

School District of Manawa

Board of Education Meeting Agenda

May 18, 2020



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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. Annual Ad-Hoc Committee Appointments:
 - a. Ad Hoc Human Growth & Development Committee
 - b. Ad Hoc Recognition Committee
6. Presentations:
 - a. May Key Performance Indicator: Safety Drills - Principals
 - b. Q12 Survey Strategies - Administrative Team
 - c. Hoffman Planning & Design, Inc. - Project Update
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of April 27, and May 11, 2020 Board Meetings
 - b. Treasurer's Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. Mary Bartee / Piechowski Memorial \$100 for Manawa FFA
 - ii. Waupaca FFA Alumni Assoc. / Piechowski Memorial \$100 for Manawa FFA
 - iii. Jenifer J. Erb & Morgan R. Eilers / Piechowski Memorial \$100 for Manawa FFA
 - iv. Victor & Christine Anthony Trust / Piechowski Memorial \$50 for Manawa FFA
 - v. Kenneth & Nancy Brown / Piechowski Memorial \$25 for Manawa FFA
 - vi. Patrick and Stacy Jarvis / Piechowski Memorial \$100 for Manawa FFA
 - vii. Greg and Judy Alvin / Piechowski Memorial \$20 for Manawa FFA
 - viii. Tim & Katie Schneiderwent / Piechowski Memorial \$20 for Manawa FFA
 - ix. Janet Abbey \$1,000 for Urgent Needs Fund
 - x. Dr. Melanie J. Oppor \$200 to Manawa FFA
 - d. Consider Approval of a Speech Pathologist Based on an Hours of Service MOU as Presented
 - e. Consider Approval of the N.E.W. Rehab OT Contract for SY2021 as Presented
 - f. Consider Acceptance of the WCA Group Health Trust \$1,000 Wellness Grant

- g. Consider Approval of the Athletic Trainer Contract for SY2021 as Presented
- 9. Any Item Removed from Consent Agenda
 - a.
 - b.
- 10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
- 11. Correspondence: Thank you Card from the Family of Grace Piechowski
- 12. Board Recognition: No Recognitions this Month
- 13. District Administrator's Report:
 - a. Student Council Representative - Colin Moser
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Filling Board Vacancy - Zone 4 - V. of Ogdensburg / St. Lawrence (Policy 0142.5 - Vacancies)
- 14. School Operations Reports:
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
- 15. Business Related Reports:
 - a. Fund Balance Report / Presentation
 - b. Kobussen Transportation Report
- 16. Director's Reports:
 - a. Curriculum / Special Education Director Highlights
 - b. Technology Director Highlights
- 17. Board Comments:
 - a.
 - b.
- 18. Committee Reports:
 - a. Finance Committee (Scheller)
 - i. 2019-20 Budget Update
 - 1. Monthly Finance Reports for February and March
 - 2. Building Closure Impact
 - ii. 2020-21 Budget Scenarios
 - iii. Property Tax Legislation Impacts
 - iv. Endorse MES Generator Replacement Purchase
 - b. Buildings & Grounds (R. Johnson)
 - i. MES Generator Replacement
 - ii. Football Field Temporary Repair Quotes
 - iii. Solar Energy Project Update
 - 1. Delayed decision due to pandemic
 - 2. No carport
 - iv. Hoffman Project Update
 - a. Delays in overseas shipments
 - b. Priority for production of medical supplies
 - v. Buildings & Grounds Budget Review
 - vi. SY20-21 Potential Maintenance Projects/Purchases - Budget Ramifications
 - 1. Vehicle Fume Exhaust System Replacement
 - 2. Football Field Repair - RFP

3. MES Convection Heater Valve Replacement
 4. Stage Floor Refinishing
 5. MES & MS/HS Gym Floor Refinishing
 6. Scissor Lift (MS/HS)
 7. Pallet Jack
 - vii. Mowing
 - viii. Replacement for Schulfer's Landscaping
 - c. Policy & Human Resources Committee (Pethke)
 - i. Contract Language
 1. Teachers
 2. Support Staff
 - ii. Review of Previously tabled - Vol. 29 No. 1 policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544
 - iii. 1st Reading of Fitness Center Guidelines
 - iv. Review ag5421A - Grading
19. Unfinished Business:
- a. School Perceptions Survey - Next Steps
20. New Business:
- a. Consider Naming of the Official District Paper - Waupaca County Post
 - b. Approve Naming of Legal Depositories – First State Bank, Premier Community Bank, BMO, American Depositories Management, and Associated Bank Green Bay as Presented
 - c. Consider Approval of the Purchase of a Replacement Generator from Master Electrical as Presented
 - d. 1st Reading of Previously Tabled Policy Updates Vol. 29 No. 1 - Policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544
 - e. 1st Reading of Fitness Center Guidelines as Presented
 - f. Consider Approval of One-Year Waiver of ag5421A - Grading for 4K Grading Process as Presented
21. Next Meeting Dates:
- a. June 2, 2020 - Ad-Hoc Recognition Comm. Mtg – 4:30 p.m. – Virtual Mtg
 - b. June 3, 2020 – Curriculum Comm. Mtg – 4:00 p.m. – Virtual Meeting
 - c. June 3, 2020 – Policy & HR Comm Mtg – 5:00 p.m. – Virtual Mtg
 - d. June 8, 2020 – Finance Comm. Mtg – 5:30 p.m. – Virtual Meeting
 - e. June 10, 2020 - Buildings & Grounds Comm Mtg - 5:30 p.m. - Virtual Meeting
 - f. June 15, 2020 – Regular Board Mtg – 7:00 p.m. – Virtual Meeting
 - g. July 8, 2020 - Buildings & Grounds Comm Mtg - 5:30 p.m. - Virtual Meeting
22. 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 ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the 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.

Ad-Hoc Human Growth & Development Committee Members

Bobbi Jo Pethke - Chairperson
Danni Brauer - Administrator
Corrie Ziemer – Elementary PE Teacher
Janine Connolly – LWMS/HS Counselor
LuAnne Ujzdowski - MES Counselor
Kevin Murphy – MS/HS Health Teacher
Nathan Reichle – Paster St. Paul
Steve Rice – Paster Manawa United Methodist Chruch
Dr. Steve Goedderz – District Medical Advisor
Paula Kriesel - Secondary parent
Stephanie Riske - Secondary parent
Lincoln O'Brien - Elementary parent
Brittney Riesenberg - Elementary parent
Emma Riske - HS student
Colin Moser - HS student

Ad-Hoc Recognition Committee – Appointment

Bobbi Jo Pethke, Chair

Joanne Johnson

Carmen O'Brien

Tracy Konkol

Melissa LoBianco

Meria Wright

Minutes of the April 27, 2020 School District of Manawa Board of Education Meeting

District Administrator Oppor reviewed the guidelines for conducting a virtual meeting.

Call to Order – President Johnson – 7:05 p.m. – Virtual Meeting

Pledge of Allegiance

Roll Call: Clerk Pethke called roll: Scheller present; Forbes present, Hollman present, Pethke present, R. Johnson present; J. Johnson present.

Verify Publication of Meeting - Dr. Oppor verified

Motion by Pethke / R. Johnson to approve Waiving the two (2) meeting process according to Board Bylaw 0131.1 for Agenda Item #6 as listed below. Motion carried by roll call: Scheller aye; Forbes aye; Hollman aye; Pethke aye; R. Johnson aye; J. Johnson aye.

Motion by Scheller / Forbes to approve the NEOLA Policy 0167.1 - Revised Bylaw - COVID-19 Special Update. Motion carried by roll call: Scheller aye, Forbes, aye, Pethke aye, R. Johnson aye. J. Johnson aye.

Election Results were included in the packet: Canvass determined the most votes were received by: Zone 3 Union / Helvetia: Bobbi Jo Pethke 528 votes, Zone 4 Ogdensburg / St. Lawrence: Helene Pohl 2 votes (declined), Russell Hollman - 905 votes.

Election of Officers:

President: Pethke nominates Joanne Johnson; second by R. Johnson. Any other nominations (asked three times) No other nominations. All those in favor by roll call vote: Hollman aye; Forbes aye; Scheller aye; Pethke aye; R. Johnson aye; J. Johnson aye. Carried - J. Johnson is President.

Vice President: Hollman nominates Russ Johnson, second by Forbes. Any other nominations (asked three times) No other nominations. All those in favor by roll call vote: Hollman aye; Forbes aye; Scheller aye; Pethke aye; R. Johnson aye; J. Johnson aye. Carried - R. Johnson is Vice President.

Treasurer: Forbes nominated Bruce Scheller; second by R. Johnson. Any other nominations (asked three times) No other nominations. All those in favor by roll call vote: Hollman aye; Forbes aye; Scheller aye; Pethke aye; R. Johnson aye; J. Johnson aye. Carried - Scheller is Treasurer.

Clerk: Hollman nominates Bobbi Jo Pethke for Clerk; second by Scheller. Any other nominations (asked three times) No other nominations. All those in favor by roll call vote: Hollman aye; Forbes aye; Scheller aye; Pethke aye; R. Johnson aye; J. Johnson aye. Carried - Pethke is Clerk.

Annual Board Committee Appointments:

Buildings & Grounds Committee: R. Johnson-Chair, Scheller and Forbes.

Curriculum Committee: Hollman-Chair and Scheller

Ad-Hoc Human Growth & Development Committee: Chaired by Pethke.

Policy & Human Resources Committee: Pethke-Chair, Forbes and J. Johnson.

Ad-Hoc Recognition Committee: Pethke and J. Johnson

Finance Committee: Scheller Chair; Pethke and J. Johnson

CESA 6 Board of Control Convention Delegate: Scheller

WASB Legislative Contact: J. Johnson

WASB Convention Delegate: Scheller

Public Hearing on RESOLUTION SY1920#13 for the Waiver of Certain School Board or School District Requirements Pursuant to Wis. Stat. §§ 118.38(1) and (1m) as Presented

This Resolution Encompasses minutes of the school year waiving of instructional minutes and the DPI Civics exam. Are there any individuals that would like to address the topic? There were no questions from anyone in attendance virtually.

Presentations:

School Perceptions Survey: Mr. Bill Foster - Regarding SRO Officer. Survey conducted starting in mid-March; total responses – 693, a 29% participation rate; 30% of respondents were 65+ years of age; all municipalities were represented; 9% of staff responded; 32% of respondents were parents; planning priorities were highlighted; 43% of residents answered (2 to 1) in support an SRO; 56% of respondents in support of an SRO; 51% of residents support funding an SRO through Fund 80; 43% responses indicated a staffing level of SRO 24 hours per week, 39% responded staff at 40 hours per week and 48% were not sure / needed more information. Individual school feedback was shared;

Hoffman Planning & Design, Inc.: Project Update: Matt McGregor updated the Board on the building construction status. Slightly ahead of schedule; Fitness Center is behind. Dealing with manufacturer shortages and materials stuck in customs. Regarding Solar project; waiting to hear back from Alliant as they would come back with next steps.

Service-Learning Implementation: HS and ES Teachers

Ann Warning shared high school information: Service-Learning goal team:90% of K-12 students participated in volunteering learning programs. Set a base line; using the volunteer hours that are logged at the HS; objectives - increase staff and documenting procedure; identified with staff the projects that can be considered service learning; identified % of kids and volunteer projects to get base line. 59.6% - found it to be low not because they weren't participating, and Jr. High school students were not included. Presented rationale for incentive to students: options to purchase the graduation cord could be from fundraisers, donors or student purchase. to BOE for formal acceptance at a future meeting. Corrie Ziemer presented MES Service Learning; updated the Board on the different events that the elementary students participated in for Service Learning. Theme Believe there is good in the world; be the good.

Youth at Risk Behavior Survey Results presented by Janine Connolly, HS Counselor: a self-report survey administered by DPI. 2019 first year done on Chromebook and students needed parent approval to participate. HS - 193 students participated with a response rate 81%; 101 Jr. High students participated response rate. The survey collected data on students feeling safe at school, feel they belong at school, have a teacher to confide in, involvement in extra-curriculars, having a caring adult in their life, exercise most days, if they are bullied at school or online, vaping, alcohol, binge drinking, marijuana use, have anxiety, depression, suicidal thoughts. The Stop It App has been used starting in 2019, continued staff focus on relationship building, trauma informed care training for staff, Honor Pass and RtI choices, small group guidance.

Announcements:

Contributions to the District - President J. Johnson thanked the following for their generous contributions and donations to the District: Julaine Botting - Donation of Time and Materials to Make 85 Face Masks for Staff Use, Sturm Foods and Kathy Jo Krueger for Delivery of 3 Dozen Boxes used at the MES for Organizing and Gathering Items to be Sent to Families During School Closure; Hawk Trailers/Brian Timm - Use of Forklift and Pallet Jack for Moving Purposes and Brian Timm's Time to Run the Fork Lift, and AMCOR and Wayne Krueger - \$690 to the Bowling Club

Approved by Consent: Minutes of March 16, and 18, and April 7, 2020 Board Meetings, Treasurer's Report - Expenditures (\$637,364.84) & Receipts (\$11,979.95), Donations: Julaine Botting - Donation of Time and Materials to Make 85 Face Masks for Staff Use, Sturm Foods and Kathy Jo Krueger for Delivery of 3 Dozen Boxes used at the MES for Organizing and Gathering Items to be Sent to Families During School Closure; Hawk Trailers/Brian Timm - Use of

Forklift and Pallet Jack for Moving Purposes and Brian Timm's Time to Run the Fork Lift, and AMCOR and Wayne Krueger - \$690 to the Bowling Club; Accepted the Resignation from Michelle Pukita, Principal as Presented, Approved the Administrative Team Reorganization as Presented, Accepted the Resignation from Troy Wiesner, Boys Basketball Coach as Presented, Approved the Transition Readiness Grant Application as Presented and approved the hiring of a One-Year 1.0 FTE Science Teacher for SY2021 as Presented.

Any Item Removed from Consent Agenda: there were no items removed.

Public Comments: there were no public comments

Correspondence: The Board received thank you cards from the family of Albert J. Hass and from the family of Dr. David A. Krainik

Board Recognition: HS Art Team - Listed in Packet, HS Visual Arts Classic Students - Listed in Packet, Nancy Zabler - Regional Art Chairperson - Visual Arts Classic - Listed in Packet, Food Service & Delivery Staff taking meals to Students During School Closure - 388 breakfast and lunches and 168 families being served.

District Administrator's Report: Student Council Representative - None this month; School is not closed; school buildings are closed. Legislative Updates on *Safer at Home*; *Badger Bounce Back* - District Implications; District is responsible for not allowing any student and parent groups through June 30th; includes playgrounds, parking lots, walking path, disc golf course, track, practice field, football field closed through June 30th. Essential work in the building maintain six feet between individuals, ten or less in a group; wear masks, hand washing, etc. Monthly Enrollment Report. Filling Board Vacancy - Zone 4 - Village of Ogdensburg / St. Lawrence (Policy 0142.5 - Vacancies). Helene Pohl did win the zone 4 election but declined. The Board will plan to interview and appoint a potential candidate in the month of June.

School Operations Reports: the ES Principal and HS Principal Highlights were Included in the Board Packet. Mr. Wolfram reported on moving classrooms over the last week due to construction. Little Wolf HS ranked in the upper echelon of high school in US News and World Report; Mrs. Pukita - virtual art show - amazingly staff put this together and posted it on the website.

Business Related Reports: Kobussen report and Highlights - Included in Board Packet. Last week every family received a voucher for a gallon of milk from the Manawa FFA Alumni.

Director's Reports: The Curriculum and Special Education Director Highlights and the Technology Director Highlights were included in the board packet.

