

# School District of Manawa

## Board of Education Meeting Agenda

September 17, 2018



1. Meet at Manawa City Hall - **6:00 p.m.** – Attend Manawa City Council Meeting
2. Call to Order – President Johnson – **7:00 p.m.** - MES Boardroom, 800 Beech Street
3. Pledge of Allegiance
4. Roll Call
5. Verify Publication of Meeting
6. Presentations:
  - a. SDM Key Performance Indicators - Dr. Melanie Oppor
7. Announcements:
  - a. Contributions to the District
  - b. Other Contributions
8. Consent Agenda
  - a. Approve Minutes of August 20, 28 and September 12, 2018 Board Meetings
  - b. Treasurer’s Report/Approve Expenditures & Receipts (on website)
  - c. Donations:
    - i. FVTC Donation of Textbooks to Agriculture Program Valued at \$543.15
    - ii. From Jeannette Bauer in Memory of Jon Bauer, \$3,000 to New Softball Scoreboard for Lindsay Field
  - d. Consider Approval of Hire of Food Service Dishwasher / Server for SY1819
  - e. Consider Approval of Hire of At-Risk Paraprofessional for SY1819
  - f. Consider Approval of Duhn Request for Human Subjects Research Request as Presented
  - g. Consider Approval of Tuition Sharing Agreement with Iola-Scandinavia School District for SY1819 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:
  - a. Thank you from Family of Bette Ferg
  - b. Thank you from Family of Arthur Pethke
12. Board Recognition:
  - a. FOR Club Members: Brittany Besaw (2018 Graduate), Stephanie Besaw, Chloe Johnson, Grace Johnson, Anessa Schimke (see their photos in the Board Packet) LWJr./Sr.HS Summer Beautification Project
  - b. Colin Moser, Andrew Elmhorst and Ethan Tellock for Compacting Advanced Algebra (completed a 1 credit course over the summer)
13. District Administrator’s Report:
  - a. Legislative Update
  - b. Monthly Enrollment Report
  - c. Overview of Staff and District-wide Community Referendum Meetings

- d. WASB Fall Region 7 Meeting - October 17, 2018 - Neenah
  - e. WASB Joint Convention - January 22-25, 2019 - Milwaukee
  - f. Meeting Schedule - Future Use of Optional 6:30 Meeting Time
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. Highlights - Included in Board Packet
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
    - i. Referenda Financial Questions from Sept. 12<sup>th</sup> District-wide Meeting
    - ii. Energy Efficiency Nexus Payment Schedule Update
    - iii. SY1718 Budget Review
    - iv. SY1819 Budget Update
    - v. Annual Meeting Preparation
  - b. Policy & Human Resources Committee
    - i. Review NEOLA po4231 and ag4231 Outside Activities & Related Professional Expectations
    - ii. NEOLA po9510 – Relations with Educational Researchers
    - iii. NEOLA ag9510 – Relations with Educational Researchers
    - iv. NEOLA ag6000 Series Finance
19. Unfinished Business:
- a. Nothing this Month
20. New Business:
- a. Consider Approval of the RESOLUTION SY1819#5 Whereas, Section 120.14(l), 120.16, and 120.18 of the Wisconsin Statutes Provides that the School Board of the School District of Manawa Shall Authorize Those Student Activity Programs it Wishes to be Operational for the 2018-2019 School Year; Such Authorization is Effective Only During the School Year in Which it is Adopted
  - b. 1st Reading NEOLA Policy 4231 Outside Activities of Support Staff as Presented
  - c. 1st Reading NEOLA Policy 9510 – Educational Research as Presented
  - d. Consider Approval of NEOLA ag9510 – Educational Research as Presented
  - e. Consider Approval of the NEOLA ag6000 Series Finances as Presented
21. Next Meeting Dates:
- a. Sept. 27, 2018 – Special BOE Mtg – 6:00 p.m. – (Referenda Planning) – MES Board Room
  - b. Oct. 3, 2018 – Policy & HR Committee – 5:00 p.m. – MES Board Room
  - c. Oct. 9, 2018 - Curriculum Committee Meeting - 4:30 p.m. - MES Board Room
  - d. Oct. 11, 2018 - Finance Committee Meeting - 5:30 p.m. - MES Board Room

- e. Oct. 15, 2018 – Regular BOE Mtg – 6:30 p.m. \_\_\_\_ 7:00 p.m. Open Session – MES Board Rm
- f. Oct. 22, 2018 - Annual District Meeting - 7:00 p.m. - MES Board Room
- g. Set Buildings & Grounds Committee Meeting
- h. Set Future Community Referendum Informational Meetings

## 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 fifteen (15) days prior to the meeting and include:

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

Such requests shall be subject to the approval of the District Administrator and the Board President.

### Public-Participation Section of the Meeting

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

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
  - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

- b. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  - e. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
- a. No obstructions are created between the Board and the audience.
  - b. No interviews are conducted in the meeting room while the Board is in session.
  - c. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.

Minutes of the August 20, 2018 Board of Education Meeting

Call to Order – President Johnson – 6:35 p.m. – MES Boardroom, 800 Beech Street  
For new staff Reception. Present from the Board: Hollman, Scheller, R. Johnson, J. Johnson, Pohl.

Pledge of Allegiance at 7:00 p.m.

Introduction of New Staff: Katharine McArthur, Social Studies teacher; Kathryn Sitter, Special Education Teacher.

Roll Call – Hollman, Forbes, Scheller, Pohl, Pethke, R. Johnson, J. Johnson all in attendance.  
Verify Publication of Meeting – Dr. Oppor

Presentations:

Youth Risk Behavior Survey Results - Ms. Janine Connolly, HS Counselor. Last data available for Manawa students is from 2013; it was completed in 2015 but there wasn't enough information nationally for comparisons. Voluntary anonymous survey on protective factors, mental health, suicide, help seeking, bullying, sexual/dating violence, alcohol/drugs, traffic safety and health safety Survey available to all students gr.7-12. First time the survey was taken at the junior high school level. Ms. Connolly shared information on the National Alliance for Mental Illness (NAMI).

Announcements:

Contributions to the District: President Johnson thanked the following businesses for their generosity: Manawa Athletic Booster Club, Inc. \$3,000 for Mindset Training, Bemis \$3,000 for Manawa Makers - Robotics Initiative and First State Bank \$25 to Project Backpack

Approved by Consent: Approve Minutes of July 16 and 23, August 1 and 15, 2018 Board Meetings, Treasurer's Report/Approve Expenditures (\$454,547.14) and Receipts (\$310,826.43), Donations: Manawa Athletic Booster Club, Inc. \$3,000 for Mindset Training, Bemis \$3,000 for Manawa Makers - Robotics Initiative, First State Bank \$25 to Project Backpack, Accept Resignation of Food Service Worker - Bobbie Timm, Accept Resignation from HS Math Teacher - Tongtong Zhang, Approval of the Hire of Non-Athletic Coaches & Advisors for SY201819, der Approval of the Transfer of Asst. Football Coach, Approval of the Hire of Special Education Paraprofessional, Approval of Reconfiguration of Office Personnel, Approval of Voluntary Transfer of Mr. Bortle from 7-8 Gr. Math to HS Math, Ms. Breaker from 7-8 Gr. Social Studies to 7-8 Gr. Math and Mr. Johnson from 6th Gr. to 7-8 Gr. Social Studies for SY1819, Approval of Revised Proposal for MES Special Education Teacher as Presented, Approval of FFA Overnight Field Trip to Indianapolis IN on Oct. 23-26, 2018, approval of the CESA 6 Contract Renewal for SY1819, Approval of the Hire of a School Nurse.

Any Item Removed from Consent Agenda - None

Public Comments – None this month

Correspondence: None this Month

Board Recognition: None this Month

District Administrator's Report: Briefly updated the Board on Legislative Update, Perkins Grant update, Referenda Planning Update and the 2018 Census Report as submitted to the DPI 1033 for ages 4-21; DPI grant for expansion in the mental health area. Referenda planning process; meeting about every 2 weeks.

School Operations Reports: included reports in the packet from the ES Principal and HS Principal.

Business Related Reports: included report in the packet from Business Manager.

Director's Reports: included reports in the packet from the Curriculum / Special Education Director and Technology Director. WIFI Access points that are being tested; could pilot for \$5,000 would service 17 families.

Board Comments: Treasurer Pohl asked that all members of the board sign the thank you letter to Senator Luther Olsen.

Any Other Board Comments: None

Committee Reports: Committee Reports: Minutes were included in the packet for the following committees: Curriculum, Finance and Policy & Human Resources Committee.

Unfinished Business:

Motion by Forbes / Scheller to approve the NEOLA Technology Updates – Special Releases Phase II & III as Presented. Motion carried.

New Business:

Motion by R. Johnson / Pethke to approve the ag4231 Outside Activities as Presented. Discussion – Treasurer Pohl, cannot support several provisions. Discussion followed. Move by Pohl / Hollman to amend to exclude A, B and E of ag4231. Discussion followed. Move by Pethke / Forbes to refer this administrative guideline back to committee. Motion carried.

Motion by Scheller / R. Johnson to approve the Updated Support Staff Handbook SY1819 with several corrections as presented. Motion carried.

Motion by Forbes / Hollman to approve the Updated Fundraiser List for SY1819 as presented. Motion carried.

Motion by Pohl / Scheller to approve the NEOLA AG 5000 Series – Students - Except 5156 and 5880 as Presented. Motion carried.

Motion by Pohl / Hollman to approve the Salary & Stipend Guide for Employees for SY1819 as Presented. Motion carried.

Motion by Scheller / Pohl to approve an Administrative Wage Increase of 1.75% and an Equity Adjustment for Business Manager for the SY1819 retroactive to July 1, 2018 as Presented. Motion carried.

Motion by R. Johnson / Pethke to approve Resolution SY1819#1: INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$12,000,000 as presented. Motion carried.

Motion by Hollman / Forbes to approve Resolution SY1819#2: RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$365,000 FOR ONE YEAR FOR NON-RECURRING PURPOSES as presented. Motion carried.

Motion by Forbes / Scheller to approve Resolution SY1819#3: RESOLUTION PROVIDING FOR A REFERENDUM ELECTION ON THE QUESTIONS OF THE APPROVAL OF AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$12,000,000 AND A RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$365,000 FOR ONE YEAR FOR NON-RECURRING PURPOSES as presented. Motion carried.

Motion by R. Johnson / Forbes to approve Resolution SY1819#4 WHEREAS, Section 119.25 (b) Wisconsin Statutes Provides that the School Board of the Manawa School District may Authorize the use of an Independent Hearing Officer to Determine Pupil Expulsion from School; Such Authorization is Effective only During the School Year in Which it is Adopted as presented. Motion carried.

Motion by Scheller / Pohl to approve the Short-Term Financing in an Amount not to Exceed \$1 Million Through Premier Community Bank as Presented. Motion carried.

Motion by Forbes/ Hollman to approve the SY1819 Milk Contract as Presented. Motion carried.

Motion by Forbes / Scheller to table the SY1819 Bread Contract as Presented. Motion carried.

Next Meeting Dates:

Aug. 28, 2018 Special BOE Meeting – 6:00 p.m. – Referenda Planning – MES Board Room

Sept. 5, 2018 – Policy & HR Committee – 5:00 p.m. – MES Board Room

Sept. 11, 2018 – Finance Committee Meeting – 6:00 p.m. – MES Board Room

Sept. 12, 2018 – Community Stakeholders Meeting – 6:30 p.m. – MES Library

Sept. 17, 2018 - Regular Board of Education Meeting - 6:30 p.m. Book Study - 7:00 p.m. Open Session

Oct. 9, 2018 – Curriculum Committee Meeting – 4:30 p.m. – MES Board Room

Motion by Scheller / Hollman at 8:15 p.m. to adjourn – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(a)(c)(f), 118.22 and 118.125 as well as 120.13(1)(c) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation. Motion carried by roll call.

Closed Meeting called to order at 8:16 pm: Present: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson.

Motion by Pohl / Scheller to adjourn and reconvene in open session at 9:07 p.m. Motion carried.  
by roll call: Scheller, Forbes, Hollman, Pohl, Pethke, R. Johnson, J. Johnson.

Motion by Forbes / Hollman to adjourn at 9:07 p.m. Motion carried.

Jeanne Frazier, Recording Secretary

Minutes of the August 28, 2018 Special Board of Education Meeting

Meeting called to order at 6:00 pm by President J. Johnson in the MES Board Room.

Present: Scheller, Forbes, Pohl, Pethke, R. Johnson, J. Johnson.  
Hollman arrived at 6:25 p.m.

Motion to table hiring of food service dishwasher/server from consent agenda. R. Johnson /Scheller. Motion carried.

Consent agenda was approved by consent.

Review communication spreadsheet

October Wolfpack Express will focus on Referendum details, FAQ. Jody Andres will set up a meeting with SDM staff.

The September 12th Community Stakeholders meeting was moved to HS Commons

Next Special Board meeting date: September 27, at 6:00 p.m. in the MES Board Room.

Motion by Scheller/Forbes to adjourn at 7:55 p.m. Motion carried.

Bobbi Jo Pethke, Clerk



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

The special district-wide community meeting started at 6:30 p.m. in the Little Wolf Jr./Sr. High School Commons.

Board members present: Hollman, Pethke, Scheller, Forbes and J. Johnson. Absent: Pohl and R. Johnson.

New Business:

An informational Overview of Referendum Plans was presented by Mr. Jody Andres from Hoffman Planning, Design & Construction, Inc., Dr. Oppor, District Administrator and Mrs. O'Brien, Business Manager. A question and answer session followed.

The meeting concluded at 8:30 p.m.

Dr. Melanie Oppor, Recording Secretary

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
78614	BORIS, JASON	JPAP08	08/23/2018	JV FOOTBALL OFFICIAL ON 8/27/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
						Totals for 78614	50.00
78615	GROTE, MICHAEL	JPAP08	08/23/2018	Varsity Football ON 8/24/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78615	70.00
78616	HAHN, WILLIAM	JPAP08	08/23/2018	Varsity Football ON 8/24/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78616	70.00
78617	HANSEN, RICHARD	JPAP08	08/23/2018	JV FOOTBALL OFFICIAL ON 8/27/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
						Totals for 78617	50.00
78618	IGL, MICHAEL	JPAP08	08/23/2018	Varsity Football ON 8/24/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78618	70.00
78619	KUIVINEN, RANDY	JPAP08	08/23/2018	Varsity Volleyball ON 8/23/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
						Totals for 78619	94.00
78620	KUIVINEN, RANDY	JPAP08	08/23/2018	Varsity Football ON 8/24/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78620	70.00
78621	MACH, DENNIS	JPAP08	08/23/2018	Varsity Volleyball ON 8/23/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
						Totals for 78621	94.00
78622	MAULE, GEORGE	JPAP08	08/23/2018	Varsity Football ON 8/24/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78622	70.00
78623	MOE, DAVID	JPAP08	08/23/2018	JV Football ON 8/27/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
						Totals for 78623	50.00
78624	MURSAU, JENNIFER	JPAP08	08/23/2018	C-TEAM VOLLEYBALL OFFICIAL ON 8/23/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	55.00
						Totals for 78624	55.00
78625	POPPY, MICHELLE	JPAP08	08/23/2018	C-TEAM VOLLEYBALL OFFICIAL(\$55) & Varsity Line Judge(\$25) ON 8/23/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	80.00

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 78625	80.00
78626	WILDENMAN, TODD	JPAP08	08/23/2018	JV FOOTBALL ON 8/27/18 VS AUBURNDALE	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
						Totals for 78626	50.00
78627	ALLIANT ENERGY	JPAP82	08/23/2018	#7936950000 - ELEMENTARY ELECTRIC - 7/10/18 - 8/7/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	6,458.02
78627	ALLIANT ENERGY	jpap82	08/23/2018	PAES LAB - ELECTRIC & GAS -7/9/18 - 8/7/18	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/FACILITY AQUISITION/REMODELING	0	66.38
78627	ALLIANT ENERGY	JPAP82	08/23/2018	GAS - ELEMENTARY SCHOOL - 7/10/18 - 8/7/18	GENERAL FUND/GAS FOR HEAT/OPERATION	0	330.73
78627	ALLIANT ENERGY	JPAP82	08/23/2018	NEW SIGN - ELEC - 7/6/18 - 8/6/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	29.26
78627	ALLIANT ENERGY	jpap82	08/23/2018	#4706230000 - CONCESSIONS - (7/2/18 - 8/1/18)	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	36.58
						Totals for 78627	6,920.97
78628	GORDON STOWE & ASSOC	JPAP82	08/23/2018	Audiometer Calibration	GENERAL FUND/MEDICAL SUPPLIES/HEALTH	8001700070	75.00
						Totals for 78628	75.00
78629	MUSIC IS ELEMENTARY	JPAP82	08/23/2018	MUSIC SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/GENERAL MUSIC	1011900020	90.83
78629	MUSIC IS ELEMENTARY	JPAP82	08/23/2018	MUSIC SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/GENERAL MUSIC	1011900020	7.00
						Totals for 78629	97.83
78630	NATIONAL ART ED ASSO	JPAP82	08/23/2018	NAEA/WAEA MEMBERSHIP RENEWAL - RENEWS ON 9/1/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/ART	1011900025	85.00
						Totals for 78630	85.00
78631	PREMIER AGENDAS, INC	JPAP82	08/23/2018	DAN WOLFGAM - STUDENT AGENDAS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	4001900000	1,116.80
78631	PREMIER AGENDAS, INC	JPAP82	08/23/2018	8x10 Elementary Matrix Planner - ABC-123	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1011900001	287.40
78631	PREMIER AGENDAS, INC	JPAP82	08/23/2018	PLANNER - TRADITIONAL 7 X 11 - DAILY AGENDAS	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	1011900000	514.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for 78631		1,918.20
78632	REALLY GREAT READING	JPAP82	08/23/2018	WORKBOOK SETS	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATE GORICAL	271900017	58.24
78632	REALLY GREAT READING	JPAP82	08/23/2018	READING SPECIALIST MATERIALS	GENERAL FUND/TEXTBOOKS & WORKBOOKS/OTHER SPECIAL NEEDS	271900040	367.00
78632	REALLY GREAT READING	JPAP82	08/23/2018	READING SPECIALIST MATERIALS	GENERAL FUND/INSTRUCTIONAL MEDIA/OTHER SPECIAL NEEDS	271900040	95.00
78632	REALLY GREAT READING	JPAP82	08/23/2018	READING SPECIALIST MATERIALS	GENERAL FUND/NON-CAPITAL EQUIPMENT/OTHER SPECIAL NEEDS	271900040	231.00
78632	REALLY GREAT READING	JPAP82	08/23/2018	WORKBOOK SET	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATE GORICAL	271900016	63.84
					Totals for 78632		815.08
78633	SCHOOL SPECIALTY INC	JPAP82	08/23/2018	ART ROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/ART	1011900023	2,905.04
					Totals for 78633		2,905.04
78634	TORBORGS WAUPACA LUM	JPAP82	08/23/2018	MIKE THOMACK - CEILING PANELS	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4001900099	291.48
					Totals for 78634		291.48
78635	VANDERBILT UNIVERSIT	jpap82	08/23/2018	PALS ITEMS	GENERAL FUND/TEXTBOOKS & WORKBOOKS/OTHER SPECIAL NEEDS	271900041	775.00
					Totals for 78635		775.00
78639	ALMOND-BANCROFT SCHO	JPAP83	08/30/2018	VARSITY VOLLEYBALL TOURNAMENT FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	100.00
					Totals for 78639		100.00
78640	BORIS, JASON	JPAP83	08/30/2018	JV FOOTBALL OFFICIAL ON 8/20/18 VS ADAMS/FRIENDSHIP	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 78640		50.00
78641	BORIS, JASON	JPAP83	08/30/2018	MS FOOTBALL OFFICIAL ON 8/30/18 VS IOLA-SCANDINAVIA	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
					Totals for 78641		45.00
78642	COLLINS, PATRICK	JPAP83	08/30/2018	VARSITY VOLLEYBALL LINE JUDGE ON 8/23/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	25.00
					Totals for 78642		25.00
78643	DODGELAND SCHOOL DIS	JPAP83	08/30/2018	VARSITY VOLLEYBALL INVITATIONAL ON 9/8/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	175.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 78643	175.00
78644	HANSEN, RICHARD	JPAP83	08/30/2018	MS FOOTBALL OFFICIAL ON 8/30/18 VS IOLA-SCANDINAVIA	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
						Totals for 78644	45.00
78645	MOE, DALE	JPAP83	08/30/2018	MS FOOTBALL OFFICIAL ON 8/30/18 VS IOLA-SCANDINAVIA	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
						Totals for 78645	45.00
78646	MOE, DAVID	JPAP83	08/30/2018	MS FOOTBALL OFFICIAL ON 8/30/18 VS IOLA-SCANDINAVIA	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	45.00
						Totals for 78646	45.00
78647	MURSAU, JENNIFER	JPAP83	08/30/2018	MS VOLLEYBALL OFFICIAL ON 9/4/18 VS AMHERST	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
						Totals for 78647	50.00
78648	MURSAU, JENNIFER	JPAP83	08/30/2018	C-TEAM VOLLEYBALL OFFICIAL ON 9/4/18 VS WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	55.00
						Totals for 78648	55.00
78649	POPPY, MICHELLE	JPAP83	08/30/2018	MS VOLLEYBALL OFFICIAL ON 9/4/18 VS AMHERST	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
						Totals for 78649	50.00
78650	POPPY, MICHELLE	JPAP83	08/30/2018	VARSITY VOLLEYBALL LINE JUDGE ON 9/4/18 VS WEYAUWEGA-FREMONT(\$25) C-TEAM VOLLEYBALL OFFICIAL ON 9/4/18 VS WEYAUWEGA-FREMONT(\$55)	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	80.00
						Totals for 78650	80.00
78651	PRINCE, CHERYL	JPAP83	08/30/2018	VARSITY VOLLEYBALL OFFICIAL ON 9/4/18 VS WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
						Totals for 78651	94.00
78652	PRINCE, DONALD JR	JPAP83	08/30/2018	VARSITY VOLLEYBALL OFFICIAL ON 9/4/18 VS WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
						Totals for 78652	94.00
78653	SCHOOL DISTRICT OF I	JPAP83	08/30/2018	JV VOLLEYBALL QUADRANGULAR ON 8/30/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	75.00
78653	SCHOOL DISTRICT OF I	JPAP83	08/30/2018	MS & VARSITY CROSS COUNTRY INVITATIONAL ON 8/28/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	150.00
						Totals for 78653	225.00
78654	SCHOOL DISTRICT OF A	JPAP83	08/30/2018	C-TEAM/FRESHMAN VOLLEYBALL INVITATIONAL ON 9/10/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	50.00
						Totals for 78654	50.00
78655	WITTENBERG-BIRNAMWOO	JPAP83	08/30/2018	MS & VARSITY CROSS COUNTRY	GENERAL FUND/DUES &	0	100.00

