

School District of Manawa

Board of Education Meeting Agenda

September 16, 2019



1. Call to Order – President Johnson – **7:00 p.m.** – MES Boardroom, 800 Beech Street
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
 - a. Introduction of Donna Wheeler, New Food Service Employee
 - b. Kobussen Transportation Report - Casey Fields and Jake Elsner
 - c. Q12 Survey Strategies - Lollipop Video
 - d. Hoffman Planning, Design, and Construction
 - i. Project Updates
 - ii. Schedule Review
 - iii. Budget/Contingency Report
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of August 19, 2019 Board Meeting
 - b. Treasurer’s Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. LWJr./Sr.HS: Stuff the Bus Supplies from the Manawa Lions Club, \$50 Yearbook and \$100.67 for Additional Supplies
 - ii. MES: Stuff the Bus Supplies from the Manawa Lions Club and \$150.67 for Additional Supplies
 - iii. Donation of School Supplies from Sacred Heart Catholic Church
 - iv. Donation from Carrie & Wayne Poole of Various Classroom Supplies
 - v. Manawa Lions Club \$150.67 to MES Urgent Needs
 - vi. Manawa Lions Club \$150.67 to LWJr./Sr.HS Urgent Needs
 - vii. Manawa Athletic Booster Club, Inc. \$800 - Half of Annual HUDL Volleyball Subscription
 - viii. Take Charge Nutrition \$187.06 to Project Backpack
 - ix. Solarus \$1,000 to Partner in Education - Student Activities
 - d. Consider Approval of Overnight Field Trip-HS Chorus to Lion’s Camp, in Rosholt on Nov 1-2, 2019
 - e. Consider Approval of the Updated N.E.W. Rehab Agreement for OT Services SY1920
 - f. Consider Approval of 9-Week Tuition Waiver 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: Card from the Family of Norm Perry
11. Board Recognition: No Recognitions This Month

12. District Administrator's Report:
 - a. Student Council Representative - Madalyn Nienhaus - 12th Grade
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. WASB Fall Region 7 Meeting - October 30th - Neenah
 - e. WASB Joint Convention - January 22-24, 2020 - Milwaukee
 - f. CESA6 Membership Renewal \$4,500 for SY1920
13. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
 - i. Updated Non-Athletic Co-Curricular Advisors
 - ii. Updated Cross Country Coach List
14. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - i. July Financial Statement
 - ii. Hire of New Food Service Employee
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 (Pohl, Chair)
 - i. Short-term Borrowing RFP Process
 - ii. Audit Results
 - iii. July 2019 Financial Update
 - b. Buildings & Grounds (R. Johnson, Chair)
 - i. Endorse Selection of Fire Alarm Company
 - ii. MES Roof Leaks
 - iii. Referendum Project Updates
 - iv. Alternative Add Options
 1. Adding a Light Pack in HS Parking Lot
 2. HS Gym Roof Drains
 - a. Lead pipes leaking at joints
 - b. Pinhole leaks
 - c. Packing joints/Replacing drain segments of drain lines
 - d. Asbestos testing
 - v. HS Air Quality Tests
 - vi. MES Domestic Hot Water Heaters
 - vii. Replacement of Pickup Truck
 - viii. Football Field
 1. Field Boring Report
 2. Rettler Recommendation

- ix. Focus on Energy and Energy Efficiency Project Annual Reporting
 - x. Sale of Truck Plow Blade (No longer being used.)
 - xi. Quote from S & S Excavating for MES Playground Drain Tile and Installing Wood Chips (Wood chips are being donated by Conroys at Bear Lake)
 - xii. Quote on Tree Pruning from Mid-State Tree Service
 - 1. Dead tree at west entry to HS.
 - 2. Decorative trees at MES growing into soffit or needing professional shaping.
 - 3. Tree branches partially growing over the light pack on the center utility pole on the west end of the HS parking lot.
 - xiii. LaForce Quotes for Additional Fobbed Entrances at MES
 - xiv. Buildings & Grounds Committee Planning Guide
 - xv. Confirm Meeting Date: Wednesday, October 2, 2019, at 6:00 p.m.
 - 1. Review RFP submittals
 - 2. Regular Buildings & Grounds topics to follow RFPs
 - 3. Other
 - c. Policy & Human Resources Committee (Pethke, Chair)
 - i. Consider Endorsement of Secondary Lunch Duty Plan as Presented
 - ii. AG8410 Series (Violence, Imminent Warning Signs, Interventions, etc.)
 - iii. SDM Safety Plan: Emergency Response Protocols (No changes.)
 - 1. Annual DOJ Requirement for BOE Approval
 - 2. Implications of ALICE Training on Emergency Protocols
 - iv. Consider Endorsement of the AG 3141 Criminal Background Check Procedure
 - v. NEOLA Clarification on Nondiscrimination Language
18. Unfinished Business: No Unfinished Business This Month
19. New Business:
- a. Consider Approval of Martin Systems as Fire Alarm Company as Presented
 - b. Consider Approval of Remaining Contractors as per Bid Package #2 as Presented
 - c. Consider Approval of a 1-year Pilot of the Secondary Lunch Duty Plan as Presented
 - d. Consider Approval of the SDM Safety Plan: Emergency Response Protocols as Presented
 - e. Consider Approval of the AG 3141 Criminal Background Check Procedure as Presented
 - f. Consider Approval of the Sale of the Unused Truck Plow Blade as Presented
20. Next Meeting Dates:
- a. Sept. 18, 2019 – Fitness Center/New Public Entrance Focu Group Mtg – 6:00 p.m. HS Library
 - b. Sept. 30, 2019 – Mental Health Community Meeting – City Hall Mtg Room 7:00 p.m.
 - c. Oct. 2, 2019 – Bldgs & Grounds – Open Lawn Care RFP’s – 6:00 p.m. – MES Board Rm
 - d. Oct. 3, 2019 – Finance Comm Mtg – 5:00 p.m. – MES Board Room
 - e. Oct. 9, 2019 - Curriculum Committee Mtg – 4:00 p.m. MES Board Room
 - f. Oct. 9, 2019 – Policy & Human Resources Committee Meeting – 5:30 p.m. – MES Board Rm
 - g. Oct. 21, 2019 – Regular BOE Mtg – 7:00 p.m. – MES Board Room
 - h. Oct. 28, 2019 – Annual District Meeting – 7:00 p.m. – MES Board Room
 - i. Nov. 13, 2019 - Buildings & Grounds - 5:30 p.m. - MES Board Room
21. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation

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.



	Referendum Estimate	Schematic Design Estimate	Design Development Estimate	Construct. Documents Estimate	CURRENT BUDGET	Comments
Bid Package #1	\$2,516,075	\$2,382,325	\$1,511,195	\$1,517,854	\$1,677,948	MES site work, re-roof at both schools, and masonry restoration at HS, also includes elevator and HS generator in CURRENT
Bid Package #2	\$6,966,671	\$7,108,427	\$7,626,136	\$7,630,657	\$7,493,553	
Design Reimbursables	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Scheerer Construction Fee	\$0	\$217,000	\$80,000	\$80,000	\$80,000	
Cost of Work Consultants	Inc. Above	Inc. Above	\$57,375	\$57,725	\$57,725	Survey, Civil, Geotechnical, Commissioning
GC's and PR's	\$1,403,787	\$1,403,787	\$1,403,787	\$1,373,786	\$1,373,786	
Architectural Fee	\$556,952	\$556,952	\$556,952	\$556,952	\$556,952	
Construction Mgt Fee	\$376,683	\$376,683	\$376,683	\$376,683	\$376,683	
Total Construction Est. w/ fees	\$11,840,168	\$12,065,174	\$11,632,128	\$11,613,657	\$11,636,648	
Furnishings and Equipment	\$200,000	\$300,000	\$250,000	\$250,000	\$200,000	STEAM and FF&E Allowance-Including science tables (SD Added 50k in FF&E and Playground Equipment, DD Removed Playground Equipment)
Other Owner Costs	\$104,000	\$105,350	\$105,350	\$110,776	\$110,776	Moving and Abatement
Total Project Estimate	\$12,144,168	\$12,470,524	\$11,987,478	\$11,974,433	\$11,947,424	



Bid Package #1 Contingency Update

Starting Balance	\$	246,011.00
Expenditures to Date	\$	(40,916.52)
Remaining Balance	\$	205,094.48

Minutes of the August 19, 2019 Board of Education Meeting

Meeting Call to Order by President Johnson at 6:30 p.m. in the MES Board Room, 800 Beech Street

a. Introduction of New Staff – Reception including Hayley Harvey and Casey Johnson.

Pledge of Allegiance - 7:00 p.m.

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

Verify Publication of Meeting: verified by Dr. Oppor

Presentations:

New Staff: by Mrs. Pukita

Hayley Harvey, Kindergarten teacher from Iola and Casey Johnson, 1st Gr Teacher - from Manawa were in attendance: other individuals hired: Julie Peterson, ES Clerical / Health Paraprofessional – pending board approval; Marie Zirbel, HS Spec Ed Paraprofessional – pending board approval. Information: Long term sub William Lund for Mr. Erik Duhn who has enlisted in the Air National Guard and will leave after Sept 9th for active duty. Positions to fill: AD by the end of the week, food service and the athletic Grounds Keeper is still open. District Nurse: Jaci Grignon will be contracted from CESA 6.

Q12 Survey Strategies - each board member and every staff member will receive a “stress cube” with the ongoing theme of the In-service. Totally interactive, hands-on engagement. Strategies, hands on, fun, engaging, relational, interesting themes. Teaching key performance indicators, in fun engaging ways. Focus to do things differently, live the principals of the Q12. Teach it to the adults by living it, take it back to the classroom; sharing it with all staff.

Announcements:

Contributions to the District - Donations received from: A. Sturm & Sons Foundation, Inc. \$3,000 for the Fine Arts Programs, A. Sturm & Sons Foundation, Inc. \$2,000 for Manawa FFA Chapter, Wis. FFA Foundation \$50 to Manawa FFA 2019 Building Communities Chapter Award, Wis. FFA Foundation \$50 to Manawa FFA 2019 Growing Leaders Chapter Award, Wis. FFA Foundation \$50 to Manawa FFA 2019 Strengthening Agriculture Chapter Award, Manawa Rodeo Committee \$60 First Place Window Prize for HS Art Club, Manawa Rodeo Committee \$155 to the HS Choir for Working at Rodeo Grounds, Manawa Rodeo Committee \$66 to the HS Band for Parade Performance; President Johnson noted their generosity.

Other Contributions: None this month

Consent Agenda: Approve Minutes of July 22, August 8, and 14, 2019 Board Meetings, Treasurer’s Report/Approve Expenditures & Receipts, Donations: A. Sturm & Sons Foundation, Inc. \$3,000 for the Fine Arts Programs, A. Sturm & Sons Foundation, Inc. \$2,000 for Manawa FFA Chapter, Wis. FFA Foundation \$50 to Manawa FFA 2019 Building Communities Chapter Award, Wis. FFA Foundation \$50 to Manawa FFA 2019 Growing Leaders Chapter Award, Wis. FFA Foundation \$50 to Manawa FFA 2019 Strengthening Agriculture Chapter Award, Manawa Rodeo Committee \$60 First Place Window Prize for HS Art Club, Manawa Rodeo Committee \$155 to the HS Choir for working at the Rodeo Grounds, Manawa Rodeo Committee \$66 to the HS Band for Parade Performance; Approval Non-Athletic Coaches & Advisors for SY1920 as Presented, Approval of FFA Overnight Field Trip to Indianapolis IN on Oct. 29 - Nov. 1, 2019, Approval of Hire of a Clerical / Health Paraprofessional as Presented, Approval of the Special Education Paraprofessional as Presented, accepted resignation of Melissa Amador Food Service Worker as Presented.

Any Item Removed from Consent Agenda: there were none

Public Comments - there were none this month

Correspondence: Thank You from the Family of Roger Beyer

Board Recognition: No Recognitions This Month

District Administrator’s Report:

Legislative Update: increased funding equates to better outcomes for students. Lower student / teacher ratio improves outcomes. WASB encourages advocacy. Continued pushed for congress to fully fund special education Act IDEA.

Census Report: 1056 children ages 4-20 for 2019 compared to 1033 in 2018; Common School Fund is based on

Census. Referendum Project Updates: approved at the last mtg 26 space parking space and green space: Faulks Brothers start the front of the building additions and the fitness center over the next few weeks; soil removed will be moved to the vacant site while the unusable materials at the vacant site will be removed in the next few weeks. Grass won't be planted until next spring / summer. Ribbon cutting ceremony is tomorrow for the ES parking lot. Traffic flow: Mrs. Pukita, Principal, plans to inform parents with a map designed by Hoffman; a letter will go with it at the Open House and a Skylert message will be sent out and it will be on the website before the end of the week.

Affirm Usage of Board Policy for the Job Description Approval Process:

Policy 1400: job description for District Administrator (approved by the board), Policy 3120.01 job description for professional staff (approved by the board), Policy 4120.01 all job descriptions for support staff will be approved by the district administrator and kept on file in the district office. Job descriptions are attached to contracts when they are presented to the employee.

School Operations Reports: included in the packet ES Principal: Highlights and HS Principal: Highlights

Business Related Reports: Highlights - Included in Board Packet. Auditors are in the district this week Wed and Thursday.

Director's Reports: included in the packet - Curriculum / Special Education Director and Technology Director Highlights

Board Comments: None

Committee Reports: Minutes of the Curriculum, Finance and Policy & Human Resources Committee meetings were included in the packet.

Unfinished Business: there was No Unfinished Business This Month

New Business:

Motion by Scheller / J. Johnson to approve the Non-Discrimination District Response as presented. (discussion - procedures are administrative guidelines) Motion failed.

Motion by Scheller / J. Johnson to approve the Non-Discrimination District Response as Amended. Motion carried.

Motion by Pethke / R. Johnson to approve the Coaches Handbook Updates for SY1920 as Presented. Motion carried.

Motion by R. Johnson / Pethke to approve the Professional Educator Handbook with updates for SY1920 as Presented

Motion by Pohl / Scheller to approve the Support Staff Handbook for SY1920 as Presented. Motion carried.

Motion by Forbes / R. Johnson to approve the Support Staff Performance Evaluation System as Presented. Motion carried.

Motion by Scheller / Pohl to approve the SY1920 PI 26 Academic and Career Plan Handbook as Presented. Motion carried.

Motion by Pohl / Hollman to approve the SY1920 504 Handbook Review with Updates as presented. Motion carried.

Motion by R. Johnson / Scheller to approve the Animal Science Memo Requesting Credit as Presented. Motion carried.

Motion by Hollman / Forbes to approve the granting of Little Wolf High School .5 Physical Education credit for an accredited online Physical Education course as Presented. Motion carried.

Next Meeting Dates:

Aug. 20, 2019 MES Site Project Grand Opening & Ribbon Cutting – 6:00-6:30 p.m.

Sept. 4, 2019 – Finance Committee Mtg – 5:30 p.m. – MES Board Rm
Sept. 5, 2019 – Policy & Human Resources Committee Meeting – 5:30 p.m. – MES Board Rm
Sept. 11, 2019 – Spec BOE / Hoffman Update Mtg – 5:30 p.m. – MES Board Room
Sept. 16, 2019 – Regular BOE Mtg – 7:00 p.m. – MES Board Room
Sept. 30, 2019 – Mental Health Community Meeting – City Hall Mtg Room 7:00 p.m.
Oct. 9, 2019 - Curriculum Committee Mtg – 4:00 p.m. MES Board Room
Oct. 9, 2019 – Spec BOE / Hoffman Update Mtg – 5:30 p.m. – MES Board Room
Oct. 21, 2019 – Regular BOE Mtg – 7:00 p.m. – MES Board Room
Oct. 28, 2019 – Annual District Meeting – 7:00 p.m. – MES Board Room

Motion by Pethke / Hollman to Adjourn at 7:46 p.m. Motion carried.

Jeanne Frazier, Recorder

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80087	ADVANCED ASBESTOS RE	JPAP82	08/22/2019	REMOVE & DISPOSE OF ASBESTOS PER INSPECTION REPORT QUANTITIES, LOCATIONS & DESCRIPTIONS ADDITIONAL - BOARD UP WINDOWS & DOORS	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G	0	35,250.00
						Totals for 80087	35,250.00
80088	ALLIANT ENERGY	JPAP82	08/22/2019	MES Electric- 7/9/19-8/7/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	6,890.84
80088	ALLIANT ENERGY	JPAP82	08/22/2019	GAS - ELEMENTARY SCHOOL- 7/9/19-8/7/19	GENERAL FUND/GAS FOR HEAT/OPERATION	0	386.89
80088	ALLIANT ENERGY	JPAP82	08/22/2019	NEW SIGN - ELEC - 7/5/19-8/6/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	150.15
80088	ALLIANT ENERGY	JPAP82	08/22/2019	LWHS GAS - 7/9/19-8/7/19	GENERAL FUND/GAS FOR HEAT/OPERATION	0	280.97
80088	ALLIANT ENERGY	JPAP82	08/22/2019	#4706230000 - CONCESSIONS - (7/1/19 - 8/1/19)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	40.08
80088	ALLIANT ENERGY	JPAP82	08/22/2019	HS Electric - 7/8/19-8/7/19	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	8,924.46
80088	ALLIANT ENERGY	JPAP82	08/22/2019	PAES LAB - ELECTRIC & GAS -7/8/19-8/7/19	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/FACILITY AQUISITION/REMODELIN G	0	161.08
						Totals for 80088	16,834.47
80089	AMAZON CAPITAL SERVI	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000024	31.98
80089	AMAZON CAPITAL SERVI	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/ INSTRUCTIONAL MEDIA/MULTI-CATEGORI CAL	272000024	147.41
80089	AMAZON CAPITAL SERVI	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000024	0.00
80089	AMAZON CAPITAL SERVI	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/ INSTRUCTIONAL MEDIA/MULTI-CATEGORI CAL	272000024	16.95
80089	AMAZON CAPITAL SERVI	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000023	7.48
80089	AMAZON CAPITAL SERVI	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE	272000023	73.37

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					GORICAL		
					Totals for	80089	277.19
80090	CEDAR SPRINGS GOLF C	JPAP82	08/22/2019	NEW TEACHER GATHERING	GENERAL	0	100.40
					FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING		
					Totals for	80090	100.40
80091	CENTURY LINK	JPAP82	08/22/2019	LONG DISTANCE	GENERAL	0	41.60
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for	80091	41.60
80092	C.E.S.A. #5	JPAP82	08/22/2019	JULY 2019 CONTRACTED SERVICES - WAUPACA COUNTY ALTERNATIVE PROGRAM	GENERAL	0	7,500.00
					FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen		
					Totals for	80092	7,500.00
80093	C.E.S.A. #9	JPAP82	08/22/2019	JUNE 2019 ENROLLMENT - KHIRSANTH THUECKS - CONCEPTS OF ENGINEERING & TECHNOLOGY V18 18-19	GENERAL	0	295.00
					FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen		
					Totals for	80093	295.00
80094	CINTAS CORPORATION L	JPAP82	08/22/2019	CUSTODIAL SUPPLIES	GENERAL	0	181.09
					FUND/GENERAL SUPPLIES/OPERATION		
80094	CINTAS CORPORATION L	JPAP82	08/22/2019	CUSTODIAL SUPPLIES	GENERAL	0	29.06
					FUND/CLEANING SERVICES/OPERATION		
					Totals for	80094	210.15
80095	FAULKES BROS. CONSTRU	JPAP82	08/22/2019	DEMO VACANT BUILDING	GENERAL	0	122,602.13
					FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G		
					Totals for	80095	122,602.13
80096	GLSEN GREEN BAY	JPAP82	08/22/2019	INFORMATIONAL PRESENTATION AND MILEAGE	GENERAL	0	308.00
					FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING		
					Totals for	80096	308.00
80097	GRAICHEN DISPOSAL &	JPAP82	08/22/2019	JULY CONTAINER SERVICE	GENERAL	0	755.00
					FUND/CLEANING SERVICES/OPERATION		
					Totals for	80097	755.00
80098	HOFFMAN PLANNING, DE	JPAP82	08/22/2019	CURRENT PAYMENT DUE	GENERAL	0	4,810.57
					FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G		
					Totals for	80098	4,810.57
80099	JOHNSON CONTROLS FIR	JPAP82	08/22/2019	SCOPE OF WORK FOR SERVICE PERFORMED ON SIMPLEX 4002 SYSTEM.	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	4,665.00
					Totals for	80099	4,665.00
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	HARVEY CLASSROOM SUPPLIES	GENERAL	1012000056	74.65

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	HARVEY CLASSROOM SUPPLIES	FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	1012000056	63.03
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	HARVEY CLASSROOM SUPPLIES	FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000057	24.24
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/ INSTRUCTIONAL MEDIA/EARLY CHILDHOOD	272000017	38.79
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/EARLY CHILDHOOD	272000017	138.68
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	POPPY CLASSROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	1012000041	19.39
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	POPPY CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000041	33.93
80100	LAKESHORE LEARNING M	JPAP82	08/22/2019	4K CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000024	87.27
						Totals for 80100	479.98
80101	LWHS ACTIVITY ACCOUN	JPAP82	08/22/2019	FFA SHARE OF THE PEPSI CHECK = \$18.30 STUDENT COUNCIL SHARE OF THE PEPSI CHECK = \$24.40	GENERAL FUND/SUPPLY RESALES/DISTRICT WIDE	0	42.70
						Totals for 80101	42.70
80102	LWHS TEACHER ACCOUNT	JPAP82	08/22/2019	HS TEACHER SHARE OF THE PEPSI CHECK	GENERAL FUND/SUPPLY RESALES/DISTRICT WIDE	0	79.30
						Totals for 80102	79.30
80103	NAEA MEMBER SERVICES	JPAP82	08/22/2019	NAEA/WAEA MEMBERSHIP RENEWAL	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/ART	1012000043	85.00
						Totals for 80103	85.00
80104	NASSCO, INC	JPAP82	08/22/2019	LWHS CUSTODIAL SUPPLIES - HAND SANITIZER	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	70.08
80104	NASSCO, INC	JPAP82	08/22/2019	LWHS CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	997.80
						Totals for 80104	1,067.88
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272000006	5.53

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000006	19.47
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272000006	5.53
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000006	19.47
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272000006	20.64
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000006	72.64
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272000006	20.64
80105	NCS PEARSON INC	JPAP82	08/22/2019	ASSESSMENT MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL	272000006	72.64
						Totals for 80105	236.56
80106	NEOLA, INC.	JPAP82	08/22/2019	ANNUAL MAINTENANCE FEE FOR THE DIGITAL PUBLISHING SERVICE	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	650.00
						Totals for 80106	650.00
80107	OFFICE DEPOT	JPAP82	08/22/2019	RED CLASP ENVELOPES 9 x 12" (PK OF 10)	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	6.99
						Totals for 80107	6.99
80108	PLANK ROAD PUBLISHIN	JPAP82	08/22/2019	MUSIC SUPPLIES	GENERAL FUND/TEXTBOOKS & WORKBOOKS/GENERAL MUSIC	1012000052	134.28
						Totals for 80108	134.28
80109	REALLY GOOD STUFF, L	JPAP82	08/22/2019	CLASSROOM SUPPLIES - MEIER	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000009	19.33
80109	REALLY GOOD STUFF, L	JPAP82	08/22/2019	HANSEN CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000034	121.96
80109	REALLY GOOD STUFF, L	JPAP82	08/22/2019	HARVEY CLASSROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	1012000054	11.83

