

AGENDA
SCHOOL DISTRICT OF MANAWA
BOARD OF EDUCATION
July 17, 2017

1. **Call to Order** – President Johnson – **6:00 p.m.** – Book Study
2. **Closed Session – 6:30 p.m. to 7:00 p.m.** the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), 118.22 and 118.125 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility for
 - 1) Review Teacher Candidate Applications
3. **Reconvene in Open Session – 7:01 p.m.**
4. Pledge of Allegiance
5. Roll Call
6. Verify Publication of Meeting
7. Presentation:
 - a. Site Analysis & Feasibility Study Update - Scherrer Construction
 - b. Wellness Committee Presentation - Nurse Koehn
 - c. Reading Specialist Annual District Literacy Report – Jackie Gast
 - d. Sturm Foods vs. City of Manawa Litigation - Mayor John Smith
8. Announcements:
 - a. Contributions to the District
9. Consent Agenda
 - a. Approve Minutes of June 19, and 22, 2017 Board Meetings
 - b. Treasurer’s Report/Approve Expenditures & Receipts (**on website**)
 - c. Donations:
 - i. Hoffman Architectural \$100 in Memory of David Gunderson (for ES Garden Decoration)
 - ii. Rain Sensor for Sprinkler System from Charles Jepson
 - iii. Wisconsin FFA Foundation \$150 for 2017 Chapter Membership Recruitment Award
 - iv. Wisconsin FFA Foundation \$50 for 2017 Growing Leaders Chapter Award 3
 - v. Wisconsin FFA Foundation \$50 for 2017 Food for America 4
 - d. Resignation: Molly Suehs, HS Instrumental Music Teacher
 - e. Consider Approval of a 1.0 FTE Elementary Art Teacher for 2017-18 School Year
 - f. Consider Approval of a 1.0 FTE 5th Gr. Teacher on a One-Year Contract for 2017-2018 School Year
 - g. Consider Approval of a 1.0 FTE Social Studies Teacher for 2017-18 School Year
 - h. Consider Approval of a 1.0 FTE Instrumental Music Teacher for 2017-18 School Year
 - i. Consider Approval of an Athletic & Activities Director Contract for 2017-18 School Year
 - j. Consider Approval of a Wrestling, Girls and Boys Basketball Coaches for 2017-18 School Year
 - k. Consider Approval of a Contract for a SY1617 MS Wrestling Coach and Payment of Said Contract
 - l. Consider Approval of Revised 2017-2018 School Calendar
 - m. Consider Approval of Honoring Bus Driver Retirement and Years of Service for Those Employees of the School District of Manawa at the Time Transportation Services Transferred to Kobussen
 - n. Consider Acceptance of the ThedaCare Grant of \$1,500 for Wellness Committee Initiatives for Students and Staff
10. Any Item Removed from Consent Agenda
 - a.
 - b.
11. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines on Reverse)
12. Correspondence: Card from Ellen Field
13. Board Recognition: None this Month
14. District Administrator’s Report:
 - a. Legislative Update
 - b. Site Analysis & Feasibility Study
 - i. Update

- ii. Change
 - c. Summary of Police Calls During the 2016-17 School Year
 - d. Energy Efficiency Projects Update
 - 15. School Operations Reports
 - a. ES Principal: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
 - 16. Business Related Reports:
 - a. Kobussen Transportation Update
 - 17. Director's Reports:
 - a. Curriculum / Special Education Director Highlights – Seclusion & Restraint
 - b. Technology Director Highlights
 - 18. Board Comments:
 - a. Treasurer Pohl – Re: CESA 6 Annual Convention
 - b. Medicaid Reductions - Legislative Communications
 - 19. Committee Reports:
 - a. Finance Committee (Pohl)
 - i. Dissolving the School Insurance & Risk Management Cooperative of Wisconsin (SIRMC)
 - ii. Entering into a Cooperative Relationship with Wisconsin Educators Risk Management Cooperative (WERMC)
 - iii. Renewal of Medical, Dental, Vision, Life, Short-term Disability, Long-term Disability, and Voluntary Life insurances
 - iv. Transportation Transition Updates
 - b. Buildings & Grounds (R. Johnson)
 - i. Donation of Rain Sensor for Sprinkler System
 - 1. Gift from Mr. Jepson
 - 2. District Pays for Installation
 - ii. Review Special Education Rental Property
 - iii. Football Field Update
 - 1. Bare Spots / Grass Seeding – TruGreen
 - 2. Sideline Mats
 - 3. Painting Machine
 - iv. HS Gym / Backboard Project
 - 1. Electrical Quote \$2,472
 - 2. Vermiculite In-House Clean-up /Equipment Approximately \$750
 - 3. CR Meyer \$7,246
 - 4. Floor Refinishing Approximately \$6,000
 - 5. New Lift Assembly – Price \$4,500 per Unit x 4 (Reuse Backboards & Rims)
 - 6. Asbestos Report - None Found in Vermiculite
 - 7. Divider Curtain - \$14,000
 - v. Energy Efficiency Projects
 - vi. SY1617 Major Maintenance Project Summary
 - vii. SY1718 Maintenance Budget Planning
 - c. Policy & Human Resources Committee (Pethke)
 - i. Payment of MS Wrestling Coach SY201617
 - ii. Graduation Date for 2018 – Recommendation
 - iii. End-of-Year Celebration
 - iv. Bus Driver Recognition
 - v. School Calendar 2017-18 – Early Dismissal Wednesdays
 - d. Curriculum Committee (Scheller)
 - i. Weekly Early Dismissal Details for 2017-18
 - ii. G/T Handbook Revisions
 - iii. RtI Handbook Revisions
 - iv. 504 Handbook Revisions
 - v. At-Risk Handbook

20. Unfinished Business:
 - a. Consider Approval of NEOLA Vol. 26 No. 1 Updates (**on Website:** Board of Education / Board Policies / under link: Policy Updates Under Consideration - opens BoardDocs, select Under Consideration from center tab, scroll down to Vol. 26 No. 1)
21. New Business:
 - a. Consider Approval of CESA #6 Physical Therapy Contract for SY1718
 - b. Consider Approval of Resolution SY201718#1 Dissolving the School Insurance & Risk Management Cooperative of Wisconsin (SIRMC)
 - c. Consider Approval of Entering into the Wisconsin Educators Risk Management Cooperative (WERMC) 66.0301 Agreement for 2017-18
 - d. Consider Approval of the WEA Trust Health Insurance Proposal for SY1718 as Presented
 - e. Consider Approval of the Delta Dental Vision and Dental Proposal for SY1718 as Presented
 - f. Consider Approval of the Employee Contribution Increase for Dental and Vision Insurance from 0% to 10% as Presented
 - g. Consider Approval of the District Changing Insurance Providers from Unum to The Standard with the Same Coverage for Life, Short-Term Disability, Long-Term Disability, and Voluntary Life as Presented
 - h. Consider Approval of the G/T Handbook Revisions for SY1718
 - i. Consider Approval of the RTI Handbook Revisions for SY1718
 - j. Consider Approval of the 504 Handbook Revisions for SY1718
 - k. Consider Approval of a One-Month Pilot of the Draft At-Risk Handbook for SY1718
 - l. Consider Approval of Available Spaces in Grade Levels and Programs for the SY1718
 - m. Consider Approval of Accepting All Open Enrollment Wait List Students for Placement in the School District of Manawa for the SY1718
 - n. Consider Approval of Dissolving the Waupaca County Charter School
 - o. Consider Approval of a Consortium Agreement for Waupaca County Alternative Program
 - p. Consider Community Stakeholder Group Membership
22. Next Meeting Dates:
 - a. **Set Board / Administrator Retreat Date – Please bring your planning calendar**
 - b. July 25, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library
 - c. July 26, 2017 – Bldgs & Grounds Committee Meeting– 6:00 p.m. – MES Board Room
 - d. August 1, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library
 - e. August 2, 2017 – Policy & HR Committee Meeting – 5:15 p.m. – MES Board Rm
 - f. August 8, 2017 – Finance Committee Meeting – 5:30 p.m. – MES Board Room
 - g. August 14, 2017 – Curriculum Committee Meeting – 6:00 p.m. – MES Board Room
 - h. August 15, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library
 - i. August 21, 2017 – Regular BOE Meeting – 6:30 pm Book Study – 7:00 Open Session
 - j. September 5, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library
 - k. September 18, 2017 – Regular BOE Meeting – 6:30 pm Book Study
 - l. September 26, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library
23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), 118.22 and 118.125 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation and Compensation and 2) Teacher Evaluation
24. Board May Act on Items Discussed in Closed Session
25. 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.