Board Comments:

B. Scheller: Thank you to whoever put up the signs for the senior students in their yards. And thank you to whomever put up all the seniors (names on a bench) in Symco and lit up at night.

J. Johnson: on behalf of the Manawa Board of Education thanked Mrs. Helene Pohl for her years of service 2004-05, 2013 through 2020, serving on the Board Committees: Curriculum, Human Growth and Development, Policy, Finance committees; Treasurer; she earned 255 development points for WASB; attended CESA legislative breakfasts and advocate for public education.

Committee Reports: Minutes of the committee meetings were included in the packet for the Curriculum Committee (Scheller), Finance Committee (Pohl), Buildings & Grounds (R. Johnson) and Policy & Human Resources Committee (Pethke).

Unfinished Business:

Motion by Scheller / Pethke to Approve the NEOLA Policy Updates Vol. 29, No. 1 Excluding Policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544. Motion carried by roll call: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

New Business:

Motion by R. Johnson / Forbes to Approve Waiving the Two (2) Meeting Process for approval of policy changes as permitted under Board Bylaw 0131.1 for Agenda Item #b as Listed Below. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by Forbes / R. Johnson to Approve the NEOLA Policy - 8420.01 - Epidemics and Pandemics as Presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by Scheller / Hollman to Approve the RESOLUTION for the Waiver of Certain School Board or School District Requirements Pursuant to Wis. Stat. §§ 118.38(1) and (1m) as Presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by R. Johnson / Hollman to Approve the HS Universal Screening Proposal as Presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by R. Johnson / Forbes to Approve of Anthem, Inc. as the District's Health Insurance Carrier Beginning July 1, 2020 as Presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by Scheller / Forbes to Approve the Spring Co-Curricular Contract Pay as Presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by Scheller / Pethke to approve the AG4141 Criminal Background Check Procedure as Presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Motion by Pethke / Forbes to approve the School Calendar for 2021-22 School Year as presented. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson aye.

Next Meeting Dates:

May 5, 2020 - Curriculum Comm Mtg at 5:00 p.m. – Virtual Mtg.; May 5, 2020 - Policy & HR Committee Mtg at 6:00 p.m. – Virtual Mtg.; May 6, 2020 - Finance Committee Meeting at 5:30 p.m. – Virtual Mtg.; A date will be set for a special meeting date to approve graduation 2020 plans after students are surveyed; May 13, 2020 - Buildings & Grounds Comm Mtg at 5:30 p.m. – Virtual Mtg.; May 18, 2020 - Regular BOE Mtg at 7:00 p.m. – Virtual Mtg; June 2, 2020 - Ad-Hoc Recognition Comm. Mtg at 4:30 p.m. – Virtual Mtg.; June 10, 2020 - Buildings & Grounds Comm. Mtg at 5:30 p.m. – Virtual Mtg.; June 15, 2020 - Regular BOE Mtg at 7:00 p.m. – Virtual Mtg.

Motion by Hollman / Pethke to Adjourn at 9:06 p.m. Motion carried by roll call vote: Hollman aye; Forbes aye; Pethke aye; Scheller aye; R. Johnson aye; J. Johnson.

Jeanne Frazier, Recorder

Minutes of the May 11, 2020 School District of Manawa Special Board of Education Meeting

Call to Order – President Johnson – 5:00 p.m. – MES Board Room, 800 Beech Street

Pledge of Allegiance

Roll Call-Scheller, Forbes, Pethke, J. Johnson. R. Johnson joined the meeting at 5:19 p.m. Hollman absent.

Verify Publication of Meeting - Dr. Oppor

New Business:

Motion by Scheller / R. Johnson to consider the revised graduation commencement date of July 25, 2020 as presented. Motion carried by roll call vote – Hollman absent.

Discussion of Spring & Summer Events: Dr. Oppor reviewed the following events:

- Light up the Night-5/15/2020 will be a live stream
 - the Manawa Booster Club will have posters,
 - Lindsay Park will be lit
 - residents of the SDM are encouraged to turn on their porch lights as well.
- National Honor Society-5/17/2020
- The Manawa Lions will be giving Chamber Bucks for all families of seniors graduating in 2020.
 - Caps & gowns are in route
 - Scholarship recipients will be announced
- 8th Grade Recognition-mail on 5/27/2020
- Student Material exchange
 - A-L on 5/26/2020 4:00 p.m. to 7:00 p.m.
 - M-Z on 5/27/2020 4:00 p.m. to 7:00 p.m.
- MES End of the Year Celebration-5/26/2020
 - Staff is preparing on Flip Grid and Bryant will have this playing as a continuous loop on-line
- 4th Quarter Reports cards will be mailed the first week of June.
- School Registration-8/4/2020 9:00 a.m. to 7:00 p.m.
 - Will be completed via virtual and postal
 - Student pictures will be taken on 9/18
- Summer School-August 3-21 Pending Badger Bounce Back guidelines.
- HS yearbooks will be available for Seniors to pick up late June/early July.
 - All other HS students will receive yearbooks face-to-face when classes resume
- FFA Banquet-TBD
- Jr High yearbooks-TBD
- MES yearbooks-TBD
- Prom-TBD. A survey is being sent to students/families.

Next Meeting Dates: May 11, 2020 – Finance Comm. Mtg – 5:30 p.m. – Virtual Mtg, May 13, 2020 – Buildings & Grounds Comm. Mtgs 5:30 p.m., May 13, 2020 - Policy & HR Comm. Mtg- 6:00 p.m. – Virtual Mtg., May 18, 2020 - Regular BOE Mtg – 7:00 p.m. – Virtual Mtg., June 2, 2020 - Ad-Hoc Recognition Comm. Mtg – 4:30 p.m. – Virtual Mtg.

Motion by: Scheller /Pethke to adjourn at 5:41 p.m. Motion carried by roll call vote – Hollman absent.

Bobbi Jo Pethke, Clerk

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80887	BEYER, KELLY	JPAP50	05/04/2020	FOOD SERVICE FEES - DANIEL BEYER	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	5.90
						Totals for 80887	5.90
80888	BEYER, WENDY	JPAP50	05/04/2020	FOOD SERVICE FEES - CALLIE OLTZ	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	32.05
						Totals for 80888	32.05
80889	BRICKEY, JENNIFER	JPAP50	05/04/2020	REIMBURSE FOOD SERVICE BALANCE - EMMA BRICKEY	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	20.35
						Totals for 80889	20.35
80890	CINTAS CORPORATION L	JPAP50	05/04/2020	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	29.06
80890	CINTAS CORPORATION L	JPAP50	05/04/2020	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	40.68
						Totals for 80890	69.74
80891	COMPLETE OFFICE OF W	JPAP50	05/04/2020	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000269	10.73
						Totals for 80891	10.73
80892	FLYNN, STEPHANIE	JPAP50	05/04/2020	FOOD SERVICE FEES - LANCE & AIDEN FLYNN	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	21.50
						Totals for 80892	21.50
80893	GILLETTE, RANDY	JPAP50	05/04/2020	FOOD SERVICE FEES - NATHANIEL GILLETTE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	1.35
						Totals for 80893	1.35
80894	GRAINGER	JPAP50	05/04/2020	PARTS FOR TOILET	GENERAL FUND/GENERAL SUPPLIES/OPERATION	1012000148	20.32
						Totals for 80894	20.32
80895	HEINEMAN, THERESA	JPAP50	05/04/2020	FOOD SERVICE FEES - MCKENZIE HEINEMAN	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	16.95
						Totals for 80895	16.95
80896	INTELLICORP RECORDS,	JPAP50	05/04/2020	OUT OF STATE BACKGROUND CHECK	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	33.75
						Totals for 80896	33.75
80897	JAEGER, KELSEY	JPAP50	05/04/2020	DOUBLE PAID VOLLEYBALL & SOFTBALL FEES & FOOD SERVICE BALANCE - MAKENNA JAEGER	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	0.05
80897	JAEGER, KELSEY	JPAP50	05/04/2020	DOUBLE PAID VOLLEYBALL & SOFTBALL FEES & FOOD SERVICE BALANCE - MAKENNA JAEGER	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	90.00
						Totals for 80897	90.05
80898	KEGLERS BOWLING CENT	JPAP50	05/04/2020	KEVIN MURPHY PE CLASSES	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/PHYSICAL	4002000270	1,368.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					EDUCATION		
					Totals for 80898		1,368.00
80899	KETTLESON, TJ	JPAP50	05/04/2020	ATHLETIC FEES - RYLEE KETTLESON	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
					Totals for 80899		30.00
80900	KOBUSSEN BUSES LTD	JPAP50	05/04/2020	ALL OTHER ROUTES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	20,750.34
					Totals for 80900		20,750.34
80901	LAFORCE INC	JPAP50	05/04/2020	2 - PRIMUS KEYS	GENERAL FUND/NON-CAPITAL EQUIPMENT/DISTRICT ADMINISTRATION	0	28.34
					Totals for 80901		28.34
80902	LAMBRECHT, MICHELLE	JPAP50	05/04/2020	FOOD SERVICE FEES - CHLOE LAMBRECHT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	8.30
					Totals for 80902		8.30
80903	LEE, LISA	JPAP50	05/04/2020	ATHLETIC & FOOD SERVICE FEES - SYDNEY LEE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	3.26
80903	LEE, LISA	JPAP50	05/04/2020	ATHLETIC & FOOD SERVICE FEES - SYDNEY LEE	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
					Totals for 80903		33.26
80904	LEN EBERT & SONS	JPAP50	05/04/2020	TRAILER 6' X 12' UTILITY KARAVAN TRAILER	GENERAL FUND/EQUIP/VEHICLE ADDITION/EQUIPMENT	8002000054	1,895.00
					Totals for 80904		1,895.00
80905	LUNDT, CRAIG	JPAP50	05/04/2020	REIMBURSE FOOD SERVICE BALANCE - CADEN LUNDT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	82.25
					Totals for 80905		82.25
80906	MARTIN SYSTEMS, INC.	JPAP50	05/04/2020	MONITORING FEES - 3/17/20-3/31/20	GENERAL FUND/CLEANING SERVICES/OPERATION	0	499.37
					Totals for 80906		499.37
80907	MUCH, MIRANDA	JPAP50	05/04/2020	SPRING ATHLETIC FEES - ANGELINA DEPADI	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
					Totals for 80907		30.00
80908	NORTH EASTERN WISCON	JPAP50	05/04/2020	North Eastern WI Rehabilitation Co.	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	1,002.75
80908	NORTH EASTERN WISCON	JPAP50	05/04/2020	North Eastern WI Rehabilitation Co.	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	8002000012	143.25
					Totals for 80908		1,146.00

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80909	NASSCO, INC	JPAP50	05/04/2020	LWHS CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	68.32
						Totals for 80909	68.32
80910	NIEMUTH, DARREL	JPAP50	05/04/2020	ATHLETIC FEES - BEN NIEMUTH	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	20.60
80910	NIEMUTH, DARREL	JPAP50	05/04/2020	ATHLETIC FEES - BEN NIEMUTH	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
						Totals for 80910	50.60
80911	REMINGTON'S QUALITY	JPAP50	05/04/2020	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000033	8.91
80911	REMINGTON'S QUALITY	JPAP50	05/04/2020	FOOD/COOKING/LIFESKILLS	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272000033	5.16
						Totals for 80911	14.07
80912	REYNOLDS, GREGREY	JPAP50	05/04/2020	REIMBURSE FOOD SERVICE BALANCE - KENNETH REYNOLDS	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	14.21
						Totals for 80912	14.21
80913	ROPKE, KIRSTIN	JPAP50	05/04/2020	ATHLETIC FEES - MCKENNA & XOCHITL GRIMM	COMMUNITY SERVICE FUND/COMMUNITY SERVICE FEES/DISTRICT WIDE	0	15.00
80913	ROPKE, KIRSTIN	JPAP50	05/04/2020	ATHLETIC FEES - MCKENNA & XOCHITL GRIMM	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
						Totals for 80913	45.00
80914	ROSENAU, ROBERT	JPAP50	05/04/2020	SPRING ATHLETIC FEES - MORGAN ROSENAU	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	15.00
						Totals for 80914	15.00
80915	SCHERNECKER, MIKE	JPAP50	05/04/2020	ATHLETIC FEES & FOOD SERVICE BALANCE - KIRSTIN SCHERNECKER	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	7.05
80915	SCHERNECKER, MIKE	JPAP50	05/04/2020	ATHLETIC FEES & FOOD SERVICE BALANCE - KIRSTIN SCHERNECKER	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
						Totals for 80915	37.05
80916	SCHOOL SPECIALTY INC	JPAP50	05/04/2020	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000261	71.54
80916	SCHOOL SPECIALTY INC	JPAP50	05/04/2020	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000257	68.69
						Totals for 80916	140.23
80917	SCHUELKE, JOANN	JPAP50	05/04/2020	REIMBURSE FOOD SERVICE BALANCE - CONOR SCHUELKE	FOOD SERVICE FUND/OTHER DEFERRED	0	7.55

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					REVENUES		
					Totals for 80917		7.55
80918	SCHUELKE, MARK	JPAP50	05/04/2020	ATHLETIC FEES - LOGAN SCHUELKE	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
					Totals for 80918		30.00
80919	SCHUELKE, TIMOTHY	JPAP50	05/04/2020	SPRING ATHLETIC FEES - PEYTON SCHUELKE	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
					Totals for 80919		30.00
80920	SCHULKE, AARON	JPAP50	05/04/2020	FOOD SERVICE FEES - BRYSTAL SCHULKE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	0.15
					Totals for 80920		0.15
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	149.41
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	298.82
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	298.82
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	112.77
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	225.54
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	225.53
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	75.31
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	150.61
80921	SOLARUS	JPAP50	05/04/2020	Telephone bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000016	150.61
80921	SOLARUS	JPAP50	05/04/2020	PAES lab telephone/internet bill	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272000037	148.07

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 80921	1,835.49
80922	SUEHS MOTORS, INC.	JPAP50	05/04/2020	SERVICE ON 2012 RED DODGE CARAVAN	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE SERV/NOT PUPIL TRANSP	0	56.60
						Totals for 80922	56.60
80923	THONTLIN, DANIEL	JPAP50	05/04/2020	FOOD SERVICE FEES - TYLER THONTLIN	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	22.65
						Totals for 80923	22.65
80924	TLC SIGN, INC.	JPAP50	05/04/2020	PROVIDE LABOR, MATERIALS & EQUIPMENT TO REPAIR CONTROLLER BOX FOR ELEMENTARY SCHOOL SCOREBOARD.	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	180.00
						Totals for 80924	180.00
80925	TOHM, KARA	JPAP50	05/04/2020	SPRING ATHLETIC FEES - GRACE TOHM	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
						Totals for 80925	30.00
80926	US CELLULAR	JPAP50	05/04/2020	CELL PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	0	365.10
						Totals for 80926	365.10
80927	VELIE, DANIEL	JPAP50	05/04/2020	SPRING ATHLETIC FEES - JESSICA VELIE	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
						Totals for 80927	30.00
80928	WENDT, WAYNE	JPAP50	05/04/2020	FOOD SERVICE FEES - HUNTER WENDT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	61.30
						Totals for 80928	61.30
80929	WI DEPT OF JUSTICE	JPAP50	05/04/2020	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (1 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	7.00
						Totals for 80929	7.00
80930	YOHR, RANDY	JPAP50	05/04/2020	FOOD SERVICE FEES - GARRETT YOHR	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	73.96
						Totals for 80930	73.96
80931	ZIELKE, CORINNE	JPAP50	05/04/2020	REIMBURSE ATHLETIC FEES - ADAM & BRETT ZIELKE	GENERAL FUND/STUDENT FEES/ATHLETIC DIRECTOR	0	30.00
						Totals for 80931	30.00
80932	MANAWA AREA CHAMBER	COAPWE	05/04/2020	CHAMBER BUCKS FOR STAFF FROM WELLNESS GRANT	Special Revenue Trust Fund/GENERAL SUPPLIES/HEALTH	0	890.00
						Totals for 80932	890.00
80933	AMAZON CAPITAL SERVI	JPAP50	05/08/2020	Disposable Face Masks	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF	5002000010	242.88

