs Improvement rating, or three indicators of Developing rating in performance.
2. Notification: The evaluator will notify the employee in writing of a meeting and encourage the employee to have an advocate attend the meeting to discuss specific findings regarding the concerns and his/her intention to create a PIP.
3. Meeting between Principal/Designee and Employee: At the meeting, the evaluator and employee will discuss concerns, including resources or interventions that are available to assist the employee in addressing the concerns. The employee is encouraged to have an advocate to attend the meeting.
4. Performance Improvement Plan Development: A PIP will be developed by the evaluator, and will include a timeline for completion and review. A collaborative effort in developing the plan is desirable but not required. The plan will consist of:
 - Expected performance standards: Using the rubrics or stated expectations, the area(s) of concern/indicators of substandard performance will be identified.

- Evidence: examples of the employee’s substandard performance will be shared.
 - Timelines/Deadlines: A timeline/deadline to meet specific improvement goals/objectives, behaviors, standards, will be set in order to monitor progress and to revisit performance for improvement.
 - Strategies for Improvement: Suggested resources, tools, persons who may assist with performance
 - Follow-up steps: Set expectation and date for follow up. Also included will be the method(s) of evaluating if changes have occurred and a timeline for assessing the desired changes.
 - Stated consequence: Articulated consequences if the employee fails to attain and maintain the above standards up to and including termination of employment.
5. At the Completion of the Timeline: Prior to the evaluator making a final recommendation, the evaluator will meet with the employee to review progress made on the Performance Improvement Plan. The options for a final recommendation are:
- Sufficient improvement has been achieved. The employee is no longer on a Performance Improvement Plan and is rated Effective
 - The employee may be offered a second Performance Improvement Plan and is rated Needs Improvement
 - Little or no improvement has been achieved; the employee is rated Unacceptable. When the employee is rated Unacceptable, the employee will be recommended for dismissal.

Adapted from South Burlington School District, Vermont: Head Custodians, Custodial Staff, and Maintenance Performance Review Program
<https://www.sbschools.net/cms/lib/VT01819219/Centricity/Domain/37/Custodian%20%20Performance%20Program%20Document%205.12.14doc.pdf>

The School District of Manawa MES Custodial Evaluation Rubric

Employee Name: _____

Date of Evaluation: _____

School Year: _____

Summative Evaluation: **Distinguished** **Effective** **Needs Improvement/Developing** **Unacceptable**

Domain Areas	Distinguished Indicators: In addition to meeting the requirements for effective (4)	Effective Indicators: The expected level of performance (3)	Needs Improvement/Developing Indicators: Needs Improvement Rating: practices the standards inconsistently, demonstrates a basic understanding of the standards and/or needs some supervision; Developing Rating: new, inexperienced employees (2)	Unacceptable Indicators: Demonstrate limited or no understanding of the indicator (1)
Demonstrates Job Knowledge:	4	3	2	1
	Shares knowledge and skills willingly with colleagues.	Perform job responsibilities independently.	Demonstrates basic knowledge to perform job duties; needs ongoing supervision/guidance	Unable to demonstrate sufficient knowledge/skill to perform assigned job duties.
	Always meets District's cleaning procedures.	Consistently meets District's cleaning procedures with rare deviation from the procedures.	Requires reminders to meet District's cleaning procedures	Requires daily/weekly follow-up to meet District's cleaning procedures.
Provides Quality Work:	4	3	2	1

	Always completes assigned work at a high level in time provided, is efficient in work plan with rare issues.	Consistently completes all assigned work in the time provided.	Inconsistently completes all assigned work in the time provided and requires prompting and direct oversight.	Does not complete all assigned work in the time provided and requires daily/weekly prompting and direct oversight.
	Floors: All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Floors are inconsistently vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Majority of floors have loose debris present/some appear not cleaned at all.
	Bathrooms: All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are inconsistently clean with no buildup present anywhere, the odor is sometimes present, all supplies are inconsistently filled properly, vents and stall walls are inconsistently clean/dust free and trash is inconsistently emptied.	Bathrooms: Majority of bathrooms have significant issues with fixtures that have not been cleaned and buildup is present, odor could be present, trash present in cans, dust present on top of stalls/vents and supplies in numerous areas are not filled.
	Classrooms: All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: Trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser but issues exist in classrooms where these tasks are being done on an inconsistent basis.	Classrooms: Majority of rooms have issues with trash in cans, some areas in the rooms seem undone with minimal service provided.
	Entrances: Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe	Entrances: Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill,	Entrances: Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and	Entrances: Majority of entrances have issues with trash in cans, some areas in the entrances seem undone with minimal service provided.

	<p>window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions</p>	<p>check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions.</p>	<p>empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions. Issues exist where these tasks are being done on an inconsistent basis.</p>	
	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Locker Room and Gym: Loose debris on all floors, trash is not emptied, supplies are not replenished, some areas in these areas seem undone with minimal service provided.</p>
	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Cafeteria: Loose debris, food and/or spills present on the floor, trash could be present in cans, some tables could be in need of wiping down to be ready for use.</p>
	<p>Building Exterior: Free of trash and debris on the ground, trash cans are emptied, mulch is present and</p>	<p>Building Exterior: Free of trash and debris on the ground, trash cans are emptied, mulch is present and properly spread on the</p>	<p>Building Exterior: Free of trash and debris on the ground, trash cans are emptied, mulch is present and properly spread on the playground,</p>	<p>Building Exterior: Trash/debris is present on grounds, trash consistently present in a few cans, mulch is</p>

	properly spread on the playground, the playground is inspected for safety.	playground, the playground is inspected for safety.	the playground is inspected for safety. Issues exist where these tasks are being done on an inconsistent basis.	thin on the playground, safety concerns were not reported.
	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled. Issues exist where these tasks are being done on an inconsistent basis.	Custodial Closets: Most are in need of cleaning/organizing.
	Flexibility: Always demonstrates flexibility with changes; asks pertinent questions and makes positive suggestions.	Flexibility: Consistently demonstrates flexibility with changes; seeks input as needed.	Flexibility: Inconsistently demonstrates flexibility with changes; open to suggestions or change; does not seek input.	Flexibility: Does not demonstrate flexibility with changes; not open to suggestions or change.
	Equipment: Always maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Consistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Inconsistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Does not maintain and appropriately operates equipment and does not anticipate the need for supplies and routine maintenance of equipment.
	Safety Data Sheets: Always maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Consistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Inconsistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Does not maintain and organize Safety Data Sheets (SDS) in a timely manner.
Maintains Effective Working	4	3	2	1

Relationships/ Teamwork:				
	Always collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Consistently collaborates and engages in meaningful, positive, timely, and effective communication with immediate supervisor.	Inconsistently collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Demonstrates poor communication/ interpersonal skills, and exhibits negative exchanges with the immediate supervisor.
	Always demonstrates a respectful and cooperative attitude toward others; communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.	Often demonstrates a respectful and cooperative attitude toward others; often communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.	Needs reminders to demonstrate a respectful and cooperative attitude toward others and to communicate concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.	Does not demonstrate a respectful and cooperative attitude toward others and rarely communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely Manner to the immediate supervisor.