Bylaws 0167.3

Public Participation at Board Meetings

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:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. 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;
 - 4. 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;
 - 5. 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:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.

3. 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 June 19, 2017 Board of Education Meeting

Call to Order – President Johnson – 6:00 p.m. – Book Study – Chapter 5: Compassion

Motion by Hollman / Scheller to adjourn into Closed Session at 6:30 p.m. Pursuant to the Provisions of 19.85(1)(c)(f), 118.22 and 118.125 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility for 1) Review Teacher Candidate Applications. Motion carried by roll call vote – present: J. Johnson, R. Johnson, Pohl, Pethke, Hollman, Scheller and Forbes.

Motion by R. Johnson / Scheller to adjourn from closed session and reconvene in Open Session at 7:02 p.m. Motion carried by roll call vote – present: J. Johnson, R. Johnson, Pohl, Pethke, Hollman, Scheller and Forbes.

Pledge of Allegiance

Roll Call – Present: J. Johnson, R. Johnson, Pohl, Pethke, Hollman, Scheller and Forbes (Forbes returned to the meeting at 7:07 p.m.)

Verify Publication of Meeting – by Dr. Oppor verified.

Data Presentation – Ms. Brauer, Mrs. Pukita, Mr. Wolfgram.

Updated the winter Data presentation with end of the year data as they correlate to the District Goals. Universal screening is done four times a year. Starr Testing, Fontes & Pinnell and On Demand Writing are the universal screeners used. Results of Star Reading, Math, Writing Testing were shared for both schools. May 19th staff development was used to plan for 2017-18 RtI, looking at strategies to help students.

Announcements: President Johnson thanked the following for their Contributions to the District Carbon Freckle: In-kind Contribution & Creation of School Song Banners for Manawa FFA and Waupaca Equipment Rental Center: Donation of Tent Rental Valued at \$200.

Consent Agenda voted approval by general consent: Minutes of May 15 and 30, 2017 Board Meetings, Treasurer's Report/Approve Expenditures (\$527,253.32) & Receipts (\$32,262.69); donations: Carbon Freckle: In-kind Contribution & Creation of School Song Banners for Manawa FFA and Waupaca Equipment Rental Center: Donation of Tent Rental Valued at \$200; Retirement: Lori Wilson, ES Art Teacher, Resignation: Nicholas Hericks, HS Social Studies Teacher, Wendy Baranczyk, ES Music Teacher, Madalyn Simonis, Elementary Teacher, Consider Approval of Hire of a Spanish Teacher for SY178, Consider Approval of Hire of a Special Education Teacher for SY1718, Consider Approval of Hire of a Business Education Teacher for SY1718, Consider Approval of Hire of a Vocal Music Teacher for SY1718, Consider Approval of the Hire of Non-Athletic Coaches / Advisors for SY1718, Consider Approval of Athletic Coaches & Volunteers for Fall & Winter Sports for SY1718, Consider Approval of the N.E.W. Rehab Occupational Therapist Contract for SY1718, Consider Approval of the 2017 PACE Program Submissions for Professional Staff for SY1718.

There were no items removed from Consent Agenda

Public Comments: there were none.

Correspondence: President Johnson read the correspondence received: Card from Monkey Joe's (Activity Center) pertaining to the 3rd grade field trip, Card from Dr. Melanie Oppor.

Board Recognition: None this month

District Administrator's Report:

Legislative Update: Attended a CESA meeting regarding a Human Resources network in the CESA, hiring, retaining, recruiting employees, mentoring PI-34, PDP's, Benefits looking at salary advancement programs, retirement, Wellness, professional development and training, discipline. Federal Entitlement Conference was attended last week – Manawa's reduction in Title I funding is over \$17,000. Strategies will be discussed such as carryover of less than 15% to next year; less than 15% of our allotment would be less than \$18,000. The governor's budget is not final. Site Analysis & Feasibility Study Update: Will invite those that were recommended by the Board and Administrators as community stakeholders to the meetings to become part of a

committee to meet twice in July, August and September and report to the Board in October. Met with Mr. Andres for a walk thru and Mr. Andres was back an extra day to tour. Athletic Training Summary: met with Jill Timm the Athletic Trainer. The district is adequately covered by an Athletic Trainer in terms of our school size.

School Operations Reports: The ES Principal and HS Principal Highlights are Included in Board Packet.

Business Related Reports:

Preliminary Budget Report from the Business Manager: Any analysis of the budget at this time is very preliminary. This is a listing of what we do NOT yet know: State budget implications - Equalization Aid, Per Pupil Categorical Aid. Insurance changes: 4 scenarios to consider. Federal entitlements - IDEA (Special Education), ESSA (Title programs). Hiring staff - 5 positions to fill - MES 1-year contract, MES Art, MES 0.49 Music, HS Social Studies, District A.D. Transportation. Due to these unknowns, any budget scenario can only be considered an estimate based on presumptions.

The credit card report was handed out to the board for April and May, 2017.

Director's Reports: Curriculum Director / Special Education Director Highlights - in the board packet.

Board Comments: None this month

Committee Reports: Finance Committee (Pohl) Closed Session re: Transportation Program

Interview Lamers Transportation at 5:30 p.m., Interview Kobussen Transportation at 5:45 p.m., Consider Recommendation for Future Transportation Management Plan, Snow Removal, Health Insurance Review - M3 - Mary Basel, Student Assurance - Student Accident Insurance Renewal, Chromebook Lease Agreement, Committee Planning Document Review, N.E.W. Rehab Occupational Therapist Contract for SY1718, SY1718 School Year Lunch and Milk Fees. Buildings & Grounds (R. Johnson), Football Field Update, HS Gym / Backboard Project, Electrical Quote \$2,472, Vermiculite In-House Clean-up /Equipment Approximately \$750, CR Meyer \$7,246, Floor Refinishing Approximately \$6,000, Reversing Lift Assembly / Retrofit - Price \$__, Asbestos Report - None Found in Vermiculite, Divider Curtain - \$14,000, TruGreen Update, Approve Purchase of New Equipment, Sideline Mats, Chalker, Tree Trimming & Pruning, Kubota Update, Energy Efficiency Projects, Portable Bleachers Update, SY1617 Major Maintenance Project Summary, SY1718 Maintenance Budget Planning, Policy & Human Resources Committee (Pethke) Policy Updates Vol. 26, No. 1 - Mr. Lavalley, Review "Close Relationship" Definition, Implications, Insurance, Etc. Curriculum Committee (Scheller), Summer Sponsored Workshops Including Curriculum Writing, MES Student Handbook Updates, Jr./Sr. High Student Handbook Updates, One-to-One Guide Updates, Student Transportation Guide Updates, Jr./Sr. High At-Risk Program, WIAA Membership Renewal for SY1718. Recognition Committee (Pethke) Review Heart of Gold Program, What Worked / What Didn't Work, Suggested Changes for Next Year, Transition from Ad-Hoc to a Standing District Committee, Choosing Representatives from Employee Groups, Committee Structure / Chairperson, Secretary, etc., How Often Will Committee Meet, Who Does the Committee Report To, Committee Guidelines, Other Issues.

Unfinished Business:

Motion by R. Johnson / Scheller to approve NEOLA Vol. 25 No. 2 Policy Updates (on website). Motion carried.

New Business:

Motion by Forbes / Hollman to approve the Renewal of the CESA #6 Contract for the fiscal year 2017-18 as presented. Motion carried.

Motion by Forbes / Hollman to approve the Renewal of the Athletic Trainer Contract for the SY1718 as presented. Motion carried.

Motion by Pethke/ R. Johnson to approve the early graduation requests of two students as presented. Motion carried.