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80933	AMAZON CAPITAL SERVI	JPAP50	05/08/2020	SPED CLASSROOM ITEMS - HOME LEARNING	SUPERINTENDENT SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE GORICAL	272000066	34.90
80933	AMAZON CAPITAL SERVI	JPAP50	05/08/2020	SPED CLASSROOM ITEMS - HOME LEARNING	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE GORICAL	272000066	9.84
						Totals for 80933	287.62
80934	E O JOHNSON CO., INC	JPAP50	05/08/2020	EO Johnson copier payments - 6 months	GENERAL FUND/COMMUNICATION/C ENTRAL SERVICES	8002000008	164.42
80934	E O JOHNSON CO., INC	JPAP50	05/08/2020	EO Johnson copier payments - 6 months	GENERAL FUND/COMMUNICATION/A ADMINISTRATIVE TECHNOLOGY SERV	8002000008	194.47
						Totals for 80934	358.89
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	340.80
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	426.00
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	426.00
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	202.35
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	426.00
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	105.44
80935	ENGELHARDT DAIRY OF	JPAP50	05/08/2020	MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	426.00
						Totals for 80935	2,352.59
80936	FORECAST 5 ANALYTICS	JPAP50	05/08/2020	5CAST PLUS	GENERAL FUND/TECH/SOFTWARE SERVIC/FISCAL	0	3,978.00
						Totals for 80936	3,978.00
80937	FOX VALLEY TECHNICAL	JPAP50	05/08/2020	CLASS FEES - A. BIERMAN & A. STIEBS	GENERAL FUND/TRANSFER TO VTAE DISTRICTS/Gen Tuition-Non-Open Enrollmen	0	1,037.90
						Totals for 80937	1,037.90
80938	INTEGRATED SYSTEMS C	JPAP50	05/08/2020	JUNE 2020 HOSTING	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	360.00
						Totals for 80938	360.00
80939	KOBUSSEN BUSES LTD	JPAP50	05/08/2020	BUSING - APRIL 2020 SHUTDOWN	GENERAL	0	48,791.34

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				FOOD ROUTES	FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED FLEET		
						Totals for 80939	48,791.34
80940	LAPLANT, MISTY	JPAP50	05/08/2020	PAYOUT FOOD SERVICE BALANCE - SAMANTHA LAPLANT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	41.95
						Totals for 80940	41.95
80941	NEOLA, INC.	JPAP50	05/08/2020	CONTINUING UPDATE SERVICE FOR SCHOOL BOARD POLICIES, VOLUME 29: NUMBER 2 CONSULTING SERVICES BY NEOLA ASSOC - 10/2/19 CONSULTING SERVICES BY NEOLA ASSOC - 3/1/20	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	310.50
80941	NEOLA, INC.	JPAP50	05/08/2020	CONTINUING UPDATE SERVICE FOR SCHOOL BOARD POLICIES, VOLUME 29: NUMBER 2 CONSULTING SERVICES BY NEOLA ASSOC - 10/2/19 CONSULTING SERVICES BY NEOLA ASSOC - 3/1/20	GENERAL FUND/TECH/SOFTWARE SERVIC/GENERAL ADMINISTRATION	0	1,225.00
						Totals for 80941	1,535.50
80942	PAN-O-GOLD BAKING	JPAP50	05/08/2020	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	101.46
80942	PAN-O-GOLD BAKING	JPAP50	05/08/2020	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	132.80
80942	PAN-O-GOLD BAKING	JPAP50	05/08/2020	BREAD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	166.20
						Totals for 80942	400.46
80943	PRILL, DONALD	JPAP50	05/08/2020	PAYOUT CASSIE PRILL FOOD SERVICE ACCOUNT	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	12.25
						Totals for 80943	12.25
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	88.06
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,268.24
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD ORDER	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	69.36
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	990.20
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	91.57
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,160.89
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY	0	88.51

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	ROOM/FOOD SERVICES FOOD SERVICE	0	1,031.77
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FUND/FOOD/FOOD SERVICES	0	111.80
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE	0	1,400.78
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FUND/FOOD/FOOD SERVICES	0	252.17
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	2,153.72
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE	0	756.02
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	1,317.75
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FOOD SERVICE	0	34.68
80944	REINHART FOOD SERVIC	JPAP50	05/08/2020	FOOD AND NON-FOOD SUPPLIES	FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	2,146.86
					Totals for 80944		12,962.38
80945	SCHOOL SPECIALTY INC	JPAP50	05/08/2020	CENTRAL SUPPLY	GENERAL	1012000127	34.06
80945	SCHOOL SPECIALTY INC	JPAP50	05/08/2020	NANCY ZABLER CLASSROOM SUPPLIES	FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000255	164.97
80945	SCHOOL SPECIALTY INC	JPAP50	05/08/2020	CENTRAL SUPPLY	GENERAL	4002000263	45.29
80945	SCHOOL SPECIALTY INC	JPAP50	05/08/2020	CENTRAL SUPPLY	FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002000263	45.29
					Totals for 80945		244.32
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	Teachers Pay Teachers Item	GENERAL FUND/OTHER	1012000125	5.25
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	Teachers Pay Teachers materials for distance social learning.	MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012000125	5.25
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	TEACHERS PAY TEACHER ONLINE RESOURCES FOR SPED STUDENTS	SPECIAL EDUCATION	272000064	96.60
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	TEACHERS PAY TEACHER ONLINE RESOURCES FOR SPED STUDENTS	FUND/OTHER MEDIA/MULTI-CATEGORI CAL	272000064	96.60
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	READING INTERVENTION PROGRAM BUNDLE	SPECIAL EDUCATION	272000065	133.00
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	READING INTERVENTION PROGRAM BUNDLE	FUND/OTHER MEDIA/MULTI-CATEGORI CAL	272000065	133.00
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	READING INTERVENTION PROGRAM BUNDLE	GENERAL	1012000141	597.00
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	READING INTERVENTION PROGRAM BUNDLE	FUND/INSTRUCTIONAL MEDIA/OTHER SPECIAL NEEDS	1012000141	597.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	ONLINE STUDENT RESOURCES	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIATED CURRICULUM	1012000101	13.44
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	ONLINE STUDENT RESOURCES	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIATED CURRICULUM	1012000100	203.00
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	ITEMS TO HELP WITH INSTRUCTION - ART	GENERAL FUND/OTHER MEDIA/ART	4002000271	14.00
80946	TEACHER SYNERGY, LLC	JPAP50	05/08/2020	MICHELE KOSHOLLEK CLASSROOM SUPPLIES	GENERAL FUND/OTHER MEDIA/ENGLISH LANGUAGE	4002000083	39.89
						Totals for 80946	1,102.18
80947	AMAZON CAPITAL SERVI	JPAP51	05/14/2020	BOOKS FOR LUANNE	GENERAL FUND/TEXTBOOKS & WORKBOOKS/UNDIFFERENTIATED CURRICULUM	1012000147	39.95
80947	AMAZON CAPITAL SERVI	JPAP51	05/14/2020	BOOKS FOR LUANNE	GENERAL FUND/TEXTBOOKS & WORKBOOKS/UNDIFFERENTIATED CURRICULUM	1012000146	139.94
80947	AMAZON CAPITAL SERVI	JPAP51	05/14/2020	BOOKS FOR LUANNE	GENERAL FUND/TEXTBOOKS & WORKBOOKS/UNDIFFERENTIATED CURRICULUM	1012000147	19.52
80947	AMAZON CAPITAL SERVI	JPAP51	05/14/2020	BOOKS FOR MRS. WHITMAN	GENERAL FUND/TEXTBOOKS & WORKBOOKS/UNDIFFERENTIATED CURRICULUM	1012000149	48.45
80947	AMAZON CAPITAL SERVI	JPAP51	05/14/2020	BOOKS FOR LUANNE	GENERAL FUND/TEXTBOOKS & WORKBOOKS/UNDIFFERENTIATED CURRICULUM	1012000146	298.09
						Totals for 80947	545.95
80948	AMERICAN WELDING & G	JPAP51	05/14/2020	DAN KOEHLER CLASSROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	4002000213	24.85
						Totals for 80948	24.85
80949	BIERMAN, ELIZA	JPAP51	05/14/2020	REIMBURSE DISTRICT FEES FOR ASHLEY BIERMAN	GENERAL FUND/STUDENT FEES/DISTRICT WIDE	0	20.00
						Totals for 80949	20.00
80950	BLUETARP CREDIT SERV	JPAP51	05/14/2020	DAN KOEHLER CUSTOMER # 24491577 (TAX EXEMPT STATUS)	GENERAL FUND/NON-CAPITAL EQUIPMENT/TECHNOLOGY EDUCATION	4002000258	3,315.65
						Totals for 80950	3,315.65
80951	BROWN INDUSTRIES, IN	JPAP51	05/14/2020	YEARS OF SERVICE PINS / HEART OF GOLD PINS	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF SUPERINTENDENT	5002000009	169.49
						Totals for 80951	169.49
80952	CENTURY LINK	JPAP51	05/14/2020	Century Link bills	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002000011	63.95

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 80952	63.95
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/AUDIOLOGY CESA	272000039	227.17
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEARING CESA	272000039	160.91
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	Audiology, Hearing Itinerant, and Orientation and Mobility to CESA #6	SPECIAL EDUCATION FUND/TRANSFER TO CESA/O/M CESA	272000039	127.78
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COOR OF EXCEP EDUC	8002000010	6,453.98
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/DIR OF IMPROVEMENT OF INSTRUCT	8002000010	5,629.53
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SUPERVISION/COOR OF EXCEP EDUC	8002000010	675.54
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	8002000010	546.00
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/HEALTH	8002000010	1,891.44
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	8002000010	1,103.52
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	8002000010	2,240.48
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	8002000010	1,100.00
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	GENERAL FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	8002000010	104.00
80953	CESA 6-CONFERENCE RE	JPAP51	05/14/2020	CESA #6 Invoice (10 payments - Sept - June)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEALTH	8002000010	772.56
						Totals for 80953	21,032.91
80954	COMPLETE OFFICE OF W	JPAP51	05/14/2020	CARRIE KOEHN CENTRAL SUPPLY PAPER FOR 8TH GRADE STUDENTS (HONORS CERTIFICATES)	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	4002000267	21.96
						Totals for 80954	21.96
80955	GRAICHEN DISPOSAL &	JPAP51	05/14/2020	Graichen - garbage disposal	GENERAL	8002000009	810.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				service	FUND/CLEANING SERVICES/OPERATION		
					Totals for 80955		810.00
80956	HETZEL, KEITH	JPAP51	05/14/2020	REIMBURSE FOOD SERVICE ACCOUNT FOR CLARA HETZEL	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	0.75
					Totals for 80956		0.75
80957	MASTER ELECTRICAL SE	JPAP51	05/14/2020	PROVIDE LABOR & MATERIALS FOR THE MES GENERATOR PROJECT. QUOTE #24050	GENERAL FUND/EQUIP/VEH-REPLA CE-INDIV>\$300/OPERATION	0	48,654.00
80957	MASTER ELECTRICAL SE	JPAP51	05/14/2020	LABOR & MATERIALS FOR TEMPORARY WASHER & DRYER TEMPORARY HOOKUP	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/NONINSTR EQUIP REPAI	0	581.14
					Totals for 80957		49,235.14
80958	MULTI MEDIA CHANNELS	JPAP51	05/14/2020	WOLF PACK EXPRESS APRIL 2020 JOB WOLF PACK EXPRESS APRIL 2020 POSTAGE	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	1,178.47
					Totals for 80958		1,178.47
80959	NASCO	JPAP51	05/14/2020	NATE ZIEMER	GENERAL FUND/EQUIPMENT PURCHASE-ADDITION/SCIENCE	4002000264	566.87
80959	NASCO	JPAP51	05/14/2020	NATE ZIEMER	GENERAL FUND/EQUIPMENT PURCHASE-ADDITION/SCIENCE	4002000264	33.96
80959	NASCO	JPAP51	05/14/2020	NANCY ZABLER SUPPLIES CUSTOMER # 403204	GENERAL FUND/GENERAL SUPPLIES/ART	4002000265	469.06
					Totals for 80959		1,069.89
80960	OFFICE DEPOT	JPAP51	05/14/2020	TYVEK 6x9 WHITE ENVELOPES	GENERAL FUND/CENTRAL SUPPLY ROOM/DISTRICT ADMINISTRATION	0	43.34
					Totals for 80960		43.34
80961	REMINGTON'S QUALITY	JPAP51	05/14/2020	PAES LAB	SPECIAL EDUCATION FUND/FOOD/MULTI-CATEGORICAL	272000033	15.86
					Totals for 80961		15.86
80962	SAM'S CLUB	JPAP51	05/14/2020	MMTSHIRT CARRYOUT	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	27.96
					Totals for 80962		27.96
80963	TEACHER SYNERGY, LLC	JPAP51	05/14/2020	LUCY CALKINS ONLINE MATERIALS - POPPY/HARVEY/SERNAU	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIATED CURRICULUM	1012000152	262.50
					Totals for 80963		262.50
80964	UNEMPLOYMENT INSURAN	JPAP51	05/14/2020	UNEMPLOYMENT - APRIL 2020	GENERAL FUND/UNEMPLOYMENT COMPENSATION/INSURANCE AND JUDGEMENTS	0	1,172.25
					Totals for 80964		1,172.25
80965	WAUPACA COUNTY PTF	JPAP51	05/14/2020	ELECTRONICS	GENERAL	0	93.25

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/PERSONAL SERVICES/OPERATION		
					Totals for 80965		93.25
192000262	O'BRIEN, CARMEN	JPAP04	04/24/2020	COVID 19 SUPPLIES PURCHASED AT SAM'S CLUB - CENTER PULL TOWELS	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	0	31.96
					Totals for 192000262		31.96
192000263	O'BRIEN, CARMEN	JPAP51	05/14/2020	TOTE MATERIALS FOR ALICE TRAINING MATERIALS	GENERAL FUND/NON-CAPITAL EQUIPMENT/INSTRUCTIO NAL STAFF TRAINING	0	22.99
192000263	O'BRIEN, CARMEN	JPAP51	05/14/2020	PLASTIC BAGS FOR DELIVERY	GENERAL FUND/GENERAL SUPPLIES/DISTRICT ADMINISTRATION	0	27.96
					Totals for 192000263		50.95
201900232	WISCONSIN RETIREMENT	R9	04/15/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,226.61
201900232	WISCONSIN RETIREMENT	R9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,228.71
201900232	WISCONSIN RETIREMENT	R9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	349.35
201900232	WISCONSIN RETIREMENT	R9	04/15/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,226.61
201900232	WISCONSIN RETIREMENT	R9	04/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,228.71
201900232	WISCONSIN RETIREMENT	R9	04/15/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	349.35
					Totals for 201900232		21,609.34
201900240	EMPLOYEE BENEFITS CO	JPWI04	04/30/2020	HRA & FSA ADMIN FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/DIRECTION OF BUSINESS	0	303.30
					Totals for 201900240		303.30
201900241	EMPLOYEE BENEFITS CO	JPWI04	04/23/2020	HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	792.06
					Totals for 201900241		792.06
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,535.50
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,251.38
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	445.21
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,996.20
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL	0	292.66