Growth Mindset-Goal Setting

Comments

The School District of Manawa MS/HS Custodial Evaluation Rubric

Employee Name: _____

Date of Evaluation: _____

School Year: _____

Summative Evaluation: **Distinguished** **Effective** **Needs Improvement/Developing** **Unacceptable**

Domain Areas	Distinguished Indicators: In addition to meeting the requirements for effective (4)	Effective Indicators: The expected level of performance (3)	Needs Improvement/Developing Indicators: Needs Improvement Rating: Practices the standards inconsistently, demonstrates a basic understanding of the standards and/or needs some supervision; Developing Rating: New, inexperienced employees (2)	Unacceptable Indicators: Demonstrate limited or no understanding of the indicator (1)
Demonstrates Job Knowledge:	4	3	2	1
	Shares knowledge and skills willingly with colleagues.	Perform job responsibilities independently.	Demonstrates basic knowledge to perform job duties; needs ongoing supervision/guidance	Unable to demonstrate sufficient knowledge/skill to perform assigned job duties.
	Always meets District's cleaning procedures.	Consistently meets District's cleaning procedures with rare deviation from the procedures.	Requires reminders to meet District's cleaning procedures	Requires daily/weekly follow-up to meet District's cleaning procedures.
Provides Quality Work:	4	3	2	1
	Always completes assigned work at a high level in time provided, is efficient in work plan with rare issues.	Consistently completes all assigned work in the time provided.	Inconsistently completes all assigned work in the time provided and requires prompting and direct oversight.	Does not complete all assigned work in the time provided and requires daily/weekly prompting and direct oversight.

	Floors: All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Floors are inconsistently vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	Floors: Majority of floors have loose debris present/some appear not cleaned at all.
	Bathrooms: All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	Bathrooms: All fixtures are inconsistently clean with no buildup present anywhere, the odor is sometimes present, all supplies are inconsistently filled properly, vents and stall walls are inconsistently clean/dust free and trash is inconsistently emptied.	Bathrooms: Majority of bathrooms have significant issues with fixtures that have not been cleaned and build up is present, odor could be present, trash present in cans, dust present on top of stalls/vents and supplies in numerous areas are not filled.
	Classrooms: All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	Classrooms: Trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser but issues exist in classrooms where these tasks are being done on an inconsistent basis.	Classrooms: Majority of rooms have issues with trash in cans, some areas in the rooms seem undone with minimal service provided.
	Entrances: Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions	Entrances: Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions.	Entrances: Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions. Issues exist where these tasks are being done on an inconsistent basis.	Entrances: Majority of entrances have issues with trash in cans, some areas in the entrances seem undone with minimal service provided.

	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p>Locker Room and Gym: Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Locker Room and Gym: Loose debris on all floors, trash is not emptied, supplies are not replenished, some areas in these areas seem undone with minimal service provided.</p>
	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p>Cafeteria: Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Cafeteria: Loose debris, food and/or spills present on the floor, trash could be present in cans, some tables could be in need of wiping down to be ready for use.</p>
	<p>Building Exterior: Free of trash and debris on the ground, trash cans are emptied.</p>	<p>Building Exterior: Free of trash and debris on the ground, trash cans are emptied.</p>	<p>Building Exterior: Free of trash and debris on the ground, trash cans are emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Building Exterior: Trash/debris is present on grounds, trash consistently present in a few cans.</p>
	<p>Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.</p>	<p>Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.</p>	<p>Custodial Closets: Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p>Custodial Closets: Most are in need of cleaning/organizing.</p>

	Flexibility: Always demonstrates flexibility with changes; asks pertinent questions and makes positive suggestions.	Flexibility: Consistently demonstrates flexibility with changes; seeks input as needed.	Flexibility: Inconsistently demonstrates flexibility with changes; open to suggestions or change; does not seek input.	Flexibility: Does not demonstrate flexibility with changes; not open to suggestions or change.
	Equipment: Always maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Consistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Inconsistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	Equipment: Does not maintain and appropriately operates equipment and does not anticipate the need for supplies and routine maintenance of equipment.
	Safety Data Sheets: Always maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Consistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Inconsistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	Safety Data Sheets: Does not maintain and organize Safety Data Sheets (SDS) in a timely manner.
Maintains Effective Working Relationships/ Teamwork:	4	3	2	1
	Always collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Consistently collaborates and engages in meaningful, positive, timely, and effective communication with immediate supervisor.	Inconsistently collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Demonstrates poor communication/ interpersonal skills, and exhibits negative exchanges with the immediate supervisor.
	Always demonstrates a respectful and cooperative attitude toward others; communicates concerns, issues, and pertinent information that affects the District/building in an	Often demonstrates a respectful and cooperative attitude toward others; often communicates concerns, issues, and pertinent information that affects the District/building in an	Needs reminders to demonstrate a respectful and cooperative attitude toward others and to communicate concerns, issues, and pertinent information that affects the District/building in an effective and timely to the immediate supervisor.	Does not demonstrate a respectful and cooperative attitude toward others and rarely communicates concerns, issues, and pertinent information that affects the

	effective and timely manner to the immediate supervisor	effective and timely manner to the immediate supervisor,		District/building in an effective and timely manner to the immediate supervisor.
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Growth Mindset-Goal Setting: _____

Comments _____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS IN AN
AMOUNT NOT TO EXCEED \$3,500,000

BE IT RESOLVED by the School Board of the School District of Manawa, Waupaca County, Wisconsin that there shall be issued pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,500,000 for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment.

Adopted and recorded January 21, 2019.