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80109	REALLY GOOD STUFF, L	JPAP82	08/22/2019	HARVEY CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000054	212.39
80109	REALLY GOOD STUFF, L	JPAP82	08/22/2019	STORMOEN CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000031	73.58
						Totals for 80109	439.09
80110	REMINGTON'S QUALITY	JPAP82	08/22/2019	SCHOOL BOARD RETREAT FOOD	GENERAL FUND/FOOD/OFFICE OF SUPERINTENDENT	0	17.47
						Totals for 80110	17.47
80111	RIVERSIDE INSIGHTS	JPAP82	08/22/2019	BATTELLE DEVELOPMENT INVENTORY NORMATIVE UPDATE	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/EARLY CHILDHOOD	272000014	196.09
						Totals for 80111	196.09
80112	SCHOOL SPECIALTY INC	JPAP82	08/22/2019	CLASSROOM STOOLS	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000023	296.84
80112	SCHOOL SPECIALTY INC	JPAP82	08/22/2019	ROSIN CLASSROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	1012000038	42.00
80112	SCHOOL SPECIALTY INC	JPAP82	08/22/2019	ROSIN CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000038	70.28
80112	SCHOOL SPECIALTY INC	JPAP82	08/22/2019	ART SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/ART	1012000044	2,601.93
80112	SCHOOL SPECIALTY INC	JPAP82	08/22/2019	ART SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/ART	1012000044	240.39
80112	SCHOOL SPECIALTY INC	JPAP82	08/22/2019	BURKHART CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000036	56.97
						Totals for 80112	3,308.41
80113	SUPER DUPER PUBLICAT	JPAP82	08/22/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/INSTRUCTIONAL MEDIA/SPEECH/LANGUAG E	272000005	47.35
						Totals for 80113	47.35
80114	THE MIXING BOWL, LLC	JPAP82	08/22/2019	6 - 16" COOKIE CAKES	GENERAL FUND/FOOD/OFFICE OF SUPERINTENDENT	0	144.00
						Totals for 80114	144.00
80115	THEDACARE AT WORK	JPAP82	08/22/2019	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE/T. SUEHS	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	149.00
						Totals for 80115	149.00
80116	YODER, LORENE	JPAP82	08/22/2019	100 CUT OUT COOKIES	GENERAL	0	75.00

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					FUND/FOOD/OFFICE OF SUPERINTENDENT		
					Totals for 80116		75.00
80117	HANSEN, RICHARD	jpap82	08/26/2019	JV FOOTBALL OFFICIAL ON 8/26/19 VS MARKESAN	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 80117		50.00
80118	MOE, DALE	jpap82	08/26/2019	JV FOOTBALL OFFICIAL ON 8/26/19 VS MARKESAN	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 80118		50.00
80119	AMAZON CAPITAL SERVI	JPAP83	08/30/2019	Whirlpool Stove 8-inch Surface Burner - HS stove - Requested by Mike	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002000097	15.68
80119	AMAZON CAPITAL SERVI	JPAP83	08/30/2019	WALKIE TALKIES MES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	8002000006	207.02
80119	AMAZON CAPITAL SERVI	JPAP83	08/30/2019	CUSTODIAL	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002000114	20.97
80119	AMAZON CAPITAL SERVI	JPAP83	08/30/2019	MAGNETS FOR LOCKERS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012000064	138.86
					Totals for 80119		382.53
80120	AMERICAN CANCER SOCI	JPAP83	08/30/2019	MEMORIAL ON BEHALF OF ELMER KELLER	GENERAL FUND/PERSONAL SERVICES/BOARD OF EDUCATION	0	30.00
					Totals for 80120		30.00
80121	CINTAS CORPORATION L	JPAP83	08/30/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	121.38
80121	CINTAS CORPORATION L	JPAP83	08/30/2019	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	256.20
					Totals for 80121		377.58
80122	CONSTRUCTIVE PLAYTHI	JPAP83	08/30/2019	4K CLASSROOM SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000025	473.98
					Totals for 80122		473.98
80123	DELTA DENTAL-VISION	JPAP83	08/30/2019	VISION INSURANCE PREMIUMS FOR AUGUST & SEPTEMBER 2019	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,205.28
					Totals for 80123		1,205.28
80124	GREEN MECHANICAL	JPAP83	08/30/2019	WORK ON TACO CIRCULATOR PUMP IN 4K CLASSROOM	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	422.50
					Totals for 80124		422.50
80125	HARDWOOD SPECIALISTS	JPAP83	08/30/2019	MAINTENANCE TO MES GYM FLOOR	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,909.00
80125	HARDWOOD SPECIALISTS	JPAP83	08/30/2019	MAINTENANCE TO LWHS GYM FLOOR	GENERAL FUND/REPAIR	0	1,963.50

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					& MAINTENANCE SERVICES/BUILDINGS		
					Totals for 80125		3,872.50
80126	HEID MUSIC CO, INC.	JPAP83	08/30/2019	AUSTIN ROHAN SHEET MUSIC INVOICE 2439040	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4002000112	94.40
					Totals for 80126		94.40
80127	HEINEMANN	JPAP83	08/30/2019	UNITS OF STUDY IN PHONICS GRADE 2	GENERAL FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE	1012000000	429.00
					Totals for 80127		429.00
80128	HOUGHTON MIFFLIN HAR	JPAP83	08/30/2019	MATH EXPRESSIONS	GENERAL FUND/TEXTBOOKS & WORKBOOKS/MATHEMATIC S	1012000059	4,847.58
80128	HOUGHTON MIFFLIN HAR	JPAP83	08/30/2019	MATH EXPRESSIONS	GENERAL FUND/TEXTBOOKS & WORKBOOKS/MATHEMATIC S	1012000059	1,792.00
					Totals for 80128		6,639.58
80129	J W PEPPER & SON INC	JPAP83	08/30/2019	MUSIC SUPPLIES	GENERAL FUND/TEXTBOOKS & WORKBOOKS/GENERAL MUSIC	1012000053	82.33
80129	J W PEPPER & SON INC	JPAP83	08/30/2019	MUSIC SUPPLIES	GENERAL FUND/TEXTBOOKS & WORKBOOKS/GENERAL MUSIC	1012000053	19.95
					Totals for 80129		102.28
80130	KAJEET	JPAP83	08/30/2019	Kajeet Service Renewal - Service Only	GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN ISTRATIVE TECHNOLOGY SERV	4002000108	3,684.51
					Totals for 80130		3,684.51
80131	MID-AMERICAN RESEARC	JPAP83	08/30/2019	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	382.00
					Totals for 80131		382.00
80132	NASSCO, INC	JPAP83	08/30/2019	MES CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	1,221.90
80132	NASSCO, INC	JPAP83	08/30/2019	SPRING GAS30KG PKD	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	56.15
					Totals for 80132		1,278.05
80133	NEW DIMENSIONS MEDIA	JPAP83	08/30/2019	Renewal of CCC! Streaming Content	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	4002000116	995.00
					Totals for 80133		995.00
80134	PEARSON EDUCATION IN	JPAP83	08/30/2019	MATH RTI SUPPLIES	GENERAL FUND/TEXTBOOKS & WORKBOOKS/OTHER SPECIAL NEEDS	1012000018	94.59

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 80134	94.59
80135	PLANK ROAD PUBLISHIN	JPAP83	08/30/2019	MUSIC K-8 MAGAZINE RENEWAL	GENERAL FUND/PERIODICALS/GEN ERAL MUSIC	1012000003	119.45
						Totals for 80135	119.45
80136	REMINGTON'S QUALITY	JPAP83	08/30/2019	MES CLEANING SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	31.75
						Totals for 80136	31.75
80137	S & S EXCAVATING	JPAP83	08/30/2019	ROLL LWHS FOOTBALL FIELD	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/SITE REPAIRS	0	270.00
						Totals for 80137	270.00
80138	SCHOOL SPECIALTY INC	JPAP83	08/30/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000100	285.74
80138	SCHOOL SPECIALTY INC	JPAP83	08/30/2019	CENTRAL SUPPLY CLOSET	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012000001	2,111.61
80138	SCHOOL SPECIALTY INC	JPAP83	08/30/2019	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000109	9.44
80138	SCHOOL SPECIALTY INC	JPAP83	08/30/2019	PLAYGROUND EQUIPMENT	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000060	151.42
80138	SCHOOL SPECIALTY INC	JPAP83	08/30/2019	CENTRAL SUPPLY CLOSET ITEMS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012000051	497.52
80138	SCHOOL SPECIALTY INC	JPAP83	08/30/2019	TEACHER CHAIRS	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012000048	623.92
						Totals for 80138	3,679.65
80139	SHULFER SPRINKLERS &	JPAP83	08/30/2019	IRRIGATION, PARTS & MAINTENANCE ON SPRINKLER SYSTEM	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/SITE REPAIRS	0	1,022.50
						Totals for 80139	1,022.50
80140	SOLARUS	JPAP83	08/30/2019	ADJUSTMENT PREVIOUS OVERPAYMENT	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	-136.47
80140	SOLARUS	JPAP83	08/30/2019	PAES LAB - AUGUST & SEPTEMBER	SPECIAL EDUCATION FUND/COMMUNICATION/P UBLIC INFORMATION	0	306.42
80140	SOLARUS	JPAP83	08/30/2019	MES - PHONE - SEPTEMBER	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	760.89
80140	SOLARUS	JPAP83	08/30/2019	LWHS - PHONE - SEPTEMBER	GENERAL	0	774.02

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
80140	SOLARUS	JPAP83	08/30/2019	DISTRICT OFFICE PHONE SERVICE - SEPTEMBER	GENERAL	0	375.41
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 80140		2,080.27
80141	STANDARD INSURANCE C	JPAP83	08/30/2019	LIFE/STD & LTD PREMIUMS - SEPTEMBER	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,147.06
80141	STANDARD INSURANCE C	JPAP83	08/30/2019	LIFE/STD & LTD PREMIUMS - SEPTEMBER	GENERAL FUND/LTD INS PAYABLE	0	938.26
80141	STANDARD INSURANCE C	JPAP83	08/30/2019	LIFE/STD & LTD PREMIUMS - SEPTEMBER	GENERAL FUND/STD INS PAYABLE	0	266.00
					Totals for 80141		2,351.32
80142	STANTON'S SHEET MUSI	JPAP83	08/30/2019	AUSTIN ROHAN SHEET MUSIC INVOICE 1835577	GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC	4002000110	66.50
					Totals for 80142		66.50
80143	SUEHS MOTORS, INC.	JPAP83	08/30/2019	MAINTENANCE TO 2012 DODGE CARAVAN	FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	38.75
					Totals for 80143		38.75
80144	TEACHERS PAY TEACHER	JPAP83	08/30/2019	MICHELE KOSHOLLEK CLASSROOM SUPPLIES	GENERAL FUND/OTHER MEDIA/ENGLISH LANGUAGE	4002000083	28.58
					Totals for 80144		28.58
80145	THEDACARE AT WORK	JPAP83	08/30/2019	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE - J KRUEGER DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE - A QUINN TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	323.00
					Totals for 80145		323.00
80146	THEDACARE	JPAP83	08/30/2019	AMOUNT DUE ON A MEDICAL INVOICE (TRACY BREAKER) ISSUE WITH WEA TRUST INS AND EMPLOYEE BENEFITS CORPORATION	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	228.32
					Totals for 80146		228.32
80147	VOYAGER SOPRIS LEARN	JPAP83	08/30/2019	READING MATERIALS	GENERAL FUND/TEXTBOOKS & WORKBOOKS/OTHER SPECIAL NEEDS	1012000062	66.92
					Totals for 80147		66.92
80148	WAUPACA COUNTY DHHS	JPAP83	08/30/2019	APPLIANCE FEE - FREON	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/OPERATION	0	10.00
					Totals for 80148		10.00
80149	WCA GROUP HEALTH TRU	JPAP83	08/30/2019	HEALTH INS PREMIUM - SEPTEMBER	GENERAL FUND/WEA TRUST EFF 090115	0	104,565.74
					Totals for 80149		104,565.74
80150	WHSFA-WI HS FORENSIC	JPAP83	08/30/2019	TRACY KONKOL DEBATE & THEATRE	GENERAL FUND/DUES &	4002000111	425.00

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				DUES	FEES MEMBRSHIP/FT		
					FEES/CO-CURRICULAR		
					ACTIVITIES		
					Totals for 80150		425.00
80151	WILD VINE, LLC	JPAP83	08/30/2019	MEMORIAL PLANT FOR AUDREY	GENERAL	0	41.99
				SUEHS	FUND/PERSONAL		
					SERVICES/BOARD OF		
					EDUCATION		
					Totals for 80151		41.99
80152	KOHN LAW FIRM S.C.	P9	08/30/2019	Payroll accrual	GENERAL	0	434.64
					FUND/GARNISHMENT		
					DEDUCTION		
					Totals for 80152		434.64
80153	AMAZON CAPITAL SERVI	JPAP90	09/06/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION	272000021	25.85
					FUND/GENERAL		
					SUPPLIES/EARLY		
					CHILDHOOD		
80153	AMAZON CAPITAL SERVI	JPAP90	09/06/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION	272000028	8.35
					FUND/GENERAL		
					SUPPLIES/MULTI-CATEG		
					ORICAL		
80153	AMAZON CAPITAL SERVI	JPAP90	09/06/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION	272000028	7.47
					FUND/GENERAL		
					SUPPLIES/MULTI-CATEG		
					ORICAL		
80153	AMAZON CAPITAL SERVI	JPAP90	09/06/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION	272000028	101.70
					FUND/NON-CAPITAL		
					EQUIPMENT/MULTI-CATE		
					GORICAL		
80153	AMAZON CAPITAL SERVI	JPAP90	09/06/2019	CLASSROOM MATERIALS	SPECIAL EDUCATION	272000021	85.88
					FUND/NON-CAPITAL		
					EQUIPMENT/EARLY		
					CHILDHOOD		
					Totals for 80153		229.25
80154	ROBERT W BAIRD & CO	JPAP90	09/06/2019	GENERAL CONSULTING FEE -	GENERAL	0	600.00
				ANNUAL REPORT, SPECIAL ED	FUND/PERSONAL		
				REPORT, FILING 1505-AC (8 HRS	SERVICES/DIRECTION		
				@ \$75)	OF BUSINESS		
					Totals for 80154		600.00
80155	CASH	JPAP90	09/06/2019	REPLENISH LWHS PETTY CASH	GENERAL	0	42.42
					FUND/FOOD/OFFICE OF		
					THE PRINCIPAL		
80155	CASH	JPAP90	09/06/2019	REPLENISH LWHS PETTY CASH	GENERAL	0	42.43
					FUND/FOOD/OFFICE OF		
					THE PRINCIPAL		
					Totals for 80155		84.85
80156	CESA 6-CONFERENCE RE	JPAP90	09/06/2019	IEP BOOTCAMP	GENERAL	272000003	900.00
					FUND/TRANSFER TO		
					CESA/INSTRUCTIONAL		
					STAFF TRAINING		
80156	CESA 6-CONFERENCE RE	JPAP90	09/06/2019	IEP BOOTCAMP	GENERAL	272000003	450.00
					FUND/TRANSFER TO		
					CESA/INSTRUCTIONAL		
					STAFF TRAINING		
80156	CESA 6-CONFERENCE RE	JPAP90	09/06/2019	ESSA CONSORTIUM MEMBERSHIP	GENERAL	0	1,215.00
					FUND/TRANSFER TO		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80156	CESA 6-CONFERENCE RE	JPAP90	09/06/2019	CESA 6 ANNUAL MEMBERSHIP FEE	CESA/OTHER GENERAL ADMINISTRATION GENERAL	0	4,930.00
					FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION		
					Totals for 80156		7,495.00
80157	ENGELHARDT DAIRY OF	JPAP90	09/06/2019	MES MILK ORDER	FOOD SERVICE	0	80.33
					FUND/FOOD/FOOD SERVICES		
80157	ENGELHARDT DAIRY OF	jpaP90	09/06/2019	OVERPAYMENT OF 79861	FOOD SERVICE	0	-21.93
					FUND/FOOD/FOOD SERVICES		
80157	ENGELHARDT DAIRY OF	jpaP90	09/06/2019	CREDIT	FOOD SERVICE	0	-17.40
					FUND/FOOD/FOOD SERVICES		
80157	ENGELHARDT DAIRY OF	JPAP90	09/06/2019	LWJSHS MILK ORDER	FOOD SERVICE	0	108.00
					FUND/FOOD/FOOD SERVICES		
80157	ENGELHARDT DAIRY OF	JPAP90	09/06/2019	MES MILK ORDER	FOOD SERVICE	0	188.33
					FUND/FOOD/FOOD SERVICES		
80157	ENGELHARDT DAIRY OF	JPAP90	09/06/2019	LWJSHS MILK ORDER	FOOD SERVICE	0	58.63
					FUND/FOOD/FOOD SERVICES		
					Totals for 80157		395.96
80158	INTELLICORP RECORDS,	JPAP90	09/06/2019	ANNUAL REPORT & SPECIAL ED REPORT ASSISTANCE/FILING 1505-AC (GENERAL CONSULTING FEE 8 HRS @ \$75/HR)	GENERAL FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS	0	600.00
80158	INTELLICORP RECORDS,	JPAP90	09/06/2019	OUT OF STATE BACKGROUND CHECK	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	39.05
					Totals for 80158		639.05
80159	INTEGRATED SYSTEMS C	JPAP90	09/06/2019	OCTOBER 2019 HOSTING SERVICES	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	360.00
					Totals for 80159		360.00
80160	PAN-O-GOLD BAKING	JPAP90	09/06/2019	BREAD PRODUCTS	FOOD SERVICE	0	225.04
					FUND/FOOD/FOOD SERVICES		
					Totals for 80160		225.04
80161	PITNEY BOWES INC	JPAP90	09/06/2019	LEASING CHARGES	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	411.54
					Totals for 80161		411.54
80162	RALLY ATHLETIC	JPAP90	09/06/2019	FOOTBALL CAPES	Special Revenue Trust Fund/NON-CAPITAL EQUIPMENT/BOYS FOOTBALL	4002000088	3,000.00
					Totals for 80162		3,000.00
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY	0	100.58

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80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	ROOM/FOOD SERVICES FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,113.55
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD SUPPLIES SPECIAL DIETARY NEEDS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	242.72
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	27.09
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	541.38
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	88.89
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	341.88
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	18.58
80163	REINHART FOOD SERVIC	JPAP90	09/06/2019	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	833.09
					Totals for 80163		3,307.76
80164	STRANG, PATTESON, RE	JPAP90	09/06/2019	LEGAL FEES - JULY 2019	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	1,215.00
					Totals for 80164		1,215.00
80165	THEDACARE AT WORK	JPAP90	09/06/2019	2 - DS RAPID 5 BUNDLED 2 - TB QUESTIONNAIRE 2 - PHYSICAL FREE FROM COMM DISEASE 1 - CLINIC TB SKIN TEST - T NELLIS & N SEEGER	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	375.00
80165	THEDACARE AT WORK	JPAP90	09/06/2019	DS RAPID 5 BUNDLED - J KRUEGER	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	59.00
80165	THEDACARE AT WORK	JPAP90	09/06/2019	DS RAPID BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - C DEAN	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	174.00
80165	THEDACARE AT WORK	JPAP90	09/06/2019	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - T PIERCE	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	174.00
					Totals for 80165		782.00
80166	THOMACK, HOWARD	JPAP90	09/06/2019	MILEAGE TO PICK UP SUPPLIES FROM MENARDS	GENERAL FUND/EMPLOYEE TRAVEL/OPERATION	0	40.60
					Totals for 80166		40.60
80167	TRUGREEN LIMITED PAR	JPAP90	09/06/2019	LAWN SERVICE MES	GENERAL FUND/CLEANING SERVICES/SITES	0	396.00
80167	TRUGREEN LIMITED PAR	JPAP90	09/06/2019	VEGETATION CONTROL MES	GENERAL	0	200.00

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80167	TRUGREEN LIMITED PAR	JPAP90	09/06/2019	LAWN SERVICE LWHS	FUND/CLEANING SERVICES/SITES GENERAL	0	1,487.00
80167	TRUGREEN LIMITED PAR	JPAP90	09/06/2019	VEGETATION CONTROL LWHS	FUND/CLEANING SERVICES/SITES GENERAL	0	275.00
80167	TRUGREEN LIMITED PAR	JPAP90	09/06/2019	VEGETATION CONTROL RETIRED ELEMENTARY	FUND/CLEANING SERVICES/SITES GENERAL	0	50.00
80167	TRUGREEN LIMITED PAR	JPAP90	09/06/2019	LAWN SERVICE RETIRED ELEMENTARY	FUND/CLEANING SERVICES/SITES GENERAL	0	155.00
						Totals for 80167	2,563.00
80168	US CELLULAR	JPAP90	09/06/2019	CELL PHONES	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES GENERAL	0	381.77
						Totals for 80168	381.77
80169	WEX BANK - GLOBAL FL	JPAP90	09/06/2019	AUGUST ALL OTHER FUEL	FUND/FUEL-VEHICLE OPERATION/REGULAR GENERAL	0	126.66
80169	WEX BANK - GLOBAL FL	JPAP90	09/06/2019	AUGUST ALL OTHER FUEL	FUND/FUEL-VEHICLE OPERATION/FOOD SERVICES GENERAL	0	45.00
						Totals for 80169	171.66
80170	WI DEPT OF JUSTICE	JPAP90	09/06/2019	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (10@ 7.00)	FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION GENERAL	0	70.00
						Totals for 80170	70.00
80171	WISCONSIN SCHOOL MUS	JPAP90	09/06/2019	Ellen and Austin - ENROLLMENT FOR BAND & CHORUS	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/INSTRUMENTAL MUSIC 4002000119		94.00
80171	WISCONSIN SCHOOL MUS	JPAP90	09/06/2019	Ellen and Austin - ENROLLMENT FOR BAND & CHORUS	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC 4002000119		94.00
						Totals for 80171	188.00
192000005	SERNAU, JACQUELYN	JPAP82	08/22/2019	BACK TO SCHOOL INSERVICE SUPPLIES	FUND/NON-CAPITAL EQUIPMENT/INSTRUCTIONAL STAFF TRAINING GENERAL	0	220.86
						Totals for 192000005	220.86
192000006	SITTER, KATHRYN	JPAP82	08/22/2019	REIMBURSABLE CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/INSTRUCTIONAL MEDIA/MULTI-CATEGORICAL 272000026		358.42
192000006	SITTER, KATHRYN	JPAP82	08/22/2019	REIMBURSABLE CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORICAL 272000026		106.76
192000006	SITTER, KATHRYN	JPAP82	08/22/2019	REIMBURSABLE CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/NON-CAPITAL 272000026		26.38