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	SECURITY) FOOD SERVICE	0	104.13
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	377.00
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	GENERAL	0	41.24
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FUND/FEDERAL INCOME TAX	0	10,703.95
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	SPECIAL EDUCATION	0	1,159.41
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FUND/FEDERAL INCOME TAX	0	323.15
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FOOD SERVICE	0	1,996.20
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FUND/FEDERAL INCOME TAX	0	292.66
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	104.13
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	SPECIAL EDUCATION	0	8,535.50
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	1,251.38
201900242	INTERNAL REVENUE SER	P9	04/30/2020	Payroll accrual	FOOD SERVICE	0	445.21
					FUND/FICA (SOCIAL SECURITY)		
					Totals for 201900242		37,854.91
201900243	MASSMUTUAL FINANCIAL	P9	04/30/2020	Payroll accrual	GENERAL	0	1,438.80
201900243	MASSMUTUAL FINANCIAL	P9	04/30/2020	Payroll accrual	FUND/HARTFORD INS - TSA/ROTH	0	50.00
201900243	MASSMUTUAL FINANCIAL	P9	04/30/2020	Payroll accrual	GENERAL	0	
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for 201900243		1,488.80
201900244	WEA TAX SHELTERED AN	P9	04/30/2020	Payroll accrual	GENERAL FUND/WEA	0	100.00
201900244	WEA TAX SHELTERED AN	P9	04/30/2020	Payroll accrual	TRUST - TSA/ROTH	0	500.00
201900244	WEA TAX SHELTERED AN	P9	04/30/2020	Payroll accrual	GENERAL FUND/WEA	0	25.00
					TRUST - TSA/ROTH		
					SPECIAL EDUCATION	0	
					FUND/WEA TRUST - TSA/ROTH		
					Totals for 201900244		625.00
201900245	WISCONSIN DEPT OF RE	P9	04/30/2020	Payroll accrual	GENERAL FUND/STATE	0	90.00
201900245	WISCONSIN DEPT OF RE	P9	04/30/2020	Payroll accrual	INCOME TAX	0	5.00
					SPECIAL EDUCATION	0	
					FUND/STATE INCOME TAX		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900245	WISCONSIN DEPT OF RE	P9	04/30/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	38.35
201900245	WISCONSIN DEPT OF RE	P9	04/30/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,618.71
201900245	WISCONSIN DEPT OF RE	P9	04/30/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	778.86
201900245	WISCONSIN DEPT OF RE	P9	04/30/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	223.88
						Totals for 201900245	7,754.80
201900246	WISCONSIN RETIREMENT	R9	04/30/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,118.03
201900246	WISCONSIN RETIREMENT	R9	04/30/2020	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,417.28
201900246	WISCONSIN RETIREMENT	R9	04/30/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	465.98
201900246	WISCONSIN RETIREMENT	R9	04/30/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,118.03
201900246	WISCONSIN RETIREMENT	R9	04/30/2020	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,417.28
201900246	WISCONSIN RETIREMENT	R9	04/30/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	465.98
						Totals for 201900246	22,002.58
201900247	WEA MEMBER BENEFIT	T P9	04/30/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.07
201900247	WEA MEMBER BENEFIT	T P9	04/30/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.04
201900247	WEA MEMBER BENEFIT	T P9	04/30/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201900247	349.11
201900248	DELTA DENTAL OF WISC	JPWI42	04/29/2020	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	465.41
						Totals for 201900248	465.41
201900249	EMPLOYEE BENEFITS CO	JPWI42	04/30/2020	HRA & FSA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	95.66
201900249	EMPLOYEE BENEFITS CO	JPWI42	04/30/2020	HRA & FSA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	1,447.06
						Totals for 201900249	1,542.72
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,318.63
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,231.74
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	325.78
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,945.48
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	SPECIAL EDUCATION	0	288.08

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	76.19
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL	0	377.00
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	41.24
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL	0	10,275.06
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	1,081.18
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	158.03
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,945.48
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	288.08
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	76.19
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY) SPECIAL EDUCATION	0	8,318.63
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	1,231.74
201900252	INTERNAL REVENUE SER	P9	05/15/2020	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	325.78
					Totals for 201900252		36,304.31
201900253	MASSMUTUAL FINANCIAL	P9	05/15/2020	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,438.80
201900253	MASSMUTUAL FINANCIAL	P9	05/15/2020	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201900253		1,488.80
201900254	WEA TAX SHELTERED AN	P9	05/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201900254	WEA TAX SHELTERED AN	P9	05/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	500.00
201900254	WEA TAX SHELTERED AN	P9	05/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201900254		625.00
201900255	WISCONSIN DEPT OF RE	P9	05/15/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	90.00
201900255	WISCONSIN DEPT OF RE	P9	05/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME	0	5.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201900255	WISCONSIN DEPT OF RE	P9	05/15/2020	Payroll accrual	TAX GENERAL FUND/STATE INCOME TAX	0	37.87
201900255	WISCONSIN DEPT OF RE	P9	05/15/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,368.41
201900255	WISCONSIN DEPT OF RE	P9	05/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	728.00
201900255	WISCONSIN DEPT OF RE	P9	05/15/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	123.33
						Totals for 201900255	7,352.61
201900257	WEA MEMBER BENEFIT T	P9	05/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	156.04
201900257	WEA MEMBER BENEFIT T	P9	05/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	53.04
201900257	WEA MEMBER BENEFIT T	P9	05/15/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 201900257	349.08
201900258	DELTA DENTAL OF WISC	JPWI51	05/06/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	801.78
						Totals for 201900258	801.78
201900259	EMPLOYEE BENEFITS CO	JPWI51	05/07/2020	FSA & HRA CLAIMS	GENERAL FUND/FLEX PLAN SY1718	0	473.26
201900259	EMPLOYEE BENEFITS CO	JPWI51	05/07/2020	FSA & HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	246.43
						Totals for 201900259	719.69
201900260	DELTA DENTAL OF WISC	jpwi51	05/13/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	953.80
						Totals for 201900260	953.80
201900261	EMPLOYEE BENEFITS CO	jpwi51	05/14/2020	HRA CLAIMS	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	260.89
						Totals for 201900261	260.89
						Totals for checks	326,524.28

Name	Reference	Trans Date	Description	Post Date	Amount
		04/09/2020	FOOD SERVICE DEPOSIT FOR HS	04/09/2020	41.20
			Totals for 14519		41.20
		04/10/2020	LOTTERY TAX CREDIT	04/10/2020	129,823.31
			Totals for 14529		129,823.31
		04/15/2020	EBC REFUND FOR CLAIM REPAYMENT FROM 2/19	04/15/2020	39.77
			Totals for 14528		39.77
		04/21/2020	ES FOOD SERVICE	04/21/2020	26.00
			Totals for 14505		26.00
		04/21/2020	BOWLING CLUB DONATION	04/21/2020	690.00
			Totals for 14507		690.00
		04/21/2020	DHS PAYMENT	04/21/2020	6,466.45
			Totals for 14508		6,466.45
		04/21/2020	DHS PAYMENT	04/21/2020	1,561.63
			Totals for 14509		1,561.63
		04/21/2020	CESA 5 PAYMENT FOR EEN	04/21/2020	1,070.98
			Totals for 14510		1,070.98
		04/21/2020	DONATION FOR POST PROM FROM TREEHOUSE FO	04/21/2020	500.00
			Totals for 14511		500.00
		04/24/2020	YEARBOOK	04/24/2020	20.00
			Totals for 14516		20.00
		04/24/2020	FOOD SERVICE DEPOSIT FOR HIGH SCHOOL	04/24/2020	47.75
			Totals for 14517		47.75
		04/24/2020	FOOD SERVICE DEPOSIT FOR MES	04/24/2020	104.45
			Totals for 14518		104.45
		04/27/2020	COMMON SCHOOL FUND AID	04/27/2020	39,062.00
			Totals for 14527		39,062.00
		04/30/2020	MAGIC WRITER E-FUNDS DEPOSIT	04/30/2020	200.60
			Totals for 12850		200.60
		04/30/2020	MONTHLY INTEREST FOR GENERAL FUND CHECKI	04/30/2020	2,954.81
			Totals for 14032		2,954.81
			Total for Cash Receipts		182,608.95



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

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

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

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 5/14/19
Re: Part-time Speech & Language Therapist Recommendation

This memo is to recommend Ms. Michelle (Shelly) Anderson for up to 225 hours of Speech and Language Therapist services during the 2020-2021 school year. The Speech and Language Therapist caseload exceeds the best practice recommendations for one full-time therapist to manage. A Memorandum of Understanding will be drawn up to summarize the employment relationship with the School District of Manawa.

Ms. Anderson has vast experience as a Speech and Language Therapist in schools and through private practice. She worked for the Appleton Area School District at the elementary level for eight years and most recently had a private therapy business where she contracted with school districts to cover Speech and Language long-term sub positions and saw children for therapy outside of schools. Ms. Anderson provided services for four different maternity leaves for the School District of New London.

Ms. Anderson will also be serving the School District of New London. Mrs. Kandi Martin, School District of New London Special Education Director, Ms. Brauer, and Ms. Romberg (Manawa’s full-time Speech and Language Therapist) interviewed Ms. Anderson and unanimously endorse her candidacy for this position.

Ms. Anderson has demonstrated strength in collaborating with regular education staff to ensure the students on her caseload are receiving the correct and best services possible. Her experience in working in multiple districts simultaneously gives us the confidence that she will have no problem working in two separate districts. She has also demonstrated the willingness to ask questions when she is unsure of specific procedures and to troubleshoot issues that pop up will also be an asset to both districts.

To the best of my knowledge, there are no reasons for hesitation in placing Ms. Anderson in this role.

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

Therapy Services Agreement
2020-2021 School Year

This agreement made this 7th day of May, 2020 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 2020-2021. 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:

\$60.00 per hour for an Occupational Therapist
\$51.00 per hour for a Certified 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: _____ Title _____ Date: _____

WCA GROUP HEALTH TRUST

DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT
4/30/2020	2020WELLAPRIL'2	2020 WCA Wellness Grant	1,000.00	0.00	1,000.00

CHECK: 009996 4/30/2020 Manawa School District CHECK TOTAL: 1,000.00

GHT WCA Group Health Trust
22 E. Mifflin St., Suite 900
Madison, WI 53703

WELLS FARGO BANK
MADISON WI 53719

79-1198
759

CHECK NO.	DATE	AMOUNT
009996	4/30/2020	1000.00

PAY *ONE THOUSAND AND XX / 100

TO THE ORDER OR: Manawa School District
PO BOX 400
Manawa, WI 54949

Synda Bradstreet

⑈0009996⑈ ⑆075911988⑆ 2900600247⑈

Agreement for Services

AGREEMENT made effective this 1st day of May, 2020, between Orthopedic & Spine Therapy (OST) at 1000 Midway Road, Menasha, Wisconsin, 54952 and the Little Wolf School District ("the District"), 800 Beech Street, Manawa, Wisconsin, 54949.

RECITALS:

1. The District desires to engage the services of OST for the purpose of providing the services of a Certified Athletic Trainer ("ATC") at the District's facility known as the Little Wolf High School during the 2019-20 school year.
2. OST is willing to provide the services of an ATC upon the following terms and conditions and the District is willing to engage OST on said terms and conditions.

For a good and valuable consideration, including the above Recitals, the parties agree as follows:

- A. The District shall provide all necessary supplies and equipment for the ATC.
- B. OST shall provide the District with the services of ATC at the District's High School facilities.
 1. All supervision of the ATC will be provided by OST. The ATC will meet minimum standards of job description and certification.
 2. OST shall obtain and maintain, at its sole cost and expense, professional liability insurance covering its employees.
- C. The District recognizes that it will pay judgment for damages and cost against its officers, employees and agents arising out of their activities while within the scope of their assigned responsibility in the athletic training program at Little Wolf High School.
- D. The ATC will provide the District with the following services:
 1. ATC will be present at Little Wolf High School one day per week for approximately one hour per day during the traditional academic year.
 2. ATC will be present at all home varsity and junior varsity football games, and home High School and Middle School wrestling competitions (or arrange for other medical care if unable to be present.)
 3. Presentations will be provided on Athletic Director's request for parents, coaches or faculty at Little Wolf High School.
- E. The term of this Agreement shall begin on this 1st day of August, 2020, and terminate on June 5th, 2021.
- F. The District shall pay to OST the sum of \$400 for services provided by OST.
 1. In addition, free of charge, OST signs will be placed on the football field and in the field house.
 2. Two announcements will be placed in the school newsletter acknowledging that athletic training room services are provided by OST.

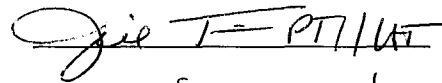
3. Announcements, free of charge, to be placed in programs for all sports, acknowledging that athletic training services are provided by OST.
 4. Cash amount shall be payable \$400 on October 1, 2020. In the event that the district shall require the service of the ATC from OST for special athletic or sporting events, services for such special events shall be paid at the rate of \$25 per hours for said events, and must be requested at least thirty (30) days prior to the event.
 5. Annual Athletic Passes for 2 adults and 3 children.
- G. This Agreement represents the entire understanding between the parties regarding the subject matter hereof. This Agreement shall not be amended, altered or modified except by a written instrument signed by both parties hereto. The waiver by either party of any breach of the provisions of the Agreement shall not be deemed a waiver of any subsequent breach. This Agreement shall not be assignable by either party without the written consent of the other party.
- H. The District and OST agree there shall be no discrimination against students on the basis of the students' or ATC's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

The parties signed this Agreement effective the day and year first above written.

Orthopedic & Spine Therapy

Little Wolf High School

Jill Timm, PT, LAT


Physical Therapist / Licensed Athletic
(Title) Trainer
Clinical Services Coordinator

Psalm 23

The *Lord* is my shepherd,
I shall not want

He makes me lie down in green pastures;

He leads me beside quiet waters.

He restores my soul;

He guides me in the paths of righteousness

For *His* name's sake

Even though I walk through the valley of the shadow of death

I fear no evil; for *Thou* art with me;

Thy rod and Thy staff, they comfort me.

Thou dost prepare a table before me
in the presence of my enemies;

Thou hast anointed my head with oil;
My cup overflows.

Surely goodness and loving kindness will follow me
all the days of my life.

And I will dwell in the house of the *Lord* forever.



Grace L. (Holman) Piechowski

GRACE L. (HOLMAN) PIECHOWSKI

Born

January 14, 1950
Waupaca, Wisconsin

Passed Away

April 7, 2020
Waupaca, Wisconsin

Casket Bearers

Dick Piechowski
Ruth Holman
Sandy Piechowski Cordes
Alan Cordes
Jim Piechowski

Special Song

Amazing Grace, Celtic Woman Version

Interment

April 11, 2020
Pleasant Valley Cemetery
Township of Dayton, Waupaca, Wisconsin

#AmazingGrace #BeNotAfraid #HowGreatThouArt

School District of Manawa,
Thank you for your
donation to the American
Cancer Society and to the
LWHS Sunshine Committee
to Heifer International. We
appreciate you thinking of us!
Thank you for your continued
Love and Support.

A celebration of life event will be held at a later date.

...