Joanne L. Johnson
District President

ATTEST:

Bobbi Jo Pethke
District Clerk

(SEAL)

RESOLUTION PROVIDING FOR A REFERENDUM
ELECTION ON THE QUESTION OF THE APPROVAL OF AN
INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO
EXCEED \$3,500,000

WHEREAS, the School Board of the School District of Manawa, Waupaca County, Wisconsin (the "District"), has heretofore duly adopted a resolution entitled: "Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$3,500,000" (the "Initial Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the question approved in the Initial Resolution to the electors for approval or rejection at the regularly scheduled election to be held on April 2, 2019.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on April 2, 2019 for the purpose of submitting to the qualified electors of the District the proposition of whether the Initial Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice to Electors in substantially the form attached hereto as Exhibit A to be published in the Waupaca County Post within ten days after the date hereof.
- (b) causing a Notice of Election in substantially the form attached hereto as Exhibit B to be published in the Waupaca County Post in the issue published immediately prior to the fourth Tuesday before the referendum election.
- (c) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit C to be published in the Waupaca County Post in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit C shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit D.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 25 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Section 120.115(1), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with copies of the Initial Resolution within 10 days after the adoption of the Initial Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded January 21, 2019.

Joanne L. Johnson
District President

ATTEST:

Bobbi Jo Pethke
District Clerk

(SEAL)

EXHIBIT A

NOTICE TO THE ELECTORS
OF
SCHOOL DISTRICT OF MANAWA
WAUPACA COUNTY, WISCONSIN

NOTICE IS HEREBY GIVEN that the School Board of the above-named School District, at a meeting duly called, noticed, held and conducted on January 21, 2019, adopted an Initial Resolution entitled:

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS IN AN
AMOUNT NOT TO EXCEED \$3,500,000

Said Initial Resolution was adopted pursuant to the provisions of Chapter 67 of the Wisconsin Statutes to authorize a borrowing in an amount not to exceed \$3,500,000 through the issuance of general obligation bonds of the District for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment.

Copies of said Initial Resolution and a detailed breakdown of the school building program to be financed with the proceeds of the proposed Bond issue are on file in the District Office located at 800 Beech Street, Manawa, Wisconsin 54949 and may be inspected weekdays except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

The School Board has called for a referendum election on the Initial Resolution to be held on April 2, 2019.

Dated January 21, 2019.

BY ORDER OF THE
SCHOOL BOARD
Bobbi Jo Pethke
District Clerk

EXHIBIT B

NOTICE OF ELECTION
SCHOOL DISTRICT OF MANAWA
APRIL 2, 2019

NOTICE IS HEREBY GIVEN, that at an election to be held in the School District of Manawa on Tuesday, April 2, 2019, the following question will be submitted to a vote of the people:

"Shall the School District of Manawa, Waupaca County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,500,000 for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment?"

A copy of the entire text of the resolution directing submission of the question set forth above to the electorate and information concerning District boundaries can be obtained from the District Clerk at the School District offices located at 800 Beech Street, Manawa, Wisconsin 54949.

Acceptable photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the Division of Motor Vehicles.

Persons with questions regarding the referendum election should contact Melanie J. Oppor, District Administrator.

Done in the School District of Manawa
on February 28, 2019
Bobbi Jo Pethke
District Clerk

EXHIBIT C

NOTICE OF REFERENDUM SCHOOL DISTRICT OF MANAWA APRIL 2, 2019

NOTICE IS HEREBY GIVEN, that at an election to be held in the School District of Manawa on April 2, 2019, the following proposed Initial Resolution of the School Board will be submitted to a vote of the people:

INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$3,500,000

BE IT RESOLVED by the School Board of the School District of Manawa, Waupaca County, Wisconsin that there shall be issued pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,500,000 for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment.

The question will appear on the ballot as follows:

"Shall the School District of Manawa, Waupaca County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,500,000 for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment?"

EXPLANATORY STATEMENT AND EFFECT OF VOTE

The referendum election ballot will ask District electors to vote "yes" or "no" on the referendum election question as set forth above.

A "yes" vote on the question is a vote to approve the borrowing of \$3,500,000 by the School District of Manawa through the issuance of general obligation bonds for the purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment.

A "no" vote on the question is a vote to deny the School District of Manawa the authority to borrow \$3,500,000 through the issuance of general obligation bonds for the purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment.

In the event a majority of the electors voting on the question vote "yes", the District will be authorized to undertake the school building program described in the question and borrow not in excess of \$3,500,000 therefor; if a majority vote "no" on the question set forth above, the District will not be so authorized.

LOCATION AND HOURS OF POLLING PLACES

Information as to the location of the polling places is available in the District Office at 800 Beech Street, Manawa, Wisconsin 54949.

ALL POLLING PLACES WILL BE OPEN AT 7:00 A.M. AND WILL CLOSE AT 8:00 P.M.

If you have any questions concerning your polling place, contact the municipal clerk:

(Name Of Municipal Clerk)
(Address)
(Telephone)
(Office Hours)

(Name Of Municipal Clerk)
(Address)
(Telephone)
(Office Hours)

All polling places are accessible to elderly and disabled voters.¹

NOTICE OF MEETING OF THE SCHOOL DISTRICT BOARD OF CANVASSERS

By no later than 9 a.m. on the Tuesday after the election, the school district board of canvassers shall convene, pursuant to the provisions of Wis. Stat. § 19.84, for the purpose of conducting the school district canvass pursuant to Wis. Stat. § 7.53(3). This meeting will be open to the public pursuant to Wis. Stat. §§ 19.81-89.

INFORMATION TO ELECTORS²

Upon entering the polling place, an elector shall state his or her name and address, show an acceptable form of photo identification and sign the poll book before being permitted to vote. If an elector is not registered to vote, an elector may register to vote at the polling place serving his or her residence, if the elector presents proof of residence in a form specified by law. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot.³ Upon being permitted to vote, the elector shall retire alone to a voting booth and cast his or her ballot except that an elector who is a parent or guardian may be accompanied by the elector's minor child or minor ward. An election official may inform the elector of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

¹ THIS NOTICE MUST CONTAIN A STATEMENT ABOUT THE ACCESSIBILITY TO THE ELDERLY AND DISABLED FOR EACH POLLING PLACE. IF ANY POLLING PLACES ARE NOT ACCESSIBLE OR IN COMPLIANCE WITH FEDERAL LAW, CONTACT THE ELECTIONS COMMISSION.

² This section should be adapted depending upon what type of voting procedure is used.

³ Remove this sentence if only touch screen voting system(s) are used.