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					EQUIPMENT/MULTI-CATE GORICAL		
					Totals for	192000006	491.56
192000007	WIDEMAN, TODD	jpap82	08/27/2019	JV FOOTBALL OFFICIAL VS MARKESAN ON 8/26/19	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for	192000007	50.00
192000008	ANAYA, AMY	JPAP83	08/30/2019	REIMBURSE FOR PAYMENT OF KAHOOT SUBSCRIPTION THAT SHE USED HER CREDIT CARD TO PAY	GENERAL FUND/NON-CAPITAL TECHNOLOGY/FOREIGN LANGUAGES	4002000068	36.00
					Totals for	192000008	36.00
192000009	WELCH, TIM	JPAP83	08/30/2019	JV FOOTBALL OFFICIAL ON 8/26/19 VS MARKESAN	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for	192000009	50.00
192000010	BORIS, JASON	JPAP90	09/04/2019	VARSITY FOOTBALL OFFICIAL ON 8/30/19 VS KEWAUNEE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for	192000010	70.00
192000011	HANSEN, RICHARD	JPAP90	09/04/2019	VARSITY FOOTBALL OFFICIAL ON 8/30/19 VS KEWAUNEE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for	192000011	70.00
192000012	MURSAU, JENNIFER	JPAP90	09/04/2019	JV2 VOLLEYBALL OFFICIAL ON 9/3/19 VS ALMOND BANCROFT	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	55.00
					Totals for	192000012	55.00
192000013	POPPY, MICHELLE	JPAP90	09/04/2019	JV2 VOLLEYBALL OFFICIAL ON 9/3/19 VS ALMOND BANCROFT	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	55.00
					Totals for	192000013	55.00
192000014	PRINCE, CHERYL	JPAP90	09/04/2019	JV & VARSITY VOLLEYBALL OFFICIAL ON 9/3/19 VS WILD ROSE	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
					Totals for	192000014	94.00
192000015	PRINCE, DONALD JR	JPAP90	09/04/2019	JV & VARSITY VOLLEYBALL OFFICIAL ON 9/3/19 VS WILD ROSE	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
					Totals for	192000015	94.00
192000016	BESCHTA, DARIN	JPAP90	09/05/2019	VARSITY FOOTBALL OFFICIAL ON 8/30/19 VS KEWAUNEE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for	192000016	70.00
192000017	MOE, DALE	JPAP90	09/05/2019	VARSITY FOOTBALL OFFICIAL ON 8/30/19 VS KEWAUNEE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for	192000017	70.00
192000018	BORIS, JASON	JPAP90	09/06/2019	MS FOOTBALL OFFICIALON 9/5/19 VS BONDUEL (LIGHTNING	COMMUNITY SERVICE FUND/PERSONAL	0	45.00

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				INTERFERENCE)	SERVICES/OTHER COMMUNITY SERVICES		
					Totals for 192000018		45.00
192000019	HANSEN, RICHARD	JPAP90	09/06/2019	MS FOOTBALL OFFICIALON 9/5/19 VS BONDUEL (LIGHTNING INTERFERENCE)	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
					Totals for 192000019		45.00
192000020	MOE, DALE	JPAP90	09/06/2019	MS FOOTBALL OFFICIALON 9/5/19 VS BONDUEL (LIGHTNING INTERFERENCE)	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
					Totals for 192000020		45.00
192000021	POHL, HELENE	JPAP90	09/06/2019	CESA 6 LEGISLATIVE BREAKFAST - MILEAGE	GENERAL FUND/EMPLOYEE TRAVEL/BOARD MEMBERS	0	58.00
					Totals for 192000021		58.00
192000022	LANDSINGER, CHAD	JPAP90	09/09/2019	VARSITY FOOTBALL OFFICIAL ON 9/6/19 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 192000022		70.00
192000023	VAN DERA, CRAIG	JPAP90	09/09/2019	VARSITY FOOTBALL OFFICIAL ON 9/6/19 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 192000023		70.00
192000024	ARNOLD, BRIAN	JPAP91	09/10/2019	VARSITY FOOTBALL OFFICIAL ON 9/6/19 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 192000024		70.00
192000025	RADLOFF, LARRY	JPAP91	09/10/2019	VARSITY FOOTBALL OFFICIAL ON 9/6/19 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 192000025		70.00
192000026	TUBBS, KYLE	JPAP91	09/10/2019	VARSITY FOOTBALL OFFICIAL ON 9/6/19 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 192000026		70.00
192000027	BORIS, JASON	JPAP91	09/11/2019	MS FOOTBALL OFFICIAL ON 9/10/19 VS SHIOCTON	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
					Totals for 192000027		45.00
192000028	HANSEN, RICHARD	JPAP91	09/11/2019	MS FOOTBALL OFFICIAL ON 9/10/19 VS SHIOCTON	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
					Totals for 192000028		45.00
192000029	WIDEMAN, TODD	JPAP91	09/11/2019	MS FOOTBALL OFFICIAL ON 9/10/19 VS SHIOCTON	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER	0	45.00

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COMMUNITY SERVICES							
Totals for 192000029							45.00
201900010	WISCONSIN RETIREMENT	JULY	07/15/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	2,930.82
201900010	WISCONSIN RETIREMENT	JULY	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	28.81
201900010	WISCONSIN RETIREMENT	JULY	07/15/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	117.47
201900010	WISCONSIN RETIREMENT	JULY	07/15/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	2,930.82
201900010	WISCONSIN RETIREMENT	JULY	07/15/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	28.81
201900010	WISCONSIN RETIREMENT	JULY	07/15/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	117.47
Totals for 201900010							6,154.20
201900023	WISCONSIN RETIREMENT	JULY	07/31/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	2,270.49
201900023	WISCONSIN RETIREMENT	JULY	07/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	29.15
201900023	WISCONSIN RETIREMENT	JULY	07/31/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	120.59
201900023	WISCONSIN RETIREMENT	JULY	07/31/2019	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	2,270.49
201900023	WISCONSIN RETIREMENT	JULY	07/31/2019	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	29.15
201900023	WISCONSIN RETIREMENT	JULY	07/31/2019	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	120.59
Totals for 201900023							4,840.46
201900045	WISCONSIN RETIREMENT	jpap83	08/30/2019	LATE INTEREST PAYMENT DUE	GENERAL FUND/DUES & FEES MEMBERSHIP/FT FEES/FISCAL	0	72.90
Totals for 201900045							72.90
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,217.51
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	864.72
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	141.51
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	4.88
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,921.85
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	202.25

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NUMBER	VENDOR	NUMBER	DATE	DESCRIPTION	DESCRIPTION	NUMBER	AMOUNT
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	FOOD SERVICE	0	33.09
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	COMMUNITY SERVICE	0	1.14
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	GENERAL	0	441.00
					FUND/FEDERAL INCOME TAX		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION	0	29.24
					FUND/FEDERAL INCOME TAX		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	GENERAL	0	10,124.69
					FUND/FEDERAL INCOME TAX		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION	0	1,011.22
					FUND/FEDERAL INCOME TAX		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	FOOD SERVICE	0	84.15
					FUND/FEDERAL INCOME TAX		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	COMMUNITY SERVICE	0	0.00
					FUND/FEDERAL INCOME TAX		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,921.85
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION	0	202.25
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	FOOD SERVICE	0	33.09
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	COMMUNITY SERVICE	0	1.14
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,217.51
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION	0	864.72
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	FOOD SERVICE	0	141.51
					FUND/FICA (SOCIAL SECURITY)		
201900046	INTERNAL REVENUE SER	P9	08/30/2019	Payroll accrual	COMMUNITY SERVICE	0	4.88
					FUND/FICA (SOCIAL SECURITY)		
					Totals for 201900046		34,464.20
201900047	MASSMUTUAL FINANCIAL	P9	08/30/2019	Payroll accrual	GENERAL	0	1,438.80
					FUND/HARTFORD INS - TSA/ROTH		
201900047	MASSMUTUAL FINANCIAL	P9	08/30/2019	Payroll accrual	GENERAL	0	50.00
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for 201900047		1,488.80
201900048	WEA TAX SHELTERED AN	P9	08/30/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	46.32

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201900048	WEA TAX SHELTERED AN	P9	08/30/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201900048	WEA TAX SHELTERED AN	P9	08/30/2019	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201900048	WEA TAX SHELTERED AN	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 201900048	421.32
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	47.33
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,378.58
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	633.18
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	63.24
201900049	WISCONSIN DEPT OF RE	P9	08/30/2019	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 201900049	7,197.33
201900051	WEA MEMBER BENEFIT T	P9	08/30/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.09
201900051	WEA MEMBER BENEFIT T	P9	08/30/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.31
201900051	WEA MEMBER BENEFIT T	P9	08/30/2019	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201900051	349.40
201900052	DELTA DENTAL OF WISC	JPWI83	08/07/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,089.34
						Totals for 201900052	3,089.34
201900053	DELTA DENTAL OF WISC	JPWI83	08/14/2019	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,717.80
						Totals for 201900053	3,717.80
201900054	DELTA DENTAL OF WISC	JPWI83	08/21/2019	DELTA DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,112.80
						Totals for 201900054	2,112.80
201900055	DELTA DENTAL OF WISC	JPWI83	08/28/2019	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,601.34
201900055	DELTA DENTAL OF WISC	JPWI83	08/28/2019	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	303.03
						Totals for 201900055	2,904.37
201900056	EMPLOYEE BENEFITS CO	JPWI83	08/15/2019	FSA CLAIMS	GENERAL FUND/FLEX	0	1,054.80

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					PLAN SY1718		
					Totals for 201900056		1,054.80
201900057	EMPLOYEE BENEFITS CO	JPWI83	08/22/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX	0	1,731.66
					PLAN SY16-17		
201900057	EMPLOYEE BENEFITS CO	JPWI83	08/22/2019	FSA & HRA CLAIMS	GENERAL	0	216.22
					FUND/HRA/WEA ER DED (PMT ABOVE EE'S		
					Totals for 201900057		1,947.88
201900058	EMPLOYEE BENEFITS CO	JPWI83	08/29/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX	0	48.51
					PLAN SY16-17		
201900058	EMPLOYEE BENEFITS CO	JPWI83	08/29/2019	FSA & HRA CLAIMS	GENERAL FUND/FLEX	0	55.69
					PLAN SY1718		
201900058	EMPLOYEE BENEFITS CO	JPWI83	08/29/2019	FSA & HRA CLAIMS	GENERAL	0	6,671.96
					FUND/HRA/WEA ER DED (PMT ABOVE EE'S		
					Totals for 201900058		6,776.16
201900059	EMPLOYEE BENEFITS CO	JPWI83	08/30/2019	HRA & BESTFLEX PLAN ADMINISTRATION FEE	GENERAL	0	558.90
					FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS		
					Totals for 201900059		558.90
201900060	EMPLOYEE BENEFITS CO	JPWI90	09/05/2019	BESTFLEX CLAIMS	GENERAL FUND/FLEX	0	2,865.00
					PLAN SY1718		
					Totals for 201900060		2,865.00
201900061	DELTA DENTAL OF WISC	JPWI90	09/04/2019	DENTAL CLAIMS	GENERAL FUND/SELF	0	4,384.94
					FUND-EMPLOYER SHARE PREMI		
					Totals for 201900061		4,384.94
					Totals for checks		445,822.27

CREDIT CARD STATEMENT - August			WUFAR Code						
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	Description
Dan Wolgram									
7/24/2019	FLEET FARM (MES)	\$41.18	10	E	101	440	253000	000	MIKE THOMACK - BUILDING & GROUNDS
7/31/2019	FLEET FARM	\$37.93	10	E	400	411	253000	000	MIKE THOMACK - BUILDING & GROUNDS
8/1/2019	MENARDS - APPLETON WEST	\$59.96	10	E	400	440	125000	000	AUSTIN ROHAN - RUGS FOR UNDER DRUM SET
8/19/2019	HUDL	\$1,600.00	10	E	400	480	162101	000	VOLLEYBALL HUDL SUBSCRIPTION
7/18/2019	DOLLAR TREE, INC.	\$77.81	10	E	400	440	125000	000	ELLEN CHRISTENSEN - BINDERS
	TOTAL	\$1,816.88							
Jeanne Frazier									
06/29/19	WASPA	\$225.00	10	E	500	940	232100	0	Membership Renewal Includes Access to WECAN
07/20/19	Walmart	\$46.38	10	E	400	410	110000	0	HS Central Supply: Black Cardstock
07/18/19	4imprint	\$158.92	10	E	400	410	221300	365	Inservice Stress Balls Imprinted - HS Staff
		\$158.92	10	E	101	410	221300	365	Inservice Stress Balls Imprinted - ES Staff
08/05/19	Skillpath National	\$157.20	10	E	500	480	232100	0	Digital Webinar: Dealing with Toxic Employees: Eliminating Bad Behavior
08/13/19	Skillpath National	-\$8.20	10	E	500	480	232100	0	Refund Tax frm Digital Webinar purchase
	TOTAL	\$738.22							
Bryant Cobarrubias									
07/26/2019	Bulk Office Supplies	\$126.30	10	E	101	410	295000	000	Supplies
07/31/2019	Small Quanty Boxes	\$112.00	10	E	101	410	295000	000	Supplies
08/01/2019	CDW G	\$2,300.00	10	E	800	581	295000	000	Promethean ActivPanel Nickel 75" 4K TFT LCD Interactive
08/02/2019	USPS	\$7.35	10	E	800	353	260000	000	Postage
08/05/2019	CDW G	\$1,428.40	10	E	800	581	295000	000	2x Dell OptiPlex 3060 - micro - Core i5 8500T 2.1 GHz - 8 GB - 256 GB
	TOTAL	\$1,428.40							
Michelle Pukita									
July 31	Teachers Pay Teachers	\$67.52	10	E	101	439	110000	0	items for Math Curriculum
July 31	Teachers Pay Teachers	\$67.52	10	E	101	439	110000	0	items for Math Curriculum
Aug. 17	Sam's Club	\$48.94	10	E	101	415	241000	0	Back to school In-service continental breakfast for staff
	TOTAL	\$135.04							

Name	Reference	Trans Date	Description	Post Date	Amount
		08/02/2019	TO BOOK MONEY RECEIVED BACK FOR OVERPAYM	08/02/2019	3,537.00
			Totals for 14007		3,537.00
		08/02/2019	STURM FOUNDATION SCHOLARSHIP	08/02/2019	19,500.00
			Totals for 14065		19,500.00
		08/02/2019	PEPSI SCHOLARSHIP	08/02/2019	2,250.00
			Totals for 14066		2,250.00
		08/09/2019	FOOD SERVICE MES 8/30/19	08/09/2019	3,093.00
			Totals for 14033		3,093.00
		08/09/2019	WORKERS COMP AUDIT REFUND	08/09/2019	496.00
			Totals for 14062		496.00
		08/09/2019	MEIDAM FAMILY SCHOLARSHIP	08/09/2019	2,000.00
			Totals for 14063		2,000.00
		08/09/2019	MEIDAM FAMILY SCHOLARSHIP	08/09/2019	1,680.00
			Totals for 14064		1,680.00
		08/13/2019	FOOD SERVICE HS 8/13/19	08/13/2019	3,641.00
		08/13/2019	FOOD SERVICE HS 8/13/19	08/13/2019	115.00
			Totals for 14033		3,756.00
		08/13/2019	MS ATHLETICS FEES	08/13/2019	405.00
		08/13/2019	MS ATHLETICS FEES	08/13/2019	375.00
			Totals for 14046		780.00
		08/13/2019	HS ATHLETICS FEES	08/13/2019	2,535.00
		08/13/2019	HS ATHLETICS FEES	08/13/2019	1,425.00
			Totals for 14047		3,960.00
		08/13/2019	HS DISTRICT FEES	08/13/2019	1,820.00
		08/13/2019	HS DISTRICT FEES	08/13/2019	1,780.00
			Totals for 14048		3,600.00
		08/13/2019	HS PARKING FEES	08/13/2019	400.00
		08/13/2019	HS PARKING FEES	08/13/2019	220.00
			Totals for 14049		620.00
		08/13/2019	HS ATHLETIC PASS FEES	08/13/2019	405.00
		08/13/2019	HS ATHLETIC PASS FEES	08/13/2019	310.00
			Totals for 14050		715.00
		08/13/2019	HS YEARBOOK FEES	08/13/2019	2,808.00
		08/13/2019	HS YEARBOOK FEES	08/13/2019	2,288.00
			Totals for 14051		5,096.00
		08/13/2019	MS YEARBOOK FEES	08/13/2019	288.00
		08/13/2019	MS YEARBOOK FEES	08/13/2019	300.00
			Totals for 14052		588.00
		08/13/2019	INTRO TO TECH FEE, PREVIOUS YEAR	08/13/2019	5.00
		08/13/2019	INTRO TO TECH FEE, PREVIOUS YEAR	08/13/2019	10.00
			Totals for 14055		15.00
		08/13/2019	INTRO TO TECH FEE, PREVIOUS YEAR	08/13/2019	4.00
		08/13/2019	LYCEUM FEE, PREVIOUS YEAR	08/13/2019	6.00
			Totals for 14056		10.00
		08/13/2019	INTRO TO TECH FEE, PREVIOUS YEAR	08/13/2019	2.00
		08/13/2019	NEWSPAPER FEE, PREVIOUS YEAR	08/13/2019	4.00
			Totals for 14057		6.00
		08/13/2019	CHROMEBOOK FINES	08/13/2019	80.00
			Totals for 14058		80.00
		08/13/2019	MS ATHLETIC FEES	08/13/2019	45.00
			Totals for 14059		45.00
		08/13/2019	STUDENT/ADULT ATHLETIC PASS FEES	08/13/2019	540.00
			Totals for 14060		540.00

Name	Reference	Trans Date	Description	Post Date	Amount
		08/13/2019	HUNTER SAFETY DEPOSIT, CHECKS WRITTEN BA	08/13/2019	180.00
			Totals for 14061		180.00
		08/19/2019	TITLE IV	08/19/2019	11,510.95
			Totals for 14028		11,510.95
		08/19/2019	TITLE I - private	08/19/2019	3,927.86
			Totals for 14029		3,927.86
		08/19/2019	TITLE I - public	08/19/2019	16,310.83
			Totals for 14030		16,310.83
		08/19/2019	FINAL PROPERTY TAX PAYMENT FOR 2018-19	08/19/2019	1,020,040.85
			Totals for 14068		1,020,040.85
		08/22/2019	FOOD SERVICE HS 8/22/19	08/22/2019	395.00
			Totals for 14033		395.00
		08/22/2019	MS ATHLETICS FEES	08/22/2019	60.00
			Totals for 14046		60.00
		08/22/2019	HS ATHLETICS FEES	08/22/2019	285.00
			Totals for 14047		285.00
		08/22/2019	HS DISTRICT FEES	08/22/2019	300.00
			Totals for 14048		300.00
		08/22/2019	HS PARKING FEES	08/22/2019	50.00
			Totals for 14049		50.00
		08/22/2019	HS ATHLETIC PASS FEES	08/22/2019	55.00
			Totals for 14050		55.00
		08/22/2019	HS YEARBOOK FEES	08/22/2019	306.00
			Totals for 14051		306.00
		08/22/2019	MS YEARBOOK FEES	08/22/2019	36.00
			Totals for 14052		36.00
		08/22/2019	ATHLETIC PASS FEES	08/02/2019	95.00
			Totals for 14067		95.00
		08/30/2019	FOOD SERVICE MES 8/30/19	08/30/2019	1,560.65
		08/30/2019	FOOD SERVICE HS 8/30/19	08/30/2019	1,406.00
			Totals for 14033		2,966.65
		08/30/2019	MS ATHLETICS FEES	08/30/2019	60.00
			Totals for 14046		60.00
		08/30/2019	HS ATHLETICS FEES	08/30/2019	90.00
			Totals for 14047		90.00
		08/30/2019	HS DISTRICT FEES	08/30/2019	80.00
			Totals for 14048		80.00
		08/30/2019	HS PARKING FEES	08/30/2019	90.00
			Totals for 14049		90.00
		08/30/2019	HS ATHLETIC PASS FEES	08/30/2019	20.00
			Totals for 14050		20.00
		08/30/2019	HS YEARBOOK FEES	08/30/2019	150.00
			Totals for 14051		150.00
		08/30/2019	STUDENT FINES FEES	08/30/2019	5.00
			Totals for 14053		5.00
		08/30/2019	STUDENT CHROMEBOOK FINES	08/30/2019	25.00
			Totals for 14054		25.00
		08/30/2019	ATHLETIC PASS FEES	08/30/2019	105.00
			Totals for 14067		105.00
			Total for Cash Receipts		1,109,511.14

School District of Manawa
Field Trip/Transportation Permit Form

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

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

Teacher/Coach (responsible for trip) Ellen Christensen Grade/Class 9-12 Choir
Date(s) of trip Nov 1st to Nov 2nd

Destination and Address: Lions Camp, Rosholt, WI
Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip? yes no
attached

Purpose of trip (include curriculum guide learner outcome or competency references):
Choir Retreat is an opportunity to bond as an ensemble. It also gives a chance to clinic with college professor.