Motion by Scheller / Forbes to approve the Manawa Elementary School Student Handbook for the 2017-18 school year with updates as presented. Motion carried.

Motion by R. Johnson / Pethke to approve the Little Wolf Jr./Sr. High School Student Handbook for the 2017-18 school year with updates as presented. Motion carried.

Motion by Forbes / Hollman to approve the One-to-One Guide for the 2017-18 school year with no changes as presented. Motion carried.

Motion by Hollman / Scheller to approve the WIAA Membership Renewal for the 2017-18 school year as presented. Motion carried.

Motion by Scheller / Hollman to approve the Student Assurance Co., Student Accident Insurance Renewal for SY1718 as presented. Motion carried.

Motion by R. Johnson / Pethke to approve the increase in school lunch fees as presented and no change in school breakfast or milk fees for the 2017-18 school year.

1st Reading NEOLA Vol. 26 No. 1 Updates (on Website: Board of Education / Board Policies / under link: Policy Updates Under Consideration - opens BoardDocs, select Under Consideration from center tab, scroll down to Vol. 26 No. 1. The Board will review and consider for approval at the July board meeting.

Motion by Pohl / Forbes to approve the 2017-18 preliminary fiscal year budget as presented. Mrs. O'Brien recommended that the board not approve the preliminary budget as it is too preliminary at this time. Pohl rescinded the motion.

Next Meeting Dates: June 22, 2017 Special BOE Meeting 5:00 p.m. MES Board Room; July 3, 2017 - Finance Comm. Meeting 5:30 p.m. MES Board Room; July 5, 2017 Buildings & Grounds Committee Meeting 5:30 p.m. MES Board Room; July 6, 2017 Policy Committee Meeting at 5:15 p.m. MES Board Room; July 11, 2017 Curriculum Committee Meeting 6:00 p.m. MES Board Room; July 17, 2017 Regular BOE Meeting 6:30 p.m. Book Study, 7:00 p.m. Open Session MES Board Room.

Items for June 22nd special meeting agenda: Transportation and Site Analysis and Feasibility Study Planning and Nexus Solutions contract for Energy Efficiencies in 2017-18.

Motion by Pohl / Scheller to Adjourn the meeting at 8:18 p.m. Motion carried.

Jeanne Frazier, Recorder

Minutes of the June 22, 2017 Special Board of Education Meeting

Call to order: President Johnson at 5:00 pm. in the Board Room, 800 Beech St., Manawa.

Roll Call: Present from the Board: Scheller, Forbes, Hollman, Pethke, Pohl, R. Johnson, J. Johnson

Pledge of Allegiance

Verify Publication of Meeting: Dr. Oppor verified

Consider Approval of Transportation Services for 2017-2018

Motion by Pohl / R. Johnson to recommend that the Manawa Board of Education award a seven-year transportation contract to Kobussen Buses Ltd. to include a buy-back clause. Motion carried. The district will evaluate the services annually to determine whether to continue outsourcing.

Planning for Site Analysis & Feasibility Study

The Board discussed planning for Site Analysis & Feasibility Study and Community Stakeholder Group

Nexus Energy Efficiencies Contract for 2017-2018.

The Board discussed: after modest language changes a contract will be signed next week.

Motion by Pohl / Scheller to approve Resolution SY201617#12: be it resolved that the School District of Manawa is exercising its taxing authority under s.121.91 (4) (o), Wis. Stats., to exceed the revenue limit on a non-recurring basis by an amount the district will spend on new energy efficiency measures and renewable energy efficiency products for the following school years: SY201718 - \$1,122,360.00 and SY201819 - \$1,122,360.00. Motion carried.

Consider Acceptance of Resignation:

Motion by R. Johnson / Pohl to accept the resignation as presented. Motion carried.

Motion by Pohl / Hollman to adjourn at 8:00 p.m. Motion carried.

Bobbi Jo Pethke, Clerk



Melanie Oppor <mopper@manawaschools.org>

Letter of Resignation

Molly Suehs <msuehs@manawaschools.org>

Wed, Jun 21, 2017 at 7:55 PM

To: Melanie Oppor <mopper@manawaschools.org>, Dan Wolfgram <dwolfgram@manawaschools.org>, Michelle Pukita <mpukita@manawaschools.org>

Hello,

It is with an incredibly heavy heart that I submit my resignation as band director for the School District of Manawa. I have accepted a position in the Weyauwega-Fremont School District as the 6-12 Choir Director. I had no intention on leaving, however I was presented with an opportunity that I could not pass up.

Over the last five years I have worked hard as a music educator to help instill a passion for music in my students. Being a band teacher has been so rewarding and it hurts to leave the students--some who I have had for the entire duration of my career in Manawa. However, I have to do what is best for our family.

It is my intention to continue marching band and marching in the Rodeo Parade. My last act as a district employee will be the Pie in the Park concert in August. I also intend on helping the new person transition as much as possible by disclosing all spreadsheets, scheduled dates, and trip plans for the next school year. I do not wish to cancel the trip to Orlando due to this departure. The students deserve to have that opportunity regardless of who takes the position.

The students have always been my priority, but now it is time for my family.

Thank you for the opportunity to grow,

Molly Suehs

Memo

To: Dr. Melanie Oppor; Board of Education
From: Michelle Pukita
Date: July 7, 2017
Re: 1.0 FTE Elementary Art Teacher Position

The purpose of this memo is to formally recommend Sarah Bortle for the 1.0 FTE Elementary Art Teacher position for the 2017-18 school year.

Ms. Bortle is from Manawa. Ms. Bortle taught Pre-K through 12th grade art for the School District of Tigerton from August 2001 through June 2017. Ms. Bortle also taught summer school art, grades K through 6, for the School District of Manawa from June 2002 through July 2016.

Ms. Bortle received her Bachelors of Science Degree in Art (PK through 12) along with Adaptive Education (PK through 12) from University of Wisconsin-Stout.

Ms. Bortle has experience with Design, Ceramics, Sculpture, Drawing, Painting, Photoshop, and Teaching Artistic Behaviors (TAB). Ms. Bortle also taught Adaptive Art. Ms. Bortle also organized the junior class prom for the School District of Tigerton and helped plan the high school spring theme concert that tied in music, history, and art displays.

Ms. Bortle expressed through the interview process that she is very excited to teach in her family's hometown. Ms. Bortle's previous two principals have stated she is in the top 5-10% compared to other teachers with whom they have worked. One stated she has a great attitude and a willingness to do whatever she can for students. The other stated she has a great passion for art and that passion drives her art courses and lessons and is her greatest asset as a teacher.

There was a total of two candidates that were contacted to be interviewed out of a total of five applicants. Ms. Bortle had a great deal of enthusiasm and is very positive. Ms. Bortle will truly enhance the district's art program.



School District of Manawa

"Students Choosing to Excel, Realizing their Strengths"

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

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

www.manawaschools.org

June 30, 2017

Sarah A. Bortle
N5951 Wolf Road
Manawa, WI 54949

Re: Letter of Intent – Individual Teaching Contract (2017-2018 School Year)

Dear Sarah:

The purpose of this letter is to confirm the offer of employment made to you to teach in the School District of Manawa (the "District") for the 2017-2018 school year. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before July 3, 2017. Failure to return a signed copy of this letter to Dr. Oppor on or before July 3, 2017 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a regularly scheduled meeting on July 17, 2017. In the event the Board of Education approves your employment for the 2017-2018 school year, you will be issued an Individual Teaching Contract for the 2017-2018 school year.

Any Individual Teaching Contract issued to you for the 2017-2018 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2017-2018 school year, and for any portion of the 2017-2018 school year when there is in effect a collective bargaining agreement applicable to you, to the provisions of such collective bargaining agreement. You will be expected to abide by and comply with the same.

Be advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to accept employment with the School District of Manawa for the 2017-2018 school year, subject to any Individual Teaching Contract.

 6/30/17
Signature Date



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

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

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

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

Danielle Brauer
Curr./Spec. Ed. Director
dbrauer@manawaschools.org
(920) 596-5301

Memo

To: Dr. Melanie Oppor; Board of Education
From: Michelle Pukita
Date: July 7, 2017
Re: 1.0 FTE Grade 5 One-Year Position

The purpose of this memo is to formally recommend Andrea Whitman for the 1.0 FTE Grade 5 one-year position for the 2017-18 school year.