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				INVITATIONAL ON 9/4/18	FEES MEMBRSHIP/FT FEES/CROSS COUNTRY		
					Totals for 78655		100.00
78656	BORIS, JASON	jpap83	08/31/2018	JV FOOTBALL OFFICIAL ON 9/4/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 78656		50.00
78657	HANSEN, RICHARD	jpap83	08/31/2018	JV FOOTBALL OFFICIAL ON 9/4/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 78657		50.00
78658	MOE, DALE	jpap83	08/31/2018	JV FOOTBALL OFFICIAL ON 9/4/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 78658		50.00
78659	POPPY, CADE	jpap83	08/31/2018	VARSITY LINE JUDGE ON 9/4/18 VS WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	25.00
					Totals for 78659		25.00
78660	WILDENMAN, TODD	jpap83	08/31/2018	JV FOOTBALL OFFICIAL ON 9/4/18 VS BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	50.00
					Totals for 78660		50.00
78661	BADGER SPORTING GOOD	JPAP80	09/06/2018	VOLLEYBALL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/VOLLEYBALL	4001900065	396.00
78661	BADGER SPORTING GOOD	JPAP80	09/06/2018	SCOREBOOKS	GENERAL FUND/GENERAL SUPPLIES/VOLLEYBALL	4001900066	25.00
78661	BADGER SPORTING GOOD	JPAP80	09/06/2018	FOOTBALL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/BOYS FOOTBALL	4001900063	157.00
78661	BADGER SPORTING GOOD	JPAP80	09/06/2018	FOOTBALL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/BOYS FOOTBALL	4001900064	690.00
					Totals for 78661		1,268.00
78662	BONTZ, ALEX	JPAP80	09/06/2018	VARSITY FOOTBALL OFFICIAL ON 9/14/18 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 78662		70.00
78663	CLIENT ID #800034	JPAP80	09/06/2018	SPORTS SUPPLIES/BOOSTER CLUB DONATION	GENERAL FUND/EQUIPMENT PURCHASE REPLACEMENT/GENERAL ATHLETICS	4001900080	3,705.40
					Totals for 78663		3,705.40
78664	DELTA DENTAL-VISION	JPAP80	09/06/2018	VISION PREMIUMS FOR SEPTEMBER 2018	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	689.34

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						Totals for 78664	689.34
78665	DEPT OF NATURAL RESO	JPAP80	09/06/2018	HUNTER SAFETY FEES - SUMMER SCHOOL CLASS PER RUSSELL HOLLMAN	GENERAL FUND/PERSONAL SERVICES/UNDIFFERENT IATED CURRICULUM	0	80.00
						Totals for 78665	80.00
78666	EAI-ERIC ARMIN INC	JPAP80	09/06/2018	5TH GRADE SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1011900045	137.65
						Totals for 78666	137.65
78667	INTELLICORP RECORDS,	JPAP80	09/06/2018	OUT OF STATE BACKGROUND CHECKS	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	74.26
						Totals for 78667	74.26
78668	MACH, DAVID	JPAP80	09/06/2018	JV & VARSITY VOLLEYBALL OFFICIAL ON 9/13/18 VS TIGERTON	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
						Totals for 78668	94.00
78669	MENOMINEE INDIAN SCH	JPAP80	09/06/2018	VARSITY & MS CROSS COUNTRY MEET ON 9/18/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	140.00
						Totals for 78669	140.00
78670	MONK, PAUL	JPAP80	09/06/2018	VARSITY FOOTBALL OFFICIAL ON 9/14/18 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78670	70.00
78671	MURSAU, JENNIFER	JPAP80	09/06/2018	MS VOLLEYBALL OFFICIAL ON 9/10/18 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
						Totals for 78671	50.00
78672	MURSAU, JENNIFER	JPAP80	09/06/2018	MS VOLLEYBALL OFFICIAL ON 9/11/18 VS TIGERTON	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
						Totals for 78672	50.00
78673	NEW DIMENSIONS MEDIA	JPAP80	09/06/2018	CCC! Streaming Media Software and Content Renewal	GENERAL FUND/COMPUTER SOFTWARE PROGRAMS/SCHOOL LIBRARY	4001900100	995.00
						Totals for 78673	995.00
78674	OFFICE DEPOT	JPAP80	09/06/2018	label tape	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	32.18
						Totals for 78674	32.18
78675	POPPY, MICHELLE	JPAP80	09/06/2018	MS VOLLEYBALL OFFICIAL ON 9/10/18 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	50.00
						Totals for 78675	50.00
78676	POPPY, MICHELLE	JPAP80	09/06/2018	MS VOLLEYBALL OFFICIAL ON	COMMUNITY SERVICE	0	50.00

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				9/11/18 VS TIGERTON	FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES		
					Totals for 78676		50.00
78677	POPPY, MICHELLE	JPAP80	09/06/2018	VARSITY VOLLEYBALL LINE JUDGE ON 9/13/18 VS TIGERTON	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	25.00
					Totals for 78677		25.00
78678	PRINCE, DONALD JR	JPAP80	09/06/2018	JV & VARSITY VOLLEYBALL OFFICIAL ON 9/13/18 VS TIGERTON	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
					Totals for 78678		94.00
78679	REALLY GOOD STUFF, L	JPAP80	09/06/2018	5th grade supplies	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1011900043	5.94
					Totals for 78679		5.94
78680	ROSHOLT SCHOOL DISTR	JPAP80	09/06/2018	VARSITY CROSS COUNTRY INVITATIONAL ON 9/27/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	125.00
					Totals for 78680		125.00
78681	SCHOOL DISTRICT OF M	JPAP80	09/06/2018	VARSITY CROSS COUNTRY INVITATIONAL ON 10/1/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	120.00
					Totals for 78681		120.00
78682	SCHOOL DISTRICT OF N	JPAP80	09/06/2018	VARSITY CROSS COUNTRY INVITATIONAL FEE AT HATTEN PARK IN NEW LONDON ON 9/15/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	115.00
					Totals for 78682		115.00
78683	SCHOOL DISTRICT WEYA	JPAP80	09/06/2018	VARSITY & MS CROSS COUNTRY INVITATIONAL ON 10/4/18	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	120.00
					Totals for 78683		120.00
78684	SCHOOL SPECIALTY INC	JPAP80	09/06/2018	CLASSROOM MATERIALS SPECIAL ED	SPECIAL EDUCATION FUND/EQUIPMENT PURCHASE-ADDITION/MU LTI-CATEGORICAL	271900009	297.04
78684	SCHOOL SPECIALTY INC	JPAP80	09/06/2018	CLASSROOM MATERIALS SPECIAL ED	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATE GORICAL	271900009	704.68
78684	SCHOOL SPECIALTY INC	JPAP80	09/06/2018	TABLES- SPECIAL ED	SPECIAL EDUCATION FUND/EQUIPMENT PURCHASE-ADDITION/MU LTI-CATEGORICAL	271900008	1,379.91
					Totals for 78684		2,381.63
78685	SCHULTZ, DAVID	JPAP80	09/06/2018	VARSITY FOOTBALL OFFICIAL ON 9/14/18 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 78685		70.00
78686	SCUPIEN, DON	JPAP80	09/06/2018	VARSITY FOOTBALL OFFICIAL ON 9/14/18 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
					Totals for 78686		70.00



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78687	SOCIAL STUDIES SCHOO	JPAP80	09/06/2018	MICHELE KOSHOLLEK - TEXTBOOKS	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/ENGLISH LANGUAGE	4001900008	20.16
						Totals for 78687	20.16
78688	SURING SCHOOL DISTRI	JPAP80	09/06/2018	VOLLEYBALL INVITATIONAL ON 9/15/18 FEES IN SURING	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOLLEYBALL	0	125.00
						Totals for 78688	125.00
78689	TAUER, TIMOTHY	JPAP80	09/06/2018	VARSITY FOOTBALL OFFICIAL ON 9/14/18 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/BOYS FOOTBALL	0	70.00
						Totals for 78689	70.00
78690	WI DEPT OF JUSTICE	JPAP80	09/06/2018	BACKGROUND CHECKS	GENERAL FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION	0	105.00
						Totals for 78690	105.00
78691	MACH, DENNIS	JPAP90	09/06/2018	JV & VARSITY VOLLEYBALL OFFICIAL ON 9/13/18 VS TIGERTON	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	94.00
						Totals for 78691	94.00
78692	ACCESS INC	JPAP91	09/13/2018	GEN SERVICE FOR 25K GENERAC GENERATOR MODEL QT02524KNSNA	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	710.00
						Totals for 78692	710.00
78693	ALLIANT ENERGY	JPAP91	09/13/2018	#4740620000 - LWHS GAS - 7/10/18 - 8/7/18	GENERAL FUND/GAS FOR HEAT/OPERATION	0	557.56
78693	ALLIANT ENERGY	JPAP91	09/13/2018	#7110450000 - LWHS ELECTRIC - 7/10/18 - 8/9/18	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	0	8,008.08
						Totals for 78693	8,565.64
78694	AT&T	JPAP91	09/13/2018	LONG DISTANCE	GENERAL FUND/ON-LINE COMMUNICATIONS/CENTR AL SERVICES	0	651.23
						Totals for 78694	651.23
78695	BATTERIES PLUS	JPAP91	09/13/2018	Lighting supplies for Mike Thomack	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4001900070	945.80
						Totals for 78695	945.80
78696	CDW GOVERNMENT, INC.	JPAP91	09/13/2018	AVer CP Presentation Displays	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	1011900050	166.56
78696	CDW GOVERNMENT, INC.	JPAP91	09/13/2018	AVer CP Presentation Display - Anne Warning	SPECIAL EDUCATION FUND/EQUIPMENT PURCHASE-ADDITION/CR OSS CATEGORCIAL-ED	2719000054	656.39
						Totals for 78696	822.95
78697	CESA 6-CONFERENCE RE	JPAP91	09/13/2018	2018-19 ESSA SUPPORT CONSORTIUM MEMBERSHIP	GENERAL FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION	0	1,119.00
78697	CESA 6-CONFERENCE RE	JPAP91	09/13/2018	CMS4SCHOOLS 2018-19 ANNUAL	GENERAL	0	1,909.00

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				FEE (501-1000 STUDENTS)	FUND/TRANSFER TO CESA/TECHNOLOGY SERVICES		
					Totals for 78697		3,028.00
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	11.70
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	21.10
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	38.08
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	FOOD SERVICE FUND/OPERATIONAL SERVICES/FOOD SERVICES	0	16.20
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/OPERATIONAL SERVICES/BUILDINGS	0	11.70
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	49.21
78698	CINTAS FIRE PROTECTI	JPAP91	09/13/2018	CUSTODIAL SUPPLIES	GENERAL FUND/OPERATIONAL SERVICES/BUILDINGS	0	199.26
					Totals for 78698		347.25
78699	COLLINS, PATRICK	JPAP91	09/13/2018	VARSIY VOLLEYBALL LINE JUDGE VS TIGERTON ON 9/13/18	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	25.00
					Totals for 78699		25.00
78700	GLACIER CANYON LODGE	JPAP91	09/13/2018	SUPERINTENDENTS CONFERENCE ON SPED AND PUPIL SERVICES - DANNI BRAUER ATTENDEE	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SUPERVISION /COOR OF EXCEP EDUC	271900056	100.00
78700	GLACIER CANYON LODGE	JPAP91	09/13/2018	SUPERINTENDENTS CONFERENCE ON SPED AND PUPIL SERVICES - DANNI BRAUER ATTENDEE	SPECIAL EDUCATION FUND/EMPLOYEE TRAVEL/SUPERVISION/C OOR OF EXCEP EDUC	271900056	0.00
					Totals for 78700		100.00
78701	GRAICHEN DISPOSAL &	JPAP91	09/13/2018	CONTAINER SERVICE	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	377.50
78701	GRAICHEN DISPOSAL &	JPAP91	09/13/2018	CONTAINER SERVICE	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	377.50
					Totals for 78701		755.00
78702	HARDWOOD SPECIALISTS	JPAP91	09/13/2018	CLEAN & FINISH (2 COATS)MES GYM FLOOR	GENERAL FUND/OPERATIONAL SERVICES/EQUIPMENT	0	1,733.00
					Totals for 78702		1,733.00
78703	INTEGRATED SYSTEMS C	JPAP91	09/13/2018	OCTOBER HOSTING	GENERAL FUND/PERSONAL SERVICES/CENTRAL SERVICES	0	360.00
					Totals for 78703		360.00

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78704	JOHNSON CONTROLS FIR	JPAP91	09/13/2018	FA SILVER SERVICE PLAN AT LWHS FA PLATINUM PLAN AT MES	GENERAL FUND/PERSONAL SERVICES/CENTRAL SERVICES	0	3,985.00
						Totals for 78704	3,985.00
78705	KNOPP, KEVIN	JPAP91	09/13/2018	TUNE 2 AT MES	GENERAL FUND/MAINTENANCE SERVICES/INSTRUCTION AL EQUIPMENT	0	182.40
						Totals for 78705	182.40
78706	KOBUSSEN BUSES LTD	JPAP91	09/13/2018	AUGUST BUS TRIPS	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	3,469.85
						Totals for 78706	3,469.85
78707	MID-AMERICAN RESEARC	JPAP91	09/13/2018	URONIC SALT REMOVER - QT	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	244.33
						Totals for 78707	244.33
78708	MASTER ELECTRICAL SE	JPAP91	09/13/2018	PUT LIGHT IN THE FOOTBALL EQUIP ROOM	GENERAL FUND/MAINTENANCE SERVICES/BUILDINGS	0	70.59
						Totals for 78708	70.59
78709	MULTI MEDIA CHANNELS	JPAP91	09/13/2018	FOOTBALL PREVIEW 2018 & REFERENDUM NOTICE	GENERAL FUND/PRINTING AND BINDING/GENERAL ADMINISTRATION	0	190.50
						Totals for 78709	190.50
78710	MURSAU, JENNIFER	JPAP91	09/13/2018	JV2 VOLLEYBALL OFFICIAL VS MOSINEE ON 9/13/18	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	55.00
						Totals for 78710	55.00
78711	NASSCO, INC	JPAP91	09/13/2018	CORD SET US/TW 3C 15M YELLOW	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	55.07
						Totals for 78711	55.07
78712	OFFICE DEPOT	JPAP91	09/13/2018	LWHS SHREDDER	GENERAL FUND/EQUIPMENT PURCHASE REPLACEMENT/OFFICE OF THE PRINCIPAL	0	2,151.99
						Totals for 78712	2,151.99
78713	PITNEY BOWES INC	JPAP91	09/13/2018	LEASING CHARGES 6/27/18 - 9/26/2018	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	411.54
						Totals for 78713	411.54
78714	POPPY, MICHELLE	JPAP91	09/13/2018	VOLLEYBALL LINE JUDGE VS TIGERTON ON 9/13/18	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	25.00
						Totals for 78714	25.00
78715	POPPY, MICHELLE	JPAP91	09/13/2018	JV2 VOLLEYBALL OFFICIAL VS MOSINEE ON 9/13/18	GENERAL FUND/PERSONAL SERVICES/VOLLEYBALL	0	55.00
						Totals for 78715	55.00
78716	QUALITY CONCRETE & E	JPAP91	09/13/2018	REPAIR EROSION	GENERAL	0	450.00

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					FUND/OPERATIONAL SERVICES/SITES		
					Totals for 78716		450.00
78717	REMINGTON'S QUALITY	JPAP91	09/13/2018	FOOD - NEW STAFF RECEPTION	GENERAL	0	70.11
					FUND/FOOD/OFFICE OF SUPERINTENDENT		
					Totals for 78717		70.11
78718	SCHOOL SPECIALTY INC	JPAP91	09/13/2018	INDIGENOUS PAPER - MES	GENERAL	1011900023	10.92
					FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM		
					Totals for 78718		10.92
78719	SOLARUS	JPAP91	09/13/2018	DISTRICT OFFICE PHONE	GENERAL	0	374.83
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
78719	SOLARUS	JPAP91	09/13/2018	LWHS PHONE	GENERAL	0	787.29
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
78719	SOLARUS	JPAP91	09/13/2018	MES PHONE	GENERAL	0	756.95
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
78719	SOLARUS	JPAP91	09/13/2018	PHONE PAES LAB	SPECIAL EDUCATION	0	153.02
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 78719		2,072.09
78720	STANDARD INSURANCE C	JPAP91	09/13/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,131.95
78720	STANDARD INSURANCE C	JPAP91	09/13/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/LTD INS PAYABLE	0	850.21
78720	STANDARD INSURANCE C	JPAP91	09/13/2018	LIFE/STD & LTD PREMIUMS	GENERAL FUND/STD INS PAYABLE	0	204.64
					Totals for 78720		2,186.80
78721	SUEHS MOTORS, INC.	JPAP91	09/13/2018	WORK ON WHITE CHEVY SILVERADO	GENERAL	0	738.29
					FUND/MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS		
					Totals for 78721		738.29
78722	SUPER TEACHER WORKSH	JPAP91	09/13/2018	Super Teacher Worksheets - Renewal	GENERAL	1011900048	300.00
					FUND/COMPUTER SOFTWARE PROGRAMS/SCHOOL LIBRARY		
					Totals for 78722		300.00
78723	THE FLOWER POT	JPAP91	09/13/2018	MEMORIAL - MR. PETHKE	GENERAL	0	35.99
					FUND/PERSONAL SERVICES/BOARD OF EDUCATION		
78723	THE FLOWER POT	JPAP91	09/13/2018	MEMORIAL - BETTE FERG	GENERAL	0	33.99
					FUND/PERSONAL SERVICES/BOARD OF EDUCATION		