With love from the family of Grace (Holman) Piechowski,

Dick, Sandy, and Jim

Sandy Cordes

Monthly Enrollment Count for SY2019-2020

Grade	21-May-18	16-Sep-19	3rd Fri SEPT	OCT	NOV	DEC	JAN	2nd Fri JAN	FEB	MAR	APR	MAY
EC / Speech .5	7	6	6	6	6	6	6	7	7	9	10	11
4K .6	37	30	31	31	30	32	30	30	30	29	29	29
Kdg	30	38	39	39	39	40	40	40	39	39	39	39
1	46	29	30	30	29	30	28	28	29	27	27	28
2	31	52	52	52	51	51	51	51	52	52	52	52
3	33	30	30	30	30	30	29	29	29	30	31	31
4	50	34	34	34	35	35	34	34	35	35	35	35
5	37	55	55	55	54	54	53	53	53	53	54	54
6	37	38	37	37	38	39	39	39	39	39	39	39
7	52	38	38	37	38	38	38	37	38	38	38	38
8	54	52	52	52	52	52	51	51	52	52	53	53
9	53	59	60	60	60	60	58	59	58	59	60	59
10	66	52	52	52	52	52	52	52	52	52	52	52
11	50	63	64	63	62	62	62	62	61	61	61	61
12	62	54	54	54	54	54	53	52	52	52	53	53
Students Enrolled	645	630	634	632	630	635	624	624	626	627	633	634
Less OE IN (non-resident)	-18	-22	-25	-25	-26	-24	-24	-24	-22	-22	-22	-22
Plus OE OUT (resident)	91	107	88	89	89	90	88	88	90	90	90	90
Less Tuition Sharing	-2	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
Plus Cty Sch Enrollment		1	1	2	2	2	2	1	1	1	1	1
Total Resident Count	716	713	695	695	692	700	687	686	692	693	699	700
3rd Friday Sept 2018	#											

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



Book	Policy Manual
Section	0000 Bylaws
Title	VACANCIES
Code	po0142.5
Status	Active
Adopted	April 25, 2016
Last Revised	July 18, 2016

0142.5 - **VACANCIES**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony or imprisonment for one or more years
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office
- H. the incumbent moving his/her residence out of the District
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26.

Filling a Board Vacancy

Vacancies on the Board shall be filled by appointment made by the remaining Board members in accordance with State law and the guidelines in this policy.

Public notice of the Board vacancy shall be given by the District Administrator and shall include a deadline for filing letters of interest.

Any qualified elector of the District, and a resident of the apportioned geographical area when applicable, who is interested in filling the vacancy may submit a letter of interest to District Administrator or designee by the date specified in the vacancy notice. If one (1) or no letter of interest is received by the deadline, the deadline may be extended by a majority vote of the Board.

Candidates for a vacancy on the Board shall be considered at a properly noticed open meeting of the Board, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may only be used when Board members are electing officers. When

making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President.

Any person upon being notified of his/her appointment shall be deemed to have accepted the appointment unless within five (5) days s/he files with the Clerk a written refusal to serve. Any newly appointed Board member shall, pending the filing of the oath of office, be seated on the Board and shall hold office until a successor is elected and takes office in accordance with State law.

Revised 7/18/16

© **Neola 2013**

Legal

17.03 et seq., Wis. Stats

Last Modified by Kayla Reichley on September 6, 2019



Book Policy Manual
Section For Board Review - Vol. 29, No. 1
Title Copy of VACANCIES **PROPOSED**
Code po0142.5
Status
Adopted April 25, 2016
Last Revised July 18, 2016

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- E. the incumbent's election or appointment being declared void by a competent tribunal;
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office;
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The appointee shall hold office until a successor is elected and takes office under Wis. Stats., 120.06(4). When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms.

Any person upon being notified of his/her appointment shall be deemed to have accepted the appointment unless within five (5) days s/he files with the Clerk a written refusal to serve. Any newly appointed Board member shall, pending the filing of the oath of office, be seated on the Board and shall hold office until a successor is elected and takes office in accordance with State law.

Revised 7/18/16

© Neola ~~2020~~13

Legal 17.03 et seq., Wis. Stats

Last Modified by Steve LaVallee on March 12, 2020



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: May 14, 2020
Re: Staff and Program Highlights

- **Para-professionals Reaching out Weekly to Families:** The communication between para-professionals and parents is a proactive way in answering parents' questions and concerns. Prior to the communication being set-up, I have not received calls or emails from parents, therefore not knowing parents needed support. After the communication system was put in place, para-professionals reach out to me, stating who needs assistance or questions answered. I then contact those parents to assist in any way I can. Parents have been very appreciative of the check-in calls and for my quick responses. Thank you to Mr. Cobarrubias for setting this system up to give parents a way to communicate their concerns.
- **Virtual Art Show:** Thank you to Sarah Bortle, Jen Krueger, and all the teachers who helped put together a virtual art show on the SDM website. Doing this took planning, coordination, and a lot of picture taking of the students' artwork to put on the virtual art show. This is one example of how teachers have been creative in supporting the students during this time.
- **Teaching by Virtual Learning:** Teachers continue to support students and families through phone calls, emails, and using virtual tools. They go above and beyond every day to serve the students and families. Below are a few things that the teachers have been doing to take on the challenges of teaching from afar:
 - Teachers reach out weekly to students to provide support if needed.
 - Teachers that prepare packets come into school to plan, provide examples of the problem-solving process to support families in teaching their child(ren), make copies, and prepare the packets to be delivered to the houses on Wednesdays.
 - Below are some virtual tools teachers have been using:
 - ❖ EdPuzzle: Use EdPuzzle to add formative assessments to videos.
 - ❖ MES Digital Learning Site: Use the shared Google site to curate content for your parents and students.
 - ❖ Google Voice: By using Google Voice to contact families through text messaging or calling families, teachers don't need to use their cell phones.
 - ❖ Google Meet: Use Google Meet to connect virtually with your students.
 - ❖ Google Classroom: Review the basics of Google Classroom and have time to ask advanced questions.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Dan Wolfgram

Date: 5/14/2020

Re: Staff and Program Highlights – May 2020

Props to the SDM Staff:

Words cannot express the enormous sense of pride I feel working for the School District of Manawa. Since March 17, I have witnessed my fellow administrative colleagues and the entire staff rally to be leaders in the county and region in the response to these dire circumstances. Efforts include but are not limited to the delivery of meals, attention to detail in providing the best possible distance learning experiences and providing emotional support to each other and students. The road has not been easy, yet I marvel at our teamwork and hold my head up high as we continue to provide the best education possible for our community. While the past two months have been trying for all I can think of no better time to be a Manawa Wolf!

Middle school Virtual Transition Night:

The first very Middle School Transition Night appears to have been a huge success. Close to one-hundred participants attended virtually. Highlights included a flip-grip welcome by instructional staff and a virtual tour of the new building. Thanks to Mr. Cobarrubias for his facilitation of the event and to all staff who participated. This event looks to be an annual event in the years to come!

Staff Meetings:

Since the outbreak of the COVID-19 pandemic, staff meetings have taken on new meaning. The weekly updates are informative and have action items. On top of this, it is good to be able to see the staff members' faces. It is an opportunity to reconnect and re-energize our efforts weekly.

Coming to the forefront this past month have been thought-provoking discussions on the topics of equity and grading during the COVID pandemic. It has brought to full circle the importance of authentic grading on standards, whilst keeping in mind the equity challenges that all families face. The staff has been asked to keep in mind, attention to learning style, the authenticity of the work, access to technology, access to supplemental resources, access to extra help, counseling or other professional supports for mental health/trauma, medication administration, educational levels and experiences of those in the home, and physical needs of the children.

Additionally, the staff is being asked to consider their instructional delivery for whatever scenario we may be faced with in September 2020. The following questions were posed for consideration and reflection as we plan for next year.

1. What is hindering our kids from learning in a virtual environment?
2. What is essential?... What are the most important standards that my students MUST know?
3. How will you deal with the large gaps that have now been created due to the school building closure?
4. What techniques are available in your arsenal that you need to prepare for now and over the summer to be ready?
5. What PD do you need to be at your best for next year?

Event Planning:

Event planning has been ongoing and continuous. The challenges have been real as the target keeps moving as we attempt to stay within the boundaries and guidelines set forth by the state of Wisconsin, the CDC, and the Waupaca County Health Department. Dr. Oppor and Principal Wolfgram interact daily as plans are revised and updated based on the parameters.

Google “Meet”:

The instructional staff, Ms. Connolly and Principal Wolfgram have been facilitating virtual meetings using Google Meet with parents and students who have been identified as “at-risk” for failing classes or who have not been engaging in the online curriculum with teachers. This tool has proved invaluable as the teams collaborate to support families and students in a virtual world. Ms. Connolly and Principal Wolfgram used teacher input, student grades, and mid-term D/F list to reach out to parents via phone, email, and hardcopy letter to meet in a wrap-around style meeting to address parent and student concerns. Special care and attention have been given to seniors who have demonstrated challenges engaging with the teachers. The staff continues to avail themselves of every resource to support seniors to cross the finish line to get the diploma.

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

May 6, 2020

April Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

The Manawa School District had 21 days of meal/homework deliveries in the month of April.

We continue to run eight routes with one being a city route. The drivers are having a blast as they say to me. They have built great relationships with aides that ride with them each day as well!

There is not much happening other than the daily routes. At the terminal, we are gearing up for next school year! We are working through all the routes to make sure that we are running them as efficiently as possible. We are also checking that we are picking students up door-side, where it is possible. This way we lessen the number of students crossing the road.

We continue to clean and sanitize the buses at the end of each day as well. Kobussen Buses is also preparing for the annual bus inspection. Buses are being gone through top to bottom to ensure that we continue to provide safe and reliable transportation.

As always, you can call me with any questions that you have. It is best if you call my cell phone as I may not be in the office like normal: (920) 427-1408

Stay well and healthy!

Thank you,

Jacob Elsner
Terminal Manager
Kobussen Buses LTD

Office: 920-389-1500

Cell: 920-427-1408

Email: Jacob.elsner@kobussen.com



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

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

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

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 5/8/20
Re: May School Board Update

Special Education

- Teachers continue to work harder than ever to deliver instruction to students in this new virtual/distance environment. I continue to be proud of how regular and special education teachers are working together to support students. Many paraprofessionals are also working hard to support our students with disabilities. I'm proud to be a wolf!
- Fun Fridays continue at Manawa Elementary. Mrs. Anderson, Mrs. Seka, and Ms. Romberg have been working together to send Fun Friday activities home to students. This includes videos of teachers reading books and activities that go with the theme. It's amazing how they have worked together to modify the activities for students to do at home.
- Shout out to all the parents who are supporting their children with academic work at home!

Curriculum

- The secondary math department continues its curriculum writing work. They hope to be completed soon.

Elementary School

- Thank you for giving me the opportunity to be the principal of Manawa Elementary. I'm really excited to tackle this new challenge. The amazing staff and students in Manawa make me confident that we will do great things together. It's already been fun to put my creativity to work to begin planning for the beginning of the school year. COVID-19 is requiring us to reimagine the beginning of the year.
- At this week's staff meeting I talked to the staff about some of my preliminary ideas for giving students closure of this school year when we can get together face-to-face this summer. We are at the brainstorming phase of the process collecting ideas for each phase of the Badger Bounceback Plan.
- Virtual learning will make it very important for us to evaluate student learning as soon as we can when we are able to have students in the school building. I've worked with a small group of staff to figure out what it would take to assess students in the first couple of days of school. The hope is that we would be able to plan for filling in missing learning starting the first Monday of school. With help from everyone including the PTO, I think we can do it with all the students back in school. If we are in a different phase of the bounceback plan, we would have to revise the plan. I've been talking with Mrs. Sernau and Mrs. Pari about options for filling holes in learning for some of our



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students. Two of the options being discussed are holding reading and math “boot camps” during Wolftime and small group work during reading and math blocks. Both of these options require us to assess the student to see who would benefit the most.

- BCT is scheduling meetings to discuss students with Gifted & Talented Plans to do the annual plan review. We will meet in mid-May with a 5th-grade student, parents, MS teachers, Mr. Wolfgram, and Mrs. Connolly to plan for her transition to the middle school. We will update the team with the plan that was written this winter and support them in writing a plan for 6th grade. The meetings for students who are staying in elementary school will be scheduled as soon as the schedule and class lists are complete.

Technology Board Report

May 14, 2020



Technology Choices for Fall

Teachers have adopted several technologies to support distance learning. We are making changes to the technology plan to ensure we support their momentum in the fall. These changes include leveraging technology in ways to enhance the classroom with expanded use of a learning management. Teachers have also embraced recording lessons. These lessons allow educators to flip lessons and encourage blended learning.

Parents are also showing more interest in engaging through technology. We can use this time to share with parents to help them communicate with teachers.

Elementary Chromebox Computer Laboratory

The elementary computer laboratory is due to be replaced and will be upgraded this summer. This laboratory will be relied upon for state testing and instruction.

Chromebooks During the Summer

Nearly all students grades 5-12 have a district Chromebook at home. Graduating seniors and students leaving the district are expected to return their devices at the start of summer. Other students shall keep their devices until the fall. This will allow our educators the option to continue distance learning over the summer.

During a normal school year, we use the summer to repair devices and prepare for the next school year. In the fall, we are planning for an influx of repairs during the first week of school.

Elementary Classrooms

Several teachers have been reassigned classrooms as part of the class realignment. With the high school closed we are focusing on preparing the elementary rooms first.

District Core Network Upgrade

Core switches in the high school are being upgraded this summer. Existing switches will be repurposed in other parts of the district to allow for growth.

Minutes of the May 11, 2020 School District of Manawa Finance Committee Meeting

The meeting was called to order by Scheller at 5:48 p.m.

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

In Attendance: Scheller (C), J. Johnson, Pethke, Carmen O'Brien, Dr. Oppor

Recorder: Pethke

1. 2019-20 Budget Update
 - a. Monthly Finance Reports for February and March - Informational
Report presented by Carmen O'Brien for February and March Financial Summary
 - b. Building Closure Impact - Informational
Financial impacts were reported by Carmen O'Brien.
2. 2020-21 Budget Scenarios - Informational
Carmen reviewed a memo for the 2nd year of the biennium budget.
3. Property Tax Legislation Impacts - Informational
Carmen shared information on the impact of the property tax legislation
4. Endorse MES Generator Replacement purchase - Action
Carmen recommended the endorsement to purchase a replacement generator from Master Electrical Services. The district hoped to be able to extend the life of the generator but it has not been working since the power outage.
Motion by J. Johnson / Pethke to endorse the purchase of a replacement generator from Master Electrical as presented to the full Board. Motion carried.
5. Finance Committee Planning Guide (Information / Action)
Auditor from Erickson retired. Carmen is in the process of creating an RFP for a new auditor.
6. Next Finance Committee Meeting Date: June 8, 2020 at 5:30 p.m.
7. Next Finance Committee Items: No items listed
8. Motion by J. Johnson / Pethke to Adjourn at 6:28 p.m. Motion carried.

Minutes of the May 13, 2020 School District of Manawa Building & Grounds Comm. Mtg.

Meeting called to order by Russ Johnson, Chair at 5:30 p.m.

In attendance: Forbes, R. Johnson, J. Johnson, Mr. Wolfgram, Dr. Melanie Oppor. Scheller arrived @ 5:35 P.M.

Recorder: Forbes

1. Generator to be installed within 6 weeks (Informational)
2. Temporary repair of the football field. There were 2 bids to repair. Green Boyz Lawncare and Riggs Site Consulting. Motion by: Stan Forbes / Bruce Scheller that Green Boyz Lawncare to repair the field recommended to the full Board. Motion carried - by roll call vote.
3. Delayed due to the pandemic. (Informational)
4. Informational
5. Informational
6. Potential Maintenance Projects/Purchases - All are in need providing there are sufficient funds to complete these projects/purchases.
7. Mowing has already begun. Art Pethke has been mowing and will need to mow more often due to the grass is growing longer and quicker.
8. Schulfer Landscaping that is in charge of our sprinkler system is being replaced. Dr. Oppor has 3-4 leads of companies to replace Schulfers.
9. Informational
10. Next meeting: June 10 at 5:30 P.M.
11. –
12. –
13. Meeting adjourned at 6:06 p.m. Motion by: Bruce Scheller / Stan Forbes. Motion carried by roll call vote.