Ms. Whitman is from Waupaca. Ms. Whitman taught 4th grade Tier 2 intervention for reading and math for the Green Bay Area School District from December 2006 through June 2007. From August 2007 through June 2008, Ms. Whitman taught 6th grade language arts and reading for the School District of Waupaca. This was a one-year contract. Ms. Whitman then taught 5th grade at the School District of Waupaca from August 2008 through June 2012. Ms. Whitman then took some time from outside work to raise her children.

Ms. Whitman received her Bachelors of Science Degree in Middle Childhood through Early Adolescents with a minor in Psychology from University of Wisconsin-Green Bay.

Ms. Whitman has experience with Lucy Calkins Reading, Fountas and Pinnell, and Math Expressions. Ms. Whitman also engaged in Professional Learning Communities to drive her instruction. Ms. Whitman also has been trained to use the Einstein Project Science Kits which are very like FOSS Science kits.

Ms. Whitman expressed through the interview process that she is very excited to get back to teaching. Ms. Whitman also expressed that she has been researching and keeping up with the latest educational best practices. Ms. Whitman's latest principal stated she is dependable, very positive, and a great team player. The principal also stated if the opportunity would arise, he would hire her back.

There was a total of 2 candidates that were contacted to be interviewed out of a total of 3 applicants. 1 of the applicants had accepted a job offer for another district. She had a great deal of enthusiasm, very positive, and very eager to get back into the classroom. Ms. Whitman will complement the MES team.



School District of Manawa

"Students Choosing to Excel, Realizing their Strengths"

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

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

www.manawaschools.org

July 3, 2017

Andrea J. Whitman
621 Royalton St.
Waupaca, WI 54981

Re: Letter of Intent - Individual Teaching Contract (2017-2018 School Year)

Dear Andrea:

The purpose of this letter is to confirm the offer of one year of employment made to you to teach in the School District of Manawa (the "District") for the 2017-2018 school year. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before July 6, 2017. Failure to return a signed copy of this letter to Dr. Oppor on or before July 6, 2017 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a scheduled meeting on July 17, 2017. In the event the Board of Education approves your employment for the 2017-2018 school year, you will be issued a one-year Individual Teaching Contract for the 2017-2018 school year.

Any Individual Teaching Contract issued to you for the 2017-2018 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2017-2018 school year. You will be expected to abide by and comply with the same.

Be advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to accept employment with the School District of Manawa for the 2017-2018 school year, subject to any Individual Teaching Contract.

7/4/17
Signature Date



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

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

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

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

Danielle Brauer
Curr./Spec. Ed. Director
dbrauer@manawaschools.org
(920) 596-5301

Memo

To: Dr. Melanie Oppor
From: Dan Wolfgram
Date: July 7, 2017
Re: Recommendation for 1.0 FTE Social Studies Teacher

This memo is to recommend Mr. William Plucker for the 1.0 FTE High School Social Studies teaching position for the 2017-18 school year.

Mr. Plucker will begin his teaching career at Little Wolf Jr./Sr. High School. Mr. Plucker received his formal education and training from the University of Wisconsin Oshkosh where he earned a Bachelor of Science in Education with a major emphasis in Broadfield Social Studies. Mr. Plucker also has certifications in History, Political Science, and Geography.

As part of the teaching assignment, Mr. Plucker will be teaching Advanced Placement (AP) U.S. History. In preparation for this obligation, he will be attending the AP Summer Teaching Institute at Carlton College in Northfield, MN from July 11 to 14.

Joe Krueger, who served as Will's cooperating teacher at Little Chute High School commented, "Will is a solid young man, with high moral character. He has shown an ability to create and deliver lesson plans that have raised student awareness and stimulated critical thinking skills. Will incorporates reading strategies into his teaching, and is always looking for ways to collaborate with his colleagues."

The candidate pool consisted of twenty applicants. Seven candidates received interviews, and two finalists were sent to the administrative team for consideration. Mr. Plucker received the endorsement of both interview teams. I recommend Mr. William Plucker for the High School Social Studies teaching position for 2017-2018.



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June 29, 2017

William R. Plucker
N235 Woodstock Lane
Appleton, WI 54915

Re: Letter of Intent – Individual Teaching Contract (2017-2018 School Year)

Dear William:

The purpose of this letter is to confirm the offer of employment made to you to teach in the School District of Manawa (the "District") for the 2017-2018 school year. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before July 3, 2017. Failure to return a signed copy of this letter to Dr. Oppor on or before July 3, 2017 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a regularly scheduled meeting on July 17, 2017. In the event the Board of Education approves your employment for the 2017-2018 school year, you will be issued an Individual Teaching Contract for the 2017-2018 school year.

Any Individual Teaching Contract issued to you for the 2017-2018 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2017-2018 school year, and for any portion of the 2017-2018 school year when there is in effect a collective bargaining agreement applicable to you, to the provisions of such collective bargaining agreement. You will be expected to abide by and comply with the same.

Be advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to accept employment with the School District of Manawa for the 2017-2018 school year, subject to any Individual Teaching Contract.

Signature

6-30-17

Date



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

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

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

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

Danielle Brauer
Curr./Spec. Ed. Director
dbrauer@manawaschools.org
(920) 596-5301

Memo

To: Dr. Melanie Oppor
From: Dan Wolfgram
Date: July 12, 2017
Re: Recommendation for 1.0 FTE Instrumental Music Teacher

This memo is to recommend Mr. Austin Rohan for the 1.0 FTE 5th –12th grade instrumental music teaching position for the 2017-18 school year.

Having grown up in North Port and attending school in New London, Mr. Rohan is anxious to begin his teaching career in Manawa. Mr. Rohan received his formal education and training from the University of Wisconsin-Platteville where he earned a Bachelor of Science in Instrumental Music Education.

As part of his student teaching assignment in Hortonville, Mr. Rohan coordinated trips with the band, facilitated individual student lessons, provided modifications for students with special needs, and designed halftime presentations for the marching band. Mr. Rohan's primary instrument is the trumpet and he enjoys performing jazz.

Greg Forton, who served as Will's cooperating teacher at Hortonville High School commented, "Austin is in the top 10% of student teachers I have had. He cares about his students and is always willing to reach out to parents. He has good rehearsal technique and is a solid musician and educator."

The candidate pool consisted of eleven applicants. Four candidates received interviews, and two finalists were sent to the administrative team for consideration. Mr. Rohan received the endorsement of both interview teams. I recommend Mr. Austin Rohan for the 5th –12th grade instrumental music teaching position for the 2017-18 school year.



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July 12, 2017

Austin T. Rohan
N5048 Tank Road
New London, WI 54961

Re: Letter of Intent – Individual Teaching Contract (2017-2018 School Year)

Dear Austin:

The purpose of this letter is to confirm the offer of employment made to you to teach in the School District of Manawa (the "District") for the 2017-2018 school year. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before July 14, 2017. Failure to return a signed copy of this letter to Dr. Oppor on or before July 14, 2017 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a regularly scheduled meeting on July 17, 2017. In the event the Board of Education approves your employment for the 2017-2018 school year, you will be issued an Individual Teaching Contract for the 2017-2018 school year.

Any Individual Teaching Contract issued to you for the 2017-2018 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2017-2018 school year, and for any portion of the 2017-2018 school year when there is in effect a collective bargaining agreement applicable to you, to the provisions of such collective bargaining agreement. You will be expected to abide by and comply with the same.

Be advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to accept employment with the School District of Manawa for the 2017-2018 school year, subject to any Individual Teaching Contract.

 7/12/17
Signature Date



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

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

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

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

Danielle Brauer
Curr./Spec. Ed. Director
dbrauer@manawaschools.org
(920) 596-5301

Memo

To: Dr. Melanie Oppor
From: Dan Wolfgram
Date: June 30, 2017
Re: Recommendation for Athletic/Activities Director

This memo is to recommend Mr. Skylar Liebzeit for the School District of Manawa Athletic/Activities Director for the 2017-18 school year for the stipend amount as listed in the Board approved Salary and Stipend Guide.