No. of Students 30 No. of Teachers 1 No. of Chaperones 2-3 GROUP TOTAL 34
Departure time 12:30pm Return time 7:00pm Total hours 18 1/2 No. of Buses one/one way
Start (pick up) point parking lot Return (drop off) point N/A

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

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

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ 69.00
FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

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

C. Lunch plans (check all that apply)

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

_____ Included

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

Staff member(s) responsible for administering medication to students Ellen Christensen

APPROVED Jan Walgram Principal DATE 9/23/19

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

M. S. Q.
9-6-19

D. TRANSPORTATION: (Complete all that apply.)

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

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

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

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

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address:

Transportation Request Directions

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

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

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

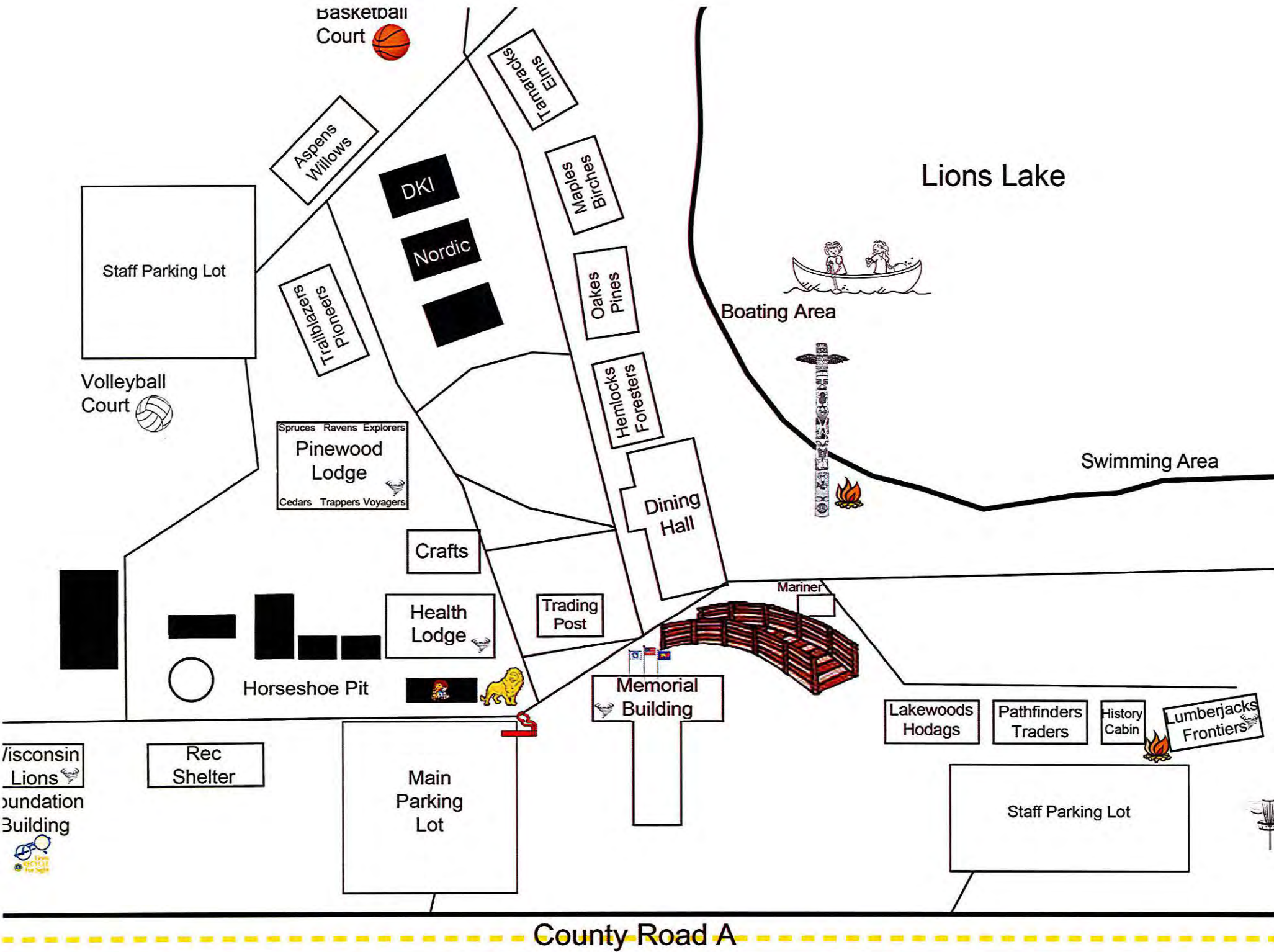
CHOIR RETREAT 2019
LIONS CAMP - ROSHOLT, WI

FRIDAY SCHEDULE

- 2:30 Store stuff in sleeping quarters
- 3:00 Lawn Games (weather permitting)
- 4:30 Warm-up/Sectionals
- 5:15 Large Group rehearsal
- 5:30 Dinner – start “Guess Who I Am?” game (please be respectful)
- 6:45 Warm-up
- 7:00 Sectionals
- 7:30 Large Group rehearsal
- 7:45 change in exercise clothes
- 8:00 Activity
- 9:45 Ice Cream Sundaes – finish “Guess Who I Am?” game (please be respectful)
- 10:15 Change into warm clothes
- 10:30 Campfire (students are NOT to wander away from bonfire)
- 12:30 Lights out

SATURDAY SCHEDULE

- 7:30 Breakfast (not allowed to skip breakfast or cleaning your body!)
- 9:00 Warm-ups
- 9:15 Dr. James Kinchen – rehearsal #1
- 10:30 Snack/Bathroom break
- 10:45 Dr. James Kinchen – rehearsal #2
- 12:00 Lunch
- 1:00 Free time (Buddy System in place. No girls in boys' rooms or boys in girls' rooms)
- 1:30 Dr. James Kinchen – rehearsal #3
- 2:45 Bathroom break
- 3:00 Dr. James Kinchen – rehearsal #4
- 4:45 Dinner
- 5:45 Camp shirt handout & photo
- 6:00 Clean up camp/quarters, get luggage ready for departure
- 6:30 Concert
- 7:00 Clean up & depart



Basketball Court 

Lions Lake

Boating Area

Swimming Area

County Road A

Wisconsin
Lions
Foundation
Building 

Rec
Shelter

Main
Parking
Lot

Memorial
Building

Lakewoods
Hodags


Pathfinders
Traders

History
Cabin

Lumberjacks
Frontiers 

Staff Parking Lot

Staff Parking Lot

Volleyball
Court 

Spruces Ravens Explorers
Pinewood
Lodge
Cedars Trappers Voyagers

Crafts

Health
Lodge 

Trading
Post

Dining
Hall

Aspens
Willows

DK1

Nordic



Trailblazers
Frontiers

Maples

Oakes
Pines

Hemlocks
Foresters

Mariner

Lakewoods
Hodags


Pathfinders
Traders

History
Cabin

Lumberjacks
Frontiers 

Staff Parking Lot

Staff Parking Lot

Volleyball
Court 

Spruces Ravens Explorers
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Trailblazers
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Pines

Hemlocks
Foresters

Mariner

Lakewoods
Hodags

Pathfinders
Traders

History
Cabin

Lumberjacks
Frontiers 

Staff Parking Lot

**Wisconsin Lions Camp
Individual Hold Harmless and Participation Agreement**

I have read and understand the facility use rules of the Wisconsin Lions Camp as indicated on the Facility Rules and Procedures handout presented to me. I agree to abide by the facility use rules as indicated while in attendance at the Wisconsin Lions Camp.

In consideration of the privilege of using the Wisconsin Lions Camp, I agree to assume the risk for any injuries, including death that may be sustained by me. Further, I agree to indemnify, hold harmless, assume liability for and defend the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. from all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and any other sums which the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of the Wisconsin Lions Camp, or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the exclusive negligence or willful misconduct of the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. while acting within the scope of duties of such relationship to the Wisconsin Lions Camp.

I also grant permission to use photographs of me in any publication or publicity authorized by the Wisconsin Lions Foundation.

Signature

Date

Witness Signature

Date

**Wisconsin Lions Camp
Family Hold Harmless and Participation Agreement**

I have read and understand the facility use rules of the Wisconsin Lions Camp as indicated on the Facility Rules and Procedures handout presented to me. Our family agrees to abide by the facility use rules as indicated while in attendance at the Wisconsin Lions Camp.

In consideration of the privilege of using the Wisconsin Lions Camp, we agree to assume the risk for any injuries, including death that may be sustained by our family members. Further, we agree to indemnify, hold harmless, assume liability for and defend the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. from all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and any other sums which the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of the Wisconsin Lions Camp, or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the exclusive negligence or willful misconduct of the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. while acting within the scope of duties of such relationship to the Wisconsin Lions Camp.

I also grant permission to use photographs of me or members of my family in any publication or publicity authorized by the Wisconsin Lions Foundation.

Signature

Date

Witness Signature

Date

Wisconsin Lions Camp Pinewood Lodge Kitchen Equipment List

The kitchen in Pinewood Lodge is fully stocked and includes all the basic equipment you should need to prepare and serve meals for your group. Below is an overview of the equipment and supplies we provide. Please contact us if you have any questions about the equipment we offer.

Cooking Appliances	Food Preparation Tools	Hot Beverage Equipment
Refrigeration		Sinks and Dishwashing
Baking Tools	Serving Ware	Cleaning Supplies
	Tableware	

What should I bring?

Below are some suggestions of items to bring along if desired, as they are not provided in the kitchen.

- Cooking spray and/or oil
- Coffee, tea, creamer, sugar
- Food storage containers for leftovers
- Plastic wrap, aluminum foil, parchment paper, plastic baggies
- Small appliances such as a blender, food processor, or crock pot
- Specialty kitchen tools such as a garlic press or citrus juicer

**Wisconsin Lions Camp
Hold Harmless Forms**

Due to the nature of the camp experience, and to protect all parties involved in the rental of the Wisconsin Lions Camp, each group or participant must have a signed hold harmless and participation agreement. How to choose which one is right for your organization? **Please read the descriptions below to find the right agreement. There are four different waivers on the following pages: organizational, youth, individual and family. Please find which one suits your group the best and photocopy as needed.** You may need to use more than one type of waiver for your group. Please call Andrea Yenter, Camp Director at 715-677-4969 ext. 319 with questions. **The four types are: (they follow the descriptions).**

1. If your group carries an overall liability insurance policy, the organization hold harmless and indemnification agreement below is the one to sign and return. Please note that if this form is signed, it should be returned to Camp ahead of time with an actual copy of the certificate of insurance for our records.
2. If your group is made up of minors and there is not an overall organizational policy, then each minor's guardian must sign the youth hold harmless and participation agreement. This can be brought to Camp on the day of the event.
3. If your group is made up of individuals 18 and older, and there is not an overall organizational policy, then each person must sign the individual hold harmless participation agreement. This can be brought to Camp on the day of the event.
4. If your group is made up of families, and there is not an overall organizational policy, then each family must have a representative 18 or older who must sign the family hold harmless participation agreement. This can be brought to Camp on the day of the event.

Organization Hold Harmless and Indemnification Agreement

As the person in charge of this group, I have read and agree to abide by the Wisconsin Lions Camp terms and conditions as set forth in the Contract For Use. I also attest that liability insurance coverage of at least \$1,000,000 is carried by our organization and will be in effect while in attendance at the Wisconsin Lions Camp.

In consideration of the privilege of using the Wisconsin Lions Camp, we agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of the Wisconsin Lions Camp. Further, we agree to indemnify, hold harmless, assume liability for and defend the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. from all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and any other sums which the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of the Wisconsin Lions Camp, or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the exclusive negligence or willful misconduct of the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. while acting within the scope of duties of such relationship to the Wisconsin Lions Camp.

I hereby certify that I have the read and agree to abide by the Facility Use Rules and Procedures as well as the Hold Harmless and Indemnification Agreement and that I have the authority to sign this agreement for the organization identified on this document.

Authorized Signature

Date

Name of Organization

**Wisconsin Lions Camp
Youth Hold Harmless and Participation Agreement**

I have read and understand the facility use rules of the Wisconsin Lions Camp as indicated on the Facility Rules and Procedures handout presented to me. My child agrees to abide by the facility use rules as indicated while in attendance at the Wisconsin Lions Camp.

In consideration of the privilege of using the Wisconsin Lions Camp, I agree to assume the risk for any injuries, including death that may be sustained by my child. Further, I agree to indemnify, hold harmless, assume liability for and defend the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. from all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and any other sums which the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of the Wisconsin Lions Camp, or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the exclusive negligence or willful misconduct of the Wisconsin Lions Camp, its staff, members, volunteers and the Wisconsin Lions Foundation, Inc. while acting within the scope of duties of such relationship to the Wisconsin Lions Camp.

I also grant permission to use photographs of my child in any publication or publicity authorized by the Wisconsin Lions Foundation.

Parent/Guardian Signature

Date

Witness Signature

Date



Wisconsin Lions Camp
 A project of the Wisconsin Lions Foundation, Inc.
2019 Season Agreement

Group Name: Little Wolf High School Choir Group Leader: Ellen Christensen
 Group Phone #: 920-596-5832 Home Phone #: _____
 Address One: 515 E 4th St Fax #: 920-596-5308
 Address Two: _____ E-mail: echristensen@manawaschools.org
 City: Manawa State: WI Zip: 54949

Arrival Date: 11/01/19 Departure Date: 11/02/19 Reserved Number: 30-50
 Arrival Time: 2:00 pm Departure Time: 7:00 pm

Please call at least two weeks prior to your program and confirm the number of participants you will bring for the program.

Fees

Lodging: \$26.00 per person per night in Pinewood Lodge
Food Service: \$150.00 per 24 hours for rental of Pinewood Lodge kitchen
Program Fees: none needed
Other services required: \$8.00 day use fee per person per day with no overnight stay

Deposit Information

A non-refundable deposit and cancellation fee of \$100.00 is due by 10/01/19 to reserve your date. _____ has been transferred from a previous contract. This fee is credited to your final invoice upon termination of occupancy if premises are left in a clean and satisfactory condition; reasonable use and wear expected. The occupant will forfeit all or a portion of this deposit for damage, loss, or breakage resulting from use of premises. Amount of such cost will be actual replacement cost of items, and/or actual repair costs. Occupant may forfeit all or portion of this deposit for violation of established rules and regulations. The final invoice may include additional damage expenses not covered by the deposit fee.

If desired, your deposit will be applied to your final bill for your program or can be held to reserve your dates if you choose to rebook. Any cancellation by the applicant within 30 days of their scheduled dates will result in the forfeiture of the deposit. Any checks returned for non-sufficient funds will be subject to a \$30.00 fee. **Your group is not confirmed until we have both your signed contract and deposit on file with the main camp office.**

Office Use Only			
Contract Sent:	08.22.19	Contract Rcvd:	
Deposit Rcvd:		Deposit Amt.	
Payment Rcvd:		Payment Amt.	
Deposit Held		Remaining Bal.	

Signature of Group Leader _____
Date

Signature of Camp Director _____
Date

N.E.W. REHAB Company
307 Smith Street
New London, WI 54961

Therapy Services Agreement
2019-2020 School Year

This agreement made this 27th day of April, 2019 between N.E.W. Rehab Company (Provider) of Therapy Services, whose address is 307 Smith Street, New London, Wisconsin 54961 and the School District of Manawa (District), for the provision of the professional services identified below:

 X Occupational Therapy

1. TERM

This Agreement shall be for the school year of 2019-2020. In the event that a therapist is unavailable, every attempt will be made to provide a substitute therapist. If a therapist is unavailable for an extended period of time, either party may at any time during the term of the Agreement, upon thirty (30) day written notice to the other party terminate this Agreement. At the end of the thirty (30) day period, this Agreement shall terminate for all purposes, if the obligations arising from the contract have been met by both parties.

2. SERVICES

Provider agrees to provide such services as stated above in compliance with Federal, State, local government or agency, including current licensure by the Department of Public Instruction. Provider will maintain record of the services provided as required by any Federal, State, local government or agency. All therapists will maintain and provide proof of proper licensure as required by Federal and State, local government or accrediting agency.

3. COMPENSATION

In the event the District fails to pay compensation to Provider within said thirty (30) days, interest at the rate of eighteen percent (18%) per annum shall be charged on the outstanding balance and the Customer hereby agrees to pay any and all costs of collection, including, but not limited to, reasonable attorneys fees.

4. SCHEDULE OF CHARGES:

\$59.00 per hour for an Occupational Therapist

\$50.00 per hour for an Occupational Therapy Assistant

Travel time within the district will be billed at the per hour rate. Mileage within the district will be billed at the IRS rate. If a therapist is scheduled for a partial day, travel time and mileage will be billed to the District unless it is the first stop of the day.

5. EQUIPMENT, MATERIALS AND WORKSPACE

The school will provide basic equipment and supplies.

6. INSURANCE

Provider will maintain and provide proof of professional liability insurance, with a minimum amount of \$1,000,000.00 for each incident and \$3,000,000.00 annual aggregate to cover any claims arising out of performance of the services under this Agreement. Provider will also maintain Worker's Compensation Insurance on its employees as required by Federal and State Regulations.

7. APPLICABLE LAW

The laws of the state of Wisconsin shall govern this agreement.

8. INDEMNIFICATION

Each party agrees to indemnify and hold harmless the other party, including the parent, directors, officers, agents and employees thereof, from all claims, suits, and judgments arising from the indemnifying party's neglect and/or intentional acts and omissions in the performance of the duties prescribed in this Agreement. Each party shall give the other immediate written notice of any claim, suit, or demand, which may be subject to this provision.

9. NON-COMPETE CONTRACT CLAUSE

District agrees not to recruit, contract, subcontract or hire any therapy staff providing services to District on behalf of Provider, or any entity whether it be an LLC, corporation or sole proprietorship, which employs any therapy staff which provided services to District on behalf of Provider, for a period of one year after the termination of this contract, unless agrees upon in writing by Provider and a fee paid to Provider of not less than one years contract rate.

School District of Manawa

By: _____ Title _____ Date: _____

N.E.W. Rehab Company

By: Rebecca Stalker Title President Date: 8-30-19



School District of Manawa

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

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9-Week Waiver Form

Per Wisconsin State Statute:

9-Week Waiver - Student is a non-resident and attends under s. 121.81(2). If the student achieves residency within the initial 9 weeks, the Board may elect to waive tuition. If tuition is waived, the district should amend the pupil count to reflect residency. If the student does not achieve residency within the initial 9 weeks, parents may request a second nine-week period. If within the second 9-week period, the student achieves residency, the Board may elect to waive tuition. If tuition is waived, the district should amend the pupil count to reflect residency. If the student does not achieve residency within the second 9-week period, the Board must charge tuition for all dates of service until such time the student does achieve residency.

Parent Name (Print): Joel & Sheila Voigt

Current Address: 16640 Island Road

City/State/Zip Code: Manawa, WI 54949

Home Phone #: (262) 483-4310 Day Phone #: (262) 483-4310

Address Where Moving to in School District of Manawa:

268 Walnut Street Manawa, WI 54949

Student(s) Name, Grade & DOB:

[Redacted] K DOB: [Redacted]

[Redacted] 4K DOB: [Redacted]

_____/_____/____ DOB: _____

_____/_____/____ DOB: _____

I verify that my student(s) will become a resident of the School District of Manawa by the end of the first 9 weeks of classes of the current school year. If my student(s) has not moved into the district by the end of the first 9 weeks of classes, I may request an additional 9-week waiver. At the end of this extension (total of 18 weeks), if my above listed student(s) has not obtained residency in the district, I, being custodial parent/legal guardian of said student(s), agree to pay the full tuition cost for each of the above listed students in attendance.

Custodial Parent/Legal Guardian Signature: Sheila Voigt

Brief Narrative if needed: Buying a home in Manawa School District and anticipate moving into SDM on 9/27/19.

Dr. Melanie J. Oppor
District Administrator
mopper@manawaschools.org
(920) 596-2525

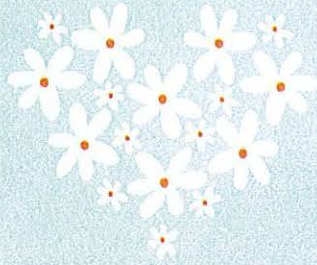
Daniel J. Wolfgram
Jr./Sr. High School Principal
dwolfgram@manawaschools.org
(920) 596-5800

Michelle Pukita
Elementary Principal
mpukita@manawaschools.org
(920) 596-5700

Carmen O'Brien
Business Manager
cobrien@manawaschools.org
(920) 596-5332

Danielle Brauer
Curriculum/Special Ed. Dir.
dbrauer@manawaschools.org
(920) 596-5301

*Received 9-9-19
M. J. Oppor*



thank you

Manawa School District -

Thank you for the Card, Support,
and gift of Money in Memory
of Norm Perry. Your thoughtfulness
is greatly appreciated.

Joe & Lynn Perry



Annual Membership July 1, 2019 - June 30, 2020

CLIENT CLIENT CONTACT

Manawa Sch Dist
2300 State Road 44
Oshkosh, WI 54949

Melanie Oppor
Superintendent
mopper@manawaschools.org
920-596-5300

PROVIDER

CESA 6
Ted Neitzke
tneitzke@cesa6.org
920-233-2372

For assistance with this contract, please contact:
Mary Ann Schwandt
Operations Coordinator
920-236-0563
mschwandt@cesa6.org

This contract is between the Board of Control of Cooperative Educational Service Agency No. 6 (CESA 6), party of the first part, and Manawa Sch Dist (Client).

WHEREAS, CESA 6 exists pursuant to the provisions of Chapter 116, Wisconsin Statutes, for the purpose of providing educational services by contract to its member districts and other entities in accordance with the provisions of Section 116.032, Wisconsin Statutes; and

WHEREAS, CESA 6 desires to provide such products and services and Recipient desires to receive such products and services from CESA 6 all pursuant to the terms and conditions set forth in this agreement;

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings set forth herein, CESA 6 and Recipient do hereby agree as follows:

1. Products & Services

For the term set forth in this contract, CESA 6 agrees to provide, through qualified personnel, the services set forth in the contract summary table (Exhibit A) and Manawa Sch Dist Agrees to purchase from CESA 6 the products and services outlined in the contract summary table (Exhibit A).

2. Billings/Payments for Services

Recipient agrees to pay the pro rata gross costs for all products and services provided/rendered and as set forth in the contract summary table (Exhibit A).

2.1 Payment

Payments under this contract shall be made to CESA 6 at 2300 State Road 44, Oshkosh, Wisconsin 54904, on or before the first of the month following receipt of the invoice. If your district requires a

purchase order, please have a purchase order issued prior to signing this contract and note the purchase order number below when signing.

2.2 Invoice Frequency

The contract summary fee table in Exhibit A contains the frequency/date of invoicing. Items with a frequency of one (1) will be invoiced upon execution of this contract. Items with a frequency beyond one (1) will have the sum of the item split over the number of invoice periods displayed. Items with a frequency of (12) will be invoiced the first of each month between July 1, 2019 - June 30, 2020. Items with a frequency of ten (10) will be invoiced between September and June. Items that have an invoice date listed will have a invoice generated at that time; the fee table may have multiple invoice dates if products and services will be provided/rendered at various times throughout the fiscal year. Items that are invoiced based upon usage will be displayed with the frequency in which they will be invoiced, but the amount will be based upon actual services provided.

2.3 Budgeted Estimated Costs/Federal and State Aids/Reconciliation

In accordance with Section 116.03(4), Wisconsin Statutes, the Manawa Sch Dist agrees to pay as program costs to CESA 6 its proportionate share of the costs of the services provided under this contract. Therefore, the Manawa Sch Dist and CESA 6 agree that all federal or state aids, if applicable, to the services set forth in the contract summary table (Exhibit A), will be paid when received or soon as possible thereafter and will be prorated in the same ratio that original costs for the programs were determined. All actual invoices from CESA 6 will be based on budgeted estimated costs as set forth in the contract summary table (Exhibit A). Any overpayments or underpayments to CESA 6 or the recipient from the estimated billing of prorated costs will be determined through the CESA 6 end of fiscal year reconciliation audit. Notice of such over payment or underpayment to the Recipient will be provided by CESA 6 within thirty (30) days of the determination of any over payments or under payments as a result of the end of fiscal year audit. Payments of under or overpayments will be rendered as soon as possible after receipt of notice.

3. Contract Term

This agreement shall be effective for the period July 1, 2019 - June 30, 2020.

4. Employees

In accordance with the provisions of Section 116.045, Wisconsin Statutes, CESA 6 is the sole employer of the personnel it employs. Recipient of the services under this agreement is not deemed an employer because of the exercise of any supervision or control over any personnel services provided under the provisions of this contract. CESA 6 shall conduct background checks upon hire of all employees scheduled to work within your school district. Tuberculosis tests are required for all new employees working in school district locations.

5. Product/Service Terms and Conditions

The terms and conditions of the product/services being provided are outlined in Exhibit B. CESA 6 and Manawa Sch Dist both have responsibilities associated with the execution of this contract and agree to the terms and conditions.

6. Permanent Placement

Manawa Sch Dist understands that permanent placement fees are on a contingency basis and are payable only if Manawa Sch Dist employs a current CESA 6 employee that has been, directly providing services associated with this contract to Manawa Sch Dist. The total fee will be 20% of the annual salary of the CESA 6 employee providing services. Due date for permanent placement fees for CESA 6 employees who have previously been contracted with Manawa Sch Dist will be 30 days from the last day of contracted work.

7. Confidentiality

All information provided in this document is to remain private and confidential. The Manawa Sch Dist will not disclose any part of this contract to other individuals or organizations of which this is not intended for.

8. Entire Agreement

This contract contains the entire agreement of the parties. Any modifications to this agreement must be in writing and signed by the parties.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS AND SEALS.

Manawa Sch Dist

Melanie Oppor

08/21/2019

Signature

Date

Dr. Melanie J. Oppor

District Administrator

Name

Title

Purchase Order Number:

CESA 6

Ted Neitzke

08/25/2019

Signature

Date

Ted Neitzke

Chief Executive Officer

Name

Title

Exhibit A - Contract Summary Table

M.O.

Name	Price	QTY	Invoice Frequency	Subtotal
CESA 6 Annual Membership Fee CESA 6 is a member-driven agency. Schools and school districts turn to CESA 6 for quality resources, designed for today's learners. CESA 6 makes it possible for schools, regardless of size, to work together to share staff, save money and extend educational opportunities to all children. Our products and services can be customized to fit your needs.	\$4,930.00	1	1	\$4,930.00
				\$4,930.00
			Subtotal	\$4,930.00
			Total	\$4,930.00

Signature Certificate

Document Ref.: ZIKQV-BCWMV-5XAAQ-M8EP3

Document signed by:

	Melanie Oppor Verified E-mail: moppor@manawaschools.org	
IP: 216.56.21.66 Date: 21 Aug 2019 21:34:11 UTC		

	Ted Neitzke Verified E-mail: tneitzke@cesa6.org	
IP: 99.42.170.185 Date: 25 Aug 2019 19:37:43 UTC		

Document completed by all parties on:
25 Aug 2019 19:37:43 UTC

Page 1 of 1



Signed with **PandaDoc.com**

PandaDoc is the document platform that boosts your company's revenue by accelerating the way it transacts.





Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: September 10, 2020
Re: Staff and Program Highlights-September

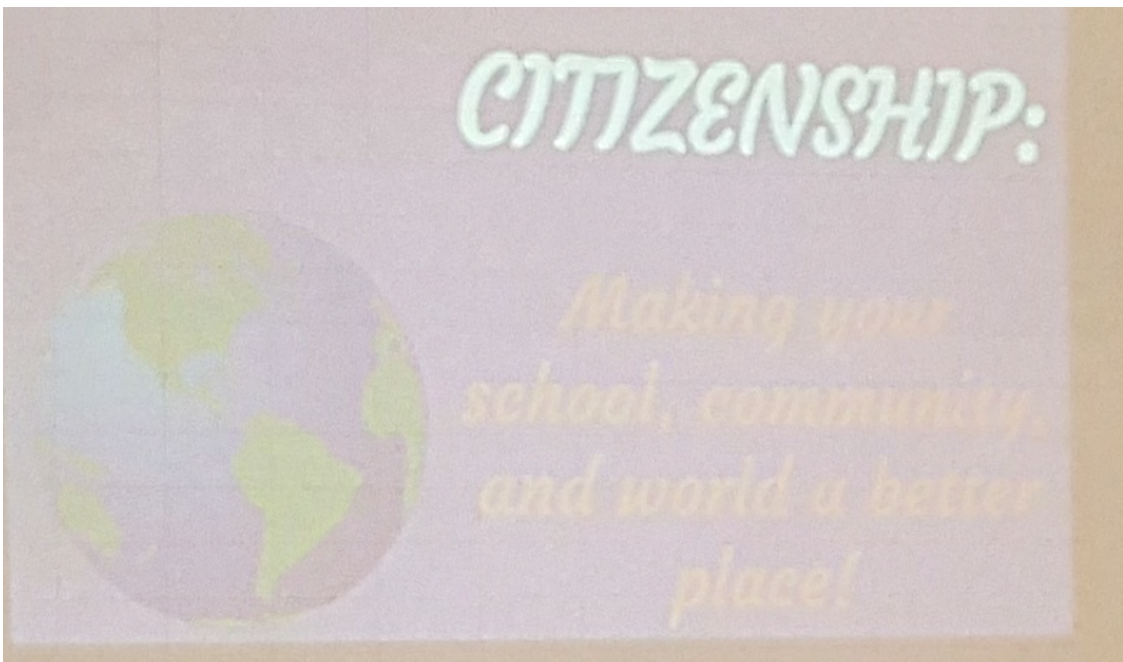
- **First Day of School:** Traffic flows with the new design of the parking lot. There are no more cars in the street waiting to come into the loop to drop off their child(ren). There was plenty of room in the parking lot for parents to park. In the back of the school, the buses drop off the students and exit without the worries of vehicle traffic. Students have the opportunity to play outside for a few minutes in the morning or socialize with friends before the morning bell rings.





- **First Day School Assembly:** The Fourth Grade students and teachers created and hosted our assembly. The overall theme was titled “Citizenship,” one of our character traits. They created a video demonstrating how to be a good citizen in MES. This also ties in with the PBIS matrix. They also tied in everyone belongs to MES. MES staff is focusing on building relationships with all students and wanting students to know they belong. Thank you to Missy Tassone, Cathy McCoy, the Fourth Grade Students, and Mrs. Ziemer for hosting the assembly.

Staff also put together a video doing the “Git Up” dance by dancing to different sections of the dance. Thank you to Corrie Ziemer for videotaping and choreographing the dance. Thank you to Jen Krueger for assisting Corrie Ziemer with the editing. Thank you to all staff members for participating in the "Git Up." This was an excellent way to welcome students back to school!



- **Students are back in the Swing of Things:** By the end of the first week of school, students were following the rules of the classrooms and participating in morning meetings.





Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 9/10/2019

Re: Staff and Program Highlights – September

Back to School: Thank you to the PBIS Committee for helping to facilitate many of the positive “Welcome Back” activities for the students. Gamification was utilized to introduce staff and help students match summer activities with the appropriate staff member. Correct answers were provided in an all-school assembly with the winning homeroom teams given an extra 5 minutes of lunch. An informal survey of instructional staff feels as though the start of this year has been very positive and engaging.





Athletic Updates: Athletic Director Dawn Millard is off and running and learning quickly. Mr. Bortle and Mrs. Flynn have helped to teach her the ropes and mentor her in her first few weeks. We are thankful for her positive attitude and look forward to her leadership.



Response to Intervention (RtI) Update: At the end of the 2018-2019 school year, the staff took the time to progress monitor the success of the Honor Card combined with the efficacy of the RtI schedule at the end of the school day. Adjustments were made for the first quarter of this year that still allowed students to leave but a targeted approach was made to provide consistency with the claiming the same groups of students.

Teachers “drafted” students for placement in the classes for the first quarter. Secondly, A rotation was set up amongst teachers of juniors to provide for targeted ACT preparation. Staff will continue to review and make improvements that will allow for student choice and provide for immediate contact with students that are struggling either academically or behaviorally.

Kudos to Staff: Congratulations to the staff of Little Wolf Jr. /Sr. HS for performing admirably on all of the required drills the first week of school. On the first day of school, staff led the students through the Fire Drill, Lockdown Drill, and the Take Shelter/Tornado Drill. Later in the week, we were put to the test by running the Evacuation Drill due to a gas leak in one of the shut-off valves in the science department. A tabletop session occurred the following Wednesday during the staff meeting to review and refine procedures.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 8/23/2019

Re: 2019-2020 Non-Athletic Co-Curricular Positions

Please find below a list of personnel for the Non-Athletic Co-Curricular positions for 2019-2020. The highlighted names indicate new additions.

<u>Position</u>	<u>Name</u>
Art Club / Team	Nancy Zabler
Marching Band / Pep Band	Austin Rohan
Class Advisor H.S. / Senior	Ann Warning
Class Advisor H.S. / Senior	Michele Koshollek
Class Advisor H.S. / Junior	Kevin Murphy
Class Advisor H.S. / Sophomore	Austin Rohan
*Class Advisor H.S. / Freshman	Ellen Christensen
*Class Advisors Jr. High	*Nate Ziemer, Dawn Millard, Tracy Breaker, Brad Johnson
Prom Advisor	Austin Rohan
Prom Advisor	Mary Eck
Prom Advisor	Tom Polkki
FBLA	Renee Berg
Forensics Director / H.S. Head Coach	Tracy Konkol
Forensic / Asst. Coach H.S.	Jackie Gast

Forensic / Coach Jr. High	Amy Anaya
Debate Coach H.S.	Katharine McArthur
N.H.S. Director	Janine Connolly
Play Director / Drama	Ellen Christensen
Student Council H.S. - includes oversight of homecoming related events	Mary Eck
Yearbook H.S.	Rita Gipp
Yearbook Jr. High	Rita Gipp
Quiz Bowl	Pat Collins

*The position of Jr. High Class Advisors will be split between four staff members. The stipend of \$300 will be equally divided amongst the four staff members.

**The second and third position of Prom Advisor will be filled after discussion with staff upon their return.



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To: Dr. Melanie Oppor
Fr: Dawn Millard
Date: 9/9/2019
Re: 2019 Cross Country Coaching Staff

I am recommending the following coach for the 2019 Cross Country Varsity Assistant coaching assignment due to Mr. Duhn’s absence from the position.

Name	Position	Information
Bruce Scheller	Varsity Assistant Coach	Mr. Scheller has been involved with the track program as a volunteer coach for many years ranging from 7th and 8th grade to the high school level. He works well with the athletes and is very patient and knowledgeable about running, especially distance running. Mr. Scheller’s payment for services rendered will be prorated starting September 6th.

Dr. Melanie J. Oppor

District Administrator

moppor@manawaschools.org

(920) 596-2525

Daniel J. Wolfgram

Jr./Sr. High School Principal

dwolfgram@manawaschools.org

(920) 596-5800

Michelle Pukita

Elementary Principal

mpukita@manawaschools.org

(920) 596-5700

Carmen O’Brien

Business Manager

cobrien@manawaschools.org

(920) 596-5332

Danielle Brauer

Curriculum/Special Ed. Dir.

dbrauer@manawaschools.org

(920) 596-5301



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: September 2019
Re: Business Office Highlights and Updates

The audit was completed by Erickson and Associates, S.C. and all the financial reports have been filed with DPI. The audit process starts in July and extends through the end of September. This is essentially all that I work on until the final report is done. I am happy to report that the final report was submitted on September 12, 2019. It is a tremendous relief when this is complete. The BOE can look forward to an audit report later this school year.

My next task is to enter the budget numbers into Skyward. Building the budget is a multi-month process. The process begins in December with preliminary discussions for Staff and Program Changes for the next school year. The administrative team works through different scenarios based the goals of the District and financial projections. Next, all administrators submit their building/department budgets in the Spring. The State budget is then approved in Madison and aid estimates are released in July. The next important piece of information is the 3rd Friday in September pupil count. This year it falls on September 20, 2019 and the results determine the funding (aid) the District will receive for the 2019-20 school year. This final aid certification is released on October 15th. The last piece of the budget puzzle comes from the certification of property values and the tax apportionment for the city/village/townships. This comes from the Department of Revenue. With all this information, I am then able to complete the Revenue Limit Worksheet and present a final budget for the 2019-20 school year at the annual meeting to be held on the 4th Monday in October, October 28, 2019.

July 31, 2019

	Revenues		Expenses		Revenues YTD		Expenses YTD	
Fund 10 - General	\$ 15,115.71	\$	308,768.54	\$	15,115.71	\$	308,768.54	
Fund 27 - Special Education	\$ -	\$	4,126.40	\$	-	\$	4,126.40	
Fund 50 - Food Service	\$ 776.50	\$	7,816.11	\$	776.50	\$	7,816.11	
Fund 80 - Community Fund	\$ -	\$	-	\$	-	\$	-	
								Project Exp to Date
Fund 39 - Referendum (2018)	\$ 9,672.52	\$	315,013.49	\$	9,672.52	\$	315,013.49	\$ 1,319,759.33
Demo Referendum Project	\$ -	\$	-	\$	-	\$	-	

Accounts	Balance
General Checking	\$ 347,090.37
General Money Market	\$ 302,010.05
ADM Investment Savings	\$ 148,894.48
Student Activity Account	\$ 82,452.67
OPEB	\$ 441,202.06
Fund 46 - Savings	\$ 200.32

Grants	Allocation	Carryover	Total	Claimed to Date	Outstanding Revenue
Fund 10					
Carl Perkins (Tech. Ed)	\$ 6,308.46		\$ 6,308.46	\$ -	\$ 6,308.46
Title I - Public (Reading/Math)	\$ 104,935.00	\$ 1,496.78	\$ 106,431.78	\$ -	\$ 106,431.78
Title II - Public (Professional Dev.)	\$ 24,305.00		\$ 24,305.00	\$ -	\$ 24,305.00
Title IV (Stud. Support & Enrich.)	\$ 10,000.00		\$ 10,000.00	\$ -	\$ 10,000.00
Fund 27					
Flow Through (SPED)	\$ 173,801.00		\$ 173,801.00	\$ -	\$ 173,801.00
Preschool (Early Childhood)	\$ 8,086.00		\$ 8,086.00	\$ -	\$ 8,086.00

Revenues	Budgeted	Collected to Date	Outstanding
Property Taxes			
Lottery Tax Credit			
Open Enrollment In			
Transportation Aid			
Equalization Aid			
Sparsity Aid			
Per Pupil Aid			
High-Cost Transportation Aid			

Fund 10 Expenses	2018-19 FY Activity	2019-20 Original Budget	2019-20 FYTD Activity	Percent Expended to Date	Unexpended Balance
Salaries	\$ 3,578,713.22		\$ 82,868.37		
Benefits	\$ 1,501,290.79		\$ 32,013.97		
Purchased Services	\$ 2,951,070.37		\$ 71,337.01		
Non-Capital Objects	\$ 310,371.17		\$ 8,898.70		
Capital Objects	\$ 158,750.11		\$ 20,570.50		
Debt Retirement	\$ 3,299.99		\$ -		
Insurance & Judgments	\$ 85,125.48		\$ 91,764.85		
Transfers (i.e. to Fund 27)	\$ 524,513.73		\$ -		
Other (Dues & Fees)	\$ 37,298.16		\$ 1,315.14		
TOTAL	\$ 9,150,433.02		\$ 308,768.54		



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Carmen O'Brien
cc: Board of Education
Date: September 6, 2019
Re: Food Service 5.5 hr./day position

I am recommending Ms. Donna Wheeler to fill the 5.5 hour per day food service position at Little Wolf Jr./Sr. High School. Ms. Wheeler worked as a substitute for our food service department and had completed all the necessary training, background check, and health testing. Her start date was September 3, 2019. I believe she will make a positive addition to the food service team.



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To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 9/10/19
Re: Special Ed/Curriculum Update

Special Education

- So far this year we have had 8 students with IEPs transfer into the district. Teachers are doing a great job of getting to know students and processing paperwork.
- 1st-semester IEP meetings need to be scheduled by September 15th. 2nd-semester meetings need to be scheduled by December 15th.
- Special Ed scheduling at the elementary didn't go as smoothly as I had hoped. We are still working on it. We had some new students with more significant needs which is leading us to need to evaluate whether or not we need more help in the classrooms.
- The elementary special education staff along with Mrs. Abbey did a great job helping out with Mrs. Seka being out at the start of the year. Mrs. Seka's students came back like they had never left which is a testament to the procedures in her classroom. It was very easy to help out in her room when the students knew what to do. Mrs. Seka came back to cheers and hugs from her littles. It was heartwarming to see. See pics below.

Curriculum

- The All-District In-service on Aug 20th was a ton of fun to plan and participate in. The t-shirts and building block stress balls turned out really well with help from Mrs. Brotle (design). It was great to be able to interact with staff members I don't know too well. What a great way to kick off the year. I added pictures that I took below.
- The admin team is planning the 2 half-day in-services we have this year. In October we will be focusing on Mental Health.
- Mrs. Seka, Mrs. Ziemer, Mrs. Stormoen, Mrs. Eck, and Mrs. Konkol (all members of the C&I Advisory Committee) attended the first installment of Leading for Learning put on by DPI at CESA 6 on Aug. 23rd. National speaker Chris Jakicic, co-author of “Make it Happen, Coaching With the 4 Critical Questions of PLCs at Work”, lead the day and walked us through the process of choosing Essential Standards, unpacking standards, and creating learning targets. The team was extremely engaged all day and left with the decision that they will assist principals in rolling the information out to the rest of the staff.
- The entire C&I Advisory met on September 3rd. The members who attended Leading for Learning updated the rest on what they learned. The team also decided on recommendations for me to bring to principals regarding how to layout Wednesdays in order to get the most accomplished. They were very thoughtful about how we can improve on what we did last year. The group was very honest and clearly committed to increasing student learning.



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- I brought the recommendations from the C&I Advisory Committee to the admin planning group. We decided on the recommendations they would like to try out. The next step is to have the C&I Advisory Committee to get back together and build on their recommendations.





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Technology Board Report

September 12, 2019



Chromebook Rotation

The 2019-20 school year is the first year of the stable chromebook rotation cycle. At this point all students are using devices under four years old. Grade 6 and 9 student receive new devices and use them for three and four years respectively. This also allows us to make better devices available in the elementary chromebook carts.

School Year	2018-19			2019-20		
Grad Year	Grade	Device	Age	Grade	Device	Age
2018						
2019	12	Acer/Dell	2-4 years			
2020	11	Acer/Dell	2-4 years	12	Dell (16)	3 years
2021	10	Dell (17)	1 year	11	Dell (17)	2 years
2022	9	Dell (18)	New	10	Dell (18)	1 year
2023	8	Acer (14-15)	3-4 years	9	Dell (19)	New
2024	7	Acer (14-15)	3-4 years	8	Dell (17)	2 years
2025	6	Dell (18)	New	7	Dell (18)	1 year
2026				6	Dell (19)	New
2027						

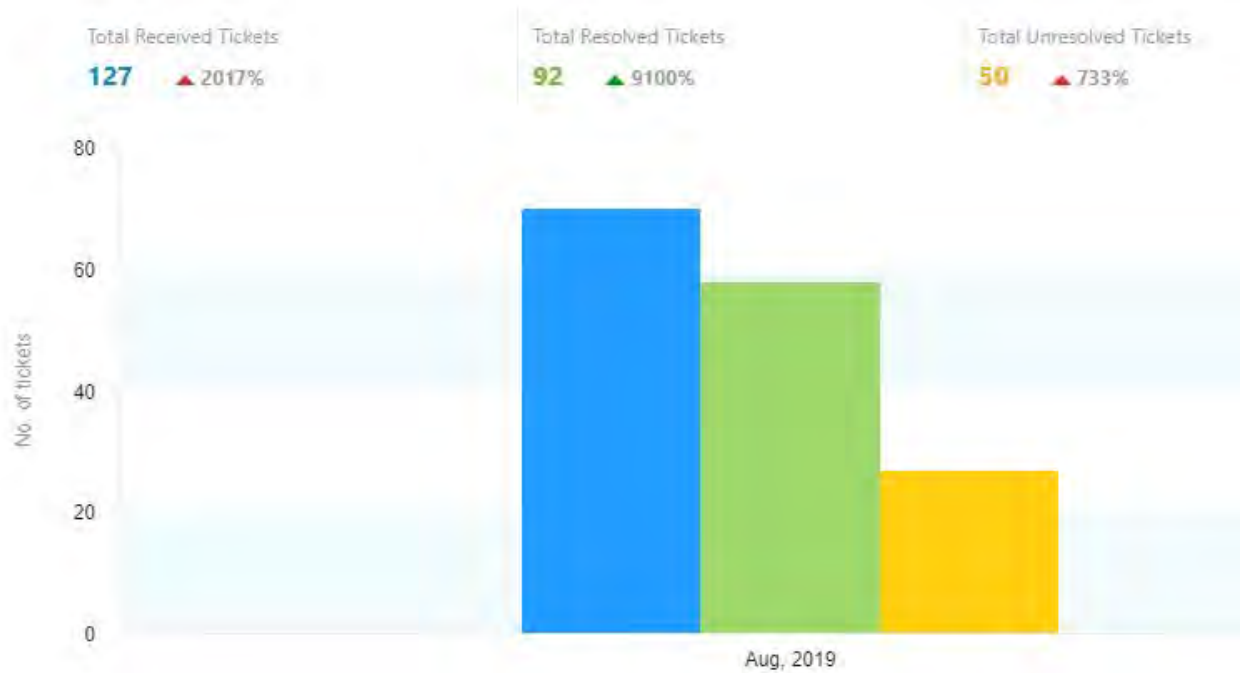
Technology Board Report

September 12, 2019



Help Desk Tickets

As expected, we have a surge in help desk ticket requests with the start of the new school year. The ease of use of the new tracking system has encouraged staff to open more tickets. The table below shows the number of received, resolved, and open tickets. The percentage values are over-inflated because the system is newer and was largely unused over the summer.



Minutes of the September 4, 2019 Finance Committee Meeting

The meeting was called to order by temporary Chair Pethke at 5:39 p.m. in the MES Board Room

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

In Attendance: Pethke, J. Johnson, Scheller, Dr. Oppor, Mrs. O'Brien

Timer: Pethke Recorder: J. Johnson

Short-term Borrowing RFP Process (Information): Informational, RFP process in the packet.

Audit Results (Information): Informational, Auditors count Grants and Aid on an accrual basis. Written explanation handed out.

July 2019 Financial Update (Information): Informational, will receive more information at the regular Board meeting.

Finance Committee Planning Guide (Information / Action)

Next Finance Committee Meeting Date: October 3, 2019 at 5:30 p.m.

Adjourn: Motion by J. Johnson/Pethke. Carried at 6:23 p.m.

Minutes of the September 12, 2019 Buildings & Grounds Committee Meeting

The meeting was called to order by R. Johnson at 5:30 p.m. in the MES Board Room.

Board Committee Members: R. Johnson (C), Scheller, Forbes

In Attendance: R. Johnson (C), Scheller, Forbes, Hollman, Dr. Oppor

Timer / Recorder: Forbes

1. Endorse Selection of Fire Alarm Company:
Motion by Forbes / Scheller to recommend selection of fire alarm company to full board for approval. Motion carried.
2. MES Roof Leaks: Information
3. Referendum Project Updates: Informaton
4. Alternative Add Options: Information
 - a. Adding a Light Pack in HS Parking Lot
 - b. HS Gym Roof Drains
 - i. Lead pipes leaking at joints
 - ii. Pinhole leaks
 - iii. Packing joints/Replacing drain segments of drain lines
 - iv. Asbestos testing
5. HS Air Quality Tests: Information
6. MES Domestic Hot Water Heaters: Information
7. Replacement of Pickup Truck: Information
8. Football Field: Information
 - a. Field Boring Report
 - b. Rettler Recommendation
9. Focus on Energy and Energy Efficiency Project Annual Reporting: Information
10. Sale of Truck Plow Blade (No longer being used)
 - a. Motion by Scheller / Forbes to recommend selling truck plow blade to full board for approval. Motion carried.
11. Quote from S & S Excavating for MES Playground Drain Tile and Installing Wood Chips (Wood chips are being donated by Conroys at Bear Lake.) Information
12. Quote on Tree Pruning from Mid-state Tree Service: Information
 - a. Dead tree at west entry to HS.
 - b. Decorative trees at MES growing into soffit or needing professional shaping.
 - c. Tree branches partially growing over the light pack on the center utility pole on the west end of the HS parking lot.
13. LaForce Quotes for Additional Fobbed Entrances at MES: Information
14. Buildings & Grounds Committee Planning Guide: Information
15. Confirm Meeting Date: Wednesday, October 2, 2019, at 6:00 p.m.
 - a. Review RFP submittals
 - b. Regular Buildings & Grounds topics to follow RFPs
 - c. Other

16. Confirm Upcoming Meeting Dates:

- a. October 2, 2019 – 5:30 p.m. Includes Lawn Care RFP's
- b. November 13, 2019 – 5:30 p.m.
- c. December 11, 2019 – 5:30 p.m.
- d. January 8, 2020 – 5:30 p.m.
- e. February 12, 2020 – 5:30 p.m.
- f. March 11, 2020 – 5:30 p.m.
- g. April 8, 2020 – 5:30 p.m.
- h. May 13, 2020 – 5:30 p.m.
- i. June 10, 2020 – 5:30 p.m.
- j. July 8, 2020 – 5:30 p.m.
- k. August 12, 2020 – 5:30 p.m.

Motion by Forbes / Scheller to Adjourn at 6:56 p.m. Motion carried.

Minutes of the Sept. 5, 2019 Policy & Human Resources Committee Meeting

The meeting was called to order by Pethke at 5:30 p.m. in the MES Board Room

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

In Attendance: Pethke, Forbes, J. Johnson, Scheller and Dr. Oppor, D. Wolfgram

Timer: Forbes

Recorder: Forbes

Motion by J. Johnson / Forbes to Endorse a 1-year Pilot of the Secondary Lunch Duty Plan as Presented. Motion carried.

Motion by J. Johnson / Forbes to decline the AG8410 Series (Violence, Imminent Warning Signs, Interventions, etc). Motion carried.

Motion by J. Johnson / Forbes to recommend the SDM Safety Plan: Emergency Response Protocols to the full Board as presented. Motion carried.