Minutes of the May 13, 2020 School District of Manawa Policy & Human Resources Committee Meeting

Meeting called to order by Pethke, Chair at 6:10 p.m.

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

In Attendance: Forbes, J. Johnson, Scheller, Dr. Oppor

Timer: J. Johnson Recorder: J. Johnson

1. Contract Language (Information): Informational
 - a. Teachers
 - b. Support Staff
2. Review of Previously tabled - Vol. 29 No. 1 policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544 (Action)
Motion by J. Johnson/Forbes to recommend to full Board as presented. Motion carried by roll call vote with J. Johnson and Forbes voting aye.
3. 1st Reading of Fitness Center Guidelines (Information/Action):
Motion by J. Johnson/Forbes to recommend to full Board for first reading. Motion carried by roll call vote with J. Johnson and Forbes voting aye.
4. Review ag5421A - Grading (Information / Action)
Motion by J. Johnson/Forbes to waive ag5421A-Grading for 4K for the 2019-2020 school year. Motion carried by roll call vote with J. Johnson and Forbes voting aye.
5. Policy & Human Resources Committee Planning Guide (Information) Informational.
6. Set Next Meeting Date June 3, 2020 at 5:00 p.m. - Virtual Meeting
7. Next Meeting Items:
 1. COVID-19 Plan
 - 2.
8. Motion by J. Johnson/Forbes to adjourn at 6:41 p.m. Motion carried by roll call vote with J. Johnson and Forbes voting aye.



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 5/7/2020
Re: MES Generator Replacement purchase recommendation

I recommend that the Board of Education endorse the purchase of the Manawa Elementary School (MES) replacement generator from Master Electrical Services.

Hoffman Planning, Design, & Construction assisted the School District of Manawa with securing bids for this project. Bids were received from Northland Electrical Services and Master Electrical Services. Initially, bids were received to replace the generator at MES as part of the referendum construction project. This replacement was placed on hold because the generator continued to work and other projects took priority. Two weeks ago, the district had a power outage and the MES generator failed. Service technicians were called, and it was determined that the cost to repair was roughly half the cost of a new system. The current generator is 20+ years old; parts are obsolete, and it is no longer adequate for the current building electrical load.

This generator will be paid for out of the general fund. This is NOT part of the referendum project.



10/24/2019

Hoffman Planning, Design & Construction Inc.
122 E. College Avenue
Appleton, WI 54911

Attn: Joe Perry
Re: School District of Manawa-Elementary School Generator system

Dear Joe:

Northland Electrical Services is pleased to provide Hoffman with a preliminary proposal of **\$69,550.00** for the electrical work related to installing a new generator at Manawa Elementary. This proposal is based upon RFP documents and a walk through on 10-22-19.

Scope of Work

- Purchase and install a 60kw natural gas generator for both life safety and convenience loads. System to include;
 - (2) breakers at generator, (2) transfer switches in electrical room, (1) transformer with primary and secondary protection for 120/208volt “convenience” loads, and (1) additional breaker for existing switchboard for utility power to additional transfer switch.
- Installation package includes a concrete slab for generator, 6’ chain link fence with personnel gate, shipping and placement of unit on slab, infill of block and brick veneer at existing intake opening, and removal of existing generator and transfer switch from site.
- Control wiring, battery charging, engine heater, and power wiring included.
- Existing generator backed loads will be reserved along with the addition of (4) 120volt circuits. (1)for large refrigerator, (2) for IT hubs, and (1) for OHD operator.
- Final load bank testing, inspection, Owner training and start up included.
- Demo and removal of the existing system and any abandoned electrical has been included.
- “School in session” after hours labor is included.
- An allowance of \$5000 has been included for installation of gas line to the new unit.

Note

- Existing housekeeping pad in electrical room to remain, or removed by others.

If you have any questions, please call me at (920)531-1197.

Sincerely,
Dean Burton
Dean Burton
Project Manager
Northland Electrical Services, LLC

PROPOSAL NUMBER 23947 DATED 11-06-19
MASTER ELECTRICAL SERVICES LLC – FOR ALL YOUR ELECTRICAL NEEDS!

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME: Hoffman Planning, Design & Construction
Attn: Joe Perry
ADDRESS: 122 East College Avenue, Suite 1G
Appleton, WI 54911

LOCATION: Manawa Elementary

EMAIL: jperry@hoffman.net

PHONE NO.: 920-380-2118

We hereby propose to furnish the materials and perform the labor necessary to wire the following:

- Provide and install new 50KW Generac generator including new automatic transfer switch and 21 light remote annunciator panel.
- Provide new conduit and circuits for two data hubs, one kitchen refrigerator circuit and power to overhead door in maintenance room.
- New generator to be placed east of the existing transformer per the preliminary plan.
- Provide and install 8" concrete pad and provide 3' minimum clearance around generator.
- Provide and install all electrical conduits and wiring for power and control for generator and transfer switch.
- Provide complete removal and disposal of existing generator and transfer switch.
- Provide and install all infill to match outside wall where existing venting is now.
- Provide and install 6' security fence with one gate around generator.
- Provide new 25 KVA transformer to provide 120/208V power for added loads using same panel.
- Provide all gas piping to new generator.
- Final testing, inspection, Owner training and startup included.

NOTE: This is one size smaller than the generator provided at the high school but approximately one third larger than the existing generator to provide for added and future loads.

Thank you for the opportunity to serve you!

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Forty-eight thousand six hundred fifty-four and 00/100 Dollars (**\$ 48,654.00**)

Any alteration or deviation from above specification involving extra costs will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our controls. This proposal may be withdrawn by MES if not accepted within 5 days. Acceptance of this proposal provides a Personal Guaranty on behalf of the Acceptor and the above-named Company principals who he/she represents.

Due to the current volatility of the commodity markets (steel, copper, aluminum, brass, plastics, oil, etc.), we are not able to hold firm prices on materials or products for release any further out than factories or suppliers will guarantee. **PRICE IS GOOD AT TIME AND DATE OF ESTIMATE ONLY.** If this proposal is open beyond (30) days, contact us to establish revised pricing.

All materials shall remain the property of Master Electrical Services until paid in full. Customer will be responsible for any and all costs of collection, including, but not limited to, reasonable attorney's fees and filing fees for court actions.

The information and data contained is provided to you as an instrument of service, and intended for use and reference relative only to the specific project they describe. The information may not be copied, modified or released to a third party without the direct written permission of M.E.S. By acceptance of this information, you agree to this confidentiality clause.

Percentage of completion payments respectfully submitted: MASTER ELECTRICAL SERVICES LLC.

A 1.5% Service Charge will be added to all balances over 30 days.

Per: David Mackowiak
Dave Mackowiak (sls)

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above.

Signature _____

Date _____

Master Electrical Services LLC
1913 Mill Street, New London, Wisconsin 54961
(920) 982-6467 FAX (920) 982-6484
General e-mail: general@master-electric.net

Item A: 50kW Generator Set

Quantity 1 - Generac Industrial gaseous engine-driven generator, naturally-aspirated 4.5L in-line 4 cylinder engine, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 50 kW rating, wired for 277/480 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- MLCB, 80% rated thermal-magnetic
 - 90 Amp
 - Shunt trip and Auxiliary Contacts
- Natural Gas fuel system
- Level 1 Acoustic Enclosure, Steel
 - Industrial Grey Baked-On Powder Coat Finish
- cETLus
- EPA Certified
- Power Zone Pro Digital Control Panel for Single Generators
 - Meets NFPA 99 and 110 requirements
 - Temp Range -40 to 70 degrees C
 - Humidity 2 – 95% (Non Condensing)
 - UL6200
 - C-ETL-US
 - CE
 - FCC
 - IEC801 (Radiated Emissions, Susceptibility, and Surge Immunity)
 - 4.3" Resistive Color Touchscreen
 - Built-in Wi-Fi, Bluetooth, and Webserver (via Power Zone Connectivity Server)
 - IP65 (front)
 - Auto/Manual/Off key switch, Alarm Indication, Not in Auto Indication, audible alarm, emergency stop switch
 - Dual Core Digital Microprocessor
 - RS485, Ethernet and CANbus ports

- All engine sensors are 4-20ma for minimal interference
 - Sensors: Oil Pressure, optional Oil Temp, Coolant Temp and Level, Fuel Level/Pressure (where applicable), Engine Speed, DC Battery Voltage, Run-time Hours, Generator Voltages, Amps, Frequency, Power, Power Factor
 - Alarm Status: Low or High AC Voltage, Low or High Battery Voltage, Low or High Frequency, Pre-low or Low Oil Pressure, Pre-high or High Oil Temp (optional), Low Water Level and Temp, Pre-high or High Engine Temp, High, Low, and Critical-low Fuel Level/Pressure (where applicable), Overcrank, Over and Under Speed, Unit Not in Automatic
 - Programmable I/O
 - Built-in PLC for special applications
- Engine function monitoring and control:
 - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
 - Isochronous Governor
 - 0.25% digital frequency regulation with: soft-start ramping - adjustable, gain - adjustable, overshoot limit - adjustable
 - 3 Phase RMS Voltage Sensing
 - +/-0.5% digital voltage regulation with: soft-start voltage ramping - adjustable, loss of sensing protection - adjustable, negative power limit - adjustable, Hi/Lo voltage limit - adjustable, V/F slope and gain - adjustable, fault protection
- Service reminders, trending, fault history (alarm log)
- I2T function for full generator protection
- Selectable low-speed exercise
- 2-wire start controls for any 2-wire transfer switch
- 21 Light Remote Annunciator
 - Surface-Mount
 - Integral 8 Function Relay Board
- 110 AH, 925 CCA Group 31 Battery, with rack, installed
- Block Heater, 1500 watt
- Cold Weather Package, including:
 - Battery Warmer Pad
 - Crankcase Oil Heater
- Std Heavy Duty Air Cleaner
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- Baseframe Bottom Cover Plates, Aluminum, for rodent protection and airflow control
- Circuit Breaker Aux Contacts wired to control panel
- Engine Run Relay, 10 Amp
- Flex Fuel Hose, shipped loose
- Critical Grade Silencer
- 1 Hour factory load testing at unity power factor
- 3 Owners Manuals
- Standard 2-Year Limited Warranty
- SG0050KG264.5S18PPSYA

Quantity 1 - 9.0 5.4 6.8 GAS 2C 2 YR P/L/T

Quantity 1 - Check Test and Startup

Quantity 1 - Freight to job site

Automatic Transfer Switch:

100 Amp, 480Volt, 3 pole
 D3ATSA3104NGOC
 Open Transition
 NEMA1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/6/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RADTKE RHONE INSURANCE PO Box 210 New London, WI 54961-0210	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">CONTACT NAME</td> <td colspan="2"></td> </tr> <tr> <td style="font-size: small;">PHONE (A/C, No, Ext):</td> <td style="text-align: center;">(920) 982-3048</td> <td style="font-size: small;">FAX (A/C, No): (920) 982-2584</td> </tr> <tr> <td style="font-size: small;">E-MAIL ADDRESS:</td> <td colspan="2" style="text-align: center;">radtkerhone@radtkerhone.com</td> </tr> </table>	CONTACT NAME			PHONE (A/C, No, Ext):	(920) 982-3048	FAX (A/C, No): (920) 982-2584	E-MAIL ADDRESS:	radtkerhone@radtkerhone.com						
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INSURED MASTER ELECTRICAL SERVICES, LLC 1913 MILL STREET NEW LONDON, WI 54961 920-982-6467	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; font-size: small;">NAIC#</td> </tr> <tr> <td>INSURER A : SECURA</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A : SECURA		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP 3025141	8/6/19	8/6/20	EACH OCCURRENCE s\$1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$1,000						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY s\$1,000,000 GENERAL AGGREGATE s\$2,000,000 PRODUCTS - COMP/OP AGG s\$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A 2169618	8/6/19	8/6/20	COMBINED SINGLE LIMIT (Ea accident) s\$1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$1,000						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 3155145	8/6/19	8/6/20	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$1,000						EL. EACH ACCIDENT s\$1,000,000 EL. DISEASE - EA EMPLOYEE s\$1,000,000 EL. DISEASE - POLICY LIMIT s\$1,000,000
A	Prop. leased/rented Pollution Liability Professional E&O			CP 3025141	8/6/19	8/6/20	\$50,000 \$25,000 \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Project #18-268 School District of Manawa

Hoffman Planning, Design & Construction, Inc and School District of Manawa are listed as additional insureds on a primary and non-contributory basis for ongoing and completed operations as respects the general liability, auto liability and umbrella/excess liability policies. Additional insured shall be on ISO forms CG 2010 1001 and CG2037 1001 or their equivalents. Waiver of Subrogation applies in favor of Hoffman Planning, Designs & Construction, Inc. and School District of Manawa to the general liability, auto liability, umbrella/excess liability and workers compensation policies.

CERTIFICATE HOLDER Hoffman Planning, Design & Construction Inc. 122 E College Ave Ste 1G Appleton, WI 54911	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED WRAP

This Endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM
BUSINESSOWNERS LIABILITY COVERAGE FORM

With respect to coverage provided by this Endorsement, the provisions of the Coverage Form apply unless modified by this Endorsement.

Additional Insured provisions provided in this endorsement contain equivalent language to Insurance Services Office Endorsements CG 20 10 07 04 and CG 20 37 07 04. If a written contract or written agreement between you and the additional insured specifies that coverage for the additional insured form be provided by Endorsements CG 20 10 07 04 and/or CG 20 37 07 04, this endorsement shall be interpreted to comply with such requirement, but only to the extent that such coverage is included within the terms of the Coverage Part to which this endorsement is attached.

A. Additional Insured When Required By Written Construction Contract

1. Operations Performed For An Additional Insured

WHO IS AN INSURED is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in a written contract or written agreement prior to a loss, that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this provision ends at the earlier of when your operations for that additional insured are completed; or the end of the policy period.

2. Limitations

The Operations Performed For An Additional Insured coverage is limited as follows:

- a. This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.
- b. This insurance does not apply to "bodily injury" or "property damage" occurring after:
 - (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
- c. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations for this policy, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations. If other insurance available to you and written by us is applicable to this additional insured, the maximum recovery under all coverage forms or policies combined may equal but not exceed the highest applicable limit under any one coverage form or policy providing coverage on either a primary or excess basis.

- d. This insurance does not apply if the person or organization required to be added as an additional insured is specifically named as an additional insured under any other provision of, or endorsement added to this policy.

B. Additional Insured When Required By Written Construction Contract – Completed Operations

1. Additional Insured – Completed Operations

WHO IS AN INSURED is amended to include as an additional insured any person or organization, when you and such person or organization have agreed in a written contract or written agreement prior to a loss, that such person or organization be added as an additional insured on your policy, but only with respect to "bodily injury" or "property damage" caused, in whole or in part, by "your work" performed for that additional insured and included in the "products-completed operations hazard".

2. Limitations

The Additional Insured - Completed Operations coverage is limited as follows:

- a. A person or organization's status as an insured under Additional Insured - Completed Operations continues only until the earlier of the end of the policy period; or the period of time required by the written contract or written agreement. If no time period is required by the written contract or written agreement, a person or organization's status as an additional insured under this endorsement will not apply beyond the lesser of the end of the policy period; or five years from the completion of "your work" on the project which is the subject of the written contract or written agreement.
- b. The insurance as provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" for which a consolidated (wrap-up) insurance program has been provided by the prime contractor-project manager or owner of the construction project in which you are involved.
- c. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations for this policy, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations. If other insurance available to you and written by us is applicable to this additional insured, the maximum recovery under all coverage forms or policies combined may equal but not exceed the highest applicable limit under any one coverage form or policy providing coverage on either a primary or excess basis.
- d. The coverage provided to the additional insured by this endorsement and by paragraph f. of the definition of "insured contract" under DEFINITIONS do not apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard" unless required by the written contract or written agreement.
- e. This insurance does not apply if the person or organization required to be added as an additional insured is specifically named as an additional insured under any other provision of, or endorsement added to this policy.