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						Totals for 78723	69.98
78724	THE OFFICE TECHNOLOG	JPAP91	09/13/2018	ACER CHROMEBOOK R11 C738T LAPTOPS STANDARD PAYMENT	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	0	916.87
						Totals for 78724	916.87
78725	THEDACARE AT WORK	JPAP91	09/13/2018	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE - A DECKER	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	144.00
78725	THEDACARE AT WORK	JPAP91	09/13/2018	DS RAPID BUNDLED/PHYSICAL FREE FROM COMM DISEASE - K MCARTHUR	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	144.00
78725	THEDACARE AT WORK	JPAP91	09/13/2018	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE - T SCHERNECKER	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	144.00
						Totals for 78725	432.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	VEGETATION CONTROL LWHS	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	275.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE RETIRED ELEMENTARY	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	155.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE MES	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	396.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	VEGETATION CONTROL LWHS	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	275.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	VEGETATION CONTROL RETIRED ELEMENTARY	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	50.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	VEGETATION CONTROL MES	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	200.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	VEGETATION CONTROL MES	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	200.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE LWHS	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	1,487.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE LWHS	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	1,487.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE MES	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	396.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE LWHS	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	255.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	LAWN SERVICE RETIRED ELEMENTARY	GENERAL FUND/OPERATIONAL SERVICES/SITES	0	155.00
78726	TRUGREEN LIMITED PAR	JPAP91	09/13/2018	VEGETATION CONTROL RETIRED ELEMENTARY	GENERAL FUND/OPERATIONAL	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES/SITES		
					Totals for 78726		5,381.00
78727	UNEMPLOYMENT INSURAN	JPAP91	09/13/2018	UNEMPLOYMENT	GENERAL	0	2,143.91
					FUND/UNEMPLOYMENT		
					COMPENSATION/INSURAN		
					CE AND JUDGEMENTS		
					Totals for 78727		2,143.91
78728	US CELLULAR	JPAP91	09/13/2018	CELL PHONES	GENERAL	0	337.42
					FUND/TELEPHONE AND		
					TELEGRAPH/CENTRAL		
					SERVICES		
					Totals for 78728		337.42
78729	WISCONSIN TAXPAYERS	JPAP91	09/13/2018	WI POLICY FORUM - SCHOOL	GENERAL FUND/OTHER	0	18.64
				FACTS	NON-CAPITOL		
					OBJECTS/OFFICE OF		
					SUPERINTENDENT		
					Totals for 78729		18.64
78730	WOHLRABE, STACY	JPAP91	09/13/2018	REIMBURSE FEES FOR TRAVIS	GENERAL	0	30.00
				DAILEY	FUND/STUDENT		
					FEES/ATHLETIC		
					DIRECTOR		
78730	WOHLRABE, STACY	JPAP91	09/13/2018	REIMBURSE FEES FOR TRAVIS	GENERAL	0	10.00
				DAILEY	FUND/STUDENT		
					FEES/KOEHLER -		
					VARIOUS CLASS FEES		
					Totals for 78730		40.00
181900005	FLYNN, STEPHANIE	JPAP81	08/16/2018	CESA 6 TRAINING-MILEAGE	SPECIAL EDUCATION	0	54.50
				REIMBURSEMENT (100 MILES)	FUND/EMPLOYEE		
					TRAVEL/INSTRUCTIONAL		
					STAFF TRAINING		
					Totals for 181900005		54.50
181900006	FLYNN, STEPHANIE	JPAP82	08/23/2018	MILEAGE TO SEEDS 4 SCHOOLS	SPECIAL EDUCATION	0	46.87
				TRAINING IN PLAINFIELD	FUND/EMPLOYEE		
					TRAVEL/INSTRUCTIONAL		
					STAFF TRAINING		
					Totals for 181900006		46.87
181900007	ORT, JESSIE	JPAP91	09/13/2018	MILEAGE REIMBURSEMENT -	SPECIAL EDUCATION	271900064	141.70
				JESSIE ORT PARAEDUCATOR	FUND/EMPLOYEE		
				PROFESSIONAL DEVELOPMENT,	TRAVEL/INSTRUCTIONAL		
				CUDAHY, WI AUG 22, 2018	STAFF TRAINING		
					Totals for 181900007		141.70
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	GENERAL FUND/FICA	0	5,447.94
					(SOCIAL SECURITY)		
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	SPECIAL EDUCATION	0	671.44
					FUND/FICA (SOCIAL		
					SECURITY)		
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	GENERAL FUND/FICA	0	1,274.13
					(SOCIAL SECURITY)		
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	SPECIAL EDUCATION	0	157.01
					FUND/FICA (SOCIAL		
					SECURITY)		
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	GENERAL	0	45.00
					FUND/FEDERAL INCOME		
					TAX		
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	SPECIAL EDUCATION	0	29.24
					FUND/FEDERAL INCOME		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	TAX GENERAL FUND/FEDERAL INCOME	0	6,386.46
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	TAX SPECIAL EDUCATION FUND/FEDERAL INCOME	0	745.16
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,274.13
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	157.01
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	5,447.94
201800030	INTERNAL REVENUE SER	P9815	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	671.44
					Totals for 201800030		22,306.90
201800031	MASSMUTUAL FINANCIAL	P9	08/15/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	200.00
					Totals for 201800031		200.00
201800032	WEA TAX SHELTERED AN	P9	08/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800032	WEA TAX SHELTERED AN	P9	08/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800032	WEA TAX SHELTERED AN	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201800032		375.00
201800033	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201800033	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,166.07
201800033	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	479.37
					Totals for 201800033		4,650.44
201800034	WISCONSIN RETIREMENT	WRSPP8	08/15/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	6,105.70
201800034	WISCONSIN RETIREMENT	WRSPP8	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	767.59
201800034	WISCONSIN RETIREMENT	WRSPP8	08/15/2018	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	6,105.70
201800034	WISCONSIN RETIREMENT	WRSPP8	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	767.59
					Totals for 201800034		13,746.58
201800035	WEA MEMBER BENEFIT T	P9	08/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201800035		140.00
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,591.48
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION	0	19.91

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	76.65
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FOOD SERVICE	0	76.65
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	71.56
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	606.05
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	4.66
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FOOD SERVICE	0	17.93
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	17.93
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	16.75
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	280.00
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FOOD SERVICE	0	25.00
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FEDERAL INCOME TAX	0	25.00
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	2,742.01
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	16.11
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FOOD SERVICE	0	42.48
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FEDERAL INCOME TAX	0	42.48
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FEDERAL INCOME TAX	0	38.43
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	606.05
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	4.66
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FOOD SERVICE	0	17.93
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	17.93
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	16.75
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,591.48
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	19.91
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FOOD SERVICE	0	76.65
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	76.65



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800041	INTERNAL REVENUE SER	P9	08/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/FICA (SOCIAL SECURITY)	0	71.56
					Totals for 201800041		9,954.01
201800042	WEA TAX SHELTERED AN	P9	08/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
					Totals for 201800042		44.88
201800043	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	41.35
201800043	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	70.00
201800043	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	1,577.79
201800043	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	8.28
201800043	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	36.51
201800043	WISCONSIN DEPT OF RE	P9	08/15/2018	Payroll accrual	EMPLOYEE BENIFIT TRUST FUND/STATE INCOME TAX	0	8.92
					Totals for 201800043		1,742.85
201800045	WEA MEMBER BENEFIT T	P9	08/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	80.17
201800045	WEA MEMBER BENEFIT T	P9	08/15/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	52.17
					Totals for 201800045		132.34
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,500.98
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	845.00
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	68.90
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	11.39
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,988.12
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	197.62
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	16.12
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	2.66
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	331.00
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	29.24

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,207.95
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	958.55
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	42.48
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,988.12
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	197.62
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	16.12
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	2.66
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,500.98
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	845.00
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	68.90
201800046	INTERNAL REVENUE SER	P9	08/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	11.39
					Totals for 201800046		34,830.80
201800047	MASSMUTUAL FINANCIAL	P9	08/31/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	0.00
201800047	MASSMUTUAL FINANCIAL	P9	08/31/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	1,199.00
201800047	MASSMUTUAL FINANCIAL	P9	08/31/2018	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 201800047		1,249.00
201800048	WEA TAX SHELTERED AN	P9	08/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	44.88
201800048	WEA TAX SHELTERED AN	P9	08/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
201800048	WEA TAX SHELTERED AN	P9	08/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
201800048	WEA TAX SHELTERED AN	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
					Totals for 201800048		419.88
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	GENERAL FUND/STATE	0	70.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	INCOME TAX SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	62.74
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,496.11
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	612.07
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	36.51
201800049	WISCONSIN DEPT OF RE	P9	08/31/2018	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
					Totals for 201800049		7,282.43
201800051	WEA MEMBER BENEFIT T	P9	08/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	80.17
201800051	WEA MEMBER BENEFIT T	P9	08/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	52.17
201800051	WEA MEMBER BENEFIT T	P9	08/31/2018	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 201800051		272.34
					Totals for checks		169,104.85

CREDIT CARD STATEMENT - August			WUFAR Code						Description
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	
<b>Dan Wolfram</b>									
7/25/2018	MILLS FLEET FARM	\$76.98	10	E	400	411	253000	000	MIKE THOMACK, BUILDINGS & GROUNDS
	MILLS FLEET FARM	\$143.46	10	E	400	411	253000	000	MIKE THOMACK, BUILDINGS & GROUNDS
	MILLS FLEET FARM	\$154.95	10	E	400	411	253000	000	MIKE THOMACK, BUILDINGS & GROUNDS
	<b>TOTAL</b>	<b>\$375.39</b>							
<b>Melanie Oppor</b>									
07/23/18	DHS Epay Forward Health Wis	\$569.00	10	E	800	387	251000	0	Fee paid to State of WI for Medicaid services
08/08/18	Adobe Acropro Subs	\$15.81	10	E	500	435	232100		Updated Version of Adobe
08/18/18	Premier Locations Ripon	\$39.99	10	E	500	411	232100	0	Gadget Guard Screen Protector
	<b>TOTAL</b>	<b>\$624.80</b>							
<b>Michelle Pukita</b>									
Jul. 25	Crazy Aaron Enterprise	\$51.85	10	E	101	440	1580000	341	items for Special Education
Jul. 26	Wal-mart	\$243.43	10	E	101	411	2530000		Various Maintenance Supplies needed
Jul. 26	Fleet Farm	\$21.54	10	E	101	411	2530000		Various Maintenance Supplies needed
Aug/ 7	Containerstore	\$253.12	27	E	101	440	1580000	347	items for Special Education
	<b>TOTAL</b>	<b>\$569.94</b>							
<b>Jeanne Frazier</b>									
July 27, 2018	Amazon	\$11.99	27	E	101	411	158000	341	K. Sitter Classroom Materials PO 0271900045
July 27, 2018	Amazon	\$25.85	27	E	101	411	158000	341	K. Sitter Classroom Materials PO 0271900045
July 28, 2018	Amazon	\$59.36	27	E	101	411	158000	341	K. Sitter Classroom Materials PO 0271900045
July 28, 2018	Amazon	\$11.61	27	E	400	470	258000	341	HS Warning SE Materials PO 0271900015
July 28, 2018	Amazon	\$5.47	27	E	400	470	258000	341	HS Warning SE Materials PO 0271900015
July 28, 2018	Amazon	\$10.46	27	E	400	470	258000	341	HS Warning SE Materials PO 0271900015
July 28, 2018	Amazon	\$5.49	27	E	400	470	258000	341	HS Warning SE Materials PO 0271900015
July 29, 2018	Amazon	\$76.58	10	E	101	470	179000	0	Power Writing Strategies for All Students 2 bks PO 0271900043
July 30, 2018	Amazon	\$12.99	27	E	101	411	158000	341	K. Sitter Classroom Materials PO 0271900045
July 30, 2018	Amazon	\$305.84	27	E	101	411	158000	341	K. Sitter Classroom Materials PO 0271900045
July 30, 2018	Amazon	\$4.99	27	E	400	470	258000	341	HS Warning SE Materials PO 0271900015
July 30, 2018	Amazon	\$32.00	27	E	101	411	158000	341	K. Sitter Classroom Materials PO 0271900045
July 30, 2018	Amazon	\$10.82	27	E	400	470	258000	341	HS Warning SE Materials PO 0271900015



Name	Reference	Trans Date	Description	Post Date	Amount
		08/01/2018	DISTRICT STUDENT FEE DEPOSIT	08/01/2018	1,800.00
			Totals for 13067		1,800.00
		08/07/2018	ATHLETIC PASS FEE DEPOSIT	08/07/2018	30.00
			Totals for 13068		30.00
		08/07/2018	ATHLETIC PASS FEE DEPOSIT	08/07/2018	165.00
			Totals for 13069		165.00
		08/07/2018	FOOD SERVICE DEPOSIT	08/07/2018	850.00
			Totals for 13070		850.00
		08/07/2018	SUMMER SCHOOL DEPOSIT	08/07/2018	20.00
			Totals for 13071		20.00
		08/07/2018	DONATION DEPOSIT	08/07/2018	995.78
			Totals for 13072		995.78
		08/07/2018	7-8 ATHLETIC FEE DEPOSIT	08/07/2018	165.00
			Totals for 13073		165.00
		08/07/2018	9-12 ATHLETIC FEE DEPOSIT	08/07/2018	510.00
			Totals for 13074		510.00
		08/07/2018	DISTRICT FEE DEPOSIT	08/07/2018	200.00
			Totals for 13075		200.00
		08/07/2018	LYCEUM FEE DEPOSIT	08/07/2018	18.00
			Totals for 13076		18.00
		08/07/2018	NEWSPAPER FEE DEPOSIT	08/07/2018	2.00
			Totals for 13077		2.00
		08/07/2018	STUDENT FINES FEE DEPOSIT	08/07/2018	5.00
			Totals for 13078		5.00
		08/07/2018	STUDENT PARKING FEE DEPOSIT	08/07/2018	20.00
			Totals for 13079		20.00
		08/07/2018	STUDENT ATHLETIC PASS FEE DEPOSIT	08/07/2018	50.00
			Totals for 13080		50.00
		08/07/2018	9-12 YEARBOOK (100.00) 7-8 YEARBOOK (48.	08/07/2018	148.00
			Totals for 13081		148.00
		08/07/2018	METALS FEE DEPOSIT	08/07/2018	10.00
			Totals for 13082		10.00
		08/07/2018	GAS METAL WELDING FEE DEPOSIT	08/07/2018	10.00
			Totals for 13083		10.00
		08/07/2018	CLASS OF 2020 FEE DEPOSIT	08/07/2018	10.00
			Totals for 13084		10.00
		08/07/2018	CLASS OF 2021 FEE DEPOSIT	08/07/2018	5.00
			Totals for 13085		5.00
		08/07/2018	CLASS OF 2022 FEE DEPOSIT	08/07/2018	5.00
			Totals for 13086		5.00
		08/07/2018	CLASS OF 2023 FEE DEPOSIT	08/07/2018	15.00
			Totals for 13087		15.00
		08/07/2018	CLASS OF 2024 FEE DEPOSIT	08/07/2018	15.00
			Totals for 13088		15.00
		08/16/2018	EBC REFUND DEPOSIT	08/16/2018	162.00
			Totals for 13090		162.00
			Total for Cash Receipts		5,210.78

Manawa School District,

On behalf of the Fox Valley Technical College Agriculture Department we would like to donate the Modern Livestock and Poultry Production textbook, 8<sup>th</sup> Edition to your school. They were accepted by Sandy Cortes on 8-15-18.

The 15 books are valued at a used price of \$36.21 per book, for a total of \$543.15.

Fox Valley Technical College appreciates the collaboration with the Agriculture program and your district's emphasis on offering dual credit options for your students. We look forward to continue working together.


If you have any questions please feel free to contact us with any questions.

Sincerely,



Dr. Lori Nagel

for board  
approval....





**Students choosing to excel; realizing their strengths.**

**To:** Dr. Melanie Oppor, Board of Education

**From:** Carmen O'Brien

**cc:**

**Date:** September 17, 2018

**Re:** Food Service 2.5 hr./day position

---

I am recommending Esther Schmidt to fill the 2.5 hour per day food service position. Mrs. Schmidt has a diverse background in food preparation. She has restaurant experience including baking for large groups of people.





**Students choosing to excel; realizing their strengths.**

**To: Dr. Melanie Oppor**

**Fr: Dan Wolfgram**

**Date: 9/11/2018**

**Re: At-Risk Paraprofessional Recommendation – Melissa Bronold**

---

This memo is to recommend Ms. Melissa Bronold for the part-time at-risk paraprofessional position for the 2018-19 school year.

Ms. Bronold is currently fulfilling the position of Community Manager for the Woda Group Properties located in Manawa and northeast Wisconsin. She also has experience working with children at Kobussen Buses of Wisconsin. Her routes centered around the Fox Valley area.

Working in a team environment and in a high-stress atmosphere was a staple in her job as a bus driver. Ms. Bronold worked in this capacity for twenty years. She enjoys working with children and has volunteered as a coach, girl scout leader, and chaperoned numerous field trips. Her ability to relate to everyday situations and empathize with all students will be an asset in this position.

Ms. Bronold originally applied to the School District of Manawa for the clerical/health paraprofessional position and was asked to consider applying for the at-risk paraprofessional position. At-risk teacher, Mary Eck, assisted Mr. Wolfgram in the interview and Ms. Bronold received full endorsement for the position.

Human Subjects Committee  
**Human Subjects Approval Request**  
South Dakota State University

Exempt     Expedited Review     Committee Review

1. Principal investigator Erik Peter Duhn Phone No. 608-215-1346

E-mail address of principal investigator erik.duhn@jacks.sdstate.edu

Faculty     Graduate Student     Undergraduate Student     Not SDSU Researcher

If student, faculty advisor Dr. Matthew Miller

College/School Graduate School Department Chemistry & Biochemistry

(Please use an additional sheet to list names and contact information for others involved with the project).

2. Project title Links to Student Misconceptions in Chemistry

3. Sponsoring agency none

4. Project Period (contact with participants): From 08 / 29 / 2018 To 08 / 15 / 2018

5. Location of study Manawa School District, Manawa, WI

6. Number of human participants to be selected 55-65

7. Types of participants to be selected:

Normal Adults     Pregnant Women     Prisoners

Minors     Fetuses     Mentally Disabled or Delayed

8. Exemption from Committee Review Requested?  Yes  No

If "yes", indicate basis for exemption. For complete descriptions of the exempt categories of research, see:

<http://www.sdstate.edu/research/compliance/humansubjects/index.cfm>

Educational Research     Educational Tests     Study of Existing Data

Survey/Interview Research     Observational Research     Food Tasting

*(The above do not automatically make a project exempt; it may require expedited or full committee review.)*

9. Will any drugs, chemical or biological agents be administered to human subjects?

Yes  No *If Yes, include documentation regarding safety from a source other than the manufacturer in METHODS.*

10. Will specimens or samples of tissues, body fluids, or other substances be collected from participants?

Yes  No *If Yes, include details of collection, storage, labeling, use, and disposal in METHODS.*

11. Has each investigator involved in the study completed CITI on-line training and filed a copy of the certificate in the Office of Research and Sponsored Programs?  Yes  No

12. **Research Protocol:** Complete a description of the proposed study following instructions.

13. **Informed Consent:** Attach copies of all forms which will be used to obtain the legally effective informed consent of human subjects or their legal representatives, or justification why informed consent should be altered or waived.

14. **Additional Materials:** Attach a copy of all surveys, recruitment materials, and any other relevant documents.

**Authorized Signatures:**Principal Investigator Erik Duhn Date 07/24/2018I  do  do not wish to appear before the committeeAdvisor (if student project) Dr. Matthew Miller Date 07/24/2018Department Head or Dean Dr. Douglas Raynie Date 07/24/2018**Research Protocol**

**PLEASE DELETE ALL ITALICIZED INSTRUCTIONS BEFORE SUBMISSION**

**A. Objectives:**

The purpose of this action research is to determine whether minimal teacher intervention is effective in dispelling student misconceptions. This study will take place in the introductory Chemistry course at Little Wolf Senior High School in Manawa, Wisconsin.

Students do not enter the classroom as a tabula rasa, rather they come in with their own preconceived notions of the world around them. Some of these conceptions are incorrect and are called misconceptions. Traditionally, teachers work hard to correct these ideas, spending direct one-on-one time between students and teacher. This study is an attempt to reduce the amount of time required to dispel misconceptions in science. Instead of a traditional approach, a true statement will be posted during normal instruction. This will require substantially less effort on the teacher's part and perhaps will still dispel misconceptions.

Students will be given a standardized assessment built from the American Association for the Advancement of Science (AAAS) test bank of misconceptions 5 times in the year. This means once at the beginning of the beginning of the year in September, and once after each quarter in November, January, March and June. The list of misconceptions for each unit will be compiled from the AAAS database. Of those misconceptions, many will be omitted from the survey for the sake of brevity. Change in misconceptions will be quantitatively measured through this standardized assessment.

**Research Questions**

1. In the classroom setting, how do student misconceptions in science change after being shown true statements during classroom instruction?
2. How do student misconceptions in science change over time?
3. How do student misconceptions compare to teacher misconceptions within the same district?

## **B. Participants:**

There will be between 35-45 minor participants from the Chemistry class at Little Wolf Senior High School in Manawa, Wisconsin. The Little Wolf Junior/Senior High School, according to the Wisconsin Department of Public Instruction, had an enrollment of 339 in the 2017-2018 school year. The ethnicity of the school is as follows: 93.8% white, 2.4% Two or More, 2.1% Hispanic, 0.9% Asian, 0.6% Amer Indian, 0.3% Black. The school is registered as a Title I school with 29.5% economically disadvantaged and of the student population, 7.1% are registered with disabilities.

There will be 2 adult participants. Each are white, experienced teachers in the field of science.

## **C. Time Required for Individual Participants:**

Each minor participant will be asked to fill out a survey multiple times over the course of the school year. Each of the 5 iterations of the survey will require 10-20 minutes of attention. Each adult participant will be asked to fill out the same survey as the minor participants. This will require 10-20 minutes of attention.

## **D. Compensation to Participants:**

There will be no compensation to participants.

## **E. Benefits to Participants:**

Participants will have the opportunity to be more aware of their own science misconceptions and gain knowledge.

## **F. Methods:**

Throughout the school year, students in Chemistry will be asked 31 questions on Chemistry and laboratory misconceptions. These questions will be asked on tests given at the beginning of the year and at the end of each quarter for a total of 5 tests. This means once at the beginning of the beginning of the year in September, and once after each quarter in November, January, March and June.

The students' previous science teachers in junior high and senior high will also be asked to complete this same survey one time.

This survey will be administered through the American Association for the Advancement of Science website. Students will go to a link provided and complete the survey. Students will be asked to give the following optional information:

- Gender
- Race
- Age
- Education level
- English as a primary language
- Location of school attendance
  - Country
  - State
  - Postal code

This information will not be used by myself, rather it will be compiled for use by the American Association for the Advancement of Science.

During normal instruction, true statements from misconceptions will be directly stated. Students will not be told what the misconceptions are, rather they will be told what the correct statements are. These correct statements will be many in comparison to the number of questions on the survey for sake of brevity. This will allow students to not simply memorize statements for the survey.

Surveys will be given during normal class time. Students who opt to not participate in the study will be asked to read a science article and write a short summary during that time.

As researcher, I am responsible for student instruction. Therefore, if a student has any questions about science, then I have the responsibility to answer it to the fullest. In this case, any misconception that is questioned or demonstrated against must be logged in a journal. For each class that inquires more deeply about misconceptions, this will be logged in the journal.

#### **G. Risks to Participants:**

There are no foreseeable risks.

#### **H. Risk Reduction:**

There are no foreseeable risks.

### **I. Confidentiality:**

Students taking the misconception survey will be asked to give their initials. This will make their survey readily recognizable to the instructor. Student responses will be kept on the server for the American Association for the Advancement of Science. This will be accessible by internet, but not saved on any external hard drive. The data will be transcribed onto a secure flash drive without student descriptors for analysis on a microsoft excel. This will be kept in a secure cabinet at Little Wolf Junior/Senior High School. I will be the only person with access to this cabinet. This security will be maintained for 7 years after the conclusion of this project, at which time the data will be destroyed.

### **J. Recruitment:**

Students placed in Chemistry will be asked to fill out a misconception survey. Previous middle school and high school science teachers will also be asked to fill out the same survey. These will be students and teachers will be in the School District of Manawa.