On referendum questions, where **paper ballots** are used, the elector shall make a mark (X) in the square next to "yes" if in favor of the question, or the elector shall make a mark (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a **paper** ballot, the elector shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. On referendum questions, the elector shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the elector shall fill in the oval or connect the arrow next to "no" if opposed to the question.

On referendum questions, where **optical scan** voting systems are used, the elector shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the elector shall fill in the oval or connect the arrow next to "no" if opposed to the question.

When using an *electronic ballot marking device ("Automark")* to mark an **optical scan** ballot, the elector shall touch the screen at "yes" if in favor of the question, or the elector shall touch the screen at "no" if opposed to the question. On referendum questions, where **touch screen** voting systems are used, the elector shall touch the screen at "yes" if in favor of the question, or the elector shall touch the screen at "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes' time shall be allowed inside a voting booth or machine. Sample ballots or other materials to assist the elector in casting his or her vote may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If the elector spoils a **paper or optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the elector shall return it to the election official, who shall issue a proper ballot in its place.⁴

The elector may spoil a **touch screen** ballot at the voting station before the ballot is cast.

After an official **paper** ballot is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The elector shall leave the booth, deposit the ballot in the ballot box, or deliver the ballot to an inspector for deposit, and shall leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. After casting his or her vote, the elector shall leave the booth, insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the elector shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The elector shall leave the polling place promptly.

⁴ Remove this sentence if only touch screen voting system(s) are used.

After an official **touch screen** ballot is cast, the elector shall leave the polling place promptly.

An elector may select an individual to assist in casting his or her vote if the elector declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the elector's employer or an agent of that employer or an officer or agent of a labor organization which represents the elector.

The following is a sample of the official ballot:

OFFICIAL REFERENDUM BALLOT

April 2, 2019

Notice to Voters: If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials.

Instructions to Voters

If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee Voters: Contact your municipal clerk.)

To vote in favor of a question, make an "X" or other mark in the square next to "Yes," like this:

To vote against a question, make an "X" or other mark in the square next to "No," like this:

Referendum	
Shall the School District of Manawa, Waupaca County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,500,000 for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment?	
<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Persons with questions regarding the referendum election should contact Melanie J. Oppor, District Administrator.

Done in the School District of Manawa
on March 28, 2019
Bobbi Jo Pethke
District Clerk

EXHIBIT D

OFFICIAL REFERENDUM BALLOT

April 2, 2019

Notice to Voters: If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See back of ballot for initials).

Instructions to Voters

If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee Voters: Contact your municipal clerk.)

To vote in favor of a question, make an "X" or other mark in the square next to "Yes," like this:

To vote against a question, make an "X" or other mark in the square next to "No," like this:

Referendum	
Shall the School District of Manawa, Waupaca County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,500,000 for the public purpose of paying the cost of constructing a two-court gymnasium addition and expanding the fitness center addition at the Jr./Sr. High School, and acquiring related equipment?	
<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

(Reverse Side of Ballot)

OFFICIAL REFERENDUM BALLOT
April 2, 2019
for
School District of Manawa, Wisconsin

Polling Place: _____

Ballot issued by

Initials of Inspectors of Election

Absent Voter's Ballot issued by

Initials of Municipal Clerk or
Deputy Clerk
(If issued by SVDs, both SVDs must initial.)

Certification of Voter Assistance

I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance.

Signature of assistor

RESOLUTION NO. SY1819#19

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF A \$7,500,000 BOND ANTICIPATION NOTE PURSUANT
TO SECTION 67.12(1)(b), WISCONSIN STATUTES

WHEREAS, on August 20, 2018, the School Board of the School District of Manawa, Waupaca County, Wisconsin (the "District") adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed \$12,000,000 for the public purpose of paying the cost of a school building improvement program consisting of: construction of additions at the Jr./Sr. High School; District-wide renovations, capital maintenance, building infrastructure, safety and site improvements; and acquisition of related furnishings, fixtures and equipment (the "Project"), and there are insufficient funds on hand to pay said cost;

WHEREAS, on August 20, 2018, the School Board also adopted a resolution providing for a referendum election (the "Referendum") on the proposition of whether the Initial Resolution should be approved;

WHEREAS, the Referendum was held on November 6, 2018 in the District in which 1,188 votes were cast "YES" for approval and 859 votes were cast "NO" for rejection of the Initial Resolution;

WHEREAS, the Board of Canvassers duly reported the aforesaid results to the District Clerk who has made said results public;

WHEREAS, the School Board hereby finds and determines that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, school districts are authorized by the provisions of Chapter 67, Wisconsin Statutes, to borrow money and issue general obligation bonds or promissory notes for such public purposes;

WHEREAS, in accordance with Sections 67.05, 67.05(6a) and 67.12(12)(e)2, Wisconsin Statutes, by adoption of the Initial Resolution and approval of the Referendum, the District is authorized to issue and sell general obligation bonds or promissory notes in an amount not to exceed \$12,000,000 (collectively, the "Securities") to provide permanent financing for the Project;

WHEREAS, the Securities have not yet been issued or sold;

WHEREAS, school districts are authorized by the provisions of Section 67.12(1)(b), Wisconsin Statutes, to issue bond anticipation notes in anticipation of receiving the proceeds from the issuance and sale of the Securities;

WHEREAS, it is the finding of the School Board that it is necessary, desirable and in the best interest of the District to authorize the issuance and sale of a bond anticipation note in the amount of \$7,500,000 pursuant to Section 67.12(1)(b), Wisconsin Statutes (the "Notes"), in anticipation of receiving the proceeds from the issuance and sale of a portion of the Securities, to provide interim financing to pay a portion of the cost of the Project authorized by the Initial Resolution and the Referendum; and

WHEREAS, it is the finding of the School Board that it is necessary, desirable and in the best interest of the District to sell the Notes to BMO Harris Bank, N.A. (the "Purchaser"), pursuant to the terms and conditions of the Preliminary Private Placement Memorandum attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

Section 1. Covenant to Issue the Securities. The District has heretofore authorized the issuance of the Securities pursuant to the Initial Resolution and the Referendum. The District hereby declares its intention and covenants to issue a portion of the Securities pursuant to the provisions of Chapter 67, Wisconsin Statutes, in an amount sufficient to retire any outstanding Notes issued for the purpose of paying a portion of the cost of the Project.