C. Primary And Noncontributory

As respects the coverage provided under this endorsement, the Other Insurance Condition is amended as follows:

The paragraph regarding Excess Insurance is deleted and replaced with the following:

Excess Insurance

This insurance is excess over any other insurance available to the additional insured whether primary, excess, contingent or on any other basis unless the written contract or written agreement described in A. and B. above specifically requires that this insurance be either primary or primary and noncontributory. Then this insurance is primary and not contributing with any insurance available to the additional insured which covers that person or organization as a named insured.

D. Waiver Of Transfer Of Rights Of Recovery Against Others To Us

As respects the coverage provided under this endorsement, the Transfer Of Rights Of Recovery Against Others To Us Condition is amended by adding the following:

We waive any right of recovery we may have to recover we make for all or part of any payment we have made under this Coverage Part arising out of "your work" under a written contract or written agreement

requiring such waiver with that person or organization. However, our rights may only be waived prior to the "occurrence" for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce those rights.

E. Amendment – Aggregate Limits Of Insurance (Per Project)

Under LIMITS OF INSURANCE shown on the Declarations, the General Aggregate Limit applies separately to each of your projects away from the premises owned by you or rented to you. This extension does not apply to the "products-completed operations hazard".

F. Additional Condition

The following condition is added:

Additional Insured Duty To Notify

The additional insured described in A. or B. above must give written notice of loss, including a demand for defense and indemnity, to any other insurer having coverage for the loss under its policies. Such notice must demand full coverage available and the additional insured shall not waive or limit such other available coverage.

This additional condition does not apply to the insurance available to the additional insured which covers that person or organization as a named insured.

All other terms and conditions of this policy not in conflict with the terms and conditions of this Endorsement shall continue to apply.

THIS ENDORSEMENT CHANGES YOUR POLICY. PLEASE READ IT CAREFULLY.

AUTO ADDITIONAL INSURED WRAP

This endorsement modifies insurance provided under the following:
BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. AUTOMATIC ADDITIONAL INSURED – PRIMARY AND NONCONTRIBUTORY

SECTION II – COVERED AUTOS LIABILITY COVERAGE, subsection A. Coverage, paragraph 1. Who Is An Insured is amended to add:

d. (1) Automatic Additional Insured – Primary And Noncontributory

Any person or organization is an additional insured when you and such person or organization have agreed in writing prior to a loss that such person or organization be added as additional insured on your policy. Such person or organization is an additional insured only with respect to liability for “bodily injury” or “property damage” resulting from the ownership, maintenance or use of a covered “auto”, provided the “bodily injury” or “property damage” is caused, in whole or in part, by you or by those acting on your behalf. This insurance is primary and is not contributing with any other insurance carried by the additional insured.

(2) Blanket Lessor Additional Insured Provisions

If the additional Insured is a lessor of a “leased auto”;

(a) Coverage

- i. Any “leased auto” that is a covered “auto” will be considered a covered “auto” you own and not a covered “auto” you hire or borrow.

For a covered “auto” that is a “leased auto” Who Is An Insured is changed to include as an “Insured” the lessor.

- ii. The coverages provided under this endorsement apply to any “leased auto” until the policy expiration date, or when the lessor or his or her agent takes possession of the “leased auto”, whichever occurs first.

(b) Loss Payable Clause

- i. We will pay, as interest may appear, you and the lessor for “loss” to a “leased auto”.
- ii. The insurance covers the interest of the lessor unless the “loss” results from fraudulent acts or omissions on your part.
- iii. If we make any payment to the lessor, we will obtain his or her rights against any other party.

(c) The lessor is not liable for payment of your premiums.

(d) Additional Definition

As used in this endorsement:

“Leased auto” means an “auto” leased or rented to you including any substitute, replacement or extra “auto” needed to meet seasonal or other needs, under a leasing or rental agreement that required you to provide direct primary insurance for the lessor.

B. WAIVER -- TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

SECTION IV – BUSINESS AUTO CONDITIONS, subsection A. Loss Conditions, paragraph 5. Transfer Of Rights Of Recovery Against Others To Us is amended to add:

We waive any right of recovery we may have against any person or organization when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be waived from recovery because of payments we make for injury or damage arising out of an "accident" and resulting from the ownership, maintenance or use of a covered "auto". However, our rights may only be waived prior to the "accident" for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights.



Book Policy Manual
Section For Board Review - Vol. 29, No. 1 (HOLD)
Title EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code po2370
Status First Reading

NEW POLICY - VOL. 29, NO. 1

2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options vary depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades 11 and 12 may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

~~**International Baccalaureate Program**~~

~~**Magnet, Specialized, and Immersion schools**~~

~~**Instrumentality Charter Schools**~~

Cooperative Academic Partnership Program (CAPP) Courses

Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.

~~**Partners in Education (PIE) Courses**~~

~~Students may enroll in PIE courses offered in conjunction with UW-Whitewater for college credit.~~

Dual Credit Programs

Students enrolled in grades 11 and 12 may take approved dual credit programs with Fox Valley Technical College in accordance with State law and District procedures.

~~**Tutorial Programs**~~

~~Eligible students may receive tutoring from staff or designated student tutors in accordance with Policy 2415. Qualified students may be appointed to serve as tutors for service credit or academic credit.~~

[X] Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

[X] Advanced Study

Advanced study offers ~~a~~the student the opportunity to go beyond the curriculum of a course or to integrate two or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

[X] Online Courses

Students may enroll in online courses when such a course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

[X] Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

[X] Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - Full-Time Open Enrollment.

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

~~[]~~
~~[]~~

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

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Last Modified by Melanie Oppor on May 13, 2020

Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1 (HOLD)
Title	DRUG-FREE WORKPLACE
Code	po3122.01
Status	First Reading
Adopted	October 1, 2015
Last Revised	December 18, 2017

3122.01 - DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting that is free from alcohol and other drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, or alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Professional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

~~Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory.~~

Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

(X) Off Work Conduct

~~Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, with depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter will be investigated even though the events occurred on one's personal time and not on District property or at a District event.~~

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17

Legal

Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1 (HOLD)
Title	DRUG-FREE WORKPLACE
Code	po4122.01
Status	First Reading
Adopted	May 16, 2016
Last Revised	December 18, 2017

4122.01 - DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting that is free from alcohol and other drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.

Support staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

(X) Each staff handbook will include a copy (X) a summary {END-OF-OPTIONS} of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. {END-OF-OPTION} (X)The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. {END-OF-OPTION}

Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Support Staff Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

(X) Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate with the involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1 (HOLD)
Title	REPLACEMENT POLICY - WEB CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	First Reading
Adopted	November 21, 2016
Last Revised	April 23, 2018

REPLACEMENT POLICY - SPECIAL UPDATE - SOCIAL MEDIA - NOVEMBER 2019

7540.02 - WEB CONTENT, APPS, AND SERVICES

A. Creation of Content for Web Pages/Sites, Apps, and Services

The Board authorizes staff members () and students [~~END-OF-OPTION~~] to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's mission statement, and staff-created web content, services and apps are subject to prior review and approval of the District Administrator before being published on the Internet and/or used with students.

~~{NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.}~~

Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

~~{ } The creation of content, apps, and services by students must be done under the supervision of a professional staff member. {END-OF-OPTIONS}~~

B. Purpose of Content of District Web Pages/Sites, Apps, and Services

The purpose of content, apps, and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

1. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

2. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no content contained on the District's website may:

1. Include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. Link to a website of another organization if the other website includes such a message; or
3. Communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[X] Under no circumstances is staff member-created content, apps, and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the District Administrator approved Board-specified website, app, or service (e.g. Skyward, Google Classroom, Progressbook, _____) for the purpose of conveying information to students and/or parents. **[END OF OPTIONAL PARAGRAPH]**

[X] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. **[END OF OPTIONAL PARAGRAPH]**

~~**[]** If a staff member creates content, apps, and services related to his/her class, it must be hosted on the Board's server or a District-affiliated server. **[END OF OPTIONAL PARAGRAPH]**~~

~~**[]** Unless the content, apps, and services contains student personally identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services. **[END OF OPTIONAL PARAGRAPH]**~~

Web content, apps, and services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.

The District Administrator shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and services by staff **(X)** and students.

The Board retains all proprietary rights related to the design of web content, apps, and services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their classwork to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.

1. Technical Standards

The District will adhere to the technical standards of compliance identified at <https://www.manawaschools.org/district/website-accessibility.cfm> ~~_____~~ **[INSERT link to District website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level ~~AA~~ _____, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. **(X) WCAG 2.0 Level AA** ~~_____~~ **[insert another acceptable standard selected by the District]**.

~~**[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]**~~

2. Web Accessibility Coordinator

The Board designates its ~~() Section 504/ADA Compliance Coordinator(s)~~ **(X) Technology Director** ~~() _____~~ **[END OF OPTIONS]** as the District's web accessibility coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

~~**[Select Option 1 or 2]**~~

~~**[] [OPTION 1] See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.**~~

[X] [OPTION 2]

The District's Web Accessibility Coordinator(s) can be reached at: _____ **[Insert name or title, address, e-mail, phone]**.

[Bryant Cobarrubias](#)
[Technology Director](#)
[School District of Manawa](#)
[800 Beech Street](#)
[Manawa, WI 54949](#)
[920-596-5737](#)

C. STEVE - CHECK THE NUMBERING AND LETTERING HERE AS IT IS OFF. ~~**[End of Option 1 & 2]**~~

1. Third-Party Content

Links included on the Board's website(s), services, and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with these criteria for all new content placed on the District's website after the adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. Regular Audits

The District, under the direction of the web accessibility coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

~~**() This audit will occur no less than once every two (2) years. [END OF OPTION]**~~

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

~~{SELECT OPTION #1 OR #2}~~

[OPTION #1]

The Board requires the ~~() District Administrator~~ **Technology Director** ~~_____ [END OF OPTIONS]~~ pre-approve each app and/or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) ~~and Section 504. [END OF OPTION]~~ and the ADA.

~~{ } [OPTION #2]~~

~~A teacher who elects to supplement and enhance student learning through the use of apps and/or services is responsible for verifying/certifying to the () District Administrator () _____ [END OF OPTION] that the app and/or service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 [END OF OPTION] and the ADA.~~

~~[END OF OPTIONS]~~

The Board further requires:

the use of a Board-issued e-mail address in the login process.

~~() prior written parental permission to use a student's personal e-mail address in the login process.~~

E. Annual Training

The District will provide annual ~~() periodic [END OF OPTIONS]~~ training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via District web pages/sites, apps, and services to be one-way communication, public comments are not solicited or desired, and the website, app, or service is to be considered a nonpublic forum.

If the District uses an app and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records), but it will not review or consider those comments.

~~{DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.}~~

Legal

Wis. Stats. 947.0125

Wis. Stats. 948.11

Wis. Stats. 995.55

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1 (HOLD)
Title	STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	First Reading

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines **[X]**, Policy 7544 and AG 7544, **[END-OF-OPTION]** and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]

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

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

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's Policy 2521 - Selection of Instructional Materials and Equipment.

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

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

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

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

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

The District Administrator or Technology Director ~~_____~~ **[END OF OPTION]** may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or Technology Director ~~_____~~ **[END OF OPTION]** may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

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

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

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

The disclosure of personally identifiable information about students online is prohibited.

~~[NOTE: NEOLA encourages District's to include training in professional development programs regarding the above mentioned items, due to the Children's Internet Protection Act requirement of staff members to provide instruction to students regarding appropriate technology.]~~

Building Principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to ~~(-) sign a written agreement~~ acknowledge during the Employee Handbook receipt and acceptance process ~~(-) acknowledge through the network login process~~ **[END OF OPTIONS]** to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the District Administrator () or Technology Director ~~_____~~ **[END OF OPTION]**, staff may direct students who have been issued school--assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying guideline ~~**[END OF OPTION]**~~.

~~**[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]**~~
~~**[NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate option to match that language]**~~

~~**[] Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.**~~

Staff members' use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

~~**[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]**~~

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

~~**[END OF OPTIONS]**~~

General school rules for behavior and communication apply.

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

The Board designates the District Administrator () and Technology Director ~~_____~~ **[END OF OPTION]** as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h, 1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
20 U.S.C. 6777
20 U.S.C. 9134 (2003)
47 C.F.R. 54.500
47 C.F.R. 54.501
47 C.F.R. 54.502
47 C.F.R. 54.503
47 C.F.R. 54.504
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47 C.F.R. 54.523

Last Modified by Melanie Oppor on May 13, 2020

Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1 (HOLD)
Title	TECHNOLOGY
Code	po7540
Status	First Reading
Adopted	November 21, 2016
Last Revised	April 23, 2018

7540 - **TECHNOLOGY**

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100) is a privilege not a right. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form annually. (See also, Policy 7540.03)

The District Administrator shall develop and implement a written District Technology Procedure (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

The District Administrator, in conjunction with the Technology Director, shall review the DTP and report any changes, amendments, or revisions to the Board.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

~~For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District issued e-mail accounts.~~

~~Staff may use of District-approved social media platforms/sites shall be consistent with Policy 7544. for business-related purposes. Authorized staff may use District technology resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of social media for business-related purposes is subject to Wisconsin's public records laws and staff members are~~

~~responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310—Public Records and AG 8310A—Public Records.~~

Students must comply with Policy 7540.03 and Policy 5136 when using District technology resources to access and/or use District-approved social media platforms/sites.

~~Similarly, staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources to access and/or use District-approved social media platforms/sites.~~

~~Instructional staff and their students may use District technology resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.~~

~~Students must comply with Policy 7540.03 and Policy 5136 when using District technology resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District technology resources to access and/or use social media.~~

~~Staff must comply with Policy 7540.04 and Policy 7530.02 when using District technology resources to access and/or use social media.~~

~~[DRAFTING NOTE: Retain this provision if the District has chosen an option in Policy 7544 permitting staff to access social media from District technology resources or from personal technology resources.]~~

[X] Staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources [X] or personally-owned PCDs ~~[END OF OPTION]~~ to access and/or use social media for personal purposes.

~~[END OF OPTIONS]~~

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16

Legal 948.11, Wis. Stats.
947.0125, Wis. Stats.

Last Modified by Melanie Oppor on May 13, 2020



Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1 (HOLD)
Title	USE OF SOCIAL MEDIA
Code	po7544
Status	First Reading

NEW POLICY - SOCIAL MEDIA

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff ~~(-) (including District-approved volunteers) [END-OF-OPTION]~~, and the general public. Social media is defined in Bylaw 0100.

The District Administrator is charged with designating the District-approved social media platforms/sites **(X)**, which shall be listed on the District's website **[END-OF-OPTION]**.

(X) In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members. **[END-OF-OPTION]**

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Staff are not permitted to solicit or accept "Friend" requests from enrolled School District of Manawa students on any personal social media account. Staff that are guardians of School District of Manawa students are exempt from this requirement as it relates to soliciting or accepting "Friend" requests from their own children.