Student Participation Assent Form  
Participation in a Research Project  
South Dakota State University  
Brookings, SD 57007

Department of Chemistry and Biochemistry

Project Director: Erik Duhn

Phone No. 920-389-1240

E-mail: [erik.duhn@jacks.sdstate.edu](mailto:erik.duhn@jacks.sdstate.edu)

Date: July 24, 2018

**Please read (listen to) the following information:**

1. This is an invitation for you as a student to participate in a research project under the direction of Erik Duhn.
2. The project is entitled "Links to Student Misconceptions in Chemistry".
3. The purpose of the project is to analyze student misconceptions in Chemistry.
4. If you assent to participate, you will be involved in the following questionnaire which will take about 10-20 minutes of your time. You will be asked to complete this survey 5 times throughout the school year. You will be asked to answer the questions truthfully to the best of your ability.
5. Participation in this project is voluntary. You have the right to withdraw at any time without penalty. If you have any questions, you may contact the project director at the number listed above.
6. There are no known risks to your participation in the study. Questions about your demographic data is optional. I encourage you to answer the questions, however if you are uncomfortable sharing this data, then you are free to refrain.
7. The benefits to you are a gained awareness of science misconceptions in Chemistry.
8. There is no compensation for your participation in this study.
9. Your confidentiality is only as secure as your equipment; no guarantees can be made regarding the interception of data via the internet. Other information collected may include your IP address and browser type. For more information on AAAS's privacy and security policies visit: <https://www.aaas.org/privacy-policy> When the data and analysis are presented, you will not be linked to the data by your name, title or any other identifying item.
10. As a research participant, I have read the above, have had any questions answered, and agree to participate in the research project. I will receive a copy of this form for my information.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this study you may contact the Project Director. If you have questions regarding your rights as a participant, you can contact the SDSU Research Compliance Coordinator at (605) 688-6975 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).

This project has been approved by the SDSU Institutional Review Board, Approval No.: \_\_\_\_\_





Participant Consent Form  
Participation in a Research Project  
South Dakota State University  
Brookings, SD 57007

Department of Chemistry and Biochemistry

Project Director: Erik Duhn

Phone No. 920-389-1240

E-mail: [erik.duhn@jacks.sdstate.edu](mailto:erik.duhn@jacks.sdstate.edu)

Date: July 24, 2018

**Please read (listen to) the following information:**

1. This is an invitation for you as a teacher to participate in a research project under the direction of Erik Duhn.
2. The project is entitled "Links to Student Misconceptions in Chemistry".
3. The purpose of the project is to analyze student misconceptions in Chemistry.
4. If you consent to participate, you will be involved in the following process which will take about 10-20 minutes of your time: You will be asked to answer the questions truthfully to the best of your ability.
5. Participation in this project is voluntary. You have the right to withdraw at any time without penalty. If you have any questions, you may contact the project director at the number listed above.
6. There are no known risks to your participation in the study. Questions about your demographic data is optional. I encourage you to answer the questions, however if you are uncomfortable sharing this data, then you are free to refrain.
7. The benefits to you are a gained awareness of science misconceptions in Chemistry.
8. There is no compensation for your participation in this study.
9. Your confidentiality is only as secure as your equipment; no guarantees can be made regarding the interception of data via the internet. Other information collected may include your IP address and browser type. For more information on AAAS's privacy and security policies visit: <https://www.aaas.org/privacy-policy> When the data and analysis are presented, you will not be linked to the data by your name, title or any other identifying item. When the data and analysis are presented, you will not be linked to the data by your name, title or any other identifying item.
10. As a research participant, I have read the above, have had any questions answered, and agree to participate in the research project. I will receive a copy of this form for my information.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this study you may contact the Project Director. If you have questions regarding your rights as a participant, you can contact the SDSU Research Compliance Coordinator at (605) 688-6975 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).

This project has been approved by the SDSU Institutional Review Board, Approval No.: \_\_\_\_\_

Parental Permission Form  
Participation in a Research Project  
South Dakota State University  
Brookings, SD 57007

Department of Chemistry and Biochemistry

Project Director: Erik Duhn

Phone No. 920-389-1240

E-mail: [erik.duhn@jacks.sdstate.edu](mailto:erik.duhn@jacks.sdstate.edu)

Date: July 24, 2018

**Please read (listen to) the following information:**

1. This is an invitation for your son/daughter/ward or “child” to participate in a research project under the direction of Erik Duhn.
2. The project is entitled “Links to Student Misconceptions in Chemistry”.
3. The purpose of the project is to analyze student misconceptions in Chemistry.
4. If your child assents to participate, your child will be involved in the following questionnaire which will take about 10-20 minutes of your child’s time. Your child will be asked to complete this survey 5 times throughout the school year. Your child will be asked to answer the questions truthfully to the best of your child’s ability.
5. Participation in this project is voluntary. You or your child have the right to withdraw at any time without penalty. If you have any questions, you may contact the project director at the number listed above.
6. There are no known risks to your child’s participation in the study. Questions about your child’s demographic data is optional. I encourage your child to answer the questions, however if your child is uncomfortable sharing this data, then your child is free to refrain.
7. The benefits to your child is a gained awareness of science misconceptions in Chemistry.
8. There is no compensation for your child’s participation in this study.
9. Your child’s confidentiality is only as secure as your child’s equipment; no guarantees can be made regarding the interception of data via the internet. Other information collected may include your child’s IP address and browser type. For more information on AAAS’s privacy and security policies visit: <https://www.aaas.org/privacy-policy> When the data and analysis are presented, your child will not be linked to the data by your child’s name, title or any other identifying item.
10. Your child will be informed of all research activities and will be given the choice to participate. If your child at any time indicates that participation in the project is causing stress or that participation is no longer voluntary, the project will immediately be terminated.

As the parent of a research participant, I have read the above, have had any questions answered, and agree to allow my child \_\_\_\_\_ to participate in the research project.

I will receive a copy of this form for my information.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this study you may contact the Project Director. If you have questions regarding your rights as a participant, you can contact the SDSU Research Compliance Coordinator at (605) 688-6975 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).



Human Subjects Committee - Checklist  
South Dakota State University

**COMPLETE by checking all appropriate items and INCLUDE THIS SHEET IN ALL SUBMISSIONS**

Project Director: \_\_\_\_\_

Project Title: \_\_\_\_\_

**TITLE**

1. \_\_\_ Does the title of the study appear and match the title used throughout the proposal?

**INVITATION TO PARTICIPATE**

2. \_\_\_ Does the consent form begin with a clear invitation to participate?

3. \_\_\_ Is there a description of who participants will be; how they were selected?

**PURPOSE**

4. \_\_\_ Is there a clear statement of the purpose of the research?

5. \_\_\_ Does it state who is conducting the research?

6. \_\_\_ Does the consent form state that participation is voluntary?

7. \_\_\_ Is it stated that the participant may withdraw without penalty?

**PROCEDURES**

8. \_\_\_ Is the explanation of procedures adequate?

9. \_\_\_ Are copies of the instruments attached?

10. \_\_\_ Has permission to use instruments been obtained, if was developed by someone else?

11. \_\_\_ Does it state amount of time the participant will be involved?

**BENEFITS**

12. \_\_\_ Is the statement of potential benefits complete?

**COMPENSATION**

13. \_\_\_ Is the availability of compensation stated?

14. \_\_\_ Is there any cost to the participants?

15. \_\_\_ Is there compensation in case of injury?

16. \_\_\_ Is there alternative treatment available?

17. \_\_\_ Is there a statement on emergency medical treatment (for more than minimal risk studies)?

**RISKS**

18. \_\_\_ Is the description of the potential risks and discomforts complete?

19. \_\_\_ Are methods of risk reduction in place? (i.e., referral in case of upset due to questions asked)

20. \_\_\_ Does it state that the investigator may remove a participant from the study if it is in their best interest?

**CONFIDENTIALITY**

21. \_\_\_ Is the assurance of confidentiality, when applicable clear and complete?

22. \_\_\_ Is the FDA access (or other access) to research records statement included, if applicable?

23. \_\_\_ Has the participant had an opportunity to ask questions and they have been provided with contact information should they questions in the future?

24. \_\_\_ Does it state that participants will receive a copy of the consent form?

**SIGNATURES**

25. \_\_\_ Are there dated subject and investigator blanks?

**GENERAL QUESTIONS**

26. \_\_\_ Is the investigator's name and phone number on the form (i.e., signature block)

27. \_\_\_ Is the consent form written in "lay language"?

28. \_\_\_ Is the consent form free of any exculpatory language? (That is, no PI can claim that they are not responsible for anything that happens to a participant do to their participation in their study).

29. \_\_\_ If children are included as subjects, is provision made for securing the assent of the child and the consent of the parent/guardian?

30. \_\_\_ Has permission been obtained from schools, agencies involved?

31. \_\_\_ What is the overall risk classification? Minimal? Greater than minimal?

**PROTOCOL QUESTIONS**

32. \_\_\_ Do you have any major questions pertaining to the protocol (indicate on back with page # and section referenced)?



# SOUTH DAKOTA STATE UNIVERSITY

## Institutional Review Board

Investigator: Erik Peter Duhn

Project Title: Links to Student Misconceptions in Chemistry

Determination: Expedited, Category 7

Approval #: IRB-1808014-EXP

Duration: August 27, 2018 - August 26, 2019

The project referenced above has been approved by the Institutional Review Board (IRB) for the protection of human subjects through expedited review. The proposed activity was deemed to be no greater than minimal risk and congruent with expedited category number (7) outlined in 45 CFR 46, section 110.

Note: Any changes to the protocol or related documents must be approved by the IRB before implementation. Unanticipated problems or adverse events must be promptly reported to the IRB. This approval is valid for one year. If you require additional time to complete your study, please submit an extension request. SDBOR regulations require that research data be retained for seven years following completion of a study, and research materials for three years. Please notify the IRB when your study concludes.

Dianne Nagy  
Research Integrity and Compliance Officer  
August 27, 2018



# **SOUTH DAKOTA STATE UNIVERSITY**

## **Institutional Review Board**

Investigator: Erik Peter Duhn

Project Title: Links to Student Misconceptions in Chemistry

Determination: Expedited, Category 7

Approval #: IRB-1808014-EXP

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Dianne Nagy  
Research Integrity and Compliance Officer  
August 27, 2018

Human Subjects Committee  
**Human Subjects Approval Request**  
South Dakota State University

Exempt     Expedited Review     Committee Review

1. Principal investigator Erik Peter Duhn Phone No. 608-215-1346

E-mail address of principal investigator erik.duhn@jacks.sdstate.edu

Faculty     Graduate Student     Undergraduate Student     Not SDSU Researcher

If student, faculty advisor Dr. Matthew Miller

College/School Graduate School Department Chemistry & Biochemistry

(Please use an additional sheet to list names and contact information for others involved with the project).

2. Project title Links to Student Misconceptions in Chemistry

3. Sponsoring agency none

4. Project Period (contact with participants): From 08 / 29 / 2018 To 08 / 15 / 2018

5. Location of study Manawa School District, Manawa, WI

6. Number of human participants to be selected 55-65

7. Types of participants to be selected:

Normal Adults     Pregnant Women     Prisoners  
 Minors     Fetuses     Mentally Disabled or Delayed

8. Exemption from Committee Review Requested?  Yes  No

If "yes", indicate basis for exemption. For complete descriptions of the exempt categories of research, see:

<http://www.sdstate.edu/research/compliance/humansubjects/index.cfm>

Educational Research     Educational Tests     Study of Existing Data  
 Survey/Interview Research     Observational Research     Food Tasting

*(The above do not automatically make a project exempt; it may require expedited or full committee review.)*

9. Will any drugs, chemical or biological agents be administered to human subjects?

Yes  No *If Yes, include documentation regarding safety from a source other than the manufacturer in METHODS.*

10. Will specimens or samples of tissues, body fluids, or other substances be collected from participants?

Yes  No *If Yes, include details of collection, storage, labeling, use, and disposal in METHODS.*

11. Has each investigator involved in the study completed CITI on-line training and filed a copy of the certificate in the Office of Research and Sponsored Programs?  Yes  No

12. **Research Protocol:** Complete a description of the proposed study following instructions.

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14. **Additional Materials:** Attach a copy of all surveys, recruitment materials, and any other relevant documents.

**Authorized Signatures:**Principal Investigator Erik Duhn Date 07/24/2018I  do  do not wish to appear before the committeeAdvisor (if student project) Dr. Matthew Miller Date 07/24/2018Department Head or Dean Dr. Douglas Raynie Date 07/24/2018**Research Protocol***PLEASE DELETE ALL ITALICIZED INSTRUCTIONS BEFORE SUBMISSION***A. Objectives:**

The purpose of this action research is to determine whether minimal teacher intervention is effective in dispelling student misconceptions. This study will take place in the introductory Chemistry course at Little Wolf Senior High School in Manawa, Wisconsin.

Students do not enter the classroom as a tabula rasa, rather they come in with their own preconceived notions of the world around them. Some of these conceptions are incorrect and are called misconceptions. Traditionally, teachers work hard to correct these ideas, spending direct one-on-one time between students and teacher. This study is an attempt to reduce the amount of time required to dispel misconceptions in science. Instead of a traditional approach, a true statement will be posted during normal instruction. This will require substantially less effort on the teacher's part and perhaps will still dispel misconceptions.

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**Research Questions**

1. In the classroom setting, how do student misconceptions in science change after being shown true statements during classroom instruction?
2. How do student misconceptions in science change over time?
3. How do student misconceptions compare to teacher misconceptions within the same district?



**B. Participants:**

There will be between 35-45 minor participants from the Chemistry class at Little Wolf Senior High School in Manawa, Wisconsin. The Little Wolf Junior/Senior High School, according to the Wisconsin Department of Public Instruction, had an enrollment of 339 in the 2017-2018 school year. The ethnicity of the school is as follows: 93.8% white, 2.4% Two or More, 2.1% Hispanic, 0.9% Asian, 0.6% Amer Indian, 0.3% Black. The school is registered as a Title I school with 29.5% economically disadvantaged and of the student population, 7.1% are registered with disabilities.

There will be 2 adult participants. Each are white, experienced teachers in the field of science.

**C. Time Required for Individual Participants:**

Each minor participant will be asked to fill out a survey multiple times over the course of the school year. Each of the 5 iterations of the survey will require 10-20 minutes of attention. Each adult participant will be asked to fill out the same survey as the minor participants. This will require 10-20 minutes of attention.

**D. Compensation to Participants:**

There will be no compensation to participants.

**E. Benefits to Participants:**

Participants will have the opportunity to be more aware of their own science misconceptions and gain knowledge.

**F. Methods:**

Throughout the school year, students in Chemistry will be asked 31 questions on Chemistry and laboratory misconceptions. These questions will be asked on tests given at the beginning of the year and at the end of each quarter for a total of 5 tests. This means once at the beginning of the beginning of the year in September, and once after each quarter in November, January, March and June.

The students' previous science teachers in junior high and senior high will also be asked to complete this same survey one time.

This survey will be administered through the American Association for the Advancement of Science website. Students will go to a link provided and complete the survey. Students will be asked to give the following optional information:

- Gender
- Race
- Age
- Education level
- English as a primary language
- Location of school attendance
  - Country
  - State
  - Postal code

This information will not be used by myself, rather it will be compiled for use by the American Association for the Advancement of Science.

During normal instruction, true statements from misconceptions will be directly stated. Students will not be told what the misconceptions are, rather they will be told what the correct statements are. These correct statements will be many in comparison to the number of questions on the survey for sake of brevity. This will allow students to not simply memorize statements for the survey.

Surveys will be given during normal class time. Students who opt to not participate in the study will be asked to read a science article and write a short summary during that time.

As researcher, I am responsible for student instruction. Therefore, if a student has any questions about science, then I have the responsibility to answer it to the fullest. In this case, any misconception that is questioned or demonstrated against must be logged in a journal. For each class that inquires more deeply about misconceptions, this will be logged in the journal.

#### **G. Risks to Participants:**

There are no foreseeable risks.

#### **H. Risk Reduction:**

There are no foreseeable risks.

### **I. Confidentiality:**

Students taking the misconception survey will be asked to give their initials. This will make their survey readily recognizable to the instructor. Student responses will be kept on the server for the American Association for the Advancement of Science. This will be accessible by internet, but not saved on any external hard drive. The data will be transcribed onto a secure flash drive without student descriptors for analysis on a microsoft excel. This will be kept in a secure cabinet at Little Wolf Junior/Senior High School. I will be the only person with access to this cabinet. This security will be maintained for 7 years after the conclusion of this project, at which time the data will be destroyed.

### **J. Recruitment:**

Students placed in Chemistry will be asked to fill out a misconception survey. Previous middle school and high school science teachers will also be asked to fill out the same survey. These will be students and teachers will be in the School District of Manawa.

Student Participation Assent Form  
Participation in a Research Project  
South Dakota State University  
Brookings, SD 57007

Department of Chemistry and Biochemistry

Project Director: Erik Duhn

Phone No. 920-389-1240

E-mail: [erik.duhn@jacks.sdstate.edu](mailto:erik.duhn@jacks.sdstate.edu)

Date: July 24, 2018

**Please read (listen to) the following information:**

1. This is an invitation for you as a student to participate in a research project under the direction of Erik Duhn.
2. The project is entitled "Links to Student Misconceptions in Chemistry".
3. The purpose of the project is to analyze student misconceptions in Chemistry.
4. If you assent to participate, you will be involved in the following questionnaire which will take about 10-20 minutes of your time. You will be asked to complete this survey 5 times throughout the school year. You will be asked to answer the questions truthfully to the best of your ability.
5. Participation in this project is voluntary. You have the right to withdraw at any time without penalty. If you have any questions, you may contact the project director at the number listed above.
6. There are no known risks to your participation in the study. Questions about your demographic data is optional. I encourage you to answer the questions, however if you are uncomfortable sharing this data, then you are free to refrain.
7. The benefits to you are a gained awareness of science misconceptions in Chemistry.
8. There is no compensation for your participation in this study.
9. Your confidentiality is only as secure as your equipment; no guarantees can be made regarding the interception of data via the internet. Other information collected may include your IP address and browser type. For more information on AAAS's privacy and security policies visit: <https://www.aaas.org/privacy-policy> When the data and analysis are presented, you will not be linked to the data by your name, title or any other identifying item.
10. As a research participant, I have read the above, have had any questions answered, and agree to participate in the research project. I will receive a copy of this form for my information.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this study you may contact the Project Director. If you have questions regarding your rights as a participant, you can contact the SDSU Research Compliance Coordinator at (605) 688-6975 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).

This project has been approved by the SDSU Institutional Review Board, Approval No.: \_\_\_\_\_



Participant Consent Form  
Participation in a Research Project  
South Dakota State University  
Brookings, SD 57007

Department of Chemistry and Biochemistry

Project Director: Erik Duhn

Phone No. 920-389-1240

E-mail: [erik.duhn@jacks.sdstate.edu](mailto:erik.duhn@jacks.sdstate.edu)

Date: July 24, 2018

**Please read (listen to) the following information:**

1. This is an invitation for you as a teacher to participate in a research project under the direction of Erik Duhn.
2. The project is entitled "Links to Student Misconceptions in Chemistry".
3. The purpose of the project is to analyze student misconceptions in Chemistry.
4. If you consent to participate, you will be involved in the following process which will take about 10-20 minutes of your time: You will be asked to answer the questions truthfully to the best of your ability.
5. Participation in this project is voluntary. You have the right to withdraw at any time without penalty. If you have any questions, you may contact the project director at the number listed above.
6. There are no known risks to your participation in the study. Questions about your demographic data is optional. I encourage you to answer the questions, however if you are uncomfortable sharing this data, then you are free to refrain.
7. The benefits to you are a gained awareness of science misconceptions in Chemistry.
8. There is no compensation for your participation in this study.
9. Your confidentiality is only as secure as your equipment; no guarantees can be made regarding the interception of data via the internet. Other information collected may include your IP address and browser type. For more information on AAAS's privacy and security policies visit: <https://www.aaas.org/privacy-policy> When the data and analysis are presented, you will not be linked to the data by your name, title or any other identifying item. When the data and analysis are presented, you will not be linked to the data by your name, title or any other identifying item.
10. As a research participant, I have read the above, have had any questions answered, and agree to participate in the research project. I will receive a copy of this form for my information.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this study you may contact the Project Director. If you have questions regarding your rights as a participant, you can contact the SDSU Research Compliance Coordinator at (605) 688-6975 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).

This project has been approved by the SDSU Institutional Review Board, Approval No.: \_\_\_\_\_

Parental Permission Form  
Participation in a Research Project  
South Dakota State University  
Brookings, SD 57007

Department of Chemistry and Biochemistry

Project Director: Erik Duhn

Phone No. 920-389-1240

E-mail: [erik.duhn@jacks.sdstate.edu](mailto:erik.duhn@jacks.sdstate.edu)

Date: July 24, 2018

**Please read (listen to) the following information:**

1. This is an invitation for your son/daughter/ward or “child” to participate in a research project under the direction of Erik Duhn.
2. The project is entitled “Links to Student Misconceptions in Chemistry”.
3. The purpose of the project is to analyze student misconceptions in Chemistry.
4. If your child assents to participate, your child will be involved in the following questionnaire which will take about 10-20 minutes of your child’s time. Your child will be asked to complete this survey 5 times throughout the school year. Your child will be asked to answer the questions truthfully to the best of your child’s ability.
5. Participation in this project is voluntary. You or your child have the right to withdraw at any time without penalty. If you have any questions, you may contact the project director at the number listed above.
6. There are no known risks to your child’s participation in the study. Questions about your child’s demographic data is optional. I encourage your child to answer the questions, however if your child is uncomfortable sharing this data, then your child is free to refrain.
7. The benefits to your child is a gained awareness of science misconceptions in Chemistry.
8. There is no compensation for your child’s participation in this study.
9. Your child’s confidentiality is only as secure as your child’s equipment; no guarantees can be made regarding the interception of data via the internet. Other information collected may include your child’s IP address and browser type. For more information on AAAS’s privacy and security policies visit: <https://www.aaas.org/privacy-policy> When the data and analysis are presented, your child will not be linked to the data by your child’s name, title or any other identifying item.
10. Your child will be informed of all research activities and will be given the choice to participate. If your child at any time indicates that participation in the project is causing stress or that participation is no longer voluntary, the project will immediately be terminated.