- a. Annual DOJ Requirement for BOE Approval
- b. Implications of ALICE Training on Emergency Protocols

Motion by J. Johnson / Forbes to Recommend AG 3141 Criminal Background Check Procedure to the full Board as presented. Motion carried.

NEOLA Clarification on Nondiscrimination Language- discuss further at next meeting with Mr. LaValle

Set Next Meeting Date: When Mr. LaVallee is available- Oct. 9th at 5:30 p.m.

Next Meeting Items:

- a. NEOLA Update
- b. Fundraising and Fee Practices (Action): Motion by J. Johnson/Forbes to table in August

Adjourn Motion by J. Johnson / Forbes to adjourn at 6:15 p.m.



Students choosing to excel; realizing their strengths.

To: Manawa Board of Education
From: Dr. Melanie J. Oppor
Date: September 11, 2019
Re: Fire Alarm System Recommendation

The purpose of this memo is to recommend Martin Systems to install the Notifier fire alarm control system and to provide the fire alarm monitoring services through Wright-Hennepin. The rationale for this recommendation is as follows:

- Of two Wisconsin-based companies bidding on the project, Martin Systems was the low bid.
- Notifier is an open protocol system meaning that other vendors can repair or manage the system.
- Martin Systems places primary emphasis on service/client satisfaction.
- The alarm system can be checked in real time via computer or smartphone. This same access is available to local law enforcement, the fire department, and to whomever else the district may wish to grant access through a password-based system.
- The fire alarm system can be put into and out of “test mode” by the district within seconds for routine fire drills. The user controls these features and is not reliant on a remote attendant.
- Mead & Hunt, Inc., the engineering consulting firm working with the district recommends Martin Systems as the preferred vendor.
- Martin Systems offers the state required test and inspection services based on an hourly rate.
- All repair costs are based on parts and hourly labor fees that are preestablished (no annual package fees).
- Martin Systems has a direct dial service department with an on-call technician 24/7.
- The monitoring company fee is based on a monthly charge per panel/building.
- The system is expandable to include door security monitoring and security camera monitoring.
- Martin Systems serves a diverse array of clients to include cities, technical colleges, and public/private schools. Chief Rosenau checked references based on the fire department perspective and received all favorable feedback. Dr. Oppor contacted references at Fox Valley Technical College (system used on all 16 campuses) and the Pulaski School District. The references indicate that personnel are customer service oriented, the technology interfaces are user-friendly/simple to use, and the client can always talk with a service technician directly. The references state they are more than satisfied with Martin Systems and would highly recommend them.



PHASE	DESCRIPTION	COMPANY	BASE BID	P&P BOND	SUGGESTED	REMARKS
*Note: Check comments before modifying any values in this sheet.						
Division 2	SELECT DEMOLITION					
02.41.00 . .	DEMOLITION	BDR Services LLC	\$224,564.20	\$5,614.11	\$230,178.31	
02.41.00 . .	DEMOLITION	Boutz Demolition Company	\$282,781.00	\$250.00		
Division 3	CONCRETE					
03.30.00 . .	CAST-IN-PLACE CONCRETE	Delrar	\$240,250.00	\$7,207.50	\$247,457.50	
03.30.00 . .	CAST-IN-PLACE CONCRETE	De Arteaga, Inc.	\$339,800.00	\$4,247.50		
03.30.00 . .	CAST-IN-PLACE CONCRETE	Boldt	\$371,747.00	\$7,966.00		
03.30.00 . .	CAST-IN-PLACE CONCRETE	Altmann Construction Company, Inc.	\$425,000.00	1%		Bid Bond was sent
Division 3	POLISHED CONCRETE					
03.35.13 . .	CONCRETE FLOOR FINISHING	L & A Crystal	\$100,300.00	\$1,854.00		
03.35.13 . .	CONCRETE FLOOR FINISHING	J.C. Santy Construction, LLC	\$104,496.14	\$2,612.40		
03.35.13 . .	CONCRETE FLOOR FINISHING	HJ Martin & Son, Inc.	\$107,840.00	\$2,156.80	\$109,996.80	Looking at combined bid savings
Division 4	MASONRY					
04.20.00 . .	UNIT MASONRY	Hatch Building Supply	\$16,917.09	N/A		\$25,000 WINTER CONDITIONS Rebar Supply ONLY
04.20.00 . .	UNIT MASONRY	Boldt	\$364,261.00	\$7,966.00		Contract Modifications
04.20.00 . .	UNIT MASONRY	Wm. A Hein Construction Co., Inc.	\$369,800.00	\$4,800.00	\$374,600.00	
04.20.00 . .	UNIT MASONRY	Pahlow Masonry LLC	\$437,395.00			
04.20.00 . .	UNIT MASONRY	City Wide Masonry	\$455,000.00	2%		
Division 5	STRUCTURAL STEEL - SUPPLY					
05.50.00 . .	METAL FABRICATIONS	Hatch Building Supply	\$16,917.09	N/A		Rebar Supply ONLY
05.50.00 . .	METAL FABRICATIONS	Marvin Metal Fabricating	\$269,832.00	N/A	\$269,832.00	
05.50.00 . .	METAL FABRICATIONS	Nick's Welding & Fabricating	\$270,000.00			
05.50.00 . .	METAL FABRICATIONS	Nimsgern Steel Corp.	\$336,453.00	N/A		
Division 5	STRUCTURAL STEEL - INSTALL					
05.12.00 . .	STRUCTURAL STEEL FRAMING	Londerville Steel Enterprises	\$26,823.55	N/A		\$2,500 ADDITIONAL CRANE MOBILIZATION Rebar Supply ONLY
05.12.00 . .	STRUCTURAL STEEL FRAMING	SPE - Steel Erecting Services	\$120,100.00	\$1,801.50	\$121,901.50	
05.12.00 . .	STRUCTURAL STEEL FRAMING	Beson & Houle LLC	\$136,000.00	\$3,400.00		
05.12.00 . .	STRUCTURAL STEEL FRAMING	Lakeland Construction	\$195,000.00	N/A		
05.12.00 . .	STRUCTURAL STEEL FRAMING	Red Cedar Steel Erectors, Inc.	\$215,750.00	1%		
05.12.00 . .	STRUCTURAL STEEL FRAMING	Boldt	\$486,276.00	\$7,966.00		
Division 6	CARPENTRY					
06.10.00 . .	ROUGH CARPENTRY	Lakeland Construction	\$121,800.00	N/A		\$100,000 ROUGH CARPENTRY ALLOWANCE
Division 6	CASEWORK - SUPPLY					
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	Innovative Laboratory Systems	\$21,083.00	N/A		Epoxy Countertops ONLY
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	CTB Inc.	\$83,165.00	N/A		Excludes Epoxy Countertops
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	Wynn Jones & Associates	\$104,477.00	\$2,042.00	\$106,519.00	
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	Hillcraft of Wisconsin, LLC	\$104,785.00			
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	Discher Millwork	\$108,000.00	Included		
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	JA Eisch LLC	\$137,321.50	\$4,400.00		
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	Starved Rock Casework	\$143,263.16			
06.41.00 . .	ARCHITECTURAL WOOD CASEWORK	Central Wisconsin Woodworking Corporation	\$150,018.00			
Division 6	CASEWORK - INSTALL					
06.41.00 . .INSTALL	ARCHITECTURAL WOOD CASEWORK INSTALL	Innovative Laboratory Systems	\$10,500.00	N/A		Install of Epoxy Tops ONLY
06.41.00 . .INSTALL	ARCHITECTURAL WOOD CASEWORK INSTALL	JA Eisch LLC	\$11,941.00	\$4,400.00		Will Install JA Eisch Casework ONLY
06.41.00 . .INSTALL	ARCHITECTURAL WOOD CASEWORK INSTALL	Lakeland Construction	\$29,500.00	N/A		
06.41.00 . .INSTALL	ARCHITECTURAL WOOD CASEWORK INSTALL	Wynn Jones & Associates	\$31,599.00	Incl Above	\$31,599.00	
06.41.00 . .INSTALL	ARCHITECTURAL WOOD CASEWORK INSTALL	F.C. Dadson	\$49,623.00	N/A		
Division 7	ROOFING					
07.53.00 . .	ELASTOMERIC MEMBRANE ROOFING	HySafe Fall Protection	\$24,552.00	N/A		\$10,000 ROOF PATCHING ALLOWANCE Roof Tie-off Posts ONLY
07.53.00 . .	ELASTOMERIC MEMBRANE ROOFING	Weinert Roofing	\$130,785.00	N/A		
07.53.00 . .	ELASTOMERIC MEMBRANE ROOFING	Crafts Inc.	\$138,755.00	\$1,387.55	\$140,142.55	
07.53.00 . .	ELASTOMERIC MEMBRANE ROOFING	Jamar Roofing Service	\$162,800.00	\$550.00		
07.53.00 . .	ELASTOMERIC MEMBRANE ROOFING	W&L Insulation & Roofing Inc.	\$233,304.00	\$5,100.00		
Division 7	FIRESTOPPING					
07.84.00 . .	FIRESTOPPING	Complete Fire Solutions	\$5,500.00	N/A		Incomplete Bid
07.84.00 . .	FIRESTOPPING	Performance Firestop	\$32,600.00	N/A	\$32,600.00	
Division 7	WATERPROOFING					
07.14.00 . .	FLUID APPLIED WATERPROOFING	D7 Solutions LLC	\$24,310.00	\$375.00	\$24,310.00	
Division 7	INSULATION					
07.21.19 . .	FOAMED-IN-PLACE INSULATION	Pro-Foamers, Inc.	\$27,730.00	N/A	\$27,730.00	
07.21.19 . .	FOAMED-IN-PLACE INSULATION	Corcoran Glass & Paint	\$33,500.00	N/A		
Division 7	METAL WALL PANELS					
07.42.13 . .	METAL WALL PANEL	Muza Sheet Metal Co., LLC	\$235,658.00	\$1,768.00	\$237,426.00	
07.42.13 . .	METAL WALL PANEL	Corcoran Glass & Paint	\$348,240.00	N/A		
Division 8	DOORS & FRAMES - SUPPLY					
08.11.13 . .	HOLLOW METAL DOORS AND FRAMES	Tri City Glass & Door	\$114,733.00	\$2,500.00	\$117,233.00	
08.11.13 . .	HOLLOW METAL DOORS AND FRAMES	LaForce	\$121,435.00	\$1,986.00		
08.11.13 . .	HOLLOW METAL DOORS AND FRAMES	HJ Martin	\$145,302.00	N/A		
08.11.13 . .	HOLLOW METAL DOORS AND FRAMES					
Division 8	DOORS & FRAMES - INSTALL					
08.11.13 . .90	.90 OWNER - HOLLOW METAL DOORS AND FRAMES	Lakeland Construction	\$30,000.00	N/A		
08.11.13 . .90	.90 OWNER - HOLLOW METAL DOORS AND FRAMES	Tri City Glass & Door	\$37,500.00	Incl Above	\$37,500.00	
08.11.13 . .90	.90 OWNER - HOLLOW METAL DOORS AND FRAMES	LaForce	\$49,575.00	N/A		
08.11.13 . .90	.90 OWNER - HOLLOW METAL DOORS AND FRAMES	HJ Martin	\$30,300.00	N/A		
Division 8	ALUMINUM ENTRANCES					
08.43.13 . .	ALUMINUM-FRAMED STOREFRONTS	Tri City Glass & Door	\$266,130.00	\$4,000.00	\$270,130.00	Includes 5k reduction for combined bid
08.43.13 . .	ALUMINUM-FRAMED STOREFRONTS	Omni Glass & Paint	\$269,069.00	\$3,200.00		
08.43.13 . .	ALUMINUM-FRAMED STOREFRONTS	Corcoran Glass & Paint	\$290,430.00	\$5,790.00		
Division 8	OVERHEAD DOORS					
08.33.23 . .	OVERHEAD COILING DOORS	EZ Glide	\$4,900.00	N/A	\$4,900.00	\$2,500 ELECTRICAL CONNECTION ALLOWANCE

08.33.23.	OVERHEAD COILING DOORS	Overhead Door Company of Appleton	\$5,319.00	NA	
Division 9	GYPSUM ASSEMBLIES				\$15,000 FRAME INSTALL ALLOWANCE
09.21.16.	GYPSUM BOARD ASSEMBLIES	Kohel Drywall LLC	\$209,834.00	\$5,245.85	\$215,079.85
09.21.16.	GYPSUM BOARD ASSEMBLIES	VerHalen Inc	\$336,072.00	N/A	
09.21.16.	GYPSUM BOARD ASSEMBLIES	Lakeland Construction	\$348,000.00	N/A	
					See inclusions/exclusions at bottom
Division 9	TILE				
09.30.00.	TILING	HJ Martin	\$16,515.00	\$330.30	\$16,845.30
					Excludes demo/mitigation
Division 9	ACOUSTICAL CEILING				
09.51.00.	ACOUSTICAL CEILING	Appleton Lathing Corporation	\$126,745.00	\$1,060.00	\$127,805.00
09.51.00.	ACOUSTICAL CEILING	Acoustic Professionals LLC	\$127,780.00	\$3,930.00	
09.51.00.	ACOUSTICAL CEILING	VerHalen Inc.	\$153,736.00	1%	
Division 9	RESILIENT FLOORING				
09.65.00.	RESILIENT FLOORING	HJ Martin	\$226,965.00	\$4,539.30	\$231,504.30
					Excludes demo/mitigation
Division 9	ATHLETIC FLOORING				
09.65.66.	SPECIALTY FLOORING	HJ Martin	\$25,685.00	\$513.70	\$26,198.70
09.65.66.	SPECIALTY FLOORING	Haldman Homme	\$32,798.00	NA	
09.65.66.	SPECIALTY FLOORING	Schmidt Custom Floors	\$39,920.00	\$256.00	
					To be contracted w/scope above
Division 9	TERRAZZO FLOORING				
09.66.16.	TERRAZZO TILE	John Cimarotti Terrazzo & Tile Co. Inc.	\$33,830.00		\$33,830.00
Division 9	FLUID APPLIED FLOORING				
09.67.00.	FLUID-APPLIED FLOORING	Parker Coatings, Inc.	\$30,058.00	NA	\$30,058.00
09.67.00.	FLUID-APPLIED FLOORING	Prostar Surfaces Inc.	\$32,775.00	N/A	
09.67.00.	FLUID-APPLIED FLOORING	L & A Crystal	\$100,300.00	\$1,854.00	
Division 9	PAINTING				\$15,000 WALL PATCHING ALLOWANCE
09.90.00.	PAINTING AND COATING	Davis Painting & Decorating, Inc.	\$67,737.00	\$1,253.13	\$68,990.13
09.90.00.	PAINTING AND COATING	SDS Painting Co. Inc.	\$69,500.00	N/A	
09.90.00.	PAINTING AND COATING	Omni Glass & Paint	\$80,305.00	\$225.00	
09.90.00.	PAINTING AND COATING	Van Eperen Painting	\$122,890.00	\$3,670.00	
09.90.00.	PAINTING AND COATING	Corcoran Glass & Paint, Inc.	\$128,750.00	3%	
Division 10	SIGNAGE				
10.14.00.	SIGNAGE	Sign Elements	\$8,395.00	N/A	\$8,395.00
10.14.00.	SIGNAGE	United Sign Corp	\$10,914.00		
Division 10	SPECIALTIES				
10.11.01.	VISUAL DISPLAY BOARDS	Par-Loc, Inc.	\$8,800.00	NA	
10.11.01.	VISUAL DISPLAY BOARDS	Block Iron & Supply Company	\$12,701.00		
10.11.01.	VISUAL DISPLAY BOARDS	LaForce	\$30,258.00	\$1,986.00	\$30,258.00
10.11.01.	VISUAL DISPLAY BOARDS	JWC Building Specialists, Inc.	\$37,211.00	\$278.00	\$37,211.00
10.11.01.	VISUAL DISPLAY BOARDS	Construction Supply, Inc.	\$60,181.00	NA	
					Toilet & Bath Accessories ONLY Excludes Shelving, and Projection Screen Supply and install Specialties Accordion folding partition only (inc. Install) Partitions Only
Division 10	LOCKERS				
10.51.00.	LOCKERS	Marshfield Book & Stationary	\$69,590.00	N/A	\$69,590.00
Division 10	FLAG POLES				\$2,500 FLAG POLE EXCAVATION ALLOWANCE
10.75.00.	FLAGPOLES	Pole-Tech Co., Inc.	\$1,465.00	NA	
10.75.00.	FLAGPOLES	Sommerville Flag	\$1,647.00		\$1,647.00
					Pole Base only
Division 11	EQUIPMENT - KITCHEN EQUIPMENT				
11.40.00.	FOOD SERVICE EQUIPMENT	Van Vreede's	\$418.95		
11.40.00.	FOOD SERVICE EQUIPMENT	Streich Equipment Co. Inc.	\$7,800.00	N/A	\$7,800.00
					Standard Residential Range Hood Denlar Hood with Fire Suppression
Division 11	EQUIPMENT - THEATRE EQUIPMENT				\$10,000 FRAMING/RIGGING ALLOWANCE
11.61.23.	MUSICAL RISERS	MainStage Theatrical Supply, Inc.	\$55,958.25		\$55,958.25
Division 22	PLUMBING				
22.00.00.	PLUMBING	Hurckman Mechanical Industries, Inc.	\$358,048.00	\$3,580.48	\$361,628.48
22.00.00.	PLUMBING	Wisconsin Mechanical Solutions	\$389,767.00	\$5,611.00	
22.00.00.	PLUMBING	J.F. Ahern Co.	\$397,100.00	\$2,594.00	
22.00.00.	PLUMBING	Johnson & Jonet Mechanical Contractors Inc.	\$425,900.00	\$21,540.00	
22.00.00.	PLUMBING	Jim's Plumbing	\$429,495.00	\$12,900.00	
22.00.00.	PLUMBING	August Winter & Sons, Inc.	\$544,225.00	\$0.01	
Division 23	HVAC				\$25,000 OVERTIME ALLOWANCE
23.00.00.	HVAC	B & P Mechanical, Inc.	\$1,025,000.00	\$10,250.00	\$1,035,250.00
23.00.00.	HVAC	Baumgart Mechanical Inc.	\$1,036,750.00	\$20,735.00	
23.00.00.	HVAC	Best Mechanical Services, LLC	\$1,072,846.00	\$10,728.46	
23.00.00.	HVAC	Wisconsin Mechanical Solutions	\$1,095,000.00	\$12,500.00	
23.00.00.	HVAC	Hurckman Mechanical Industries, Inc.	\$1,101,906.00	\$11,019.06	
23.00.00.	HVAC	Rohde Brothers, Inc.	\$1,121,531.00	0.9%	
23.00.00.	HVAC	J.F. Ahern Co.	\$1,136,000.00	\$6,745.00	
23.00.00.	HVAC	Ama Inc.	\$1,136,892.00	\$10,936.00	
23.00.00.	HVAC	Johnson & Jonet Mechanical Contractors Inc.	\$1,149,800.00	\$21,540.00	
23.00.00.	HVAC	August Winter & Sons, Inc.	\$1,542,283.00	1%	
Division 26	ELECTRICAL				\$45,000 MES GENERATOR ALLOWANCE
26.00.00.	ELECTRICAL	CableCom LLC	\$104,974.68		
26.00.00.	ELECTRICAL	Northland Electrical Services	\$1,227,806.00	\$12,278.06	\$1,240,084.06
26.00.00.	ELECTRICAL	Total Electric Service, Inc.	\$1,305,000.00	\$13,050.00	
26.00.00.	ELECTRICAL	Van Ert Electric Company Inc.	\$1,467,322.00	0.94%	
26.00.00.	ELECTRICAL	KW Electric, Inc.	\$1,515,900.00	1%	
26.00.00.	ELECTRICAL	Elmstar Electric Corporation	\$1,724,974.00	\$13,475.00	
					Communication Cabling ONLY Fire Alarm Options
Division 31	EXCAVATION				\$50,000 SHORING ALLOWANCE
31.23.16.	EXCAVATION	Midwest Drilled Foundations & Engineering	\$44,700.00	N/A	
31.23.16.	EXCAVATION	Faulks Brothers Construction	\$181,868.00	\$2,810.00	\$184,678.00
					Sheet Piling ONLY NEED SAVINGS ON SPOILS ON SITE DEMO OF CANOPY
Division 31	HELICAL PILES				
31.66.13.	HELICAL SCREW FOUNDATIONS	Raise Rite Foundation Pier System, Inc.	\$7,200.00	N/A	
31.66.13.	HELICAL SCREW FOUNDATIONS	Midwest Drilled Foundations & Engineering	\$15,000.00	N/A	\$15,000.00
31.66.13.	HELICAL SCREW FOUNDATIONS	McMullen & Pitz Construction Co.	\$18,000.00	N/A	
					Doesn't meet insurance requirements
Division 32	ASPHALT PAVING				\$125,000 DRIVEWAY PAVING ALLOWANCE
32.12.16.	ASPHALT PAVING	American Asphalt of Wisconsin	\$14,368.00	N/A	\$14,368.00
32.12.16.	ASPHALT PAVING	Northeast Asphalt Inc.	\$18,250.00	N/A	
Division 32	SITE CONCRETE				
32.13.13.	CONCRETE PAVING	Delrar	\$45,120.00	\$1,353.60	\$46,473.60
32.13.13.	CONCRETE PAVING	De Arteaga, Inc.	\$76,300.00	\$953.75	

Division 32	FENCING			
32.31.13. .	CHAIN LINK FENCES AND GATES	Fortress Fence	\$3,155.00	N/A \$3,155.00
Division 32	LANDSCAPING			\$2,500 LANDSCAPING ALLOWANCE
32.92.19. .	SEEDING	Faulks Brothers Construction	\$3,800.00	incl Above \$3,800.00
Division 33	SITE UTILITIES			
33.31.11. .	SITE SANITARY UTILITY SEWERAGE PIPING	Faulks Brothers Construction	\$63,890.00	incl Above \$63,890.00
33.31.11. .	SITE SANITARY UTILITY SEWERAGE PIPING	Scott DeNoble & Sons Construction Inc.	\$71,490.00	N/A

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\$6,743,553.33 SUBTOTAL

\$750,000.00 CONTINGENCY

\$7,493,553.33 BID PACKAGE #2 TOTAL



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

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

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

www.manawaschools.org

To: Dr. Melanie Oppor, Policy and Human Resources Committee
Fr: Dan Wolfgram, Michelle Pukita
Date: 8/30/2019
Re: Lunch Duty Proposal

The purpose of this memo is to propose a solution to the ongoing challenge of staffing lunch duty supervision at Little Wolf Jr./Sr. High School.

Background Information:

- Lunch duty supervision is currently staffed by paraprofessionals and the school counselor. In the past, it has been staffed in a similar fashion based on paraprofessional availability.
- All instructional staff at the high school and 7th-8th-grade level have one prep period and a duty-free lunch.
- Both high school staff and 7th-8th-grade staff have the same lunch periods as their students.
- Separate bell schedules and different lunch periods do not allow for any crossover of staff to assist in the lunchtime supervision.
- According to Wisconsin State Statute 118.235 -Lunch period for teachers.
 - *Every school board shall grant daily a duty-free lunch period to each of its teachers, except that a school district may contract with any teacher employed by it for services during such period. Such period shall be not less than 30 minutes and shall be provided at or near the time of the regular school lunch period.*

Proposal: Instructional staff (teachers) would be compensated in the form of Salary Advancement Points (6 points, or 1 PTO day per semester.) Staff was surveyed on what they valued in exchange for their services.

Why should instructional staff (teachers) be solicited for this duty?