Section 2. Authorization and Sale of the Notes. In anticipation of the sale of a portion of the Securities, for the purpose of paying a portion of the cost of the Project, there shall be borrowed pursuant to Section 67.12(1)(b), Wisconsin Statutes, the principal sum of SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$7,500,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the District President and District Clerk or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. To evidence the obligation of the District, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, Notes aggregating the principal amount of SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$7,500,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 3. Terms of the Notes. The Notes shall be designated a "Bond Anticipation Note"; shall be issued in the aggregate principal amount of \$7,500,000; shall be dated February 6, 2019; shall be in the denomination of \$100,000 or more; shall be numbered R-1; and shall bear interest at the rate per annum and mature on August 6, 2019 as set forth on the debt service schedule attached hereto as Exhibit B and incorporated herein by this reference. Interest shall be payable at maturity. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 4. Redemption Provisions. The Notes are subject to redemption prior to maturity, at the option of the District, on May 7, 2019 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 5. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 6. Security. The Notes shall in no event be a general obligation of the District and do not constitute an indebtedness of the District nor a charge against its general credit or taxing power. No lien is created upon the Project or any other property of the District as a result of the issuance of the Notes. The Notes shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due and (b) proceeds to be derived from the issuance and sale of a portion of the Securities, which proceeds are hereby declared to constitute a special trust fund, hereby created and established, to be held by the District Clerk or District Treasurer and expended solely for the payment of the principal of and interest on the Notes until paid. The District hereby agrees that, in the event such monies are not sufficient to pay the principal of and interest on the Notes when due, if necessary, the District will pay such deficiency out of its annual general tax levy or other available funds of the District; provided, however, that such payment shall be subject to annual budgetary appropriations therefor and any applicable levy limits; and provided further, that neither this Resolution nor any such payment shall be construed as constituting an obligation of the District to make any such appropriation or any further payments.

Section 7. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for a Bond Anticipation Note, dated February 6, 2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any proceeds of the Notes representing capitalized interest on the Notes or other funds appropriated by the District for payment of interest on the Notes, as needed to pay the interest on the Notes when due; (iii) proceeds of the Securities (or other obligations of the District issued to pay principal of or interest on the Notes); (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due and which are appropriated by the School Board for that purpose; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided that such monies may be invested in permitted municipal investments under

the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Said account shall be used for the sole purpose of paying the principal of and interest on the Notes and shall be maintained for such purpose until the Notes are fully paid or otherwise extinguished, and shall at all times be invested in a manner that conforms with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the School Board directs otherwise.

Section 8. Covenants of the District. The District hereby covenants with the owners of the Notes as follows:

(A) It shall issue and sell a portion of the Securities as soon as practicable, as necessary to provide for payment of the Notes;

(B) It shall segregate the proceeds derived from the sale of a portion of the Securities into the special trust fund herein created and established and shall permit such special trust fund to be used for no purpose other than the payment of principal of and interest on the Notes until paid. After the payment of principal of and interest on the Notes in full, said trust fund may be used for such other purposes as the School Board may direct in accordance with law; and,

(C) It shall maintain a debt limit capacity such that its combined outstanding principal amount of general obligation bonds or notes or certificates of indebtedness and the \$7,500,000 authorized for the issuance of a portion of the Securities to provide for the payment of the Notes shall at no time exceed its constitutional debt limit.

Section 9. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 10. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the

date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 11. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The District Clerk or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 12. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 13. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the District President and District Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate

calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 14. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Clerk or the District Treasurer (the "Fiscal Agent").

Section 15. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the District President and District Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the District President and District Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 16. Record Date. The fifteenth calendar day preceding the interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 17. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the District Clerk or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District Clerk's office.

Section 18. Continuing Disclosure. The continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") are not applicable to the Notes because the Purchaser will covenant that it will hold and not make a primary offering of the Notes, or otherwise will establish an exception to the Rule relating to the Notes.

Section 19. Record Book. The District Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded January 21, 2019.

Joanne L. Johnson
District President

ATTEST:

Bobbi Jo Pethke
District Clerk

(SEAL)

EXHIBIT A

Preliminary Private Placement Memorandum

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

Preliminary Private Placement Memorandum dated January 17, 2019

SCHOOL DISTRICT OF MANAWA (the "District") Waupaca County, Wisconsin

\$7,500,000 Bond Anticipation Note (the "Note") Bank Qualified

Par Amount*: \$7,500,000.
Award Date: January 21, 2019.
Dated Date/Closing Date: February 6, 2019.

Maturity Schedule:

(August 6)	Amount	CUSIP ⁽¹⁾ Base 562062
2019	\$7,500,000	

⁽¹⁾CUSIP® is a registered trademark of the American Bankers Association. CUSIP Global Services (CGS) is managed on behalf of the American Bankers Association by S&P Capital IQ. Copyright(c) 2019 CUSIP Global Services. All rights reserved. CUSIP® data herein is provided by CUSIP Global Services. This data is not intended to create a database and does not serve in any way as a substitute for services provided by CGS. CUSIP® numbers are provided for convenience of reference only. None of the District, the Placement Agent (defined herein), the Purchaser (defined herein) or their agents or counsel assume responsibility for the accuracy of such numbers.

Interest Rate (Fixed): **2.55%**
Interest shall be payable at maturity. Calculated on a 30/360 day basis.

Purchase Price: Par.

Redemption Provision: The Note is subject to call and prior redemption on May 7, 2019 or any date thereafter, in whole or in part, by lot, at par plus accrued interest to the date of redemption upon 30 days prior written notice to the Purchaser.

Security: The Note is being issued pursuant to Section 67.12(1)(b) of the Wisconsin Statutes. The Note shall in no event be a general obligation of the District, and does not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The Note is payable only from (a) any proceeds of the Note set aside for payment of interest on the Note as it becomes due; and (b) proceeds to be derived from the issuance and sale of a portion of the general obligation bonds or promissory notes (collectively, the "Securities") which the District has authorized and has covenanted to issue and which proceeds constitute a special trust fund to be held and expended solely for the payment of principal of and interest on the Note.

Purpose: The proceeds from the sale of the Note will be used to provide interim financing for the public purpose of paying a \$7,500,000 portion of the cost of a school building improvement program consisting of: construction of additions at the Jr./Sr. High School; District-wide renovations, capital maintenance, building infrastructure, safety and site improvements; and acquisition of related furnishings, fixtures and equipment (the "Project").

Tax Status: Under existing law, interest on the Note is excludable from gross income and is not an item of tax preference for federal income tax purposes. Interest on the Note is not exempt from present Wisconsin income or franchise taxes.

Bank Qualification: The Note is designated as a "qualified tax-exempt obligation."