As the parent of a research participant, I have read the above, have had any questions answered, and agree to allow my child \_\_\_\_\_ to participate in the research project.

I will receive a copy of this form for my information.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding this study you may contact the Project Director. If you have questions regarding your rights as a participant, you can contact the SDSU Research Compliance Coordinator at (605) 688-6975 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).





Human Subjects Committee - Checklist  
South Dakota State University

**COMPLETE by checking all appropriate items and INCLUDE THIS SHEET IN ALL SUBMISSIONS**

Project Director: \_\_\_\_\_

Project Title: \_\_\_\_\_

**TITLE**

1. \_\_\_ Does the title of the study appear and match the title used throughout the proposal?

**INVITATION TO PARTICIPATE**

2. \_\_\_ Does the consent form begin with a clear invitation to participate?

3. \_\_\_ Is there a description of who participants will be; how they were selected?

**PURPOSE**

4. \_\_\_ Is there a clear statement of the purpose of the research?

5. \_\_\_ Does it state who is conducting the research?

6. \_\_\_ Does the consent form state that participation is voluntary?

7. \_\_\_ Is it stated that the participant may withdraw without penalty?

**PROCEDURES**

8. \_\_\_ Is the explanation of procedures adequate?

9. \_\_\_ Are copies of the instruments attached?

10. \_\_\_ Has permission to use instruments been obtained, if was developed by someone else?

11. \_\_\_ Does it state amount of time the participant will be involved?

**BENEFITS**

12. \_\_\_ Is the statement of potential benefits complete?

**COMPENSATION**

13. \_\_\_ Is the availability of compensation stated?

14. \_\_\_ Is there any cost to the participants?

15. \_\_\_ Is there compensation in case of injury?

16. \_\_\_ Is there alternative treatment available?

17. \_\_\_ Is there a statement on emergency medical treatment (for more than minimal risk studies)?

**RISKS**

18. \_\_\_ Is the description of the potential risks and discomforts complete?

19. \_\_\_ Are methods of risk reduction in place? (i.e., referral in case of upset due to questions asked)

20. \_\_\_ Does it state that the investigator may remove a participant from the study if it is in their best interest?

**CONFIDENTIALITY**

21. \_\_\_ Is the assurance of confidentiality, when applicable clear and complete?

22. \_\_\_ Is the FDA access (or other access) to research records statement included, if applicable?

23. \_\_\_ Has the participant had an opportunity to ask questions and they have been provided with contact information should they questions in the future?

24. \_\_\_ Does it state that participants will receive a copy of the consent form?

**SIGNATURES**

25. \_\_\_ Are there dated subject and investigator blanks?

**GENERAL QUESTIONS**

26. \_\_\_ Is the investigator's name and phone number on the form (i.e., signature block)

27. \_\_\_ Is the consent form written in "lay language"?

28. \_\_\_ Is the consent form free of any exculpatory language? (That is, no PI can claim that they are not responsible for anything that happens to a participant do to their participation in their study).

29. \_\_\_ If children are included as subjects, is provision made for securing the assent of the child and the consent of the parent/guardian?

30. \_\_\_ Has permission been obtained from schools, agencies involved?

31. \_\_\_ What is the overall risk classification? Minimal? Greater than minimal?

**PROTOCOL QUESTIONS**

32. \_\_\_ Do you have any major questions pertaining to the protocol (indicate on back with page # and section referenced)?

with brave  
wings  
she flies



Thank You

Thanks so much  
for the beautiful  
plant. Your kindness  
and support during  
this difficult time  
is truly appreciated.

Sincerely,  
DeDee

*Perhaps you sent a lovely card.  
Or sat quietly in a chair  
perhaps you sent a funeral spray.  
If so we saw it there  
Perhaps you spoke the kindest words.  
As any friend could say.  
Perhaps you were not there at all.  
Just thought of us that day.  
Whatever you did to console our hearts.  
We thank you so much whatever the part.*

*By the family of*

**Bette Ferg**



School District Staff  
Thank You Very much  
For the Plant You  
Sent - we all Appreciate  
Your THOUGHTFULNESS  
in thinking of  
Our family.

*To thank you for  
your kindness and sympathy  
at a time when it was  
deeply appreciated*

The family of Arthur Pethke

SOME KIDS ARE SMARTER THAN YOU.

SOME KIDS ARE BETTER AT SPORTS THAN YOU.

SOME KIDS HAVE COOLER CLOTHES THAN YOU.

★ IT DOESN'T MATTER. ★

YOU HAVE YOUR THING TOO.

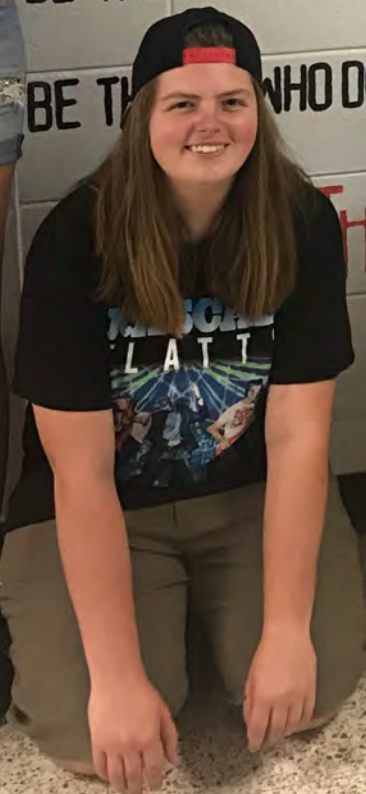
BE THE KID WHO CAN GET ALONG.

BE THE KID WHO IS GENEROUS.

BE THE KID WHO IS HAPPY FOR OTHERS.

BE THE KID WHO DOES THE RIGHT THING.

BE THE KID!



SOME KIDS ARE **SMARTER** THAN YOU.

SOME KIDS ARE **BETTER AT SPORTS** THAN YOU.

SOME KIDS HAVE **COOLER CLOTHES** THAN YOU.

★ **IT DOESN'T MATTER.** ★

**YOU HAVE YOUR THING TOO.**

BE THE KID WHO CAN **GET ALONG.**

BE THE KID WHO IS **GENEROUS.**

BE THE KID WHO IS **HAPPY** FOR OTHERS.

BE THE KID WHO DOES THE **RIGHT THING.**

♥ **BE THE NICE KID!** ♥



Sep 11, 2018

To: Dr. Oppor

From: Mr. Wolfgram

Re: September Board Recognition

I would like to recognize the following students for their academic achievement over the summer. Colin Moser, Andrew Elmhurst and Ethan Tellock all compacted the Advanced Algebra curriculum under the guidance of Mary Eck. They completed a whole year's worth of curriculum in one summer so they can accelerate through the math offerings at Little Wolf Jr./Sr. High School. Great job!



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie Oppor  
From: Michelle Pukita  
Date: Sept. 10, 2018  
Re: Staff and Program Highlights

---

- **First Week of School:** The school year is off to a great start. The first day we practiced fire, tornado, and intruder safety drills, following the procedures in the Emergency Response Protocol Handbook. The students and staff did a great job with these safety drills. As I have been walking through the school and visiting the classrooms, students are all on task working on routines and procedures that teachers are putting in place.



- **Morning Meeting:** As soon as morning announcements are complete, students and teachers gather in a circle to greet one another, share important events happening in their lives, do a team building activity, do a morning message, and review the daily schedule. This 15-minute meeting can do so much to help build strong relationships with one another. There are many parts of the morning meeting that are used as part of a Trauma-Informed Care Sensitive classroom. The 15 minutes spent on participating in a meaningful morning meeting means a student has the opportunity to belong to and be a meaningful part of their school community.







- **MES Mission Statement:** MES has revised the mission statement for the 2018-2019 school year. The following is our mission:  
*MES is a supportive and encouraging environment where children and staff can learn and grow through a collaborative and positive approach. Staff and students will respect and listen to each other while sharing the responsibility of learning.*



**Students choosing to excel; realizing their strengths.**

To: Dr. Melanie Oppor

Fr: Dan Wolfgram

Date: 9/10/2018

Re: Staff and Program Highlights - September

---

**Ready, Set, Go!** Shiny halls, yellow buses, clean sneakers, brand new school supplies, and plenty of excitement; these are all the traditional highlights that mark the first day of school. The students at Little Wolf Jr./Sr. High School students returned with a sense of anticipation and enthusiasm.

While the day was soggy and gloomy outside, the students were greeted by warm smiling teachers and were welcomed back with an all-school assembly that introduced the instructional staff. This year's student body will be experiencing several new staff members and a wealth of educational opportunities. The shortened week, due to the Labor Day holiday, helped to ease both students and staff into the 2018-2019 school year.





**Little Wolf Jr./ Sr. High School Mission Statement:** During the week of teacher in-service, time was designated for staff to identify their core values of the school. From there, staff collaboratively revised the school mission statement seen below:

*Our school is committed to building healthy relationships, focusing on high expectations, bolstering individual academic excellence, and creating a safe environment of respect and responsibility.*

**Positive Behavior Interventions and Supports (PBIS):** Staff dedicated time during teacher in-service week to produce their classroom behavior matrices. New staff were indoctrinated to the behavior matrix for the school and taught reporting procedures for minor and major offenses. New rewards have been put in place for the year as well as quarterly rewards.

Each month, students will gather for a PBIS assembly. The purpose of each assembly will be to recognize students who demonstrate exemplary behavior and improvement in an identified area. Students can place the ticket into the reward bucket of their choice in the main office. A drawing at the assembly will determine the random prize winners. Students also have an opportunity to save up their tickets to “buy” items from a selected list of incentives which include but are not limited to: free admission to Homecoming/Prom, free concession items, and individualized staff incentives.

Additionally, the staff would like to recognize a greater number of students in a variety of venues. The staff will nominate and vote on “Student of the Month.” Staff will vote on students that exemplify monthly character traits. Staff will recognize one student from 7th/8th grade, 9th/10th, and 11th/12th grade for each of the following areas: academic, behavior, and co-curricular.



**Students choosing to excel; realizing their strengths.**

**To:** Dr. Melanie Oppor

**From:** Carmen O'Brien

**cc:** Board of Education

**Date:** September 17, 2018

**Re:** Business Office Highlights and Updates

---

I am happy to report that the annual audit went well. All financial reports for the 2017-18 school year have been submitted thus far. Reporting to the state is an ongoing process that peaks from September through November and keeps me very busy. You can look forward to an audit report from Erickson & Associates probably in December. The auditors can finish their reporting only after the Wisconsin Retirement System releases their data.

I continue to work on the 2018-19 budget. All salaries and benefits have been entered for all funds. The remaining accounts still require adjusting to bring the budgeted expenses closer to the estimated revenues. I have discussed possible scenarios in adjusting the Energy Efficiency levy to continue to keep the mill rate at \$9.14 with the finance committee.

The next month will encompass preparing for the annual meeting on October 22, 2018 and finalizing the 2018-19 budget. Official property valuations, the number of private school vouchers, the third Friday pupil count, and the amount of equalization aid will be released starting October 1-15, 2018.



To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: 9/10/18  
Re: Special Ed/Curriculum Update

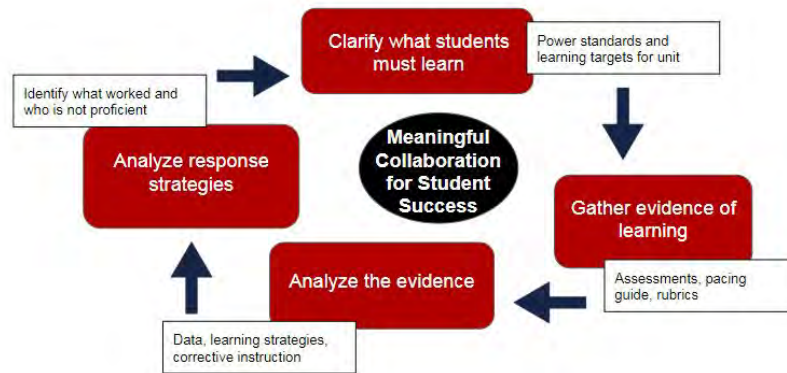
### Special Education

- We had a great start to the school year. So far we have 6 transfer students. Two at the HS who are coming from Iola under tuition sharing and four are at the elementary school.
- The special ed teachers meet with me on August 24th to kick off the school year. We had a very productive morning of getting updates, getting ready for the annual student plan review with regular education teachers and setting first semester IEP meetings. We have a fantastic team!
- The special ed teachers will be doing a book study of “Lost at School” by Ross Greene Ph.D. We invited any regular ed staff members who would like to join us. Thirteen other staff members decided to join this book study. This link will bring you to the [book’s description](#).

### Curriculum

- The principals and I met with Jeanne-marie Ciriacks from CESA 6 to discuss our options for Rapid Improvement Center trainings for the school year. We went through all the options and discussed where we think our staff is and what we can sustain. The principals and I decided that we would take a week to think it over, do some talking with staff and discuss our thoughts with the rest of the admin team before we make our decision. We will email Jeanne-marie by Sept. 14th with our decision.
- Jeanne-marie is looking over the plan-on-a-page the admin team completed over our admin retreat this summer. She is going to give us feedback and then the plans will go to the buildings so building staffs will create the building plan-on-a-page based on the district KPIs. The district plan becomes each buildings “what” with the building principal and his/her staff decide on the “how.” We are excited to continue this process in order to be strategic in moving the district toward a bright future.
- The PD team has decided to have 2 foci this year. The first going along with the DOJ Safety Grant. Janine Connolly will be training the staff on Trauma Informed Care. She did a preview during the district in-service this fall. The 2 part series will take place during half-day in-services on Oct 25th and Jan 21st. The second focus in on classroom differentiation. Both building teaching staffs will be doing a book study on “The Differentiated Classroom - Responding to the Needs of All Learners” by Carol Ann Tomlinson. The PD team will be meeting once a month to plan the book study. This link will bring you to the [book’s description](#).
- I have been meeting with principals and specialists to get ready for the first Wednesday PD time. Teachers will be working on a 4-step process during this time. The graphic below illustrates the process. This process came about through research I did over the summer. I identified 2 problems that I wanted to solve: 1. By the end of the school year PLC time felt more like a staff meeting instead of collaborating around students and data. and 2. The process that teachers were going through to write curriculum wasn’t what I

wanted it to be though I didn't know how to fix it. After discussions with Melanie and Carmen and reading a few books I created this process that melds the work of PLCs and unpacking the standards. Teachers will also be working on common formative assessments, scheduling time to respond to data from formative assessments and creating response strategies. The principals, Mrs. Sereau, Mrs. Pari and I will meet every week to plan the work and answer any of the questions staff had.



# Technology Board Report

September 13, 2018



## WiFi Home Project

We have selected Kajeet as our vendor for the WiFi. We expect to have them purchased in the next couple weeks. High school teachers will be part of the application and selection process.

## Touch Screen Chromebooks: Grade K & 1, Special Education

Grade 6 students received new chromebooks this fall. These devices have been redeployed to classrooms where the touch screens would be most effective in the classroom. Kindergarten and Grade 1 teachers received a ten or five devices respectively. Some have also been assigned to special education classrooms.

## eRate Update

This week we received notice our schools have been allocated \$2,996.99 for the 2019-20 school year in category 2 funding. Category 2 funds may be used for large project such as network and wireless infrastructure inside the schools. These are new funds that have been made available. Prior to this we had exhausted our allocated funds on previous technology infrastructure.

The 2019-20 school year is the last funding cycle of the program which began in 2015. Although no decision has been made, we are expecting the program will be continued in the future.

	Pre-Discount Remaining	Disc	Max Reimbursement Remaining
Manawa Elementary School	\$2,330.78	70%	\$1,631.55
Little Wolf Jr/Sr High School	\$1,950.64	70%	\$1,365.45

Minutes of the September 13, 2018 Finance Committee Meeting

Call to Order at 6:00 pm by R. Johnson

Present: J. Johnson, R. Johnson, Mrs. O'Brien, Dr. Oppor. Pohl excused.

1. Referenda Financial Questions from September 12, 2018 District-wide Meeting: Informational.
2. Energy Efficiency Nexus Payment Schedule Update: Informational.
3. SY1718 Budget Review: Informational.
4. SY1819 Budget Update: Informational.
5. Annual Meeting Preparation: Informational
6. Finance Committee Planning Guide: Informational.

Next Finance Committee Meeting Date: October 11, 2018 at 5:30 p.m.

Motion by: J. Johnson/R. Johnson to adjourn 6:52 p.m.

Joanne L. Johnson, Recorder





Minutes of the September 5, 2018 Policy & Human Resources Committee Meeting

Called to Order at 5:00 pm by Chair Pethke

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

1. Motion by J. Johnson/Forbes to reorder the agenda to move item #4 to item #2 on the agenda. Motion carried.
2. Review NEOLA po4231 and ag4231 Outside Activities and Related Professional Expectations: Motion by J. Johnson/Forbes to not adopt ag4231. Motion carried.  
Motion by J. Johnson/Forbes to amend po4231 to remove items E & F and present to full board as 1<sup>st</sup> Reading. Motion carried.
3. NEOLA po9510-Relations with Educational Researchers: Motion by J. Johnson/Forbes to recommend to the full Board as presented. Motion carried.
4. NEOLA ag9510-Relations with Educational Researchers: Motion by J. Johnson/Forbes recommend to the full Board as presented. Motion carried.
5. Review ag6000's-Finance: Motion by Forbes/J. Johnson to recommend to full Board as presented. Motion carried.
6. Policy & Human Resources Planning Guide: Informational

Next meeting date: October 3, 2018 at 5:00 pm

Motion by Forbes/J. Johnson to adjourn at 5:40pm. Motion carried.

J. Johnson, Recording Secretary

**RESOLUTION SY1819#5**  
**September 17, 2018**

Whereas, Section 120.14(1), 120.16, and 120.18 of the Wisconsin Statutes Provides that the School Board of the School District of Manawa Shall Authorize Those Student Activity Programs it Wishes to be Operational for the 2018-2019 School Year; Such Authorization is Effective Only During the School Year in Which it is Adopted.

The Manawa Board of Education authorizes the School District of Manawa Student Activity programs as presented for the 2018-2019 school year:

Little Wolf Jr./Sr. High School Student Clubs & Activities:

Art Club  
Art Team  
Class Officers  
Debate  
Drama  
FBLA  
FFA  
Forensics - Includes 7<sup>th</sup> & 8<sup>th</sup> Grade  
For Club - Friends of Rachel  
Gr. 7-12 Class Activity Accounts  
National Honor Society  
Quiz Bowl  
Ski Club - 7<sup>th</sup> & 8<sup>th</sup> Grade  
Student Council - Includes 7<sup>th</sup> & 8<sup>th</sup> Grade  
Washington D.C. Trip -7<sup>th</sup> & 8<sup>th</sup> Grade  
Yearbook – Includes 7<sup>th</sup> & 8<sup>th</sup> Grade

Manawa Elementary School Student Clubs & Activities:

Ski Club  
Student Council

This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the School District of Manawa Board of Education at a legal meeting held on the 17<sup>th</sup> day of September 2018.

\_\_\_\_\_  
Signed (Board Clerk)

\_\_\_\_\_  
Date



Book	Policy Manual
Section	4000 Support Staff
Title	OUTSIDE ACTIVITIES OF SUPPORT STAFF
Number	po4231
Status	First Reading
Adopted	May 16, 2016

#### 4231 - **OUTSIDE ACTIVITIES OF SUPPORT STAFF**

The Board of Education directs the District Administrator to promulgate the following guidelines so that employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School System, the Board reserves the right to evaluate the impact of such interest, activity, or association upon an employee's responsibilities.

- A. Employees should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Employees shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Employees shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Employees shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. ~~Employees should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.~~
- F. ~~Employees should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.~~

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Book	Policy Manual
Section	9000 Relations
Title	EDUCATIONAL RESEARCH
Number	po9510
Status	First Reading

### 9510 - EDUCATIONAL RESEARCH

The Board recognizes the vital relationship between education and research. The District promotes research that builds a foundation for improving the educational process and student learning, as well as contributes to the field of education in areas of theory and practice. All research requests, both from within the District and from outside agencies, are balanced against the District's objectives.

The District Administrator is authorized to cooperate with institutional or individual researchers of good reputation in promoting potentially useful research. Procedures to govern such research shall meet the District Administrator's criteria for an adequate proposal. Any such proposal shall identify:

- A. research project objectives,
- B. student privacy rights protection,
- C. parent involvements,
- D. regular instruction interruptions, and
- E. results usage.

Priorities established where conflicting requests are received shall favor School District of Manawa employees first, followed by institutions/individuals residing in the school district, and then all others.

No administrator, staff member, or student will be required to participate against his/her will in a research project governed by this policy.

Routine district or Department of Public Instruction data-gathering activities are not affected by this policy.

All research results in final form will be made available to the School District of Manawa insofar as privacy law limitations allow.

"Research" is defined as data collection, observation, and/or data analysis activities beyond the normal functions of a regular school/classroom. Additionally, research proposals seek to increase the overall body of knowledge related to the topic of the research. All such activities, regardless of whether they originate internally or externally, are construed as research.