As a three-sport varsity athlete at Wisconsin Dells, Mr. Liebzeit pursued his love of athletics. His passion for football continued on to the post-secondary level where he specialized as a fullback for the Ripon College football team. Mr. Liebzeit comes to the district with a Bachelor's Degree in Exercise Science from Ripon College and is currently completing his Master of Arts Degree in Coaching and Athletic Administration from Concordia University.

Mr. Leibzeit has coaching experience with Reedsburg High School. As a fullback in both high school and college, he was entrusted as the Runningbacks Coach for the varsity team in 2015. Additionally, he serves as a Club Manager and Personal Trainer at Anytime Fitness in Oconomowoc. Mr. Leibzeit also possesses certification from the state of Wisconsin for the application of chemicals to lawns and playing surfaces.

Julie Johnson, Ripon College Athletic Director and Mr. Leibzeit's supervisor during his internship remarked, "He works well with coaches, has high expectations, is confident and organized. He is not worried to get his hands dirty and get the job done."

The candidate pool consisted of two candidates. Mr. Leibzeit was clearly the candidate of choice by unanimous consent of the interviewing committee that included both school personnel and community stakeholders.

Mr. Liebzeit is a rare find considering the stand-alone nature of the job. It is Mr. Wolfgram's perspective that the district should move with expediency to hire and allow Mr. Liebzeit to begin his duties as soon as practicable as football begins in just one month. Mr. Wolfgram wholeheartedly endorses this hire and recommends him without hesitation.



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July 4, 2017

Skylar W. Liebzeit
422 Bolson Drive
Oconomowoc, WI 53066

Re: Letter of Intent - Activities/Athletic Director Contract (2017-2018 School Year)

Dear Skylar:

The purpose of this letter is to confirm the offer of the Activities/Athletic Director position made to you to work in the School District of Manawa (the "District") for the 2017-2018 school year for an annual stipend of \$9,000. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before July 6, 2017. Failure to return a signed copy of this letter to Dr. Oppor on or before July 6, 2017 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a scheduled meeting on July 17, 2017. When the Board of Education approves your employment for the 2017-2018 school year, you will be issued an Activities/Athletic Director Contract for the 2017-2018 school year. In good faith, I have been in direct communication with each Board of Education member and they are in agreement to allow you to begin work with the district as early as July 5, 2017 in order to ensure that the Activities/Athletic Director responsibilities are completed in a timely fashion. This is unusual to approve a person to begin working before the official Board meeting approval process is complete. However, the Board understands the importance of the seamless transition of this position in a timely fashion. A current district staff member was hired for the month of June to complete scheduling and officials contracting in preparation for next year. I am confident he will be a big help in supporting your initial foray into this position.

Any Contract issued to you for the 2017-2018 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2017-2018 school year. You will be expected to abide by and comply with the same.

Be advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor, District Administrator

It is my intent to accept employment with the School District of Manawa for the 2017-2018 school year, subject to any Individual Teaching Contract.

Skylar Ljt 7/6/2017
Signature Date



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

Daniel J. Wolfgram
Jr./Sr. High School Principal
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Michelle Pukita
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dbrauer@manawaschools.org
(920) 596-5301



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2655

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To: Dr. Melanie Oppor
Fr: Dan Wolfgram
Date: 7/07/17
Re: 2017-2018 Basketball Coaches and Head Wrestling Coach

I am recommending the following coaches for the 2017-2018 Basketball coaching assignments:

Name	Position	Information
Terry Johnson	JV Girls Basketball	6 years experience as JV Coach
Brian Bessette	C Team Girls Basketball	2 years as C Team coach and 2 years as Jr. High Coach. Past volunteer with the boys program.
Darren Carson	8 th Grade Girls Basketball	2 years experience as coach
Luke Haas	JV Boys Basketball Coach	Manawa 2000 alumni, and past middle level coach in Manawa, past assistant with Manawa Girls basketball team. 5 years coaching experience.
Jason Bailey	Boys Basketball C Team Coach /Assistant	Manawa alumni 1991. Coach at St. Paul's in both girls and boys basketball. 2 years experience at the 6 th and 8 th grade level
Kevin Murphy	7 th and 8 th Grade Boys Basketball Coach	Little Wolf Jr./Sr. HS Physical Education Instructor and multiple years in this role.
Andy Habeck	7 th and 8 th Grade Boys Basketball Coach	Volunteer in Manawa Boys program at both the High School level (C-team and JV) and now at the middle school.
Brad Johnson	Head Wrestling Coach	Has held the Position for 3 Years



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

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

Michelle Pukita
Elementary School Principal
mpukita@manawaschools.org
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cobrien@manawaschools.org
(920) 596-5332

Danielle Brauer
Curr./Spec. Ed. Director
dbrauer@manawaschools.org
(920) 596-5301

**Little Wolf Jr. / Sr. High
School**

Memo

To: Dr. Melanie Oppor
From: Dan Wolfgram
Date: 7/05/2017
Re: Approval of MS Wrestling Coach & Prorated Payment

This memo is to recommend Kory Klemm as the 2016-17 MS Wrestling Coach and to provide the corresponding prorated compensation.

The Manawa Board of Education approved a MS Wrestling Coach contract with Bo Keegan for the 2016-2017 season in the amount of \$1,465.00.

Mr. Wolfgram was contacted by Mr. Brad Johnson on June 6, 2017, requesting that Kory Klemm receive payment for MS Wrestling Coach. According to Mr. Johnson, Mr. Keegan could not fulfill his contractual obligation and therefore no compensation was paid to Mr. Keegan. Mr. Klemm assumed the role of MS Wrestling Coach on Friday, February 10, 2017 at about the halfway point of the season (28 days out of a 57-day season or .49 FTE of the position).

This information was conveyed to the former Athletic Director during the wrestling season. The Athletic Director did not take official action as per the usual procedures and protocols. Thus, the request is being made now to formalize Board of Education approval of Mr. Klemm for the MS Wrestling Coach position so that he can be properly compensated for his services.

Mr. Klemm received a positive endorsement from Head Coach Johnson and has been Board approved for the 2017-2018 season as MS Wrestling Coach.

This memo is to recommend Mr. Klemm receive the prorated amount of \$717.85 for services rendered as the MS Wrestling Coach.

**Little Wolf Jr./Sr. High
School**

Memo

To: Dr. Melanie Oppor
From: Dan Wolfgram
Date: 7/05/2017
Re: Change of Graduation Date

This memo is to recommend changing the date of graduation for Little Wolf Jr./Sr. High School for 2018 and beyond.

The Wisconsin Interscholastic Athletic Association (WIAA) has set their athletic calendar for 2018 and set tentative dates for 2019, and 2020. The calendar places the softball Regional competitions for Divisions 2-5 on Tuesday, Wednesday, and Friday prior to Memorial Day weekend. This same scenario is tentatively scheduled for replication in 2019 and 2020.

Issue:

In the 2016-17 school year, the Little Wolf Jr./Sr. High School softball team advanced to this round of the playoffs. This also occurred last school year. This year, the graduates on the softball team had to travel to Coleman for a late afternoon game, which caused significant complications making it back in time for the graduation ceremony even with the cooperation of the Coleman district and the officials who worked hard to adjust the start time of the game to accommodate the SDM needs. Parents and students were significantly inconvenienced due to the conflict. Given the anticipated success of the girls' softball team, this scenario will likely repeat in future years.

Recommendation:

I recommend moving the date of graduation for 2018 and beyond, from the Friday night of Memorial Day weekend to the Saturday morning of Memorial Day weekend with a start time 11:00 a.m.

This time slot will allow for relatives of graduates to travel during daylight hours and allow for celebrations to continue into the evening. This recommendation is endorsed by Jeff Bortle (WIAA CWC Conference Commissioner).