Authorization:

By way of a resolution adopted on August 20, 2018 (the "Initial Resolution"), the School Board (the "Board") authorized the issuance of general obligation bonds in an amount not to exceed \$12,000,000 for the public purpose of paying the cost of the Project.

By way of a resolution also adopted on August 20, 2018, the Board provided for a referendum election to be held on November 6, 2018. The District gave notice to the electors relating to the bond referendum at which time the electors would vote to approve or reject the Initial Resolution.

On November 6, 2018, a referendum (the "Referendum") was held in the District on the proposition of whether Initial Resolution should be approved at which 1,188 votes were cast "Yes" for approval of the Initial Resolution and 859 votes were cast "No" for rejection of the Initial Resolution.

The Note is being issued pursuant to the provisions of Section 67.12(1)(b) of the Wisconsin Statutes, the Initial Resolution, the Referendum and the resolution to be adopted on January 21, 2019 (the "Award Resolution" and together with the Initial Resolution, the "Resolutions"). The Note is issued in anticipation of the issuance and sale of a portion of the Securities which were authorized by the Initial Resolution and approved by the electors of the District at the Referendum. Copies of the Resolutions are available upon request.

The District anticipates issuing the remaining \$4,500,000 Referendum approved amount in Spring 2020 to complete the Project.

Paying Agent Contact:

School District Officials, School District of Manawa, WI*

Type of Note:

The Note will be registered in the name of Cede & Co., as nominee of The Depository Trust Company; Book-entry only form.

**Carmen O'Brien, Business Manager, is the contact for paying agent matters.*

School Enrollments

Year	Pre-K thru 12 Total*
2014-15	690
2015-16	686
2016-17	703
2017-18	670
2018-19	639
2019-20**	620
2020-21**	623
2021-22**	603
2022-23**	610
2023-24**	612

**Headcount.*

***Projected enrollments are based on current census data.*

Source: The District.

Largest Taxpayers

<u>Taxpayer</u>	<u>Type of Business</u>	2018 <u>Assessed Valuation</u>	2018 <u>Equalized Valuation</u>
Sturm Foods Inc.	Food packaging	\$25,069,700	\$24,643,907
Kolbe & Kolbe Millwork Co., Inc.	Windows and doors manufacturer	3,246,900	3,191,753
Murphy Development	Apartments	1,804,700	1,774,048
Manawa Community Nursing Center	Nursing home	927,700	911,944
JBS Investment	Horse trailer manufacturer	830,600	816,493
WM Block/Block	Residential rentals	458,800	451,008
Waupaca City Apartments	Apartments	418,300	411,195
Northland Apartments	Apartments	372,600	366,272
Paul Sturm Trust	Residence	371,300	364,994
Individual	Residential rentals	371,000	364,699
	TOTAL	<u>\$33,871,600</u>	<u>\$33,296,313</u>

The above taxpayers represent 8.86% of the District's 2018 Equalized Value (TID IN) (\$375,767,409).

Source: City of Manawa.

Set forth in the table below is a comparison of the outstanding indebtedness of the District, as of the closing date of the Note, as a percentage of the applicable debt limit.

Equalized Valuation (2018) as certified by Wisconsin Department of Revenue	\$375,767,409
Legal Debt Percentage Allowed	<u>10.00%</u>
Legal Debt Limit	\$37,576,741
Debt Outstanding*	<u>\$0</u>
Unused Margin of Indebtedness	\$37,576,741
Percent of Legal Debt Incurred	0.00%
Percentage of Legal Debt Available	100.00%

*The Note is not a general obligation of the District and therefore is not included in the table above.

Legal Opinion:

Ms. Allison Buchanan, Quarles & Brady LLP
Phone: (414) 277-5641 Fax: (414) 978-8381
E-mail: allison.buchanan@quarles.com

Legal matters incident to the authorization and issuance of the Note are subject to the unqualified approving legal opinion of Quarles & Brady LLP, Bond Counsel. Such opinion will be issued on the basis of the law existing at the time of the issuance of the Note. A copy of such opinion will be available at the time of the delivery of the Note.

Bond Counsel has not assumed responsibility for this Private Placement Memorandum or participated in its preparation and has not performed any investigation as to its accuracy, completeness or sufficiency.

Exemption from Continuing Disclosure: The continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") are not applicable to the Note because the Note is being placed with the Purchaser, which is buying the Note for investment purposes, without a view to resell or reoffer the Note. No continuing disclosure undertaking will be entered into with respect to the Note.

Issuer Contacts: Dr. Melanie Oppor, District Administrator
Phone: (920) 596-2525
E-mail: moppor@manawaschools.org

Ms. Carmen O'Brien, Business Manager
Phone: (920) 596-5332
E-mail: cobrien@manawaschools.org

Issuer Tax ID: 39-1016435.

Placement Agent: Mr. Brian Brewer, Robert W. Baird & Co. Incorporated (the "Placement Agent")
Phone: (414) 298-7030 Fax (414) 298-7354
E-mail: bbrewer@rwbaird.com

Ms. Rebekah Freitag, Robert W. Baird & Co. Incorporated
Phone: (414) 765-7031
E-mail: rfreitag@rwbaird.com

Purchaser: BMO Harris Bank, N.A.

Signature & Date: Jason Baule 1/17/2019
Jason Baule Date

District: School District of Manawa

Signatures & Date: _____ January 21, 2019
District President Date

_____ January 21, 2019
District Clerk Date

EXHIBIT B

Debt Service Schedule

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

BOND DEBT SERVICE

**School District of Manawa
Bond Anticipation Note - FINAL
BQ; Callable 5/7/2019 or Any Date Thereafter
BMO Harris Bank, N.A. Private Placement**

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/06/2019					
08/06/2019	7,500,000	2.550%	95,625	7,595,625	7,595,625
	7,500,000		95,625	7,595,625	7,595,625

EXHIBIT C

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	WAUPACA COUNTY	
NO. R-1	SCHOOL DISTRICT OF MANAWA	\$7,500,000
	BOND ANTICIPATION NOTE	

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
August 6, 2019	February 6, 2019	2.55%	562062__

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS
(\$7,500,000)

FOR VALUE RECEIVED, the School District of Manawa, Waupaca County, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable at maturity. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the District Clerk or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the fifteenth calendar day preceding the interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

This Note is one of an issue of Notes aggregating the principal amount of \$7,500,000, all of which are of like tenor, except as to denomination, issued by the District pursuant to the provisions of Section 67.12(1)(b), Wisconsin Statutes, in anticipation of the sale of general obligation bonds or promissory notes (collectively, the "Securities"), to provide interim financing for the public purpose of paying a portion of the cost of a school building improvement program consisting of: construction of additions at the Jr./Sr. High School; District-wide renovations, capital maintenance, building infrastructure, safety and site improvements; and acquisition of related furnishings, fixtures and equipment (the "Project"), as authorized by a resolution duly adopted by the School Board at a meeting held on January 21, 2019 (the "Authorizing Resolution"). An initial resolution duly adopted by the School Board at a meeting held on August 20, 2018 (the "Initial Resolution") which was approved by the electors of the District at a

referendum election held on November 6, 2018 (the "Referendum") approved the amount and purpose of the borrowing and authorized the issuance of the Securities for the Project. The Initial Resolution and Authorizing Resolution are recorded in the official minutes of the School Board for said dates.