The value of having teachers build and forge relationships with students is the key to bolstering academic success. The SDM realizes that spending time with students outside of the classroom enables and fosters relationship building. A focus on Social Emotional Learning (SEL) continues to be emphasized with staff, and this opportunity provides staff with the means to further their understanding of their students.

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How is the salary advancement point value determined?

- Lunch duty is a 30-minute commitment per day or 2.5 hours per week. If there are 18 weeks in a semester this equates to 45 hours of duty per semester.
- The SDM Salary and Stipend Guide on pages 6 and 7 states:
 - No more 30% or 72 points (over a 6-year cycle) will be accepted for Community & Connections. This category recognizes the importance of forging lasting relationships with students, families, business partners, and the SDM community for the betterment of the district. (This point value equates to 12 points per year or 6 points per semester.)
 - Points are given for tasks that go beyond, the professional educator’s contractual/handbook responsibilities.

Why offer an additional PTO Day?

When staff was surveyed, an additional PTO day was the most attractive option for staff and was the first option requested. Staff welcomed the idea of having additional time in the form of PTO day being an option. The Q12 reflected that time was one of the most valued commodities and appreciated by staff.

What is the cost to the District?

Two staff members are needed for the 7th/ 8th-grade lunch, and two staff members for the high school lunch period. In a year’s time period this would equate to 8 additional PTO days for the District to cover. The cost for a substitute depending on the status of the substitute. Former District employees receive \$110. The range of cost would then equate to between \$800 and \$880 per year.

Why is the elementary staff not being offered this compensation?

The current schedule for MES teachers allows for a 30-minute duty-free lunch every day. MES students eat in 20-minute shifts and have a 30-minute recess following lunchtime. If the teacher monitors the lunchroom, they eat their lunch during the 30 minutes that the students are at recess. In addition to the 30-minute duty-free lunch, teaching schedules average 45 minutes of prep per day.

Implementation:

Upon BOE approval, a schedule would be in place for immediate implementation on September 17, 2019.

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Students choosing to excel; realizing their strengths.

Emergency Response Protocols

Approved by the Manawa Board of Education on

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Section 1 - Emergency Contact List

Police Department	Manawa PD	9-911	920-596-3390
EMS	Manawa EMS	9-911	920-596-2593
Fire Department	Manawa FD	9-911	920-596-2593
Sheriff's Department	Waupaca County	9-911	715- 258-4466
State Police	Wausau Office	(715) 845-1143	
Emergency Management/Haz-mat	Waupaca County	9-911	715-258-4464
Safe Area - (Evacuation site)	Manawa Fire Department	920-596-2593	
Staging area - (Family Re-unification)	Manawa Fire Department	920-596-2593	
Poison Control Center		1-800-222-1222	
Hospital Emergency Room	ThedaCare Medical Center-Waupaca	715-258-1000	
Hospital Emergency Room(s)	ThedaCare Medical Center-New London	1-920-531-2030	
	ThedaCare Medical Center-Shawano	715-526-2111	
Water	City of Manawa DPW	920-596-2577	
Electric Company	Alliant Energy	1-800-255-4268	
Gas Company	Alliant Energy	1-800-255-4268	
Telephone Company	Manawa Telephone Co.	1-800-872-5452	1-920-596-2111
District Administrator	Melanie J. Oppor, PhD	920-596-5300	(cell) 920-896-3133
Principal – Jr./Sr. High	Daniel Wolfgram	920-596-5310	(cell) 920-538-6846
Principal - MES	Michelle Pukita	920-596-2559	(cell) 920-538-6835
Business Manager	Carmen O'Brien	920-596-5332	(cell) 715-602-3303
Transportation Coordinator	Kobussen – Casey Field	920-538-1719	(cell) 920-538-1719

Section 2 - **Evacuation** Protocols - Fire

2.1 Lead Administrative Response

1. Make sure that the alarm has been activated as soon as notification is received.
Do not wait to verify that a fire is actually occurring before activating alarm.
2. Call 9-911 or emergency services. Report a fire and give the facility's address as:
3. See that the emergency evacuation kits are taken from the building and transported to the evacuation site.
4. **If it is safe to do so:**
 - a. The principal will sweep sections of the P.E/Academic areas of the facility
 - b. The dean of students will sweep sections of the Tech. Ed. & Ag. area of the facility
5. Leave the building and report to the first responding public safety official.
 - a. Advise him or her of the emergency evacuation kits and their contents.
 - b. Offer to provide master keys to a properly identified public safety official.
 - c. Make a record of to whom the key is issued.
6. Report to the evacuation site and appraise the situation.
7. School office personnel verify student attendance rosters with school staff.
8. Decide whether to implement the family reunification protocol. If family reunification protocol is not appropriate, notify the staff to be prepared to implement it in the event the situation escalates.
9. Implement the media protocol.

2.2 Teacher & Staff Response

1. Shut off equipment such as Bunsen burners, stoves, tech. ed. equipment, etc.
2. Gather all students and visitors in your area of responsibility and prepare to evacuate to the designated safe spot for your building (a distance of at least 300 feet from the facility).
(Elementary safe spot is in the parking lot across from the school. Secondary safe spot is in the former elementary school parking lot.)
3. Ensure that persons with special needs in the immediate area are provided with assistance.
4. Hold door open, allowing people to file out single file, to a pre-determined area.
5. Take emergency red bag & shut the door.
6. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
7. Once evacuees have reached the evacuation site take attendance (call each student's name, DO NOT just count students) and report any missing student(s) to the designated person(s) (green vest) in the safe evacuation zone of the building.

2.3 Lead Staff Member Response (after hours)

1. Sound fire alarm.
2. Call 9-911 and request fire department and law enforcement response.
3. See that the emergency evacuation kits are taken from the building and transported to the evacuation site.
4. In areas where it is safe to do so, sweep the facility for students and adults who may not have been able to evacuate.
5. Meet responding public safety officials. Brief them of the situation. Make them aware of the contents of the emergency evacuation kit.
6. Report to the evacuation site and appraise the situation.
7. Implement the media protocol.

2a.1 - Fire Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Fire Evacuation

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	COMPLETED <input checked="" type="checkbox"/>	NOTES	REPORTED BY
Sound fire Alarm, activate appropriate crisis teams			
Call 911, request Fire and Police Dept. response			
Sweep the facility for students and adults			
Take emergency evacuation kits			
Assist people with special needs			
Evacuate according to the fire evacuation plan			
Report to evacuation site, appraise the situation			
Meet responding public safety officials			
Decide whether to implement the family reunification protocol			
Implement the media protocol			
At evacuation site develop a written list of all evacuees			

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: District Administrator _____ Date received: _____

Section 3 – **Evacuate** (Emergency Evacuation for Bomb Threat or Other Non-Fire Situation)

Definition

This type of evacuation is used for any emergency evacuation not related to a fire incident.

Alert Signal

Announcement over the public address system. “All staff initiate an Evacuation – An Emergency Evacuation is in effect at this time. Please follow protocol(s) and evacuate to:

- **All District to Manawa Fire Department @ 500 South Bridge Street – Manawa**
- **MES to LWJSHS**
- **LWJSHS to MES**

3.1 Lead Administrator Response

1. Notify appropriate public safety agencies and district office of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce an evacuation is in effect. (refer to “Alert Signal”)
5. **If it is safe to do so:**
 - a. The principal will sweep sections of the P.E/Academic areas of the facility.
 - b. The dean of students will sweep sections of the Tech. Ed. & Ag. areas of the facility.
6. Ensure that the emergency evacuation kits are removed from the building.
7. Leave the building and report to the first responding public safety official.
 - a. Advise him/her of the emergency evacuation kits and their contents.
 - b. Offer to provide master keys to a properly identified public safety official.
 - c. Make a record of the person to whom the key is issued.
8. Report to the **designated evacuation site as above** or other designated facility.
 - a. Check to ensure that all students and staff are at the site and appraise the situation.
9. Decide whether to implement the family reunification protocol. Verify with law enforcement before implementing the family reunification protocol. If family reunification protocol is not appropriate, notify the staff to be prepared to implement it in the event the situation escalates.
10. Implement the media protocol.
11. If deemed appropriate after consulting with public safety officials, authorize staff to reenter the facility.

3.2 Teacher & Staff Response

1. Gather all students and visitors in your area of responsibility and evacuate using the route and evacuation site designated unless otherwise instructed.
2. Ensure that all people with special needs are provided assistance.
3. After last student has left the room - Take evacuation kit, turn off the lights, & shut the door.
4. Once evacuees have reached the designated evacuation site:
 - a. Take attendance (call each student’s name, **DO NOT** just count students).
 - b. Provide attendance list to the lead administrator or his or her designee (green vest)
 - c. Report any missing student(s), staff, or guests.
 - d. Notify lead administrator or his or her designee of any suspicious packages/objects you noticed in your room/work area.
5. **DO NOT** attempt to reenter the facility unless the lead administrator or his or her designee or his or her designee directs you to do so.

6. **DO NOT** allow students to use portable/cell phones.
7. **DO NOT** use portable/cell phones unless a significant emergency situation exists.

3.3 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door, turn off the lights, and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the lead administrator or his or her designee or his or her designee directs you to do so.
5. **DO NOT** use portable phones unless a significant emergency situation exists.

3.4 Custodial Response

1. Inform all students, personnel and visitors in your area to evacuate using the route and site as designated above by the lead administrator or his or her designee.
2. Ensure all people with special needs in your area of responsibility are provided assistance
3. **If it is safe to do so** sweep the athletic, fine arts, tech. ed., and cafeteria areas of the facility.
4. Once you reach the designated evacuation area, report to the lead administrator or his or her designee and assist as needed.
5. **DO NOT** use any portable phones unless a significant emergency situation exists.

3.5 Bus Driver Response

1. Instruct students to evacuate the bus and leave their possessions. Remove the keys to the bus. Conduct a quick visual sweep of the bus before you exit. Do not touch, move or disturb any suspicious item, but note its location. **If it is safe to do so**, move students to a point approximately 1,000 feet from the bus (about the length of ten football fields). Meet with responding officials and tell them what you observed when you visually swept the bus for suspicious items.
2. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation, adjust your evacuation route and attempt to notify the lead administrator or his or her designee or the appropriate public safety officials.
3. Once you reach the designated evacuation site, develop a written list of all evacuees and provide the list to the transportation coordinator upon their arrival. Report the presence or lack of any suspicious objects on or near the bus, evacuation route or site.
4. Remain alert to potential dangers in the area and properly supervise students under your care.
5. **DO NOT** allow students to use portable telephones. Confiscate any electronic communications devices that are prohibited by policy. The use of cellular phones can result in loss of control of the situation.

3.6 Transportation Coordinator Response

1. Ensure that the appropriate public safety agencies have been notified of the situation.
2. Advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.

3. Proceed to the incident site if only one bus is involved.
4. Upon arrival, conduct a quick visual sweep of the evacuation area.
5. Report to the evacuation site, check to ensure that all students and staff are at the site and appraise the situation.
6. Meet with responding public safety officials and determine how the bus will be swept for explosive devices. Public safety officials ordinarily request that someone who is familiar with the area to be checked assist them. Any transportation personnel who assist in the sweep of the bus should be clearly instructed not to touch, move or in any way disturb anything on or near the bus.
7. After the bus has been swept, consult with public safety officials and decide whether to transport students on the bus, transfer them to another bus or to implement the family reunification protocol.
8. Implement the media protocol.
9. Brief your supervisor as appropriate for the situation.

3.7 Lead Staff Member Response (after hours as designated by principal or A.D.)

1. Notify appropriate public safety agencies of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce evacuation.
5. Notify the **principal and district administrator**.
6. **If it is safe for you to do so**, sweep the facility for students and adults who may not have been able to evacuate.
7. Ensure the emergency evacuation kits are removed from the building.
8. Leave the building. Report to the first responding public safety official and advise him or her of the emergency evacuation kits and their contents. Offer to provide master keys to a properly identified public safety official. Make a record of the person to whom the key is issued.
9. Report to the evacuation site. Check to ensure that visitors, students and staff are at the site. Appraise the situation.
10. Decide whether or not to implement the family reunification protocol. If students with driver's licenses are given permission to leave by the lead staff member, Skylert communications will be used by the principal or D. A. to alert families.
11. Implement the media protocol.

3a.1 -Bomb Threat/Non-Fire Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Bomb Threat/Non-Fire Evacuation** _____

Sheet initiated by: _____ Date: _____

1st Shift Relieved by: _____ Time: _____

2nd Shift Relieved by: _____ Time: _____

3rd Shift Relieved by: _____ Time: _____

ACTION	COMPLETED <input checked="" type="checkbox"/>	NOTES	REPORTED BY
Notify appropriate public safety (police, fire)			
Select an evacuation route and site			
Activate appropriate crisis teams			
Send designated staff member(s) to sweep the evacuation route and site			
Announce evacuation			
Sweep the facility for students and adults, assist special needs persons			
Ensure that the emergency evacuation kits are removed from the building			
Evacuate according to non-fire evacuation protocol			
Report to the first responding public safety official			
Report to the evacuation site			
Decide whether to implement the family reunification protocol			
Implement the media protocol			
Once at the site, develop a written list of all evacuees			
Confiscate any electronic communications devices that are prohibited by policy			

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: District Administrator _____ Date received: _____

Witnessed by: _____ Date: _____

Section 3a.2 - Bomb Threat Checklist

When a bomb threat is received by telephone, fill out this form as soon as possible, if not during the phone call. One common practice is to keep a copy of this checklist near phones that accept incoming calls at the school and board of education office. After a bomb threat is made, the receiving phone should be left off the hook to preserve traceability of the call.

Call taken by: _____ **Time:** _____ **Date:** _____

Caller Information:

Caller ID: _____ - _____ - _____

Any identifying information on the caller:

Name: _____ **Nickname:** _____

Address: _____

MALE FEMALE YOUNG ADULT SENIOR CITIZEN

Circle any of the following characteristics that applied to the caller’s voice:

Loud Slurred Soft Lispy High Vulgar Low Nasal

Fast Raspy Slow Laughing Garbled Reading Stuttery Deliberate

Was there an accent? (elaborate if possible)

What was the manner speech of the caller?

Soft-spoken Well-spoken Rational Irrational Polite

Was the caller emotional? If so, please elaborate:

Describe any background noise you heard:

Bomb Information

Bomb Location:

Time bomb will detonate:

Additional Information

Section 4 - Shelter in Place Protocol

Definition

Sheltering in place procedures are utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.

Alert Signal

Announcement for staff to shelter building occupants in place.

4.1 Lead Administrative Response

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. If custodian is not available notify Principal to shut off air handlers and Food Service personnel to shut off kitchen exhaust fans.
3. Make an announcement over the public address system to direct staff to shelter in place.
4. Ensure that all outdoor personnel have been moved into the facility.
5. Ensure that all staff and occupants received word to shelter in place and verify that all personnel are sheltered in appropriate locations.
6. Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
7. Check to see that staff members have taken proper steps to seal off windows and doors from outside airflow.
8. Monitor the situation through radio and/or television stations. Attempt to calm staff and students. Keep staff informed of developments whenever possible.
9. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.
10. Make preparations to implement the family reunification protocol quickly if the situation dictates. Notify the staff to be prepared to implement the family reunification protocol in the event the situation escalates.

4.2 Teacher & Staff Response

1. All staff outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately.
2. Close all windows and doors.
3. If available, use tape to cover all windows and doors.
4. Wait for further instructions from lead administrator or his or her designee.
5. Review emergency evacuation and family reunification protocol.

4.3 Kitchen Staff Response

1. Instruct everyone in the area, to move to an interior area without windows if possible.
2. Close all doors and turn off equipment.
3. Wait for further instructions from lead administrator or his or her designee.

4.4 Custodial Response

1. Upon notification from lead administrator work with custodians to close off all outside air vents, heating and/or ventilation systems and cafeteria hood ventilation systems.
2. If you are outdoors, quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, instruct everyone to move to an interior area without windows if possible.
3. Close all windows and doors in your area of responsibility.
4. **If it is safe to do so**, sweep the athletic, fine arts, tech. ed. ag., and cafeteria areas of the facility.
5. Report to the lead administrator or his or her designee and provide assistance as needed.

4.5 Bus Driver Response

1. Close all windows and doors.
2. If available, use tape to cover all windows and doors with precut sheets of plastic to help reduce airflow into the area.
3. Close all outside air vents. Turn off all heating or ventilation systems.
4. Notify the transportation coordinator of your situation and exact location.
5. Consult with area public safety and emergency management officials if any are in the area.
6. Be prepared to move the bus or implement emergency evacuation procedures.

4.6 Transportation Coordinator Response

1. Consult with driver(s) and public safety officials to determination if drivers in the affected area should attempt to drive out of the area, move students to a building if they can locate one, or shelter in place.
2. Advise all other drivers to keep the radio clear except for emergency transmissions.
3. Keep track of all bus locations and areas where students are evacuated or sheltered.
4. Monitor situation through radio and/or television stations. Attempt to calm staff and drivers. Keep staff and drivers informed of developments whenever possible.
5. Notify staff when it is safe to leave their location based on advice from local public safety and emergency management personnel.
6. Brief your supervisor as appropriate for the situation.

4.7 Lead Staff Member Response (after hours)

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. Make an announcement by the best available means to direct staff to shelter in place. Request that staff advise visitors of the shelter in place procedures.
3. Check to see that outdoor personnel have been moved into the facility.
4. **If it is safe to do so**, check to see that staff and occupants received word to shelter in place.
5. Verify that personnel are sheltered in the most suitable locations.
6. Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
7. Check to see that staff members have taken proper steps to seal off windows and doors from outside air flow.
8. Notify the **principal and district administrator** and request that the Crisis Response Team be activated.
9. Monitor the situation through radio and/or television stations. Attempt to calm staff, visitors and students Keep staff informed of developments whenever possible.
10. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.

4a.1 - Shelter in Place Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Shelter in Place _____

Sheet initiated by: _____ Date: _____

1st Shift Relieved by: _____ Time: _____

2nd Shift Relieved by: _____ Time: _____

3rd Shift Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement over public address system, activate appropriate crisis teams				
Gather outdoor personnel into facility				
Verify that personnel have received word and are sheltered in the most suitable locations				
Once inside, instruct everyone to move to an interior area without windows if possible				
Close all windows and doors				
Use tape to cover all windows and doors with precut sheets of plastic to help reduce air flow into the area				
Use wet towels to reduce air flow under doors				
Close all outside air vents				
Turn off all heating/cooling or ventilation systems				
Implement media protocol				
Monitor situation through radio and/or television stations				
Attempt to calm staff and students				
Notify staff when it is safe to leave facility				
Decide whether to implement family reunification protocol				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 5 - Relocation Evacuation & Family Reunification Protocol

Definition

This type of evacuation is used for any evacuation where students and staff will need to be moved to a site/location off the premises for reunification with family members and loved ones.

Alert Signal

Announcement over the public address system “All staff initiate an **Evacuation** – an emergency evacuation is in effect at this time, evacuate to the **Manawa Fire Department @ 500 South Bridge Street** and be prepared to implement our Family Reunification Protocol.

5.1 Lead Administrator Response

1. Notify the district office of your decision to implement an **Evacuate**. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
2. If situation permits implement an **Evacuate** by whichever means is most practical.
3. Request that law enforcement officials dispatch uniformed personnel to the **Manawa Fire Department @ 500 South Bridge Street**.
4. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
5. Once at the **Manawa Fire Department** make sure all staff members and students are accounted for by name not a general count.
6. The principal or his or her designee is responsible for contacting family members and for the pick-up of the evacuated at the **Manawa Fire Department @ 500 South Bridge Street** - Follow Family Reunification Protocol.
7. Designate a staff member to serve as your representative at the reunification center. Instruct him or her to take along student information from one of the Emergency Evacuation Kits.
8. Notify appropriate staff members to assist with family reunification at the staging area.
9. Implement the media protocol.

5.2 Teacher & Staff Response

1. Follow evacuation procedures and guide students to designated evacuation site.
2. Prepare students for boarding of buses.
3. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
4. Assist police in obtaining a list of all witnesses and/or victims:
 - a. Full name(s), date of birth, and address
 - b. Indicate whether (“V”- for victim or “W” - for witness)
5. Once students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver’s evacuation roster.
6. Follow the instructions of Family Reunification Protocol when you arrive at the staging area.
7. Assist as needed in staffing the site.

5.3 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.
5. **DO NOT** use portable phones unless a significant emergency situation exists.

5.4 Custodial Response

1. Follow evacuation procedures and guide students to the designated evacuation site. Prepare students for boarding of buses.
2. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
3. **If it is safe to do so**, sweep the athletic, fine arts, tech. ed., ag., and cafeteria areas of the facility.
4. Report to the lead administrator or his or her designee and provide assistance as needed.
5. Once you are advised to evacuate to the family reunification site and students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
6. Follow the instructions of Family Reunification Staff when you arrive at the Family Reunification Site. You may be asked to assist in staffing the site.

5.5 Bus Driver Response (For an incident involving your bus)

1. Follow evacuation procedures and guide students to an appropriate evacuation site. Prepare students to board another bus.
2. Ensure that any special needs persons are assisted during the evacuation.
3. Once students have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
4. Follow the instructions of Family Reunification Staff when you arrive at the staging area. You may be asked to assist in staffing the site.

5.6 Transportation Coordinator Response (For an incident involving your bus)

1. Notify the district office and transportation coordinator of your decision to implement the family reunification protocol. Provide a brief description of the incident and specify the staging area so a bus can be dispatched to the appropriate location.
2. Request that law enforcement officials dispatch uniformed personnel to the staging area.
3. If you must stay at the scene, designate a staff member to serve as your representative at the family reunification center.

5.6a Bus Driver Response (When one or more schools are affected by a crisis)

1. When you are notified that your assistance is needed for implementation of the family reunification plan, make sure that you have copies of student family reunification rosters.
2. Follow directions provided by the transportation coordinator and public safety officials as to the best approach to the affected school or its evacuation area.
3. Try to calm students as they board the bus.

4. Once loaded, proceed safely to the family reunification site. Understand that evacuees may be traumatized by events and may be in an excited and emotionally distraught state.
5. Have a staff member fill out the student transport roster. If no staff member is present, ask a student to perform this task and note the name of the student who completed this task on the form.
6. **DO NOT** stop the bus or open the door to allow evacuees to meet family members.
7. When you arrive at the family reunification site, follow the instructions of public safety personnel. Provide the roster(s) to the staff member that meets your bus.
8. Return for the next relay if you are needed and repeat the process until the evacuation is complete.
9. Your bus may or may not be escorted by law enforcement depending on the available resources and the nature of the crisis.

5.7a Transportation Coordinator Response (When one or more schools are affected by a crisis)

1. Advise all drivers to keep their cell phone clear except for important transmissions until the last transport is completed.
2. Work with administrators at the affected site, crisis response team members and public safety officials to set up an efficient relay system. Designate a staging area near the school so buses can be staged there if too many buses arrive at the evacuation area at one time for loading.
3. Maintain a log of the status of all involved buses to help you keep track of available resources.
4. If buses from another school system or commercial passenger buses are sent to assist, coordinate with their supervisors and personnel. Attempt to establish a means of radio communications with their personnel.
5. Brief the district administrator as appropriate.