- No School
- P/T Conferences
- Early Release / Staff Development
- End of Quarter / Semester

**SCHOOL DISTRICT OF MANAWA
2017- 2018 SCHOOL CALENDAR**

1 Hr Early Release Day
 Commencement Cerem

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 - Independence Day Observed

18 - Student Registration Day

1 - No School - Holiday Break
18 - End of 2nd Qtr (45 days)
18 - End of 1st Semester
19 - Records / Inservice - No School

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

30 - Open House 3:30 - 6:30 both schools

8 - Early Release for Students
P/T Conf 12:30 - 7:30 pm - Both Schools
9 - No School - Inservice Day

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Labor Day - No School
5 - 1st Day of School

5-9 Spring Break
29 - End of 3rd Quarter (42.5 days)
3/30 - Holiday Break - No School

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	O	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 - P/T Conf 4:00 to 8:00 pm - Both Schools
26 - Early Release / Staff Development
27 - No School

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	O	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - End of 1st Quarter (42.5 days)
9 - P/T Conf 4:00 to 8:00 pm - Both Schools
22-24 No School - Thanksgiving

25 - Full Day for Students
26 - Commencement Ceremony - 11 a.m.
28 - No School - Memorial Day

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12 & 14 Holiday Concerts (tentative)
18 - Board Meeting
23-31 No School - Holiday Break

7 - Last Day of School (47.5 days)
8 - AM Records
8, 9, 11 - Make-up Days or Add Minutes

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 25 is a full day of classes for students. Commencement Ceremony has been moved to May 26th.
First 3 inclement weather days will not be made up. Additional inclement weather days will be made up on June 7, 8 and 9 or add minutes.
Early Release Wednesdays: MES Releases at 1:50 p.m.; LWHS Releases at 2:05 p.m. Buses run 1 hour earlier per Board approval.

From: Kaye Thompson
Sent: Thursday, July 06, 2017 1:50 PM
To: 'iconnolly@manawaschools.org'
Cc: Bill Schmidt; Joy Flohr; Tina Bettin
Subject: Contribution request

Janine,
ThedaCare Community Health Improvement and ThedaCare Medical Center-New London are pleased to provide \$1,000 to assist with the Health and Wellness healthy school initiatives. You should receive a check in about ten days. Have a great 2017-2018 school year. Kaye

Kaye Thompson
Coordinator – Community Health

122 East College Avenue PO Box 8025
Appleton, WI 54912-8025
Office: [920-830-5949](tel:920-830-5949)
Mobile: [715-491-2091](tel:715-491-2091)

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Dear School District of Manawa Board of
Education,

Thank you very much for financially
supporting my course options this spring
for the Nursing Assistant certification
through FVTC. I have completed the
course and I am registered to take the
state exam. With this certification, I will be
able to gain employment at a healthcare
facility and work in the medical field as
I pursue my career in nursing.

Sincerely, Ellen Field



Manawa Police Department



Police Service Responses to School District

~

July 1, 2016 to June 30, 2017

CATEGORY	# OF CALLS
Assist EMT	4
Fire Department Alarm	4
Threats	5
Harassment	6
Sexual Harassment	2
Disorderly Conduct	8
Criminal Damage to Property	1
Child Custody Dispute	4
Child Abuse	3
Crimes Against Family and Children	1
Truancy	4
Alcohol Juvenile	1
Tobacco	1
Assist School Dist. & DHS	1
Weapons	2
Welfare Checks	2
Mental Health	1
911 Open Line	1
Sp. Event Security / Extra Patrol	3
K-9 Searches	2
Traffic Complaint	1
Crashes (Traffic)	6
Traffic (Speed)	1
Records Check	1
Suspicious Circumstances	3
Found Property	2
Assist Motorist	2
Lock-Out	3
Open Door / Window	2
TOTAL CALLS FOR SERVICE = 77 ***** From July 1, 2016 to June 30, 2017	

Memo

To: Dr. Melanie Oppor
From: Michelle Pukita
Date: July 7, 2017
Re: July Staff and Program Highlights

The following are highlights from June through the beginning of July:

- **Summer School:** Summer school went very smoothly. The children enjoyed the classes they took. The students shared some delicious samples from the cooking class. Corrie Ziemer's class, Give Tumbling a Try and Do a Little Dancing, put on a spectacular show the last day. Thank you to all the summer school staff for doing a great job.
- **Registration:** The office staff has been working very hard to get registration packets out to our families. We look forward to greeting the families on Tuesday, July 18th to register students for the 2017-2018 school year.
- **Interviewing Candidates:** I have been busy calling references and interviewing candidates for the art position, music position, and the 5th grade 1-year position. I want to thank Meria Wright, Corrie Ziemer, LuAnne Ujzdowski, Sarah Highlander, Megan Anderson, and Alicia Dean for taking time out of their summer to be a part of the interview team. Their input was very valuable. I also want to thank the administration team for taking time out of their busy schedules to do round 2 interviews to be sure highly qualified individuals are being hired.

Memo

To: Dr. Melanie Oppor
From: Dan Wolfgram
Date: July 7, 2017
Re: Staff and Program Highlights - July

Interviews and Hiring: The process of hiring staff continued in June with recommendations coming to the Board of Education for Vocal Music, Social Studies, and Athletic Director. Interviews for Instrumental Music will be held June 10th and 11th. Thanks to the many staff members who have assisted in the hiring process. Numerous hours have been dedicated to facilitating interviews, and reference calls.

Summer Custodial: Due to the passing of Mr. Gunderson, Mr. Phelan was approached to inquire about his interest in taking the 1st shift custodial at the Elementary School for the start of the 2017 school year. He indicated a preference to relocate to have the opportunity to work 1st shift. The summer cleaning crew has flexed hours for Mr. Phelan between both buildings to ensure that summer cleaning schedules are maintained. There is a current posting for a 2nd shift custodian at the Jr./Sr. High School. Currently, there are zero applicants.

PBIS: The PBIS team met in June to plan for the 2017-2018 school year. The committee also reviewed the end of the year Benchmarks of Quality survey to all staff. The committee will meet again in August.

Summer School: The 2017 Summer School session was successful as students experienced Driver's Education, Cooking, Life Skills and Transitions, and Credit Recovery.

Memo

To: Dr. Oppor, Manawa BOE
From: Danni Brauer
cc: Jeanne Frazier
Date: July 7, 2017
Re: Curriculum/Special Education Updates

Special Education

- I have met with Ann Warning, newly hired special education teacher for Little Wolf Sr. High, to welcome her to the district and get her in touch with Darren Carson the other senior high special ed. teacher. They had an enjoyable conversation about the upcoming year. Ann is going to go through her classroom to decide if there are any resources she will need.
- Ann attended a train-the-trainer refresher for Non-Violent Crisis Intervention (NVCi). Ann will work with LuAnne, the elementary guidance counselor our current NVCi trainer, for upcoming staff trainings. It will be very beneficial to have two NVCi trainers in the district.
- I am investigating a new possible downtown location for the new transition program. Fingers crossed!
- Staff needs time to complete student and adult schedules for the upcoming year. We are waiting on the elementary master schedule. Jr./Sr. High schedules are started but need to be finished.
- Life Skills and Transitions curriculum writing also needs to be completed by Aug 15th.

Curriculum

- I have been gearing up for curriculum writing workshops on July 10th, 11th and 12th with the K-12 Social Studies and HS English teachers. It will be hard but rewarding work.
- The 7-12 math department will be working with Pam Plamann on July 17th, 18th and 19th. Teachers will work on writing curriculum for the new Senior Math Course, create common semester exams and performance tasks.

Teaching & Learning Integration

Technology Computer Lab: HS room 305 is being upgraded to support a computer lab. Ms. Gipp will use this lab for instruction. Quotes have been received for computers and an order should be placed shortly. We met with an electrician this week to discuss needed changes to accommodate twenty-five desktop computers. We should expect a quote early next week.

Technology Support

Help Desk Ticket System: We have identified a need for a help desk ticket system. Ticket systems are standard operating procedure for nearly any organization. Such a system will allow us to better serve Manawa staff. The selected solution will also allow us to organize other processes such as building and grounds. A plan is being developed to explain the changes and train staff on using the new system.

Budget & Planning

Equipment Lease: We have received quotes for staff and student devices to support the 2017-18 school year. The staff laptops will be cost effective, yet powerful enough to last four years. We are moving towards a reliable four-year staff device rotation cycle.