This Note shall be payable only from (a) any proceeds of the Notes set aside for payment of interest on the Notes as it becomes due and (b) proceeds to be derived from the issuance and sale of a portion of the Securities, which proceeds have been declared to constitute a special trust fund to be held by the District Clerk or District Treasurer and expended solely for the payment of the principal of and interest on the Notes until paid.

The District has authorized the Securities pursuant to the Initial Resolution and the Referendum and has covenanted to issue a portion of the Securities in an amount sufficient to repay the Notes pursuant to the Authorizing Resolution. **THE NOTES ARE NOT A GENERAL OBLIGATION OF THE DISTRICT AND DO NOT CONSTITUTE AN INDEBTEDNESS OF THE DISTRICT WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION OR PROVISION NOR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWER. NO LIEN IS CREATED UPON THE PROJECT OR ANY OTHER PROPERTY OF THE DISTRICT AS A RESULT OF THE ISSUANCE OF THE NOTES.**

The Notes are subject to redemption prior to maturity, at the option of the District, on May 7, 2019 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time. The District has authorized and covenanted to issue and sell a portion of the Securities, the sale of which this Note anticipates, as

soon as practicable and to set aside the proceeds of a portion of the Securities into a special trust fund for the payment of the principal of and interest on this Note.

This Note has been designated by the School Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the School District of Manawa, Waupaca County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified District President and District Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

SCHOOL DISTRICT OF MANAWA
WAUPACA COUNTY, WISCONSIN

By: _____
Joanne L. Johnson
District President

(SEAL)

By: _____
Bobbi Jo Pethke
District Clerk

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

COPY

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

RESOLUTION NO. SY1819#20

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING
PARAMETERS FOR THE SALE OF NOT TO EXCEED
\$7,500,000 GENERAL OBLIGATION REFUNDING BONDS

WHEREAS, the School Board of the School District of Manawa, Waupaca County, Wisconsin (the "District") has authorized and is issuing its Bond Anticipation Note, expected to be dated February 6, 2019 (the "BAN") to provide interim financing to pay a portion of the cost of a school building improvement program consisting of: construction of additions at the Jr./Sr. High School; District-wide renovations, capital maintenance, building infrastructure, safety and site improvements; and acquisition of related furnishings, fixtures and equipment (the "Project");

WHEREAS, it will be necessary, desirable and in the best interest of the District to refund the BAN (which is also referred to herein as the "Refunded Obligations") (the refunding of the Refunded Obligations shall be referred to herein as the "Refunding") for the purpose of providing permanent financing for the portion of the Project financed by the BAN;

WHEREAS, school districts are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance their outstanding obligations;

WHEREAS, it is the finding of the School Board that it is necessary, desirable and in the best interest of the District to authorize the issuance of and to sell the general obligation refunding bonds which will refund the BAN to Robert W. Baird & Co. Incorporated (the "Purchaser");

WHEREAS, the Purchaser intends to submit a bond purchase proposal to the District (the "Proposal") offering to purchase the general obligation refunding bonds in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the general obligation refunding bonds to the Purchaser in a timely manner, the School Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to the District President and District Clerk (the "Authorized Officers") of the District, the authority to accept the Proposal on behalf of the District so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

Section 1. Authorization and Sale of the Bonds; Parameters. For the purpose of paying the cost of the Refunding, the District is authorized to borrow pursuant to Section 67.04, Wisconsin Statutes, the principal sum of not to exceed SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$7,500,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 16 of this Resolution, the District President and District Clerk are hereby authorized,

empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation refunding bonds aggregating the principal amount of not to exceed SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$7,500,000) (the "Bonds"). The purchase price to be paid to the District for the Bonds shall not be less than 97.00% of the initial public offering price of the Bonds and the difference between the initial public offering price of the Bonds and the purchase price to be paid to the District by the Purchaser shall not exceed 3.00% of the initial public offering price of the Bonds, with an amount not to exceed 1.50% of the initial public offering price of the Bonds representing the Purchaser's compensation and an amount not to exceed 1.50% of the initial public offering price of the Bonds representing costs of issuance, including bond insurance premium, payable by the Purchaser or the District.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds"; shall be issued in the aggregate principal amount of up to \$7,500,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$500,000 per maturity or mandatory redemption amount. Any maturity or mandatory redemption payment may be eliminated, at the option of the District, if the amount of such maturity or payment set forth in the schedule below is less than \$500,000, subject to the Authorized Officers' approval in the Approving Certificate. The aggregate principal amount of the Bonds shall not exceed \$7,500,000. The schedule below assumes the Bonds are issued in the aggregate principal amount of \$7,500,000.

<u>Date</u>	<u>Principal Amount</u>
March 1, 2020	\$105,000
March 1, 2021 - March 1, 2028	--
March 1, 2029	455,000
March 1, 2030	570,000
March 1, 2031	595,000
March 1, 2032	620,000
March 1, 2033	650,000
March 1, 2034	675,000
March 1, 2035	705,000
March 1, 2036	735,000
March 1, 2037	765,000
March 1, 2038	795,000
March 1, 2039	830,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2020. The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) will not exceed 4.25%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the District shall direct.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2019 through 2038 for payments due in the years 2020 through 2039 in such amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds - 2019"

(the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the School Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the

Regulations and an officer of the District, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District Clerk or other officer of the District charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Qualified Tax-Exempt Obligations. The Bonds are hereby deemed designated (to the maximum extent permitted) as "qualified tax-exempt obligations" pursuant to the provisions of Section 265(b)(3)(D)(ii) of the Code, and the balance, if any, is designated as "qualified tax-exempt obligations" to the extent permitted pursuant to Section 265(b)(3) of the Code. In support of such designation, the District Clerk or other officer of the District charged with the responsibility for issuing the Bonds, shall provide an appropriate certificate of the District, all as of the Closing.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the District President and District Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as

if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the District President and District Clerk or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 13. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the District President and District Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The District shall cooperate in any such transfer, and the District President and District Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the District Clerk or other authorized

representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District Clerk's office.