Any research to be conducted in the District and/or using the District's data must have prior approval from the District Administrator. This includes any:

- A. agency or individual requesting to use District personnel, schools, students, or data for the purpose of publication or presentation outside of the District;
- B. individual requesting to use District personnel, schools, students, or data for the purpose of completing a master's thesis, doctoral dissertation, or any other educational project;
- C. proposed research by a District employee with the intent to publish or disseminate outside the District;

- D. proposed research by a District employee for the purpose of completing a master's thesis, doctoral dissertation, or any other educational project.

Additionally, all research conducted within the District either by external or internal researchers must adhere to the established procedures found in the **AAE Research Procedural Guidelines**, as follows:

- A. The focus of the research and potential data must be of value to the District.
- B. The activities of the research and/or researcher must not interfere with the educational programs of the District and/or school.
- C. The research must respect the privacy of the students, staff, and faculty involved in the research and must adhere to the informed consent and due process rights of all involved in the research.

Links:

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Protection of Pupil Rights Amendment \(PPRA\)](#)

- D. The researcher agrees to provide the District with a copy of the completed research.

### **Use of Scientific Procedures**

Research shall be administered through the use of scientific procedures. This includes systematically defining problems, developing hypotheses or research questions, collecting data, testing hypotheses or evaluating research questions, analyzing data, and reporting results. The research may be historical, experimental, correlational, or descriptive.

All school leaders, principals, and staff conducting research for personal and/or professional gain shall conduct the research outside of their regular work schedule. Additionally, to eliminate potential conflicts of interest, all personnel conducting research for personal and/or professional gain shall conduct the research outside of their assigned duty location. Any exceptions to this policy must be approved by the researcher's immediate supervisor and/or District Administrator.

### **Action Research**

Action research is conducted for the purpose of solving a problem, especially one related to daily operations. It is designed differently than traditional research in that it has an intended result to identify and implement a plan of action to correct a problem or improve a program. Action research also contains fewer steps and is not based on the scientific research process.

All requests to conduct action research must be approved by the District Administrator.

District employees requesting to conduct an action research project must have prior approval from their senior director before submitting the request to the District Administrator.

(See also Policy 2416 and AG 2416)



Book	Policy Manual
Section	9000 Relations
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Status	First Reading

#### 9510 - EDUCATIONAL RESEARCH

#### Criteria for Approval of Research Projects

Criteria which the District Administrator will use in the approval of research projects conducted in the School District of Manawa include:

- A. The research project proposal must be presented in written form to the appropriate building principal(s) and describe in detail the researcher's identity, the plans for administration of the project within the school (including a reasonable time line for project completion), the purpose of the project, activities involved, data collection techniques, protection of privacy rights, extent of school program interruption, and any proposed uses of the information gained by the project.
- B. Objectives of the research must be clearly stated and the design likely to produce valid and reliable results to be made available to the School District of Manawa.
- C. The research should be able to be shown to contribute directly or indirectly to the improvement of the education or the general welfare of children.
- D. Any data to be derived from school records, interviews, or questionnaires with the potential for invasion of the privacy of students or their families must have advance written authorization of parents/guardians even though the data is to be collected and reported under conditions of anonymity. (See Policy 2416 and AG 2416.) Copies of such authorizations are to be filed with the appropriate principal before any such data is accessed.
- E. Research proposal significance should justify the time and effort proposed for involvement of ManawaRipon students and staff members.
- F. Normal instructional activities are generally not to be interrupted without clear evidence of direct improvement to the educational program of the School District of Manawa.
- G. Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must accept in writing direct responsibility related to the student's research.
- H. There shall be no change in the curriculum, scope, and sequence in any grade or class as a result of the project.

I. No control or experimental group shall be denied the benefit of the best teaching methods in use in the school system nor shall the amount of class time devoted to experimental procedures interfere with the regular allotment of time for the program of studies.

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title GRANT WRITING  
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#### 6111A - GRANT WRITING - RESPONDING TO RFP'S

Grants of funds to develop or enhance a program can be obtained in one (1) of two (2) ways.

The first is to respond to requests for proposals (RFP's) put out from time to time by Federal and State agencies and sometimes private organizations. The second is to seek out funds from public or private sources through submission of a grant request.

This guideline provides a strategy for preparing responses to Requests for Proposals (RFP's). AG 6111B provides a guideline for preparing grant requests for a District project or program. Some elements are the same or similar to both processes such as in preparing the proposal or the plan itself. Many factors are different, thus requiring a different strategy.

##### Step One - Preliminary Approval

Prior to undertaking any response to an RFP, the project is to be discussed with the principal and then given preliminary approval by

(  ) the District Administrator who notifies the Board of Education.

(  ) ~~the Board of Education.~~

##### Step Two - Project Abstract

Summarize the need, objectives, activities and timelines, evaluation plan and project personnel so the reader could determine the merits/conformity of the proposal with just this statement. ~~(See Form 6111-F2)~~

##### Step Three - Statement of Need

- A. Describe the need(s) the project addresses.
- B. Describe the methods used to identify the need(s).
- C. Indicate how the need(s) relate to the need identified in the RFP.
- D. Document the need(s) by presenting and interpreting data that indicates the current status of the need.

##### Step Four - Objectives

Describe in specific terms the expected or desired changes/outcomes related to both implementing the project and affecting the status of individuals.

All objectives for which progress is expected could be performance objectives or facilitating objectives.

Performance objectives describe specific observable changes (e.g., knowledge, attitudes and abilities) in individuals as a result of the project, either during the grant period or as implemented in the future.

Facilitating objectives describe major tasks related to changes (e.g., development, implementation, evaluation of products or processes) which will facilitate achievement or realization of some aspect of a goal(s).

Elements of each type of objective include:

## PERFORMANCE OBJECTIVES

What change will occur in persons' knowledge, attitudes or abilities because of experiencing the project

-Who is to change

-Condition, if applicable

Standard(s) -- quality and/or quantity aspects to be demonstrated in an observable fashion

-Measurement means

-Measurement date(s)

## FACILITATING OBJECTIVES

What has to be done

-Who is responsible

Standards -- quality and/or quantity aspects a process or product must possess or exhibit

-Verification methods

-Starting and completion dates

### Step Five - Strategies/Activities and Timeline

Describe the specific activities related to accomplishing the objectives: i.e. person(s) responsible for seeing that each activity is completed; and other persons who will be involved in each activity and how they will be involved. Attach a timeline which shows the starting and completion dates of each activity. ~~(See Form 6111 F4)~~

At this point, you may want also to indicate the evaluation or verification needed to determine that the objectives are met. ~~(See attached form. The form will be useful throughout the term of the grant to organize and follow the project).~~

### Step Six - Evaluation Plan

~~Using the Evaluation Plan Form — Form 6111 F3, d~~ develop an evaluation plan for RFP related objectives which will supply useful information. The following items should be addressed in the plan for each objective or group of related objectives:

- A. Evaluation Data/Information Needed - specify determinants of the status and/or attainment/achievement of each objective.
- B. Purpose(s) of Information - specify usefulness and applicability of evaluation data.
- C. Means and Source of Acquiring Information - include appropriate evaluation techniques and instrumentation; indicate who and/or what will supply the information.
- D. Means of Analyzing and Reporting Information - indicate how the information will be analyzed and reported.
- E. Date(s) of Information Collection - indicate date(s) on which information is to be obtained.
- F. Person(s) Responsible for Analyzing and/or Reporting Information - identify personnel responsible for reviewing and presenting the information obtained.

### Step Seven - Project Personnel

Delineate all personnel who will be directly involved in project activities. Include the relationship between project staff members and other staff members; previous and/or current RFP-related experiences; and present availability to complete project activities.

### Step Eight - Budget ~~Plan~~Worksheet

Complete the Budget ~~Plan~~Worksheet ~~(See Form 6111 F5).~~

The proposed itemized budget must be prepared for expenditures directly related to the requirements of the RFP.

### Step Nine - Proposal Review

Review the draft proposal against each of the criteria ~~found on Form 6111 F1.~~

### Step Ten - Final Check

After the proposal has been reviewed and revised (Step 6), submit it to staff members/administrators whose input is needed to confirm that District commitments can be fulfilled if the grant is received.

### Step Eleven - Final Approval

Prior to submission, present the proposal to the

District Administrator

Board

for written authorization. The District Administrator will inform the Board of Education.

#### Step Twelve - Proposal Submission

Submit the requested number of copies of the proposal in an envelope or container that is strong enough to withstand rough handling in transit. Check to make sure the label is complete and accurate so the proposal is being sent to the proper person or department.

#### Step Thirteen - Board Approval

If the district is awarded the grant, final approval for implementation shall be provided by the Board of Education.

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Section 6000 Finances  
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**6111B - GRANT WRITING - REQUESTING A GRANT**

Step One

Prepare a preliminary proposal which describes in two (2) or three (3) paragraphs:

- A. the purpose of the project (what problem is to be solved or what learning is to take place);
- B. the desired outcomes (what will have been accomplished if the project is successful);
- C. how the project will function (main activities that will produce the desired outcomes).

Ask key staff members to review the draft for clarity and accuracy since it will serve as the in-district "communication" while the proposal is being prepared and ultimately as the abstract for the fiscal proposal.

Submit the preliminary proposal to the

(  ) District Administrator

(  ) ~~Board of Education~~

for approval prior to proceeding with creating the proposal.

Step Two - Statement of Need

- A. Describe the need(s) the project addresses.
- B. Describe the methods used to identify the need(s).
- C. Document the need(s) by presenting and interpreting data that indicates the current status of the need.

Step Three - Objectives

Describe in specific terms the expected or desired changes/outcomes related to both implementing the project and affecting the status of individuals.

All objectives for which progress is expected could be performance objectives or facilitating objectives.

Performance objectives describe specific observable changes (e.g., knowledge, attitudes and abilities) in individuals as a result of the project, either during the grant period or as implemented in the future.

Facilitating objectives describe major tasks related to changes (e.g., development, implementation, evaluation of products or processes) which will facilitate achievement or realization of some aspect of a goal(s).

Elements of each type of objective include:

**PERFORMANCE OBJECTIVES**

**FACILITATING OBJECTIVES**

\_What change will occur in persons' knowledge, attitudes or abilities because of experiencing the project

What has to be done

-Who is to change

-Who is responsible

-Condition, if applicable

\_Standard(s) -- quality and/or quantity aspects to be demonstrated in an observable fashion

\_Standards -- quality and/or quantity aspects a process or product must possess or exhibit

-Measurement means

-Verification methods

-Measurement date(s)

-Starting and completion dates

#### Step Four - Strategies/Activities and Timeline

Describe the specific activities related to accomplishing the objectives: i.e. person(s) responsible for seeing that each activity is completed; and other persons who will be involved in each activity and how they will be involved. Attach a timeline which shows the starting and completion dates of each activity.

At this point you may want also to indicate the evaluation or verification needed to determine that the objectives are met. ~~(See attached Form 6111 F4. The form will be useful throughout the term of the grant to organize and follow the project).~~

#### Step Five - Evaluation Plan

~~Using the Evaluation Plan Form 6111 F3,~~ develop a plan which will supply information needed to assess how closely the results the project actually achieves with those proposed in the grant request. The following items should be addressed in the plan for each objective or group of related objectives:

- A. Evaluation Data/Information Needed - specify determinants of the status and/or attainment/achievement of each objective.
- B. Purpose(s) of Information - specify usefulness and applicability of evaluation data.
- C. Means and Source of Acquiring Information - include appropriate evaluation techniques and instrumentation: indicate who and/or what will supply the information.
- D. Means of Analyzing and Reporting Information - indicate how the information will be analyzed and reported.
- E. Date(s) of Information Collection - indicate date(s) on which information is to be obtained.
- F. Person(s) Responsible for Analyzing and/or Reporting Information - identify personnel responsible for reviewing and presenting the information obtained.

#### Step Six - Project Personnel

Delineate all personnel who will be directly involved in project activities. Include the relationship between project staff members and other staff members; previous and/or current experiences related to the proposed project; and present availability to complete project activities.

#### Step Seven - Budget Plan Worksheet

Complete the Budget Plan Worksheet ~~(See Form 6111 F5).~~

The proposed itemized budget should detail all expenditures for each activity described in Step Four.

#### Step Eight - Proposal Review

Review the draft proposal against each of the criteria ~~found on Form 6111 F1.~~

#### Step Nine - Location of Funding Sources

- A. Locate possible funding sources by identifying private foundations and/or government agencies which provide funds for the type of project being planned. The public library has reference books which list all types of foundations and the types of programs each will support. Also, there is a Foundation Center in New York which will provide assistance in linking the project to foundations. Call 1-800-424-9836.

B. For government agencies, contact the State Department of Public Instruction, the Federal Department of Education, or the office of Management and Budget. The latter will provide a document entitled Catalog of Domestic Assistance. Also, don't overlook local funding sources such as family or civic foundations, businesses, and industries, or individuals who would see the project as a significant program for local students.

#### Step Ten - Final Approval

Prior to submission, present the proposal to the

District Administrator

~~Board~~

for written authorization. The District Administrator will inform the Board of Education.

#### Step Eleven - Submission of Proposal

Submit the requested number of copies of the proposal in an envelope or container that is strong enough to withstand rough handling in transit. Check to make sure the label is complete and accurate so the proposal is being sent to the proper person or department.

#### Step Twelve - Follow-Through

If the proposal is rejected by one or more of those to whom it was submitted, try to find out the reasons for the rejection to determine if the proposal needs to be revised. If it appears the proposal is still valid as is, submit it to other groups who have similar concerns. Reviewing committees differ in perspective, interests, and priorities, so don't give up after one (1) or two (2) rejections.

#### Step Thirteen – Board Approval

If the district is awarded the grant, final approval for implementation shall be provided by the Board of Education.

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Title BUDGET (APPROPRIATIONS) PREPARATION  
Number ag6220  
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**6220 - BUDGET (APPROPRIATIONS) PREPARATION**

~~Need to insert current district procedure.~~

The budget is formulated under the direction of the Business Manager using a cooperative budgeting system in which the principals and department supervisors develop throughout the year, a list of items for implementing the instructional program, and/or day-to-day operations in their schools/departments that they wish to include in the next budget. Prior to the start of the budget preparation process, the Business Manager will prepare a Timetable for Budget Preparation by which the preparation, review, and approval will take place.

At the beginning of each budget year, the Business Manager and District Administrator will estimate the costs of District-wide operations such as staff, building maintenance, transportation, capital improvements, etc., ~~and determine the ( [ ] per student ) allocation for each school as well as the total allocation for each operating department.~~

( X ) The previous year's building or departmental budget is provided on ~~se will be entered on~~ a spreadsheet and distributed to each principal/director ~~department supervisor~~ with the discretionary allocation highlighted along with the parameters and constraints they are to use in developing spending plans for the coming year.

( X ) Each principal/director is to review the current year's budget (appropriations) to determine whether the allocations for the current year are being used effectively and whether changes need to be considered when making allocations for the coming year.

( X ) If the assigned allocations are a change ~~increase~~ over the previous year, each principal/director, as the budget manager for his/her school, will, in collaboration with the staff, allocate the funds ~~increase~~ in ways that will best accomplish the school's instructional goals. All changes ~~increases as well as all changes in percentages of the allocation from the previous year~~ are to be justified in terms of the effect on the accomplishment of the school's instructional goals.

~~( - ) If there is a decrease in per student allocation, the principal and staff are to apportion the decreases among the discretionary categories and justify the apportionment in terms of impact on accomplishing the school's instructional goals.~~

~~( - ) Operating department supervisors are to apportion their department's allocation and justify the apportionment in terms of the effect on accomplishing the department's operational goals.~~

( X ) When the allocations have been completed, the principal ~~school's/director~~ department's proposed budget is to be submitted, no later than the date set in the annual budget memo to all personnel to the Business Manager ~~District Administrator~~ for review and inclusion in the total budget.

( X ) The District Administrator, in collaboration with the administrative team, shall make a compilation of the staff and program changes along with the budgetary impact ~~budget requests~~ and determine how any changes ~~increase~~ in revenues will be allocated.

The completed tentative budget shall contain:

( X ) the amount budgeted for proposed expenditures by funds, functions, and object;

( X ) the corresponding amounts budgeted by fund, function, and object that were actually expended during the last completed fiscal year and anticipated to be expended during the current fiscal year;

( X ) all revenues anticipated for the ensuing fiscal year classified as to funds and sources of income, including only those revenues which can be reasonably anticipated and excluding contingency revenues.

The proposed expenditures and anticipated revenues in the budget shall be supported by explanatory schedules or statements of sufficient detail to judge the validity thereof, including a statement which shall summarize the aggregate of revenues, appropriations, assets, and liabilities of each fund, in balanced relations.

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Title PURCHASING  
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### 6320A - PURCHASING

#### Purchasing - General Provisions

~~All~~ In general, purchases shall be by purchase order processed through the Business Manager.

The Business Manager shall be the contracting agent for all financial obligations.

The Business Manager shall be responsible for encumbering the funds as soon as the purchase order has been issued.

~~( ) A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the \_\_\_\_\_ shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.~~

Employees are forbidden to use the name of the District, any discounts provided the District or any other means for associating a personal purchase with the District. They are to make clear to any District supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.

~~( ) Confirming purchase orders will be honored only in cases cited in the above paragraph.~~

Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal date.

Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Business Manager before they are issued.

Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the District Administrator. Such services that cost more than \$10,000 require the approval of the Board.

The Business Manager will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.

~~( ) Quotes will be requested for any item or group of items in a single transaction costing between \$ \_\_\_\_\_ and \$ \_\_\_\_\_.~~  
Quotes will be required for any item in a single transaction costing more than \$1,000.

Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board except in the case of purchasing an item where alternative options do not exist (i.e. used car/van).

Annual purchase order cut-off dates shall be as follows:

Purchase orders must be received in the Business Office on or before April 15th the \_\_\_\_\_ day ~~prior to the close of the fiscal or project year~~, unless the services or supplies are essential to continue the daily operation of the department or building for the remainder of the current year, or unless an emergency exists.

~~( ) Requests for purchases of equipment, materials, improvements, or remodeling that will be subject to a bidding procedure must be sent to the \_\_\_\_\_ on or before the \_\_\_\_\_ day prior to the end of the fiscal or project year.~~

#### Purchase Order Procedure

~~Insert Current District Procedure~~

~~{Insert District requisition/purchasing procedure here. (The following sample is for guidance in drafting the District's procedure). Use the reverse side of this page to describe the District's procedure.}~~

- A. The requestor completes the requisition-purchase order in accordance with AG 6320B1 and submits it to the principal/supervisor for review and approval.
- ~~B. If approved, the principal/supervisor retains the goldenrod copy and sends the original to the \_\_\_\_\_ for verification and dating.  
The requisition-purchase order is entered into the computer for approval verification, and if verified, the \_\_\_\_\_ affixes a date and assigns a number.~~
- ~~C. Once approved by all administrators in the approval sequence, the requisition is assigned a purchase order number and is electronically returned to the originator.~~
- ~~D. The \_\_\_\_\_ then sends the requisition purchase order to the District Administrator for approval and dating.~~
- ~~E. After approval, the District Administrator sends the requisition purchase order back to the \_\_\_\_\_ for final signature.~~
- F. The originator then processes the order with original copy of the requisition purchase order is sent to the vendor unless there are specific instructions to the contrary.
- G. ~~The yellow copy is filed by the Accounts Payable Clerk and the blue and pink copies are sent to the principal/supervisor.~~

#### Payment of Claims Procedure

~~{Insert the District's payment procedure here. (The following sample is for guidance in preparing the District's procedure.) Use the reverse side of this page to describe the District's procedure.}~~

- A. When delivery is made, the person making the purchase principal/supervisor checks the packing slip against pink copy of the requisition-purchase order to ensure the order has been received correctly and in proper condition.
- ~~B. If so, the packing or delivery slip is initialed, dated, and marked "OK to pay" and sent attached to the pink copy of the requisition-purchase order, and both the pink and blue copies are sent,~~ within five (5) working days, to the Accounts Payable Clerk for payment.
- C. The Accounts Payable Clerk checks the packing slip the pink copy against the invoice, and if everything is in order, a warrant is drawn.
- D. If the Accounts Payable Clerk finds discrepancies or has questions, s/he shall contact the principal/supervisor or person making the purchase if applicable.
- E. The vendor's invoice is filed (paper or electronic) with the pink copy of the requisition-purchase order and a copy of the warrant.
- ~~F. Upon payment, the blue copy of the requisition purchase order is returned to the principal/supervisor indicating the amount and date paid.~~

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**6320B1 - PREPARING PURCHASE ORDERS**

When completing a purchase order request, please use whichever of the following procedures is appropriate.

A. Normal Purchase Orders

Complete all areas of purchase order

**\*\* Date** Use date this order is submitted.

**\*\* No Back Orders** ~~Many companies will not ship back orders unless indicated on the purchase order. Many times money is tied up for months waiting for a back order shipment which is never going to arrive.~~

~~\*\* Delivery Required By~~ **ASAP**

**\*\* Ship Via** ~~UPS/Truck (Other must be approved)~~

**\*\* Priced Per** This helps the supplier know the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.

**\*\* Ship to Address** Provide school or department and complete address.

~~(→) Nothing is to be delivered directly to buildings as this causes many difficulties in getting receiving information and holds up payments.~~

**\*\* Vendor** Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.

**\*\* Person Requesting** Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.

- \*\* Account Number Account Number to be charged -- the purchase order will be returned if the account number does not appear.
- \*\* Quantity
- \*\* Unit of Measure Indicate -- each, dozen, etc.
- \*\* Stock Number Number from vendor catalogs. This helps the vendor identify what is being ordered and when checking in items on delivery.
- \*\* Description A complete description must be given for the item(s) being ordered. This will be helpful when checking the order in to make sure that what is received is what was ordered. This information is also needed for the auditors for checking records and ascertaining that what was ordered is what was actually received.
- \*\* Unit Price Price per each, dozen, etc.
- \*\* Total Price Unit price x number ordered -- total extended. Please check your mathematics.
- \*\* Total Price - bottom Total price of all items on purchase order - even if only one item, bring total down column to bottom of form.
- \*\* Administrator Authorization Signature PO will be returned without appropriate electronic signature of authorization.