5.8 Lead Staff Member Response (after hours)

1. Coordinate with public safety officials and/or Crisis Response Team members when deciding which site to use. Unlike a daytime emergency, another school or athletic stadium may be appropriate.
2. Notify the **principal and district administrator** and request that the Crisis Response Team be activated and sent to the selected site. Request that Crisis Response Team members have someone dispatched to the selected site with master keys. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
3. Request that law enforcement officials dispatch uniformed personnel to the staging area.
4. Make the announcement by public address system, runners, e-mail or by the most practical means available to inform visitors, staff and students. It may be best to wait until the Crisis Response Team and buses have had time to travel to the affected site and the family reunification site before making the announcement and moving to the staging area.
5. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
6. Designate a Crisis Response Team member or other staff member to serve as your representative at the family reunification center. Instruct them to take student information from one of the Emergency Evacuation Kits with them.
7. Notify the appropriate crisis team member to serve as your representative at the staging area.

5a.1 -Remote Evacuation and Family Reunification Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Remote Evacuation and Family Reunification _____

Sheet initiated by: _____ Date: _____

1st Shift
 Relieved by: _____ Time: _____

2nd Shift
 Relieved by: _____ Time: _____

3rd Shift
 Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Notify the district office				
Request law enforcement to report to staging area				
Make the announcement over public address system				
Activate appropriate crisis teams, notify a team member to be administrator's representative at family reunification center				
Follow non-fire evacuation procedures				
Provide assistance for special needs persons				
Take roll en route (if on a bus take roll and complete the driver's evacuation roster)				
Implement media protocol				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date: _____

Witnessed by: _____ Date: _____

Section 6 – Lockout – Secure the Perimeter

Definition

A preventive lockout is a means to rapidly enhance the level of security in the facility. By locking all exterior doors and main interior doors, staff can make it more difficult for an intruder in the building or a dangerous person in the vicinity of the facility to gain access to staff and students. This type of lockout does, however, allow staff and students to continue with productive activities in a limited fashion. No one is permitted to leave the building as this could cause a breach of the perimeter.

Alert Signal

Announcement over the public address system twice, “All staff – Lockout – Secure the Perimeter”
Please remain in your current lockout area until notified.

6.1 Lead Administrator Response

1. Make an announcement to implement the lockout.
2. If appropriate, notify district office and public safety officials of the situation requiring a lockout.
3. **If it is safe for you to do so**, verify that all exterior doors have been secured.
4. **If it is safe for you to do so**, verify that all main interior doors have been secured.
5. Notify the transportation coordinator so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement an **evacuation**.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockout condition for several hours. If so, you may wish to modify the lockout conditions as appropriate.
7. Once the situation is resolved, implement the **Resume Activities** procedures. The lead administrator may wish to inform staff members of the reason the lockout was issued. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

6.2 Teacher & Staff Response

1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).
2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
3. **Take attendance** and report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.
4. Continue with normal activities, within your “locked out” area, as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or his or her designee.
6. Be prepared to rapidly implement an **Evacuation** or **Lockdown**. Lockdown if directed to do so.

6.3 Kitchen Staff Response

1. Continue with normal activities as much as the situation allows. No deliveries will be accepted during this time as this could cause a breach of the perimeter.
2. Be prepared to rapidly implement an **Evacuation** or **Lockdown**. Lockdown if directed to do so.

6.4 Custodial Response

1. Make sure all exterior entrance points to the building are locked immediately.
2. Instruct all students and visitors you encounter to move to a location with a lockable door. Provide directions as needed.
3. Once you have secured all exterior doors, report to the lead administrator or his or her designee and assist as needed.
4. Continue with normal activities as much as the situation allows. Periodically check exterior doors to ensure that they remain locked.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or his or her designee.
6. Be prepared to rapidly implement an **Evacuate** or **Lockdown** if directed to do so.

6.5 Bus Driver Response

- A. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from the transportation coordinator. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from the transportation coordinator to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
- B. If you are advised of a lockdown by a student, staff member or public safety official and have not been notified by the transportation coordinator, depart from the area and immediately advise the transportation coordinator of the information you have received. If students on your bus would normally disembark, have them remain on the bus until you confirm it is safe to drop them off at the school.

6.6 Transportation Coordinator Response

1. If notified that a lockout is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For **Lockdowns** instruct drivers to restrict cell phone transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a lockdown may remain in place for an extended time, consult with district lead administrator or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief the district administrator as appropriate for the situation.

6.7 Lead Staff Member Response (after hours)

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If the function is in a contained area such as a cafeteria, gymnasium, or library, it may be best to have all exterior doors and all doors to the room where the function is being held secured and to continue the activity. This decision depends on the information about the threat that the lead staff member has at the time. Otherwise:
3. If you are located in an area with a lockable door, gather all staff, visitors and students in the vicinity into the room and lock the door.
4. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.
5. Verify that all exterior doors have been secured as soon as it is safe for you to do so.
6. Call emergency services and advise them that you have initiated a lockdown at the facility and the reason for the lockdown. Request that law enforcement officers be dispatched if appropriate to the situation.
7. Notify the **principal and district administrator** and report your situation and request that they notify the Crisis Response Team of the situation.
8. Continue with normal activities to the extent the situation allows.
9. If staff, visitors or students have a need to move about in the building, make a decision whether or not it is safe to do so. Students who are allowed to move about the building should be escorted by an adult.
10. Be prepared to rapidly implement an emergency evacuation or **Lockdown** if directed to do so.
11. Brief staff, visitors and students as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockout condition for an extended time period. If so, you may wish to modify the lockout conditions as appropriate.
12. Once the situation is resolved, implement the Resume Activities protocol. The lead staff member may wish to inform other staff, visitors, and students of the reason the lockdown was issued. This can be done by public address system or other means.

6.a.1 - Lockout/Secure the Perimeter Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Lockout/Secure the Perimeter** _____

Sheet initiated by: _____ Date: _____

1st Shift
 Relieved by: _____ Time: _____

2nd Shift
 Relieved by: _____ Time: _____

3rd Shift
 Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement to implement the lockdown				
Activate appropriate crisis teams				
Notify district office				
Notify public safety officials				
Notify the transportation department				
Gather students and staff from outside of the building				
Gather all students in the vicinity into a room and lock the door				
Verify that all exterior and interior doors have been secured as soon as it is safe to do so				
Brief staff on the situation if it is safe to do so				
Notify staff when it is safe to resume normal activity (Code Green)				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 7 - **Lockdown** (Locks, Lights, Out of Sight)

Definition

A **Lockdown** Emergency is a response to an actual emergency situation. Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and interior doors, staff can make it more difficult for dangerous person(s) in the vicinity of the facility to gain access to staff and students. Lockdown further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers.

Alert Signal

Announcement over the public address system twice, “All staff – **Lockdown (Locks, Lights, Out of Sight)** is in effect at this time.”

7.1 Lead Administrator Response

1. Make an announcement to implement a **Lockdown**.
2. Notify district office and public safety officials of the situation requiring a lockdown.
3. **As soon as it is safe to do so**, verify that all exterior doors have been secured.
4. **As soon as it is safe to do so**, verify that all main interior doors have been secured.
5. Notify the transportation coordinator so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement an **Evacuation** due to a change in the situation.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate.
7. Once the situation is resolved, staff will be notified to resume normal operations. You may wish to inform staff members of the reason the lockdown was issued. Law enforcement personnel will release students, staff, and visitors via a room to room process. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

7.2 Teacher & Staff Response

1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).
2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
3. If possible, report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.
4. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
5. **Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.
6. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**

7.3 Kitchen Staff Response

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
3. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**

7.4 Custodial Response

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
3. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
4. If possible, report your status to the lead administrator or his or her designee by telephone or intercom.
5. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
6. **Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.
7. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**

7.5 Bus Driver Response

1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from the transportation coordinator. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from the transportation coordinator to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
2. If you are advised of a lockdown by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise the transportation coordinator of the information you have received. If students are on your bus that would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

7.6 Transportation Coordinator Response

1. If notified that a lockdown is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For **Lockdowns** instruct drivers to restrict cell phone transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a lockdown may remain in place for an extended time, consult with district lead administrator or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief the district administrator as appropriate for the situation.

7.7 Lead Staff Member Response (after hours)

1. Make an announcement to implement the lockdown.
2. Notify emergency services that you have initiated a lockdown, indicate the reason for the lockdown and request that law enforcement officers be dispatched to your location.
3. Notify the **principal and district administrator** and request that the Crisis Response Team be notified of your situation. Briefly advise them of the situation.
4. Verify that all exterior doors have been secured as soon as it is safe for you to do so.
5. Verify that all main interior doors have been secured as soon as it is safe for you to do so.
6. Make sure entrance points to the building near your location are locked immediately.
7. If you are located in an area with a lockable door, gather all students and visitors in the vicinity into the room and lock the door. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.
8. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
9. **Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures)
10. Brief staff as soon as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate.
11. Once the situation is resolved, staff can be advised to resume normal activities. The lead staff member may wish to inform staff members, visitors and students of the reason the lockdown was issued. Law enforcement personnel will release students, staff, and visitors via a room to room process.

7.8 Classroom “HOLD”

Definition: A classroom hold is a situation when it is necessary to keep the students in the classrooms and leave the hallways clear. During a classroom “Hold,” students remain in the classrooms but staff may move about the building as needed.

7a.1 – Lockdown (Locks, Lights, Out of Sight) Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Lockdown** (Locks, Lights, Out of Sight) _____

Sheet initiated by: _____ Date: _____

1st Shift
 Relieved by: _____ Time: _____

2nd Shift
 Relieved by: _____ Time: _____

3rd Shift
 Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement to implement the lockdown				
Activate appropriate crisis teams				
Notify district office				
Notify public safety officials				
Gather all students in the vicinity into the room and lock the door				
Gather students and staff from outside the building				
Verify that all exterior doors have been secured				
Verify that all main interior doors have been secured				
Notify the transportation department				
Turn out lights				
Gather students and visitors into an area of the room where they are not visible to someone looking into windows				

Name of person closing log: _____ Time and date log closed out: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 8- Resume Activities

(Resumption of Normal Activities/Reverse Evacuation)

Definition

This protocol is used to return students and staff to the building after an evacuation or to resume normal activities following a lockdown or shelter in place once it is determined that potential danger has passed. A **Resume Activities** can be combined with a **Lockdown** if the lead administrator or his or her designee determines that there is danger to students who have been evacuated and that evacuees should be returned to the building and locked down.

Alert Signal

For a resumption of normal activities: An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the **Resumption of Normal Activities** protocol now. Please resume normal activities at this time.”

For a reverse evacuation and lockdown: An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the Reverse Evacuation and **Lockdown** Immediately.”

8.1 Lead Administrator Response

1. After the appropriate announcement has been made, determine when and if the school can return to normal operations or if a Lockdown is required until the situation is stabilized.
2. Provide appropriate guidance to staff via public address announcements, e-mail, runners or other means as appropriate.
3. Notify the transportation coordinator if you resume normal activities.
4. The lead administrator or his or her designee may wish to inform staff members of the reason the evacuation was implemented. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

8.2 Teacher & Staff Response

If a reverse evacuation and lockdown is indicated: Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the **Lockdown** Procedures.

1. Once evacuees have returned to their assigned area(s), take attendance to verify that all students are accounted for by name not a simple count.
2. Provide a list of missing students and other concerns to the lead administrator or his or her designee.

If a Resumption of normal activities has been indicated: Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion. Upon reaching their assigned area, normal activities should be resumed.

8.3 Kitchen Staff Response

- *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.
- *If a Resumption of normal activities has been indicated:* **Resume normal duties.**

8.4 Custodial Response

If a reverse evacuation and lockdown is indicated: Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the **Lockdown** Procedures. Upon your return to the facility, follow the **Lockdown** Procedures.

8.5 Bus Driver Response

- *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.
- *If a Resumption of normal activities has been indicated:* Resume normal route activity make adjustments in your route as appropriate.

8.6 Transportation Coordinator Response

- *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.
- *If a Resumption of normal activities has been indicated:* Advise drivers to resume normal route activity and provide direction on how they can adapt to the altered schedule created by the event.

8.7 Lead Staff Member Response (after hours)

If a reverse evacuation and lockdown is indicated: Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once evacuees reach the assigned area, staff will implement the **Lockdown** Procedures.

If a Resumption of normal activities has been indicated: Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion. Upon reaching the assigned area, the function should be resumed.

1. Provide appropriate guidance to staff, visitors and students via public address announcements, e-mail, runners or other means as appropriate.
2. Notify the **principal and district administrator** and request that the Crisis Response Team be notified of the decision to implement the reverse evacuation protocol. Advise them whether you are implementing the **Lockdown** protocol or are resuming the function.
3. The lead staff member may wish to inform staff, visitors and students of the reason the evacuation was implemented. This can be done by having students go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation

8a.1 - Resumption of Normal Activities/Reverse Evacuation Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Resumption of Normal Activities/Reverse Evacuation

Sheet initiated by: _____ Date: _____

1st Shift
 Relieved by: _____ Time: _____

2nd Shift
 Relieved by: _____ Time: _____

3rd Shift
 Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make appropriate announcement				
Notify appropriate crisis teams				
Provide appropriate guidance to staff				
Notify the transportation department if necessary				
Brief staff				
Return evacuees to their classrooms/assigned areas				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 9- Incident Command System Protocol

Definition

Response structure will be established using Incident Command System (ICS) principles with an identified incident commander, supported by a staff designated for operations, planning, logistics, and finance/administration respectively. A support staff group consisting of public affairs, safety and liaison elements will also be established. Generally, most of the event activities will be a part of the Operations Section supporting another agency's response to an incident; however, for health emergencies the incident commander and primary operations staff may be from the school's nursing office and local public health officials.

The Incident Commander is ultimately in charge of the event operations and activities associated with the event. All school staff and CRT members shall operate within the framework of the incident command system during crisis situations.

Incident Commander

1. Appoints Command Staff
 - Information Officer
 - Liaison
 - Safety Officer
 - Appoints General Staff
 - Operations Chief
 - Planning Chief
 - Logistics Chief
 - Finance/Administration Chief
2. Conducts incident briefings for Command Staff and General Staff
3. Monitors activities and events.
4. Scales back personnel if necessary.

There are three positions under the Incident Commander. These are called the **Command Staff** and consist of the following positions:

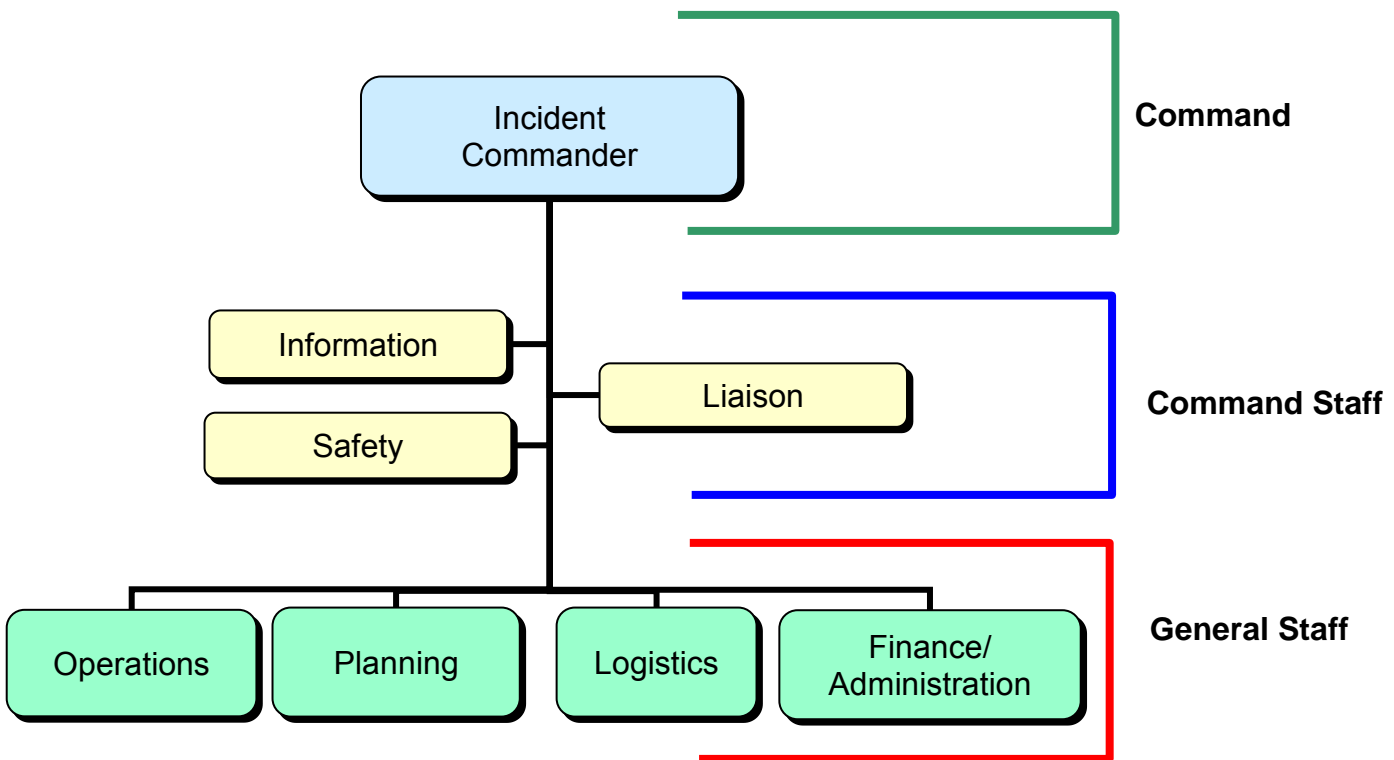
1. **Information Officer:** Point of contact for the media and other people or organizations seeking information.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all personnel.
3. **Liaison Officer:** Point of contact for other agency representative involved in the incident or event, aids in coordinating their involvement.

Depending on the size of the event, all or some of the above positions may be activated. **However, any task not assigned is the responsibility of the Incident Commander.**

There are five functional areas that may be implemented as needed to respond to an incident. They are:

1. **COMMAND:** sets objectives and priorities, has overall responsibility at the incident or event.
2. **OPERATIONS:** Conducts tactical actions to carry out the plan and develops the tactical objectives, organization and directs all resources.
3. **PLANNING:** Develops the Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status and documents the incident.
4. **LOGISTICS:** Provides support to meet incident needs, provides resources and all other services needed to support the incident.
5. **FINANCE and ADMINISTRATION:** Monitors costs related to the incident and provides accounting, procurement, time recording and cost analysis.

The following organization chart depicts the Incident Command System:



9.1 Media Protocol Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Media Protocol _____

Sheet initiated by: _____

Date: _____

1st Shift

Relieved by: _____

Time: _____

2nd Shift

Relieved by: _____

Time: _____

3rd Shift

Relieved by: _____

Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Brief staff				
Notify District Office				
Activate appropriate crisis teams				
Begin Media Event Log (separate form)				
Conduct periodic joint press conferences with public safety officials				
Do not provide any information "off the record"				
Maintain records of all interviews				
Provide school/incident fact sheets to media representatives				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____

Date received: _____

Witnessed by: _____

Date: _____

9.2 Media Event Log

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: _____

Sheet initiated by: _____ on _____ (date & time)

Relieved by _____ at _____

Relieved by _____ at _____

1. District media protocol enacted by _____ at _____
2. Formal liaison established between school system media representative and the media representative for (complete all that apply):

	Time established
a. Police Department	_____
b. Sheriff's Department	_____
c. Fire Department	_____
d. Emergency Management Agency	_____
e. Other: _____	_____
f. Other: _____	_____
g. Other: _____	_____

3. Media/Public Information Center opened:

Location: _____ Time: _____

4. Press Conferences held at:

Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____

9.3 School Background Information Sheet

School District of Manawa
(Insert School name here)
(Insert date of last update here)

School Address

School Information

Principal: _____
Number of Students: _____
Special Programs: _____

Additional Information:

For more information contact *(Insert Public Information Officer name here)* at
(Insert PIO contact information).

9.4 Media Information Sheet

Incident Information

School District of Manawa

Date: _____

Time: _____

Location of Incident:

(for more information, see School Background Information sheet)

Type of Incident: _____

Preliminary number of injuries: _____

Description of Incident

For more information contact (*Insert Public Information Officer name here*) at (*Insert PIO contact information*).



Book	AG 1st Draft Clean
Section	Background Check Guideline
Title	Criminal Background Check Procedure
Code	ag3141
Status	First Reading

3141- CRIMINAL BACKGROUND CHECK PROCEDURE

The ~~Manawa~~ School District of Manawa's priority is the safety and security of all staff, students and community members. A secure and safe environment in the District promotes the physical, social, and psychological well-being of its students. To that end, the District will seek a criminal history background check and conduct other pre-employment and employment screenings as necessary for ~~a~~ All staff including coaches, student/clinical teachers, substitute teachers, volunteers, field trip chaperones, STEP volunteers, and any others, as determined by the District Administrator, who come in contact with students. Individuals, as listed above, shall undergo a background check prior to contact with students.

Procedure

I. A. Pre-Employment.

- A. Pre-employment criminal history background checks shall be conducted for all persons recommended for employment in the District, regardless of the category or type of position.
- B. When required by state and/or federal law, applicants for employment must provide fingerprints to assist in a criminal history background check.
- C. A driving record check shall be conducted for all positions which require driving District vehicles or students. A person must be free of any disqualifying driving violations in order to be authorized to transport students. Driving record checks shall be conducted for employees as required by state and/or federal law.

B. Employment.

- A. Criminal history background checks shall be conducted for all positions as required by state and/or federal law at the frequency as required by state and/or federal law.
- B. Driving record checks shall be conducted for all positions which require driving District vehicles or students as required by state and/or federal law at the frequency as required by state and/or federal law.
- C. When required by state and/or federal law, employees must provide fingerprints to assist in a criminal history background check.

C. Contracted Services.

- A. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.
- B. The District may also conduct criminal background checks on individuals who are contracted to provide services to the District and who may have District- approved access to students or staff in supervised or unsupervised settings.
- C. When required by state and/or federal law, individuals who are contracted to provide services to the District who may have District-approved access to students or staff in supervised or unsupervised settings must provide fingerprints to assist in a criminal history background check.
- D. The District may use the results of a criminal background check conducted by the contracted entity of its employees or agents if:
 - a. The results of the criminal background check are on file with the contracted entity hiring or otherwise accessible;
 - b. The contractor verifies in writing that the individual has satisfied the District's criminal history background check requirements; and
 - c. There is no reason to believe that the contractor has committed an act subsequent to the check that would disqualify the contractor for providing services to the District.

II. IMPLEMENTATION

- A. All offers of employment or contracts to provide services are contingent upon the results of the criminal background check that are deemed satisfactory to the District.
- B. No individual may begin employment with or provide services to the District until the criminal background check is completed where required and verified by the District Administrator and Administrative Assistant as identified on the District "Background Check Report".
- C. If the District learns through a criminal background check or any other means that an applicant, employee or person contracted to provide services to the District has a past conviction or has or had a pending charge which the individual failed to disclose as required on the District's employment application, contractor's background check application, or under any other applicable District policy or directive, the District may take adverse action against the applicant, employee or contracted individual, including but not limited to refusing to employ or contract with the person, revoking an offer of employment or contract for services, or terminating the individual's employment or contract.
- D. Adherence to this policy by the District shall in no way limit the District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning applicants or potential contractors.
- E. The District Administrator shall establish the procedures necessary to obtain the required criminal background checks, fingerprint checks, and driving record checks and carry out the other provisions of this policy.

Parameters

The background check can be approved, denied, or approved with restrictions.

The parameters used for determining restrictions are as follows:

1. No handling of money or school equipment is applied when the applicant owes \$100 or more.
2. Group setting only; no one-on-one with students if the applicant has any misdemeanor or felony convictions within the last ten years involving acts of aggression.
3. No driving of school vehicle or transporting other than own children if the applicant has more than one minor violation (speeding, seatbelt, no insurance, etc.) in the most recent five-year period.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Last Modified by Melanie Oppor on September 13, 2019