Section 16. Condition on Issuance and Sale of the Bonds. The issuance of the Bonds and the sale of the Bonds to the Purchaser are subject to the approval by the Authorized Officers of the principal amount, definitive maturities, redemption provisions, interest rates, purchase price for the Bonds and the redemption date for the Refunded Obligations, which approval shall be evidenced by execution by the Authorized Officers of the Approving Certificate.

The Bonds shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, the Authorized Officers are authorized to execute a Proposal with the Purchaser providing for the sale of the Bonds to the Purchaser.

Section 17. Official Statement. The School Board hereby directs the Authorized Officers to approve the Preliminary Official Statement with respect to the Bonds and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officers or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the District President and District Clerk, or other officer of the District charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 19. Redemption of the BAN. The BAN due on August 6, 2019 is hereby called for prior payment and redemption on such date approved by the Authorized Officers in the Approving Certificate that is not more than 90 days after the date of issuance of the Bonds at a price of par plus accrued interest to the date of redemption subject to final approval by the Authorized Officers as evidenced by the execution of the Approving Certificate.

The District hereby directs the District Clerk after final approval to work with the Purchaser to cause sufficient and timely notice of the redemption.

Section 20. Record Book. The District Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The District President and District Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the District President and District Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded January 21, 2019.

Joanne L. Johnson
District President

ATTEST:

Bobbi Jo Pethke
District Clerk

(SEAL)

EXHIBIT A
Approving Certificate

(See Attached)

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT
AND DETAILS OF
GENERAL OBLIGATION REFUNDING BONDS

We, Joanne L. Johnson, District President and Bobbi Jo Pethke, District Clerk of the School District of Manawa, Waupaca County, Wisconsin (the "District"), hereby certify that:

1. Resolution. On January 21, 2019, the School Board of the District adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$7,500,000 General Obligation Refunding Bonds of the District (the "Bonds") to Robert W. Baird & Co. Incorporated (the "Purchaser") and delegating to us the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Bonds, and to determine the details for the Bonds within the parameters established by the Resolution.

2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Bonds is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

3. Proposal: Terms of the Bonds. On the date hereof, the Purchaser offered to purchase the Bonds in accordance with the terms set forth in the Bond Purchase Agreement between the District and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Bonds shall be issued in the aggregate principal amount of \$ _____, which is not more than the \$7,500,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Bonds is not more than \$500,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
March 1, 2020	\$105,000	\$ _____
March 1, 2021 - March 1, 2028	--	_____
March 1, 2029	455,000	_____
March 1, 2030	570,000	_____
March 1, 2031	595,000	_____
March 1, 2032	620,000	_____
March 1, 2033	650,000	_____
March 1, 2034	675,000	_____
March 1, 2035	705,000	_____
March 1, 2036	735,000	_____
March 1, 2037	765,000	_____
March 1, 2038	795,000	_____

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
March 1, 2039	\$830,000	\$ _____

The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.25%, as required by the Resolution.

4. Purchase Price of the Bonds. The Bonds shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$ _____, plus accrued interest, if any, to the date of delivery of the Bonds which is not less than 97.00% of the initial public offering price of the Bonds as required by the Resolution.

The difference between the initial public offering price of the Bonds (\$ _____) and the purchase price to be paid to the District by the Purchaser (\$ _____) is \$ _____, or _____% of the initial public offering price of the Bonds, which does not exceed 3.00% of the initial public offering price of the Bonds. The portion of such amount representing Purchaser's compensation is \$ _____, or not more than 1.50% of the initial public offering price of the Bonds. The amount representing other costs of issuance [to be paid by the District] is \$ _____, which does not exceed 1.50% of the initial public offering price of the Bonds.

5. Redemption Provisions of the Bonds. [The Bonds are not subject to optional redemption.] [The Bonds maturing on March 1, 20__ and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 20__ or on any date thereafter. Said Bonds are redeemable as a whole or in part, and in part, from maturities selected by the District and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.] [The Proposal specifies that certain or all of the Bonds are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the District shall direct.]

6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same respectively falls due, the full faith, credit and taxing powers of the District have been irrevocably pledged and there has been levied on all of the taxable property in the District, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

7. Redemption of the BAN. In the Resolution, the School Board authorized the redemption of the Bond Anticipation Note, dated February 6, 2019 (the "BAN") and granted us the authority to determine the redemption date. The BAN shall be redeemed on _____, 2019.

8. Approval. This Certificate constitutes our approval of the Proposal, and the definitive maturities, interest rates, purchase price and redemption provisions for the Bonds and the direct annual irrepealable tax levy to repay the Bonds, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, we have executed this Certificate on _____, 2019
pursuant to the authority delegated to us in the Resolution.

Joanne L. Johnson
District President

Bobbi Jo Pethke
District Clerk

COPY

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on March 1, ____, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, 20

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ _____
____	_____ (maturity)]

EXHIBIT B

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
WAUPACA COUNTY
NO. R-____ SCHOOL DISTRICT OF MANAWA \$ _____
GENERAL OBLIGATION REFUNDING BOND

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
March 1, _____, 2019 _____%

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the School District of Manawa, Waupaca County, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2020 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$ _____, all of which are of like tenor, except as to denomination, interest rate, maturity date [and redemption provision], issued by the District pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of refunding certain obligations of the District, as authorized by a resolution adopted on January 21, 2019, as supplemented by a

Certificate Approving the Preliminary Official Statement and Details of General Obligation Refunding Bonds, dated _____, 2019 (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the School Board for said date.

【This Bond is not subject to optional redemption.】 【The Bonds maturing on March 1, 20__ and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 20__ or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.】

【The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution authorizing the Bonds, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

【In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.】

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as

depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds [(i)] after the Record Date, [(ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption.] The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the School District of Manawa, Waupaca County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified District President and District Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

SCHOOL DISTRICT OF MANAWA
WAUPACA COUNTY, WISCONSIN

By: _____
Joanne L. Johnson
District President

(SEAL)

By: _____
Bobbi Jo Pethke
District Clerk

COPY

Date of Authentication: _____

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned Resolution of the School District of Manawa, Waupaca County, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)