When completed:

~~( ) Keep the \_\_\_\_\_ (last copy) of purchase order. This is your proof that you completed the purchase order.~~

~~( ) Send remainder of purchase order with any attachments that must accompany the purchase order to \_\_\_\_\_. S/He will assign a purchase order number and return the \_\_\_\_\_ copy to you to attach to your copy.~~

(X ) Do not place an order by any method without the proper advanced authorization. ~~0 NOT CALL ORDERS INTO VENDORS.~~

(X ) Check all orders immediately when delivered. Most companies only allow fifteen (15) - thirty (30) days to make exchanges or corrections on order discrepancies.

#### B. Subscriptions

Type ~~(do not write)~~ all areas of purchase order:

- \*\* Date Use date this order is submitted.
- ~~\*\* Ship Via US Mail~~
- \*\* Priced Per This helps the supplier know

the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.

Please type subscriber's name, building name, and address or email as appropriate for electronic subscriptions. Hopefully, this will assure that the subscription is mailed directly to that person at the correct address.

\*\* Ship to Address

Staff should not ~~renew mail-in renewal cards from~~ existing subscriptions except via the purchase order process. ~~When they do this, the magazine subscription is renewed and a purchase order number is not given. Invoices arrive and paperwork has never been done.~~

\*\* Vendor

Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.

\*\* Person Requesting

Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.

\*\* Account Number

Account Number to be charged -- the purchase order will be returned if the account number does not appear.

\*\* Quantity

Indicate length of subscription: e.g. 1 year, 9 months.

\*\* Description

Please give the name of the subscription and the length of the subscription: e.g. Sept. 2020~~1989~~ - June, 2090~~1990~~.

\*\* Total Price

Total Cost of Subscription

Please note on~~type on bottom of~~ purchase order:

\*\* Send-Mail To

MAIL TO:  
Subscriber's Name  
Building Name and Address  
City, State, and Zip  
EMAIL TO:

\*\* Administrator Authorization~~Signature~~ appropriate ~~signature~~ of authorization.

C. Library Book Orders and Library Supplies

~~\*\* PO-Number LIBRARY BOOK ORDERS ONLY: Call~~  
~~\_\_\_\_\_ to obtain purchase~~

order number. This number should also be typed on all multiple copies for book orders.

~~LIBRARY SUPPLY ORDERS~~ Should be treated as Normal Purchase Order Request with shipment to \_\_\_\_\_.

Type all other areas of purchase order as described above.

~~\*\* Date~~ Use date this order is submitted.  
Many companies will not ship back orders unless indicated on the purchase order.

~~\*\* No Back Orders~~ Many times money is tied up for months waiting for a back order shipment which is never going to arrive.

~~\*\* Delivery Required By~~ ASAP

~~\*\* Ship Via~~ UPS/Truck (Other must be approved)  
This helps the supplier know the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.

~~\*\* Priced Per~~ \_\_\_\_\_  
( ) MUST BE \_\_\_\_\_

~~\*\* Ship to Address~~ \_\_\_\_\_

for all book orders and supplies for libraries.

~~\*\* Vendor~~ Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate. Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.

~~\*\* Person Requesting~~

Process the order as follows:

( ) LIBRARY BOOK ORDERS: Keep the \_\_\_\_\_ copies of the purchase order. This is your proof that you completed the purchase order. Send remainder of purchase order to \_\_\_\_\_, who will complete processing of the order.

( ) LIBRARY SUPPLIES: Keep the \_\_\_\_\_ (last copy) of purchase order. This is proof that you completed the purchase order. Send remainder of purchase order to \_\_\_\_\_, who will assign a purchase order number and return the copy for attachment to the retained copy.

( ) DO NOT CALL ORDERS INTO VENDORS.  
( ) Please attach any documents which must be sent with purchase order.

( ) Please check all orders immediately when delivered. Most companies only allow fifteen (15) thirty (30) days to make exchanges or corrections on order discrepancies or may provide a discount for prompt payment.

( ) If purchase order is part of a media center supply bid, indicate on the bottom of the purchase order that the original copy should be sent to the media center.

D. Telephone Orders to Vendors — Emergency Only

~~\*\* PO Number~~ Call to obtain purchase order number.

( ) Call vendor and place order, indicate that order MUST BE delivered to \_\_\_\_\_. Paperwork should be typed immediately after order is placed.

( ) Nothing is to be delivered directly to the buildings as this causes many difficulties in getting receiving information and holds up payment.

Type all areas of the purchase order as indicated for normal purchase orders.

~~\*\*~~ Please type on middle of purchase order  
CONFIRMATION form: ~~CONFIRMING TELEPHONE ORDER~~  
(name of the person contacted and date)  
~~DO NOT DUPLICATE~~  
Failure to put this on the purchase order  
form will result in a duplication of the  
order.

When  
completed:

~~( ) Keep the \_\_\_\_\_ copies of the purchase order.  
( ) Send remainder of purchase order to \_\_\_\_\_.  
If company needs original copy of purchase order mailed  
to them, even though the order has been placed by  
phone, please indicate on the form. We will assume that  
they DO NOT need the original copy unless told  
otherwise.  
( ) Please check all orders immediately when they are  
delivered. Most companies only allow fifteen (15) thirty  
(30) days to make exchanges or corrections on order  
discrepancies.~~

E. Orders to be Picked Up –Emergency Only

\*\* PO Number

Complete the purchase order  
process as above and take two  
copies of the purchase order to  
the \_\_\_\_\_ vendor. Call  
\_\_\_\_\_ to obtain  
purchase order number.

~~Type all areas of purchase order as described for normal purchase orders.  
( ) Keep the \_\_\_\_\_ and \_\_\_\_\_ copies of purchase  
order in your building.~~

Give one copy of the purchase order form to vendor.

Return the second copy of the purchase order with the attached  
receipt signed by person who picked up the items to the Business Office.  
Include any packing slips or invoices the vendor provides. This should be  
done immediately. so payment is not held up.

~~( ) There should be no back orders on picked up items. If  
vendor does not have complete order, please indicate  
changes on the \_\_\_\_\_ and \_\_\_\_\_ copies. Do  
not request that they send them as back ordered items.  
Please reorder those items not on hand at the time of  
pick up.~~

F. Request a Check to Accompany Orders

\*\* PO Number

Type CHECK TO ACCOMPANY  
Include in notes whether check  
is to be sent by the Business  
Office or picked up by the  
originator.

CompleteType all areas of for requesting a check in the Student  
Information System. ~~purchase order as described for normal purchase  
orders.~~

When completed:

~~( ) Keep the \_\_\_\_\_ copies of the purchase order.  
( ) Send remainder of the purchase order to Accounts  
Payable who will send in the order with the check. If any  
forms, order blanks, etc. need to accompany the check,  
please include them with your order form.  
( ) DO NOT CALL ORDERS INTO VENDORS.  
( ) Please check all orders immediately when they are  
delivered. Most companies allow fifteen (15) thirty (30)~~

~~days to make exchanges or corrections on order discrepancies or may provide a discount for prompt payment.~~

~~G. Purchase Order for Preview of Materials~~

~~Type the following areas of the purchase order:~~

~~\* Date~~

~~\* Vendor Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate. Please type the name and address of the building and the Librarian's name. All previews should be delivered to the~~

~~\* Ship to librarian in the building who will take responsibility for seeing that they are distributed to the correct persons and that arrangements are made for their return or purchase.~~

~~\* Catalog/Stock Number Catalog or stock number from vendor's most recent catalog.~~

~~\* Description Complete description of items being previewed.~~

~~\* Quantity How many wanted.~~

~~\*\* Price Price of the item.~~

~~\*\* Total Price Total price of all items on preview form even if only one item, bring total down bottom column to bottom of form.~~

~~When completed, submit any other purchase order.~~

~~**Important Note:**~~

~~If items are to be returned, please inform Accounts Payable by indicating such on the \_\_\_\_\_ copy of the purchase order when the item(s) are returned. Postage for returns is to be paid by \_\_\_\_\_.~~

~~If the item(s) is to be kept, please type on the \_\_\_\_\_ copy of the purchase order, CHECK TO ACCOMPANY, and include any paperwork submitted with the preview.~~



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Book AG 1st Draft Clean  
Section 6000 Finances  
Title BIDDING  
Number ag6320C1  
Status First Reading

#### 6320C1 - BIDDING

The following procedures will be followed:

##### A. Preparation

The District Administrator or Business Manager shall have the responsibility for preparing bid documents and advertising for solicitation of bids.

The technical specifications for the purchase of special equipment, materials and/or services shall be prepared by the person or department requesting the purchase and submitted to the Business Manager. Specifications must be complete and accurate to ensure that goods received conform to standards desired.

All bids of \$10,000 or more must be publicly advertised.

The advertisement for bids over \$10,000 will generally be placed in local newspapers in accordance with statute. Advertisements for bids should also be placed in other appropriate publications when bidding construction projects and specialized equipment. For bonds or other borrowings, State laws relating to publication shall govern public advertisements.

Bid security is required for all bids \$10,000 or over.

##### B. Bid Opening

~~( ) All bids whether invitational or publicly advertised shall be opened publicly at a specified time and place. ( ) Generally, bids shall be opened and read at the . Bid openings shall be attended by at least individuals who are District employees, one of whom should be either the or the .~~

The Business Manager, along with the person directly involved in the purchase, shall evaluate the bids and recommend purchases unless otherwise determined by the District Administrator and/or the Board and/or prohibited by law.

##### C. Bid Awards

Award of bids shall be as follows:

The Business Manager may direct the awarding of all bids up to \$10,000.

All bids \$10,000 or greater shall be awarded by the Board.

##### D. Cooperative Bids

Participation in cooperative purchasing/bidding arrangements with other schools, governmental units are permitted providing they satisfy the District's bidding requirements.

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Section 16.73 Wis. Stats.

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title INSTRUCTIONS TO BIDDERS  
Number ag6320C2  
Status First Reading

### 6320C2 - INSTRUCTIONS TO BIDDERS

These instructions shall form a part of all bid specifications:

- (X ) The naming of a given manufacturer and model number is not intended to limit bidding but to establish the level of quality desired for the various items required. Bidders should exercise care in bidding equivalent items. Complete descriptive literature must accompany equivalent bids. Samples will be requested if necessary.
- (X ) Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.
- (X ) Optional accessories necessary for the basic use of equipment shall be included in the base bid. Such accessories not necessary for the basic use but deemed desirable shall be included as an alternative bid with a complete description.
- (X ) Each group of items or individual item, if classified in this way, shall constitute a separate bid. The Board of Education, however, may accept a combined bid for all items bid by one bidder.
- (X ) Delivery date is a part of the bid and must be submitted on the bid form at the time of bidding.
- (X ) Bidders are required to use the bid form when provided~~attached~~ for base bids. Alternate bids may be attached to the bid form.
- (X ) All bids shall be exclusive of applicable excise taxes. Exemption forms will be executed when necessary.
- (X ) All bids shall be submitted in sealed envelopes clearly marked with the words "Bid Opening", the date and time of bid opening, the bid, and the name of the bidder.
- (X ) In the event of discrepancies between the unit price and extension, the unit price shall prevail.
- (X ) Manufacturer's written guarantees shall accompany each bid. Bidders may state in writing, additional guarantees which will become a part of the bid and considered in making awards.
- (X ) Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately, service or supply the required items, and that the sale or provision of such items or services is a substantial, regular and continuous part of the bidder's business.
- (X ) Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.
- (X ) Each bid shall be accompanied by either a bond for the full amount of the bid or a cashier's check or letter of credit equal to ten percent (10%) of the total bid and a statement indicating no outstanding personal property tax obligations.
- (X ) All necessary insurance certificates shall be supplied only when specifically requested.
- (X ) No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the District Administrator or Business Manager.
- (X ) The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.

The Board of Education reserves the right to:

(  ) reject any or all bids without assigning any reason therefore;

(  ) be the sole judge of equivalency;

(  ) waive any bid requirement in accepting or rejecting bids.

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 Section 6000 Finances  
 Title CENTRAL SUPPLY  
 Number ag6320d  
 Status First Reading

6320D - **CENTRAL SUPPLY**  
~~Insert Current District Procedure~~  
General Guidelines

All stockroom ~~requests~~requisitions must be sent directly to the building office via email ~~\_\_\_\_\_ on the day indicated on the requisition schedule.~~ Forms which require corrections or additions will be returned to the issuer for amendment. Properly completed forms will be immediately released for delivery. Requisitions will be entered by the administrative assistant.

- Requisitions must be typewritten or neatly printed.
- Items must be in numerical order by item stock number. Always double check the stock number, quantity ordered, and unit of measure to avoid time-consuming corrections.
- Unit of measure must be noted ~~appear on all requisitions~~ before the stockroom will process the order.
- Plan stockroom needs in advance. Submit requestsrequisitions via email to the administrative assistant at least three (3) days ~~\_\_\_\_\_ week~~ in advance for processing and delivery.
- No "Walk-In" requests are allowed except for emergency circumstances affecting health and safety. Please plan ahead to avoid emergency supply needs. Telephone requests cannot be honored.
- One master requisition per building increases efficiency in filling orders.
- Frequency of Orders - Some inventory items can be ordered on a quarterly or semi-annual basis, which reduces the amount of paperwork and number of deliveries. These would include items that can be safely stored in bulk and which are used at a predictable rate.
- If the requisition is not completed properly, it will be returned for correction.

Processing Guidelines

Type (do not write) all areas of the requisition:

- ~~\*\* Date~~ Date of requisition.
- ~~\*\* Building Code~~ Building number.
- ~~\*\* Building~~ Type name of building.
- ~~\*\* Administrator Signature~~ Stockroom Requisition must have Administrator Signature or it will be returned.
- ~~\*\* Stock Number~~ Number identifying item in most recent stockroom catalog.
- ~~\*\* Ordered~~ Quantity of item ordered.
- ~~\*\* Unit~~ Gal., Each, Package, etc.
- ~~\*\* Description~~ Description of item in stockroom catalog.
- ~~\*\* Unit Cost~~ Unit cost of item in stockroom catalog. (This is for your record keeping. Computer system will automatically price items out at the most current cost items were purchased at.)
- ~~\*\* Total Cost~~ Unit cost x number of items ordered. (Please check your mathematics.)
- ~~\*\* Account Number~~ Must have account number or requisition will be returned.
- ~~\*\* Grand total~~ Total cost of all items on requisition.

~~When completed:~~

- Keep \_\_\_\_\_ copy and send remainder of requisition to \_\_\_\_\_ for processing.
- No back orders on stockroom requisitions. If complete order is not filled, please reorder.

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title RETURNS AND EXCHANGES  
Number ag6320e  
Status First Reading

**6320E - RETURNS AND EXCHANGES**

Returns and Exchanges (for incorrectly ordered items)

When an item is ordered incorrectly, it may be returned. ~~This type of error is easily corrected by complying with the following guidelines.~~ However, returns of "old stock" just to assist in "cleaning up" are not allowed.

Contact the Principal or Supervisor with ~~First, send memo to the \_\_\_\_\_ requesting return authorization. Include~~ the following information:

- stock number
- quantity being returned
- account number to credit
- date received
- reason for return

~~Send a replacement requisition with the above memo. The \_\_\_\_\_ will then approve or deny.~~

~~Items will be picked up upon written approval by the \_\_\_\_\_.~~

All necessary arrangements ~~paperwork~~ for "return to stock" will be done by the Principal or Supervisor \_\_\_\_\_.

Exchanges

~~When an incorrect item is received from the stockroom it may be exchanged. Call the \_\_\_\_\_ and explain the situation. The \_\_\_\_\_ will contact the stockroom and make arrangements for the exchange. No further paper work is necessary in this situation.~~

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title MILEAGE REIMBURSEMENT  
Number ag6320H  
Status First Reading

**6320H - MILEAGE REIMBURSEMENT**

~~Insert Current District Procedure~~

Complete the Mileage and Reimbursement Request Form ~~6320H-F1~~ as follows:

- \*\* Date place. Type date of mileage requesting reimbursement took place.
- \*\* From/To From what destination to what location.
- \*\* Mileage Miles driven.
- \*\* Total Mileage Total all miles driven.
- \*\* Total Mileage Reimbursement Total miles x \_\_\_\_\_ per mile.
- \*\* Employee Signature Must have signature or will be returned.
- \*\* Principal/Supervisor Signature Must have signature or will be returned.
- \*\* Account Number Principal or supervisor will assign account number.

When completed, submit \_\_\_\_\_ ~~copies of~~ the form to the Building Principal or Supervisor \_\_\_\_\_ per event or (weekly) ~~(monthly)~~.

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Book                      AG 1st Draft Clean

Section                  6000 Finances

Title                      USE OF CREDIT CARDS

Number                  ag6423

Status                    First Reading

**6423 - USE OF CREDIT CARDS**

Credit cards may be assigned or maintained by an administrator. All purchases that will be paid for using a credit card will use the purchase order process. Following approval of a requisition, the card administrator may authorize a staff member to use a credit card on their behalf. Receipts for purchases will be signed and returned to the card administrator immediately after the purchase.~~The following employees are authorized to use District credit cards. (Insert the list of positions identified in Board Policy 6423 or, if delegated, list the positions authorized by the District Administrator.)~~

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

Employees will abide by the following guidelines when using a District credit card.

~~( ) All credit cards issued to and in the name of the \_\_\_\_\_ School District shall be held and supervised by the \_\_\_\_\_.~~

(  ) Employees requiring the use of school credit cards shall request (in writing) such cards from the administration\_\_\_\_\_.

(  ) Each request for use of a school credit card shall contain:

- (  ) date needed,
- (  ) date to be returned,
- (  ) purpose,
- (  ) authorization,
- (  ) expense account number~~other~~ \_\_\_\_\_.

~~( ) After use, school credit cards are to be returned to the \_\_\_\_\_ along with appropriate receipt copies of all charges.~~

~~( ) Credit cards may only be used for the purchase of the following types of goods and services for District:~~

- ~~( ) transportation for authorized trips~~
- ~~( ) lodging and meals for authorized trips or meetings~~
- ~~( ) approved supplies and equipment~~

(  ) The credit card is to be returned to the credit card administrator\_\_\_\_\_ by the date specified in the authorization and be accompanied by a receipt or documentation indicating the goods and services purchased, the amount(s) of the purchase, date(s) of purchase,~~and the District business to which each purchase relates.~~

(  ) All credit card invoices shall be reviewed and documented in the same manner as other invoices (see AG 6320A - Purchasing). Credit card balances are automatically paid within thirty (30) days of the purchase.~~must be paid within sixty (60) days of the initial statement date.~~

(X ) The staff member to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Any unauthorized use shall subject the cardholder to disciplinary action in accordance with law, District policy, and/or the terms of a negotiated agreement.

(X ) Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in these administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

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Book                    AG 1st Draft Clean  
Section                6000 Finances  
Title                    PURCHASING CARDS  
Number                ag6424  
Status                 First Reading

**6424 - PURCHASING CARDS**

Card Use

Cardholders shall be authorized by the Business Manager ~~\_\_\_\_\_ and must execute Form 6424 F1 prior to use.~~ All transactions must be made by the individual/group to whom the card is issued.

Purchasing cards may be used only to purchase school-related items or services. The following is a list of other supplies and services that *may not* be purchased with the purchasing card:

- A. alcohol and tobacco
- B. cash advances
- C. ~~gift certificates~~
- D. ~~travel expenses (unless authorized by \_\_\_\_\_)~~
- E. ~~postage~~
- F. ~~vehicle repairs~~
- G. fuel ~~or food purchases at gas stations (unless authorized)~~ (use fuel card)
- H. entertainment (unless authorized)
- I. ~~telephone calls~~
- J. ~~capital equipment (fixed assets)~~
- K. personal~~medical~~ services
- L. ~~legal services~~
- M. ~~cell phones~~
- N. illegal services such as gambling

~~All purchases must be preapproved through the purchase order process. Single item purchases may not exceed \$\_\_\_\_\_. The total invoice amount for multiple purchases may not exceed \$\_\_\_\_\_. All purchases over \$\_\_\_\_\_ must be paid by purchase order. Splitting transactions to circumvent the single transaction/invoice limit are not permitted and shall not be tolerated. No more than \$\_\_\_\_\_ may be purchased in goods and services during any \_\_\_\_\_ (specify time frame). Cardholders must order goods and services from authorized vendors to the School Board.~~

Procedures

Purchasing cards may be used to purchase goods or services by phone, mail, in person, or online. Supplies and services must be available immediately for pick-up, shipping, or delivery within the monthly billing cycle. Cardholders should obtain this assurance prior to making

orders.

To avoid sales tax, cardholders must inform the vendor of the Board's tax exempt status prior to making the order and provide the District tax exempt form if requested.

Cardholders may make online purchases from secure sites only. A secure site must have SSL security at 128 bit encryption at a minimum.

Cardholders should print an order page when making purchases online, and request confirmation numbers when making purchases by phone.

Cardholders must maintain a transaction log or record describing all items and services purchased during a billing cycle.

Cardholders must retain copies of all original signed receipts, packing slips, etc., and should request itemized receipts for all purchases. It is the responsibility of each cardholder to retain proof-of-purchase documentation and submit it, along with the billing statement, to the Business Manager, within five (5) days of receiving the billing statement. Lost receipts will not be tolerated. It is the responsibility of the cardholder to obtain a duplicate receipt from the vendor.

The Business Manager shall reconcile the cardholder's log, proof of purchase receipts, and the billing statement as soon as the statement arrives from the purchasing card company and before payment is made to the purchasing card company. Prior to payment, discrepancies must be resolved to the satisfaction of the Board of Education. ~~to the satisfaction of~~ \_\_\_\_\_.