Administrative Computing

District Website: We are moving forward with the website update project. A timeline has not been established with the vendor. However, we have started internal conversations regarding layout and content.

Administrator Drive: We have established a shared network location to store critical district data files to be archived. These files include vendor contracts, blueprints, and other key files. This is the first step in a disaster recover effort to ensure important files are maintained. Additional measures can be taken to ensure these files are safe from accidental deletion or malware attacks.

Network Operations

Infrastructure Update: The district purchased equipment earlier in the year from The Office Technology Group. We have re-launched the project and plan to have the equipment installed before the fall.

Server Backup: The district has three core servers in our main data center at the High School. These are now backed up nightly to the storage device in the Elementary School.



School District of Manawa

“Students Choosing to Excel, Realizing their Strengths”

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

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

www.manawaschools.org

July 17, 2017

The Honorable Ron Johnson, U.S. Senator
328 Hart Senate Office Building
Washington D.C. 20510

Dear Senator Johnson:

The School District of Manawa Board of Education would like you to consider the unintended consequences of the health care reform bill and is asking you to heed the advice from experts in the health and academic fields.

For several years now, the federal government has had a hand in sending strong signals to the K-12 universe that changes were necessary for our country to continue economic growth: a workforce that was unprepared for 21st challenges was an unacceptable proposition and our State took notice and action to improve outcomes and bring order to curricula.

Devolving federal authority to states now would render our poorest and most vulnerable student populations dependent on both the willingness and the financial resources of their state to ensure proper coverage and care.

According to the Congressional Budget Office, the Senate bill intends to cut Medicaid funding by 26% by 2026. We, as a Board, cannot envision not serving our most fragile and vulnerable students. If the bill comes to fruition, our options will be severely curtailed; most likely, we will take away from existing resources, already limited by revenue caps and a lack of state legislative agreement on categorical aid to date.

As we must continue to provide a high-quality education to all our students, including our population in need of speech therapy, audiology treatment, and nursing services as required by their individual educational plan, we will be severely hampered in our efforts for documented continued and successful improvement.

Cutting school-based Medicaid programs and not providing for an alternative in our community will simply wreak havoc among the children most in need.

As the stakes for educating the next generation are particularly heightened in this era of competition and globalization, we ask for you to withhold your vote on this bill until a compromise, based on evidence-based research and consultations with all stakeholders, has been reached.

Sincerely,



Dr. Melanie J. Oppor District Administrator moppor@manawaschools.org (920) 596-2525	Daniel J. Wolfgram Jr./Sr. High School Principal dwolfgram@manawaschools.org (920) 596-5800	Michelle Pukita Elementary School Principal mpukita@manawaschools.org (920) 596-5700	Carmen O'Brien Business Manager cobrien@manawaschools.org (920) 596-5332	Danielle Brauer Special Education Director dbrauer@manawaschools.org (920) 596-5301
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www.manawaschools.org

July 17, 2017

The Honorable Tammy Baldwin, U.S. Senator
717 Hart Senate Office Building
Washington D.C. 20510

Dear Senator Baldwin:

The School District of Manawa Board of Education would like you to consider the unintended consequences of the health care reform bill and is asking you to heed the advice from experts in the health and academic fields.

For several years now, the federal government has had a hand in sending strong signals to the K-12 universe that changes were necessary for our country to continue economic growth: a workforce that was unprepared for 21st challenges was an unacceptable proposition and our State took notice and action to improve outcomes and bring order to curricula.

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As the stakes for educating the next generation are particularly heightened in this era of competition and globalization, we ask for you to withhold your vote on this bill until a compromise, based on evidence-based research and consultations with all stakeholders, has been reached.

Sincerely,



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

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

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

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

Danielle Brauer
Special Education Director
dbrauer@manawaschools.org
(920) 596-5301



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www.manawaschools.org

July 17, 2017

The Honorable Mike Gallagher, U.S. Congressman
333 W. College Avenue
Appleton, WI 54911

Dear Congressman Gallagher:

The School District of Manawa Board of Education would like you to consider the unintended consequences of the health care reform bill and is asking you to heed the advice from experts in the health and academic fields.

For several years now, the federal government has had a hand in sending strong signals to the K-12 universe that changes were necessary for our country to continue economic growth: a workforce that was unprepared for 21st challenges was an unacceptable proposition and our State took notice and action to improve outcomes and bring order to curricula.

Devolving federal authority to states now would render our poorest and most vulnerable student populations dependent on both the willingness and the financial resources of their state to ensure proper coverage and care.

According to the Congressional Budget Office, the Senate bill intends to cut Medicaid funding by 26% by 2026. We, as a Board, cannot envision not serving our most fragile and vulnerable students. If the bill comes to fruition, our options will be severely curtailed; most likely, we will take away from existing resources, already limited by revenue caps and a lack of state legislative agreement on categorical aid to date.

As we must continue to provide a high-quality education to all our students, including our population in need of speech therapy, audiology treatment, and nursing services as required by their individual educational plan, we will be severely hampered in our efforts for documented continued and successful improvement.

Cutting school-based Medicaid programs and not providing for an alternative in our community will simply wreak havoc among the children most in need.

As the stakes for educating the next generation are particularly heightened in this era of competition and globalization, we ask for you to withhold your vote on this bill until a compromise, based on evidence-based research and consultations with all stakeholders, has been reached.

Sincerely,



Dr. Melanie J. Oppor District Administrator moppor@manawaschools.org (920) 596-2525	Daniel J. Wolfgram Jr./Sr. High School Principal dwolfgram@manawaschools.org (920) 596-5800	Michelle Pukita Elementary School Principal mpukita@manawaschools.org (920) 596-5700	Carmen O'Brien Business Manager cobrien@manawaschools.org (920) 596-5332	Danielle Brauer Special Education Director dbrauer@manawaschools.org (920) 596-5301
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Minutes of the July 3, 2017 Finance Committee Meeting

Call to Order at 5:30 pm by Chair Pohl

Present: Pohl, J. Johnson, R. Johnson, Dr. Oppor, Mrs. O'Brien, Mrs. Poppy arrived at 5:35 p.m., Scheller at 5:55 p.m.

1. Dissolving the School Insurance & Risk Management Cooperative of Wisconsin (SIRMC): Motion by J. Johnson/R. Johnson to recommend Dissolving the School Insurance & Risk Management Cooperative of Wisconsin (SIRMC) to the full board. Motion carried.
2. Entering into a Cooperative Relationship with Wisconsin Educators Risk Management Cooperative (WERMC): Motion by J. Johnson/R. Johnson to recommend to full board to Enter into a Cooperative Relationship with Wisconsin Educators Risk Management Cooperative (WERMC). Motion carried.
3. Renewal of Medical, Dental, Vision, Life, Short-term Disability, Long-term Disability and Voluntary Life Insurances: Motion by J. Johnson/R. Johnson to recommend to full board that the District Maintain the Current Health Insurance Coverage, Increase Deductibles to \$300 single/\$600 Family (Employee Portion), Keep District Portion of Deductible the Same \$2,000/\$6,000 and Require Employee to Pay 10% of Both Dental and Vision Insurance Premiums. Motion carried. Motion by J. Johnson/R. Johnson to recommend to full board that the District change from Unum to Standard with the same coverage for life, short-term disability, long-term disability, and voluntary life.
4. Transportation Transition Update: Informational.

Next Finance Committee Meeting Date: August 8, 2017 at 5:30 p.m.

Motion by: J. Johnson/R. Johnson to adjourn 6:39 p.m.

Joanne L. Johnson, Recorder

Minutes of the July 5, 2017 Buildings & Grounds Committee Meeting

Called to Order at 6:00 p.m. by Chairman R. Johnson.

Present: R. Johnson (c), Forbes, Scheller, Oppor, J. Johnson.

