

# School District of Manawa

Special Board of Education Agenda

August 1, 2018



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

1. Call to Order – President Johnson – **6:30 p.m.** – MES Boardroom, 800 Beech Street
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. New Business:
  - a. Consider Acceptance of the Resignation of Skylar Liebzeit as One-Year Head Football Coach
  - b. Consider Approval of Jeff Bortle as One-Year Head Football Coach
  - c. Consider Approval of Athletic Director Job Share Proposal
  - d. Consider Approval of Overnight Football Camp Field Trip (held at HS)
  - e. Consider Approval of Water Field Trip Football Team Building Activity
  - f. Review Referenda Question Wording
    - i. Capital Improvement
    - ii. Operational - Former Elementary Building Only
  - g. Review Actions Steps for Week 2 of the Communication Plan and Related Task List
    1. Support systems **(WEEK 1 AND 2- July 23-August 3)**
      - a. Identify support systems already in place for a referendum
        - i. People
        - ii. Media
        - iii. Community
        - iv. Identify support systems to add to those already in place
    2. Gather community data **(WEEK 1 AND 2- July 23-August 3)**
      - a. Census information
      - b. Community demographics
      - c. Political environment
      - d. Past election results
      - e. Past media coverage of events in the school district
  - h. Review Financial Implications of Referenda
    - i. Tax Impact
    - ii. Bond Rating
    - iii. Debt Structure Options
    - iv. Other Related Financial Questions
6. 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.



Jeanne Frazier <jfrazier@manawaschools.org>

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## SL - Resignation

1 message

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**Dan Wolfgram** <dwolfgram@manawaschools.org>  
To: Jeanne Frazier <jfrazier@manawaschools.org>

Tue, Jul 31, 2018 at 1:11 PM

To whom it may concern,

I would like to thank the School District of Manawa for the many opportunities they have granted me. I would like to inform Administration and the Board of Education of the recent opportunities that have come forth. I was recently approached by the Offensive Coordinator at Lawrence University to be hired as their Wide Receivers Coach. As an opportunist, I feel it is the best interest of myself and my professional goals to take advantage of this offering.

I would like to give the School District of Manawa my resignation as Head Football Coach and appoint Jeff Bortle as the new Head Coach to lead the Wolves into the 2018 season. I feel that Jeff brings forth several positive qualities and the stability the district needs at this position in 2018. Jeff is the best candidate for the position and I have the confidence that he will make the School District of Manawa proud.

Thanks & Go Wolves,

Skylar Liebrecht

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Dan Wolfgram, Principal  
Little Wolf Junior / Senior High School  
**School District of Manawa**  
515 East 4th St.  
Manawa, WI 54949  
Phone: 920-596-5310  
Fax: 920-596-2655  
dwolfgram@manawaschools.org

**Little Wolf Jr./Sr. High School Mission:** Our school, in collaboration with the community, is committed to focusing on high expectations, fostering individual academic excellence and creating a safe environment of respect and responsibility.



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

To: Dr. Melanie Oppor  
From: Dan Wolfgram  
Date: July 31, 2018  
Re: Varsity Football Coach Appointment

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The purpose of this memo is to recommend Mr. Jeff Bortle for the position of Varsity Football Coach for the 2018-2019 season.

Mr. Skylar Liezeit sent an email to Principal Wolfgram on Monday, July 30 stating he was resigning his position as Manawa's Varsity Football Coach. In his resignation, he recommended Mr. Bortle as his successor.

Mr. Bortle is a seasoned coach with many years of coaching experience. He served as Manawa's Varsity Football Coach from 2006-2008 and has served as an assistant football coach the past two seasons. He is familiar with all the current offensive and defensive schemes, possesses outstanding rapport with the students, and demonstrates the necessary leadership skills to provide the best possible transition for the student-athletes.

I recommend Jeff Bortle wholeheartedly for the position of Manawa's Varsity Football Coach for the 2018-2019 season.



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

To: Dr. Melanie Oppor  
Fr: Dan Wolfgram  
Date: 7/31/18  
Re: Job Share Proposal - Athletic Director

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The purpose of this memo is to recommend Ms. Mary Eck for a job share with Athletic Director Skylar Liebzeit for the 2018-2019 fall sports season.

Mr. Liebzeit will be unable to be “the face” of the Manawa Athletic Department at home volleyball events due to a coaching commitment at Lawrence University. He will continue to fulfill his preliminary job duties associated with the game-day preparation but will be unable to be present at the games.

Ms. Eck is willing to accept the following responsibilities at six home volleyball contests:

- Greet the visiting team
- Receive the officials and deliver payment for services rendered
- Assist with coach evaluations
- Distribute, collect, and secure ticket money with STEP volunteers
- Assist with supervision of students

Ms. Eck would also be responsible for assisting with coach evaluations for cross country. Manawa does not host any home cross country meets but she would attend at least one away meet as well as be visible at occasional practices to observe coach-athlete interaction.