~~[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1 or 2.]~~

~~[] [Option 1]~~

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District-approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

[X] [Option 2]

The District uses approved social media platforms/sites as interactive forms of communication and ~~(-) accepts (-) invites~~ **(X)** welcomes **[END-OF-OPTIONS]** public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted

to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

~~{END-OF-OPTIONS 1 & 2}~~

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members ~~(-)~~ or volunteers ~~{END-OF-OPTION}~~ wish to post information or announcements to a District social media platform, the staff member or volunteer ~~{END-OF-OPTION}~~ may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, District Administrator, Technology Director, ~~{END-OF-OPTIONS}~~ use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

~~{END-OF-OPTION}~~

~~{DRAFTING NOTE: Select either Option 3 or 4, or, at the District's discretion, choose neither option.}~~

{Option 3}

Staff members ~~(-)~~ (including District-approved volunteers) ~~{END-OF-OPTION}~~ must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

~~{-}{Option 4}~~

~~Staff members (-) (including District-approved volunteers) {END-OF-OPTION} must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

~~{END-OF-OPTIONS 3 & 4}~~

Expected Standards of Conduct on District-Approved Social Media

Employees ~~(-)~~ and District-approved volunteers ~~{END-OF-OPTION}~~ who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees ~~(-)~~ and volunteers ~~{END-OF-OPTION}~~ are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' ~~(-)~~ /volunteers' ~~[END OF OPTION]~~ use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

~~[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this option is not covered by Neola's warranty.]~~

(X) Staff members ~~(-)~~ and District-approved volunteers ~~[END OF OPTION]~~ cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees **()** and volunteers **[END OF OPTION]** who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

~~[END OF OPTION]~~

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

~~[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]~~

Employees' Use of District Technology Resources to Access Social Media for Personal Use

~~[] OPTION 5~~

~~Employees **(-)** and District-approved volunteers ~~[END OF OPTION]~~ are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.~~

~~(-) OPTION 6~~

~~Employees **(-)** and District-approved volunteers ~~[END OF OPTION]~~ are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~(-) OPTION 7~~

~~Employees **(-)** and District-approved volunteers ~~[END OF OPTION]~~ are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~(-) OPTION 8~~

~~Employees **(-)** and District-approved volunteers ~~[END OF OPTION]~~ are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's ~~(-)~~ /volunteer's ~~[END OF OPTION]~~ job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

(X) OPTION 9

Employees ~~(-)~~ and District-approved volunteers ~~[END OF OPTION]~~ are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's ~~(-)~~ /volunteer's ~~[END OF OPTION]~~ use during work hours does not interfere with his/her job performance.

They are reminded that the District may monitor their use of District technology resources.

~~[END OF OPTIONS 5-9]~~

~~[DRAFTING NOTE: Select Option 10, 11, or 12]~~

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

~~(-) OPTION 10~~

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

~~(-) OPTION 11~~

~~Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.~~

(X) OPTION 12

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

~~[END OF OPTIONS 10-12]~~

Employees ~~(-)~~ and District approved volunteers ~~[END OF OPTION]~~ are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated

as necessary

~~(-)~~ on an annual basis.

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Melanie Oppor on May 13, 2020



Students choosing to excel; realizing their strengths.

Fitness Center
515 East 4th Street Manawa, WI

(Enter Fitness Center at the west entrance # ?)

Insert entrance
photo here.

- Your first visit is free! Register at either school office or the District Office to see if the Fitness Center works for you.
- Membership cards can be purchased in the District Office and an access fob will be provided to you.
- The Fitness Center is open to both District residents and non-residents.

Fitness Center Hours of Operation

Monday – Friday: 5:00 a.m. - 7:00 a.m. and 6:00 p.m. – 4:00 a.m.

Saturday: 24 hours a day

Sunday: 24 hours a day

The above schedule applies to all student contact days. The Fitness Center will be closed on days when the school is closed due to inclement weather. Watch for specially posted hours for summer and school recesses.

Fitness Center Fees

Monthly and Annual Resident and Non-Resident memberships are available:

Membership Type	Monthly Fee	Annual Fee
Resident Individual	\$10.00	\$20.00
Resident Family	\$30.00	\$40.00
Resident Senior (Age 60+)	Free	Free
Non-Resident Individual	\$30.00	\$300.00
Non-Resident Family	\$40.00	\$400.00

(Children younger than 6th grade are not allowed in the Fitness Center. Manawa Middle School students must be accompanied by an adult during non-school-related Fitness Center usage.)

All District staff (this does not include spouses or adult children) may use the Fitness Center for free as part of the District's Wellness Program but must complete the membership [Application & User Agreement](#) and sign the Fitness Center [Rules](#) before use.

APPLICATION & USER AGREEMENT/RULES

All individuals wishing to utilize the Fitness Center during the designated public hours of operation must complete the membership [Application & User Agreement](#) and sign the Fitness Center [Rules](#) before use.

Adult patrons of the Fitness Center are defined as individuals 18 years of age or older and not currently enrolled in the School District of Manawa. Students in grades 6-12 enrolled in the School District of Manawa are permitted to use the Fitness Center during public use hours. Such students may use the Fitness Center at no cost upon completion of the User Agreement, signing of the Fitness Center Rules, and be in good standing per the school's Code of Conduct.

District locker room services are only available to school-aged children who are permitted to be in the fitness center. Adult/Family changing rooms are available for public use. The public use of the high-school locker room amenities is not allowed.

SCHOOL DISTRICT OF MANAWA FITNESS CENTER USER AGREEMENT

This form must be completed by ALL individuals requesting use of the School District of Manawa Fitness Center and be returned to the District Office located at 800 Beech Street Manawa, WI, 54949

Use of the School District of Manawa Fitness Center pursuant to this Agreement constitutes a “recreational activity” under Section 895.523, Wis Stats, and Board of Education Policy 7510 – Use of Facilities and is subject to this recreational agreement’s terms, conditions and notices.

If use is approved, this form will constitute the written recreational agreement governing the User’s use of the School District of Manawa Fitness Center.

Requesting Users: _____ **Date:** _____

Family members in grades 6th-12th requesting use:

Address: _____
Street City State Zip

Phone#: (H) _____ (C) _____ (W) _____

E-Mail Address: _____

School District Resident: Yes _____ No _____

Membership Type: Individual _____ Family _____ Monthly _____ Yearly _____

Amount: \$ _____

Conditions for Use. All facility users must abide by all policies, rules and regulations of the School District of Manawa, including the attached Fitness Center rules and regulations.

Emergency Contact Name: _____ **Phone #:** _____

Medical Concerns and Allergy Information. Please list any medical concerns and allergy information that staff or medical personnel should be aware of in the event of an emergency:

Name of Primary Physician: _____

Address: _____

Phone Number: _____

WAIVER OF LIABILITY, RELEASE OF CLAIMS, AND INDEMNIFICATION AGREEMENT

This Waiver of Liability, Release of Claims, and Indemnification Agreement is a binding agreement between

_____ (applicant) and the School District of Manawa (“District”).

I agree and acknowledge as follows:

1. **ACKNOWLEDGEMENT OF RISK**. The District provides use of the Fitness Center which is valuable to me and of which I desire to use. I am aware of the inherent risks of serious injury or illness, including, sprains, strains, broken bones, tears, heart palpitations, and in rare cases, paralysis or death that may result from participating in physical activity or my presence or use of the Fitness Center. These risks include, but are not limited to, those caused by over exertion, incorrect form or technique, misuse or malfunction of equipment, slips, falls, and other negligent actions of myself, staff, or other users. I willingly assume this risk. I accept full responsibility for the risks that I am exposing myself to and I accept full responsibility for any injury, illness or death that may result while present at or from participation in any activity or exercise at the Fitness Center. With this knowledge, I am willingly and voluntarily participating in physical activity, and being present at the Fitness Center.

_____ **Initial**

2. **WAIVER OF LIABILITY AND REALEASE OF CLAIMS**. I fully and forever release, acquit, and discharge the District and it employees, administrators, Board members, agents, representatives, volunteers, successors, and assigns (collectively the “Released Parties”) from any and all liability, losses or damages sustained by me or which may be sustained by me in the future as a result of any act, omission, representation, misrepresentation, violation of code or statute, breach of contract, negligence or breach of any duty or obligation of any nature whatsoever by me, by the Released Parties, or any other person, whether in law or in equity, whether sounding in tort, in contract or otherwise, or arising out of or in any way connected with my participation in, my presence at or my use of the District’s Fitness Center, or arising out of any injuries. I assume full responsibility for any risks whether caused by the negligence of the Released Parties or by others. I do not release claims based on reckless or intentional acts, and I do not release claim based on the acts by others who are not Released Parties. Users are notified by this paragraph that the District does not, in connection with authorizing access to and the use of District property under this facility use request/agreement, provide any user or any participant with any type of personal insurance coverage, personal accident coverage, or other personal coverage for any other type of expense, damage, or loss, including but not limit to medical expenses.

_____ **Initial**

3. **INDEMNIFICATION.** I agree to indemnify and hold harmless the Released Parties from any and all liability, losses or damages, including claims for reimbursement, repayment of subrogation of amounts paid on my behalf by third parties relating to any injury or losses I may suffer and have released under paragraph 2 above. I also agree to indemnify and hold harmless the Released Parties from any damage to property or injury, illness or death that I may cause to myself or others. I understand my obligations also include paying or reimbursing the Released Parties for all costs the Released Parties incur in defending or resolving such claims, including attorneys' fees, whether such claims are made by me or someone on my behalf and regardless of the outcome of the claims. I accept full financial responsibility to indemnify the Released Parties, and I accept full financial responsibility for any damage to property or injury, illness or death that I may cause to myself or others.

_____ **Initial**

4. **IMMUNITIES.** In addition to the immunities from liability and the negation of specific legal duties as provided under Section 895.523, Wis. Stats., the School District of Manawa, the Board, and all officers, employees and agents of the District also fully retain all other legally enforceable (1) immunities from liability; (2) limitations on liability and monetary judgments; and (3) rights to seek or claim indemnification.

_____ **Initial**

With knowledge of the risks involved and the rights that I give up, I freely sign this binding Agreement and waive the rights I might otherwise have to bring a claim against the Released Parties and with full knowledge of my responsibility of indemnification of the Released Parties. I have considered that if this Waiver of Liability, Release of Claims, and Indemnification Agreement did not provide the protections it gives to the Released Parties, then the costs for engaging in this activity for me would be substantially higher. I have considered whether to pay substantially higher costs rather than negotiating different terms than in this Agreement. I do not want to pay those substantially higher costs or negotiate other terms to this Agreement. I waive my right to negotiate for different terms of this Agreement, and I accept the terms of this Agreement.

User's Affirmation. The individual signing below affirms by his/her signature that he/she is obligated to follow the Agreement's terms and conditions.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date Signed: _____

School District of Manawa Fitness Center Rules

Welcome! We are happy to provide you the use of the District's Fitness Center. In order to keep the Fitness Center in quality condition, the following rules have been established for all authorized users.

- All patrons must complete a training program on how to use the fitness equipment. The purpose of the training is to ensure that the equipment is being used properly to prevent injuries.
- Adult patrons must sign the *Fitness Center Application & User Agreement* and *Fitness Center Rules*.
- Students in grades 6-12 must sign the *Fitness Center Rules*, and must be supervised by a staff member or trained school volunteer when using the Fitness Center.
- Individuals who have not reached sixth grade are not allowed in the Fitness Center at any time.
- Patrons must sign the "User's Log" each time they use the Fitness Center.
- Member patrons may not provide Fitness Center/building access to non-members or bring guests into the Fitness Center.
- Street shoes (including athletic shoes) are not allowed in the Fitness Center. Patrons **must** change into a clean pair of athletic shoes before using the Fitness Center.
- Appropriate dress must be ensured and maintained in a school environment.
- Patrons can have water bottles in the Fitness Center. No sports drinks or food/snacks are allowed in the Fitness Center.
- No one is allowed to use the Fitness Center during school hours without the consent of the physical education instructor or administration.
- Use of the Fitness Center by physical education classes or athletic teams takes precedence over individual use.
- Patrons agree to follow all Fitness Center rules and supplementary posted rules in the Fitness Center. In addition, student users agree to follow all school policies as outlined in the Student/Parent Handbook and the Code of Conduct.
- Adult patrons using the Fitness Center (those 18 years of age and older) must pay user fees for use of the Fitness Center as established by the District.
- Only students currently enrolled in grades 6-12 in the School District of Manawa are permitted to use the Fitness Center. These students may use the Fitness Center at no cost.
- Locker room services are only available to District school-aged children who are permitted to be in the Fitness Center. The public is asked to use the adult/family changing rooms. Public usage of locker room amenities is not allowed.

I have read these rules and understand them. I agree to follow the rules at all times. I accept liability for my own actions and safety while using the School District of Manawa Fitness Center.

I understand that failure to follow all policies and rules will revoke my Fitness Center privileges. I understand that I will be held financially responsible for any damage I cause to school facilities and/or property.

Patron: _____

Date: _____

Book	Administrative Guideline Manual
Section	5000 Students
Title	GRADING
Code	ag5421A
Status	Active
Adopted	August 20, 2018
Last Revised	December 17, 2018

5421A - GRADING

Since grades play such a significant role in the life of a student, it is imperative that the Board of Education's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the following administrative guidelines.

4K

Reporting at this grade level consists of a progress report to parents regarding their child's development of early learning attributes. The marking code is:

- 3.0 Demonstrates concept or skill independently
- 2.0 Demonstrates concept or skill with assistance
- 1.0 Rarely or does not demonstrates concept or skill

Grades K- 6

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

Proficiency Scale #	Proficiency Level	Description
4.0	Advanced	Student has in-depth understanding and can make applications that go beyond what was taught.
3.0	Proficient	Student has met expectations based on what was taught.
2.0	Needs Improvement	Student needs improvement in meeting expectations and has some errors or incomplete understandings based on what was taught.
1.0	Unsatisfactory	Student is making unsatisfactory progress toward meeting expectations and may need additional support to learn what was taught.

The principal in collaboration with all teachers at a particular grade or of a particular course shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded advanced, proficient, needs improvement, or unsatisfactory.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Definition of "passing" and "failing":

Grades K-6

- A. A rubric score of "1 or less" is defined as failing.
- B. A rubric score of 2, 3, or 4 is considered passing.

The current level of effort and social interaction are graded as follows:

- A. Consistently demonstrates skill/behavior.

B. Inconsistently demonstrates skill/behavior.

Grades 7-12

Reporting in these grades will be by report card using the following marking system:

A 95-100
A- 92-94
B+ 89-91
B 86-88
B- 83-85
C+ 80-82
C 77-79
C- 74-76
D+ 71-73
D 68-70
D- 65-67
F 0-64

Marking System:

(A) Excellent
(B) Good
(C) Average
(D) Below Average
(F) Failure
(I) Incomplete
(W) Withdrew

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course that is part of a sequence must repeat and pass that course to continue in the sequence. (I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F". (W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F, unless, granted administrative exception. The principal, in collaboration with all teachers at a grade or of a particular course, shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded excellent, good, average, below average, or failing.

The explanation may not make use of normative (bell-curve) standards.

General Considerations

Students will receive one grade per subject at the end of each grading cycle.

These grading criteria and standards shall be approved by the District Administrator prior to the start of the school year.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Each principal shall send a copy of these grading criteria/standards to all parents of children in these grades (or courses) prior to the first day of school and shall ensure that they are the basis for discussion and decision making at all parent conferences.

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Last Modified by Kayla Reichley on September 9, 2019



Book	Policy Manual
Section	5000 Students
Title	GRADING
Code	po5421
Status	Active
Adopted	June 20, 2016
Last Revised	December 18, 2017

5421 - **GRADING**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level.

The Board directs the District Administrator to develop procedures for grading in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs where appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should be subject to continual review by staff. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the District Administrator.

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Legal Wis. Admin Code PI 9.03(1)(f)

Last Modified by Kayla Reichley on September 9, 2019