#### Disputes

It is the responsibility of the cardholder to contact the vendor to dispute charges or to return items, if necessary. Disputed charges may result from the failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, erroneous amounts, duplicate charges, unprocessed credits, application of sales tax, etc. Unresolved disputes must be submitted to the Business Manager immediately along with any supporting documentation. In resolving disputes, cardholders must *never* accept cash from the vendor to settle a disputed amount.

#### Lost or Stolen Cards

Cardholders must immediately report a lost or stolen purchasing card by phone (using the twenty-four (24) hour 800 number) directly to the purchasing card company. Failure to report lost or stolen purchasing cards shall result in disciplinary action including but not limited to revocation of card privileges. The Business Manager and District Administrator must be notified in writing immediately of lost or stolen purchasing cards.

#### Responsibilities

Cardholders should keep the purchasing card and the sixteen (16) digit account number in an accessible, but secure location. Cardholders must not permit or direct others to use the purchasing card.

Cardholders should keep duplicate copies of proof-of-purchase documentation and transaction logs.

Cardholders must use common sense and good judgment when using school resources. This administrative guideline cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the purchasing card.

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title TIME SHEETS  
Number ag6510A  
Status First Reading

**6510A - TIME SHEETS**

Time sheets for temporary, nonsalaried personnel, or per diem substitutes, and overtime work by all non-management personnel, using the appropriate form, are to be completed and submitted by supervisors to the District Office ~~by~~ no later than three business days following the end of the pay period shown on the time sheet.

General Instructions:

Place information requested in proper area.

~~Work location and Social Security number must be filled in on each time sheet submitted.~~

~~An individual timesheet is to be submitted for work done at each location.~~

A separate time sheet is not to be submitted for each different job at the same location. Place all needed information on one (1) time sheet.

Dates must be filled in for each day worked.

Hourly employees must show the number of hours worked each day.

~~Daily rate persons must check half day or full day.~~

~~Substitutes must fill in name of the person for whom they are substituting.~~

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Section 6000 Finances  
Title PAYROLL AUTHORIZATION  
Number ag6510B  
Status First Reading

**6510B - PAYROLL AUTHORIZATION**

The following procedures shall be used in preparing the District payroll to conform to Board of Education policy and meet the requirements of the State.

**A. Setting Up Payroll for Contracted Employees**

- Obtain employee's name, pay rate, and employment period from Board minutes.
- Obtain completed I-9 and W-4 forms, health, dental, life plan election, and retirement application (if new) from each employee.
- Prepare list of all employees and duplicate in sufficient copies for recording participation in various plans.
- List all payroll deductions and made available to each employee online. ~~prepare employee payroll deduction form.~~
- File approval authorizations with each of the above lists.
- Upon receipt of initial transmittal sheets, check all data against deduction files and Board-approved employment lists.
- Prior to each payroll period indicate changes in rate of payment, or any deduction for uncompensated absence in monthly transmittal filesheets. Overtime must be approved by the District Administrator.

**B. Setting Up Payroll for Non-contracted Employees**

- Obtain employee's name, pay rate, and employment period from Board minutes.
- Obtain completed I-9 and W-4 forms, health, dental, life plan election, and retirement application (if new) from each employee.
- Prepare employee payroll deduction forms.
- Upon receipt of initial transmittal sheets, check all data against Board approved names and rates.
- Prior to each payroll period, review time sheets and record hours worked (straight time and overtime) on transmittal filesheet. Each time sheet must be approved by a supervisor, and overtime must be approved by the District Administrator.
- All hourly employees must submit a properly approved timesheet in order to be eligible for pay.

**C. Setting Up Payment for Substitute Employees**

- Obtain from Board minutes names of approved substitutes, part-time staff, etc., and pay rates associated with each such classification.
- Have each substitute complete a W-4, I-9, and retirement form, if applicable.
- Prepare employee payroll deduction forms.
- Upon receipt of initial transmittal sheets, check all data against Board approved names and rates.

) Prior to each payroll period, review time sheets and record hours worked (straight time and overtime) on transmittal filesheet. Each time sheet must be approved by a supervisor, and overtime must be approved by the District Administrator.

] All hourly employees must submit a properly approved timesheet in order to be eligible for pay.

#### D. Setting Up Payment for Supplementary Compensation

) Obtain employee's name, assignment, and supplementary compensation from Board minutes.

) If job is for the full year, send the information to the District Office~~Payroll Department~~ so the compensation can be added appropriately to each paycheck.

) If the job is for a season, the principal or Athletic Director is to send an email~~a letter~~ to the District Office~~Payroll Department~~ indicating that the staff member has properly completed all responsibilities.

#### E. Pay Periods

) All regular staff members shall be paid  ) in twenty-four (24)~~six (26)~~ pays the 15th and final business day of every month~~every other~~ \_\_\_\_\_  
~~(-) except \_\_\_\_\_~~

~~(-) Principals must complete the approved substitute form and present it to the \_\_\_\_\_ on \_\_\_\_\_ preceding each pay day.~~

) No school year shall be considered complete until all required reports are turned in to the District Administrator by the employees concerned. The District Administrator may withhold the last paycheck until such reports are received.

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title STUDENT ACTIVITY FUND  
Number ag6610A  
Status First Reading

#### 6610A - STUDENT ACTIVITY FUND

The Board of Education has formulated Policy 6610 which governs the management and control of all student activity funds. The following guidelines should be used to implement this policy.

(X) Principals shall approve the advisors ~~sponsors~~ of each activity group ~~and all purpose clauses, anticipated revenue, and anticipated expenditures for each activity program,~~

(X) and present this information to the District Administrator for Board of Education approval.

(X) The Board shall authorize, by resolution recorded in the official Board minutes, those student activity programs it wishes to be operational.

(X) A system of internal controls should be implemented in order to safeguard the assets of the student-activity funds to ensure that the student will receive the benefits sought. Funds must be budgeted and accounted for by fund, function, cost center, and operational unit in accordance with the WUFARS.

(X) Monthly and annual financial reports for student-activity funds shall be prepared by the Business Manager and submitted to the Board of Education Finance Committee. Funds must be accounted for on a fiscal-year basis and financial reports furnished to each sponsor on a regular basis.

(X) Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program.

(X) All sales projects or programs must be approved by the Board of Education ~~principal and the District Administrator at ideally least~~ two (2) months ~~weeks~~ prior to the sale or event.

~~(-) The \_\_\_\_\_ shall appoint all cashiers and shall execute a bond in an amount and with surety to be approved by the Board. Such bond shall be payable to the Board and deposited with the \_\_\_\_\_.~~

(X) All sources of revenue must be approved by the Board of Education and shall be included in the student- activity group's current-year budget. Receipts and expenditures must be coded by WUFARS Classification provided by the Business Manager.

(X) Investments shall be approved by the Business Manager. Interest earned on the investment of these monies should be handled in accordance with State law.

(X) All expenditures from a student-activity fund shall be in accordance with the approved budget. Authorization for an expenditure must be accompanied by an approved requisition processed by a formal purchase order, and certified by the Advisor and Principal that funds are available for the expenditure.

(X) Installment and lease purchases are prohibited.

(X) Expenditures of funds, derived from the student body as a whole, shall be so expended as to benefit the student body as a whole, and not for the benefit of a special group.

(X) Expenditures must be approved by the appropriate student activity group advisor.

(X) Student-activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to Board employees or other persons. Postdated checks may not be accepted and checks may not be cashed for anyone.

(  ) Board employees or others may not make purchases through a student body in order to take personal advantage of student-body purchasing privileges.

(  ) No student-activity organization shall be obligated for purchases made by students, faculty, and/or others unless supported by a written purchase order signed by the building principal.

(  ) Examples of expenditures which are prohibited are:

(  ) equipment, supplies, forms, postage for curricular or classroom use or for District business;

(  ) repairs and maintenance of District-owned equipment or property;

(  ) salaries for services which are the responsibility of the District or for District assignments;

(  ) memberships that benefit individuals;

(  ) all items for personal use;

(  ) contributions to fund-raising drives for charitable organizations unless part of a group's purpose and objectives statement.

(  ) No purchase may be made unless there is sufficient cash in the fund to pay for that purchase, plus outstanding orders. Where insufficient funds exist, a request for transfer from the General Fund may be made to the building principal.

(  ) All monies collected should be deposited with the school office or in a designated depository within twenty-four (24) hours of collection or the next business day following the last business day of that week.

(  ) Funds collected through the principal's office will be processed through ~~either~~ the General Fund ~~or the Principal's Fund~~.

~~(-) Payments from a student activity fund to an employee are subject to standard payroll deductions.~~

(  ) The disposition of unspent activity funds will be determined by the class officers, activity sponsor, and the principal.

(  ) An internal audit of the financial accountability and compliance of student activities policies shall take place on an annual basis. A formal report shall be presented to the Board of Education.

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Book AG 1st Draft Clean  
Section 6000 Finances  
Title PROCEDURE FOR INACTIVE ACTIVITY ACCOUNTS  
Number ag6610B  
Status First Reading

**6610B - PROCEDURE FOR INACTIVE ACTIVITY ACCOUNTS**

Prior to the termination of a student-activity organization, all funds remaining in the treasury must be disposed of in one of the following ways:

- Expended by vote of the organization controlling these funds as provided for in the bylaws.
- Transferred to another student-activity organization following the standard withdrawal procedure.
- Transferred to the School District for a specific and designated purpose. When the student-activity organization votes to dispose of funds in this manner, the following procedure will be applied:
  - The organization submits a signed statement authorizing the District to use the funds in a specific manner as agreed upon by the student organization.
  - The funds shall be held in a trust agency fund until the proper expenditures have been made. Any balance remaining after these expenditures will be transferred to the General Fund for use by the School District.
- Following graduation, the unexpended, undesignated funds of the Senior Class will be transferred to a local financial institution as voted on by the Senior Class. ~~the Freshman Class.~~

After one (1) year of inactivity, and if none of the procedures listed above have been implemented, the unexpended funds shall,

- on the recommendation of the District Administrator and the approval of the Board,
- ~~(-) on the recommendation of the principal and the approval of the District Administrator,~~

be transferred to the General Fund.

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Section                  6000 Finances  
Title                      TICKET SALES  
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Status                    First Reading

#### 6611 - **TICKET SALES**

The following guidelines apply to all school events at which tickets are sold.

##### A. Responsibilities of the Activity Sponsor

1. Establish the price and make arrangements for the printing of the tickets.
2. Obtain approval from the building principal \_\_\_\_\_ for any complimentary tickets to be given away.
3. Select the ticket sellers and provide them with the appropriate number of tickets, the forms needed to account for the sales, and the currency and coins needed for making change. Make sure they understand the sales and accounting procedure.
4. Make a record of the number of tickets given to each seller.
5. Receive the money, ticket-sales accounting form, and unsold tickets from each seller and reconcile the money collected with the ticket-sales accounting record. Maintain a record of unsold tickets.
6. Prepare the deposit record and deposit the funds in the depository designated by the Board of Education.
7. Make note of any changes in procedure that should be incorporated into the next ticket sale.

##### B. Responsibilities of the Ticket Seller

1. If tickets are numbered, make a record of the first and last numbers to verify the number of tickets received from the activity supervisor. Verify the prices, particularly if there are price differentials.
2. Complete the information called for on the form heading.
3. Collect the money from the purchaser, verify that the amount is correct, and provide the purchaser with the ticket(s).
4. At the end of the sale, record the number of the first unsold ticket and count the number of tickets sold. If tickets have been sold at different prices, record the number sold at each price.
5. Organize the money collected by denomination and then count each denomination. For each price category, compare the actual total with the total obtained by multiplying the number of tickets sold by the price of each ticket.
6. Provide the activity supervisor with the money, ticket-sales accounting record, and the unsold tickets.



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Section 6000 Finances  
Title PETTY CASH FUNDS  
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#### 6620 - PETTY CASH FUNDS

The following guidelines are to govern the use and control of petty cash funds:

() Petty cash may be used to pay for materials, supplies, and expenses that are needed immediately, considered to be usual and legitimate expenses of the District, and involve less than \$50 for any one (1) item.

() A "Petty Cash" log voucher (Form ) is to be completed each time a disbursement is made. The invoice, bill, or sales slip is to be signed by the person making the purchase and attached to the log voucher. Each transaction voucher is to be numbered sequentially.

() A "Petty Cash Report" (Form 6620-F1) is to be completed, signed by building administrative assistant fund-custodian, and filed with the Business Manager monthly ~~when the fund needs to be replenished.~~

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Section 6000 Finances  
Title FLOWER AND GIFT FUND  
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6630 - **FLOWER AND GIFT FUND**

The purpose of this fund is to:

~~[ ] provide flowers or an appropriate remembrance with the amount not to exceed                      when a staff member experiences an illness of                      working days or hospitalization for                      days.~~

[X] provide years of service pins and retirement gifts for employees not to exceed \$100.

[ X ] provide flowers or cash contribution upon the death of a staff member or his/her immediate family member. Immediate family is limited to father, mother, spouse, children, parent-in-law, ~~grandparent~~, brother, or sister. The amount of the contribution is not to exceed \$50.

~~The fund is to be administered by a committee of            professional staff members,            support staff members, and one (1) administrative staff member. Committee members are to be selected by each group. The committee shall select their chairperson, treasurer, and secretary. Proper records must be kept of all contributions and expenses.~~

~~Committee members shall serve on an annual basis, subject to reappointment by their own respective group. If a vacancy occurs on the committee, the remaining committee members shall appoint a member from the group in which the vacancy occurs to serve until the next fiscal year, starting July 1st. At the beginning of the fiscal year, the committee shall meet and set up guidelines for the year.~~

~~This fund is to be instituted on a voluntary basis. Suggested contributions to the fund by each staff member will be determined by the total gross salary a staff member earns.~~

~~Contributions will be made by a payroll deduction upon the signature, on an authorized deduction form, of any staff member wishing to participate.~~

~~If under extraordinary circumstances, the fund would be depleted prior to July 1st, the committee may request an unscheduled contribution deduction.~~

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 Section 6000 Finances  
 Title FAIR LABOR STANDARDS ACT (FLSA)  
 Number ag6700  
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**6700 - FAIR LABOR STANDARDS ACT (FLSA)**

State and Federal law require the Board of Education to pay employees no less than the minimum wage. In addition, employees are entitled to overtime pay of not less than one and one-half (1 1/2) times the employee's regular rate of pay for all hours the employee works in excess of forty (40) hours in a workweek, unless the employee is exempt from overtime. The regular rate of pay includes all remuneration for employment paid to an employee, including base pay, longevity pay, bonuses, and shift differentials. Hours worked includes all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is suffered or permitted to work. This includes any bona fide work that the employee performs on or away from the premises if his/her immediate supervisors know or have reason to believe the work is being performed. The District recognizes that the FLSA does not permit averaging of hours over two (2) or more work weeks. ~~[ ] Each job description shall state the position's classification as either "Exempt" or "Non-Exempt" [NOTE: select this if it is required in Policy 3120 and 4120]~~ The following positions/classifications in the District are generally considered non- exempt positions entitled to overtime compensation under the law: Support Staff paid by the hour

~~[Identify those positions/classifications that are eligible for overtime compensation.]~~

For covered, non-exempt employees who are currently paid on an annual salary basis, their salaries must be divided by the hours the employees actually work in a given workweek to verify the employees are receiving at least the minimum wage.

Employees that are classified as "Exempt" from the overtime regulations are those that qualify under one of the following exemption categories:

Exemption Category under the FLSA	Duties Test Component	Salary Basis Requirements
Teacher	<ul style="list-style-type: none"> <li>Primary duty is teaching, tutoring, instructing or lecturing, i.e. engaged in the activity of imparting knowledge</li> <li>Engaged in teaching, but spent significant time in extracurricular activities, including coaching or advising are still teachers</li> <li>Hold an elementary or secondary teaching certificate, regardless of the classification (e.g. permanent, emergency, substitute, etc.).</li> </ul> <p>29 C.F.R. §541.303</p>	Not Applicable
Administrative	<ul style="list-style-type: none"> <li>Primary duty is directly related to the management or general business operations</li> <li>Primary duty includes the exercise of discretion and independent judgment on matters of significance</li> </ul> <p>29 C.F.R. §§541.200 – 541.203.</p>	\$455/week
Administrative Directly Related to Academic Instruction	<ul style="list-style-type: none"> <li>Primary duty is the performance of administrative functions directly related to academic instruction</li> <li>"Administrative functions" – exercise of discretion and independent judgment on matters of significance</li> <li>"Directly related to academic instruction" means: work related to the academic operations and functions in a school rather than general business operations (e.g. District Administrator, Assistant</li> </ul>	Equal to starting teacher wage in the District

	<p>Administrators administering curriculum, quality and methods of instruction, measuring student achievement, principals and vice principals, academic counselors)</p> <ul style="list-style-type: none"> <li>• Does NOT include: positions related to facilities management or maintenance, jobs related to student health, social workers, or school psychologists)</li> </ul>	
	29 C.F.R. §541.204	
Professional	<ul style="list-style-type: none"> <li>• Primary duty is the performance of work that requires knowledge of an advanced type in a field of science or learning acquired by a prolonged course of specialized instruction.</li> <li>• Work involves the regular exercise of professional judgment in matters that are intellectual in character</li> <li>• Includes, for example, social workers and school psychologists,</li> </ul>	\$455/week
	29 C.F.R. §§541.300 – 541.301	
Executive	<ul style="list-style-type: none"> <li>• Primary duty is the management of the enterprise or of a customarily recognized department</li> <li>• Customarily directs the work of at least 2 FTE employees</li> <li>• Has authority to hire and fire other employees or to make such recommendations that are given particular weight.</li> </ul>	\$455/week
	29 C.F.R. §§ 541.100 – 541.106	

Where a covered, non-exempt employee, works at two (2) or more different types of work in the same workweek for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates, i.e. the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs. ~~(-) In the alternative, \_\_\_\_\_ [designated administrator] and the employee may agree [-] in writing [End option], in advance that the overtime pay will be paid at the rate of the work being performed during the overtime period.~~

**[ X] Compensatory Paid Time Off in Lieu of Overtime Wages**

The District Administrator may authorize payment of required overtime wages in the form of ~~one and one half (1 1/2) times~~ the number of overtime hours worked in ~~the form of~~ paid time off in lieu of wage payments for the time worked. The following rules apply to the use of compensatory time off as a form of overtime compensation.

A. A non-exempt staff member requesting compensatory time off must ~~complete and~~ submit written request for approval ~~the specified form from the District Administrator~~ prior to working any overtime hours for which the staff member requests compensatory time off as payment. ~~The request must be approved by the District Administrator. The Board may enter into written agreements with individual non-exempt employees providing for compensatory time off.~~

B. Non-exempt staff members who receive compensatory time in lieu of overtime compensation must use the compensatory time within the pay period it is accumulated. ~~however, cannot accumulate more than 240 hours of compensatory time (i.e., the equivalent of 160 hours of actual overtime worked).~~

~~An employee who has accrued compensatory time will be permitted to take the time off within a reasonable period after making the request, provided the time does not unduly disrupt the District's operations. Additionally, even where compensatory time has been agreed upon, the Board of Education may still substitute cash for compensatory time. Finally, if an employee is terminated or resigns, and s/he has accrued compensatory time available, the employee will be paid at: (1) the average regular rate received by such employee during the last three (3) years of employment; or (2) the final regular rate received by such employee, whichever is higher.~~

Meal Periods

A bona fide meal period of thirty (30) minutes or more that occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a meal. ~~unless otherwise specified in an applicable collective bargaining agreement.~~

Leave Status

Time spent in paid leave status is not considered hours worked. ~~unless otherwise specified in an applicable collective bargaining agreement.~~

FLSA Posting

Administrators and supervisors are directed to verify that the official State and Federal wage and hour posters are displayed in a conspicuous place in the workplace.

Recordkeeping Requirements



It shall be the responsibility of all employees to record and submit an accurate account of their time worked each week on approved forms or via electronic or machine timecards. An employee's misrepresentation or failure to submit an accurate account of his/her time worked may subject the employee to discipline up to and including termination.

Non-exempt employee time records shall be verified by a supervisor who has personal knowledge of the hours worked by the employee. It shall be a violation of this guideline for a supervisor to ask a non-exempt employee to record fewer hours than were actually worked by the employee.

The District will maintain the following records for all employees:

- employee's full name, Social Security Number, home address (including zip code), occupation, sex, DOB (if under nineteen (19) years of age)
- time and day of week when employee's workweek begins
- total hours worked each workday and each work week
- basis on which employee's wages are paid (e.g., "\$ per hour," "\$ per week")
- regular hourly pay rate
- total daily and weekly straight-time earnings
- total overtime earnings for the work week
- all additions to and/or deductions from the employee's wages
- total wages paid each pay period
- date of payment and the pay period covered by the payment

Payroll records will be maintained for at least three (3) years, and time cards and wage computation records (including work and time schedules) will be maintained for at least two (2) years.

#### Volunteers

The FLSA requires that non-exempt employees must be compensated for all hours they are ~~suffered-or~~ permitted to work. Consequently, even if an employee "volunteers" to work beyond his/her normally scheduled hours, the Board will still compensate the employee for those hours worked. An individual is considered to be a "volunteer" only if the following conditions are met:

- A. Services are performed for which no compensation is received beyond expenses or a nominal fee.
- B. Services rendered are not the same type of services that the individual is employed to perform for the Board.
- C. Services are not the type for which the District generally employs someone to perform.

#### Additional Information Concerning the FLSA

Additional information concerning the FLSA can be found at the Department of Labor's website ([www.dol.gov](http://www.dol.gov)).

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