Mr. Liebzeit has indicated that he would be present for most home football games and would be able to fulfill his evaluative duties for this sport. Principal Wolfgram is also present at most home football games to evaluate and supervise.

The dollar amount agreed upon for Ms. Eck’s services rendered will be \$500.00 This amount will be deducted from Mr. Liebzeit’s annual stipend.

**School District of Manawa**  
**Field Trip/Transportation Permit Form**

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

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

Teacher/Coach (responsible for trip) Bortle Grade/Class FB Football  
Date(s) of trip 8/10 to 8/18

Destination and Address: Lunch Room Little Wolf Jr./Sr HS.

Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip?  yes  no  
OVER NIGHT

Purpose of trip (include curriculum guide learner outcome or competency references):  
Team building (during Football Camp)

No. of Students 50 No. of Teachers 3 No. of Chaperones 4 GROUP TOTAL 57  
Departure time — Return time — Total hours — No. of Buses —  
Start (pick up) point — Return (drop off) point —

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

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

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

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

- C. Lunch plans (check all that apply)
- Students will bring a sack lunch from home \_\_\_\_\_
  - Food service staff will prepare box lunches \_\_\_\_\_
  - Lunch will be purchased at site of field trip \_\_\_\_\_
  - Not applicable \_\_\_\_\_

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

Staff member(s) responsible for administering medication to students Nate Ziemel

APPROVED Dan Weygman DATE 7/31/18  
Principal

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

**D. TRANSPORTATION:** (Complete all that apply.)

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

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

**Private vehicle data submitted by:** \_\_\_\_\_

**Principal confirms submission of required documents to District Office:** \_\_\_\_\_

**Bussing costs (To be completed by Kobussen)**

Total transportation charge: \$ \_\_\_\_\_

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

FD \_\_\_\_\_ LOC \_\_\_\_\_ OBJ \_\_\_\_\_ FUNCTION \_\_\_\_\_ PROJ \_\_\_\_\_

**Transportation paid by other organization name and address:**  
\_\_\_\_\_

### Transportation Request Directions

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

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

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

## Overnight Camp Schedule

	August 6th		August 7th		August 8th
7:00 AM	Check In	6:00 AM	Breakfast (Egg bake)	5:30-6:30 AM	SGT Montie Workout
8:00-8:30	Meeting	7:00-9:00 AM	Practice #1	6:45-8:15 AM	Practice #1
8:30-10:30 AM	Practice #1	9:00-9:30 AM	Mandatory Break	8:15-9:15 AM	Breakfast
10:30-11:00 AM	Mandatory Break	9:30-10:30 AM	Practice #2		(Fruit/Bagels/Bread)
11:00-12:00 PM	Practice #2	10:30-11:00 AM	Shower and Leave for Paint Ball	9:30-10:30 AM	Practice #2
12:00-2:30 PM	Break and Lunch (Sack Lunch)	11:00-11:30 AM	Lunch (Burgers and Brats)	10:30-12:00 PM	Clean Up, Paint Field, Checkout
2:30-3:00 PM	Lift	11:30-4:00 PM	Paint Balling @		
3:00-3:30 PM	Meeting		Outdoor Adventures		
3:30-5:00 PM	Practice #3	4:00-6:00 PM	Wolf River Trips		
5:00-6:30 PM	5-on-5 B-Ball Tourney	6:00-8:30 PM	Dinner and Meetings		
	Play to 15 win by 2				
6:30-7:30 PM	Dinner (Little Caesars)				
7:30-10:30 PM	Movies				

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Teacher/Coach (responsible for trip) Bottle Grade/Class FB

Date(s) of trip 8/7/18 to \_\_\_\_\_  
Please → E8130 Please Rd New London WI

Destination and Address: Outdoor Adv. → N600 Cty Rd U Weyauwega WI

Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip?  yes  no  
we go paintballing & swimming

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

No. of Students 50 No. of Teachers 3 No. of Chaperones 4 GROUP TOTAL 57

Departure time 11:30 Return time 6 Total hours 6.5 No. of Buses 1

Start (pick up) point HS Return (drop off) point HS

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

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

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.)  
FD 10E LOC 800 OBJ 341 FUNCTION 256 PROJ 740

A. \$ 321.00

B. Per pupil student-paid miscellaneous costs

B. \$ \_\_\_\_\_

**C. Lunch plans (check all that apply)**

- Students will bring a sack lunch from home \_\_\_\_\_
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FD 10 E LOC 800 OBJ 341 FUNCTION 256 PROJ 740

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