1. Donation of Rain Sensor for Sprinkler System:
 - a. Gift From Mr. Jepson
 - b. District Pays for Installation: Motion by Scheller/Forbes to recommend to full board that gift be accepted. Motion carried.
2. Review Special Education Rental Property: Informational, will wait to make a decision.
3. Football Field Update:
 - a. Bare Spots/ Grass Seeding: Informational
 - b. Sideline Mats: Informational
 - c. Painting Machine: Informational
4. HS Gym/Backboard Project:
 - a. Electrical Quote \$2,472: Informational.
 - b. Vermiculite In-House Clean-up/Equipment Approximately \$750: Informational
 - c. CR Meyer \$7,472: Informational
 - d. Floor Refinishing Approximately \$6,000: Informational
 - e. New Lift Assembly Price \$4,500 per Unit X 4 (Reuse Backboards & Rims: Informational
 - f. Asbestos Report- None Found in Vermiculite: Informational
 - g. Divider Curtain \$14,000: Informational
5. Energy Efficiency Projects: Informational.
6. SY 1617 Major Maintenance Project Summary: Informational
7. SY 1718 Maintenance Budget Project Summary: Informational.

Next Meeting Date: July 26, 2017 at 6:00 pm

Motion by: Scheller/Forbes to adjourn at 6:54 p.m.

Joanne L. Johnson, Recording Secretary

Minutes of the July 6, 2017 Policy & Human Resources Committee Meeting

Called to Order at 5:23 pm by Chair Pethke

In attendance: Pethke, Forbes, J. Johnson, Dr. Oppor, Bruce Scheller

1. Payment of MS Wrestling Coach SY201617: Motion by J. Johnson/Forbes to approve a contract for a MS Wrestling Coach and recommend payment of contract to MS Wrestling Coach to full board as presented. Motion carried.
2. Graduation Date for 2018: Motion by J. Johnson/Forbes to recommend moving Graduation Date to a Saturday for 2018 to full board as presented. Motion carried.
3. End-of-Year Celebration: Motion by J. Johnson/Forbes to move End-of-Year Celebration to the morning. Motion carried.
4. Bus Driver Recognition: Motion by J. Johnson/Forbes to recommend to full board that we continue to honor bus drivers that were employees of The School District of Manawa at the time we transferred service to Kobussen with retirement and years of service recognition. Motion carried.
5. School Calendar 2018-18 Early Dismissal Wednesdays: Informational

Next meeting date: August 2, 2017 at 5:15pm.

Motion by J. Johnson/Forbes to adjourn at 6:14 pm. Motion carried.

J. Johnson, Recording Secretary

Minutes of the July 12, 2017 Curriculum Committee Meeting

Meeting started at 6:06 p.m. in the Board Room.

Board Committee Members: Scheller (C), Pohl present. Hollman absent.

Administration: Oppor, Wolfgram, Brauer

In attendance: Mary Eck

1. Weekly Early Dismissal Details for 2017-2018

Schedules will be entered on the district website - Informational

2. G/T Handbook Revisions - No changes.

Motion by Pohl / Scheller to recommend the **Gifted / Talented** Handbook without revision to the full Board. Motion carried.

3. RtI Handbook Revisions:

Motion by Pohl / Scheller to recommend the proposed revisions to RtI Handbook to the full Board as presented. Motion carried.

4. 504 Handbook Revisions:

Motion by Pohl / Scheller to recommend the proposed revisions to the 504 Handbook to the full Board as presented. Motion carried.

5. At-Risk Handbook:

Motion by Pohl / Scheller to recommend a One-Month Pilot of the Draft At-Risk Handbook to the full Board. Motion carried.

6. Next meeting date: Monday August 14, 2017 at 6:00 p.m.

Meeting adjourned 7:26 p.m.

Hélène Pohl, Recorder

RESOLUTION SY201718#1

WHEREAS, pursuant to Wis. Stat. § 66.0301, two or more Wisconsin school districts may enter into a contract for the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the School District of Manawa entered into a contract to form the School Insurance and Risk Management Cooperative of Wisconsin ("SIRMC"); and

WHEREAS, the School District of Manawa, together with all other school district members of SIRMC, has determined that it would be in the best interests of the districts to dissolve SIRMC; and

WHEREAS, this Resolution is intended to serve as the School District of Manawa's official notice terminating membership in SIRMC and otherwise authorizing dissolution of SIRMC.

NOW, THEREFORE, BE IT RESOLVED:

That, pursuant to Sections VI and IX of the contract forming SIRMC, the School District of Manawa hereby provides official notice of its withdrawal from SIRMC and authorizes dissolution of SIRMC pursuant to law; and

BE IT FURTHER RESOLVED:

That the duly-appointed President of SIRMC, Brian Adesso, Director of Business Services for Menasha Joint School District, is hereby authorized to wind up the affairs of SIRMC and take all actions necessary to account for all funds and terminate all contracts associated with SIRMC; and

BE IT FURTHER RESOLVED:

That the School District of Manawa hereby waives any and all procedures, related to notice or otherwise, necessary to effectuate the terms of this Resolution under the terms of the contract that created SIRMC.

Date: _____

By: _____
Board President

By: _____
Board Clerk

**WISCONSIN EDUCATORS RISK MANAGEMENT COOPERATIVE
(WERMC)**

66.0301 AGREEMENT for 2017-18

WHEREAS, the School Districts participating in this Agreement (the “Members”) desire to enter into a cooperative relationship to (1) purchase insurance coverage for the areas including, but not necessarily limited to, Property, General, Auto, & Errors & Omissions Liability, Workers’ Compensation, and if appropriate, Umbrella Liability insurance for the fiscal year and beyond, and (2) to educate district officials with regard to the ongoing issues and nuances of insurance and risk management, and (3) have a direct influence on the premiums their District pays;

WHEREAS, Section 66.0301 of the Wisconsin Statutes provides the authority to do so;

WHEREAS, such an inter-school district agreement will require a commitment to the concept of group buying and participation;

THEREFORE, the participating districts, by signature of their authorized representatives, do hereby agree as follows:

SECTION I - Organizational Structure

A. WERMC Board

During the 2017-18 fiscal year, the Board shall be comprised of no more than ten (10) members selected by the membership from the former SIRMC Board and the currently serving WERMC Board members. In 2018-19 and thereafter, the Board shall consist of seven members elected from the membership. Elections for vacant seats on the Board shall be held during the Spring membership meeting of each year and Board members shall take their seat on the Board commencing July 1. The Board’s duties shall be to guide the development of the group and make general operational decisions on behalf of the entire group. The term of office shall be three year staggered terms. The Fiscal Agent shall be a Member, shall assume the duties of Fiscal Agent (as may be determined by the Board from time to time) on July 1 of each year and will be selected by the membership annually at the Spring membership meeting. The Board shall elect a President, Vice-President, Secretary, and Treasurer with the following duties:

President: The President shall work with the consultant to schedule and preside over member meetings, schedule and preside over WERMC Board meetings, and negotiate and maintain WERMC partnerships with selected vendors.

Vice President: The Vice President shall perform the duties of the President as needed in the absence of the President from Board meetings or member meetings.

Secretary: The Secretary shall maintain meeting minutes for both Board meetings and member meetings.

Treasurer: The Treasurer shall develop and maintain the budget, and authorize all expenditures to be processed by the Fiscal Agent.

B. Voting Rights

Each member district shall be entitled to one vote which may be electronic.

C. Meetings

The WERMC shall call general membership meetings at least two times per year to conduct necessary business. The WERMC Board shall meet as necessary at the call of the Board President. Meetings may

be physical gatherings or over the web. All meetings shall be noticed and posted in accordance with WI Stat. 19.84 (Open meetings law).

D. Operating Budget and Fee Structure

The budget and corresponding member fee structure for the following year is determined at the Fall membership meeting of each year and approved by a majority vote of the membership.

E. Errors and Omission Insurance

The WERMC membership budget shall provide sufficient annual premiums to support an E/O insurance policy which covers Board members in the discharge of their duties, WERMC E/O exposure for individual member districts and WERMC general liability. The amount of policy coverage shall be reported annually to the membership.

SECTION II – Insurance Bidding Guidelines

The following procedure will be utilized for procuring insurance bids for members.

A. Bid Specifications

The consultant will develop “baseline” bid specifications as to coverages after reviewing the policies of participating districts. Optional premium options will be requested for districts requesting coverages in excess of the baseline coverage.

B. Bid Standards

Each member district is required to participate in the WERMC Board/Consultant-received, analyzed, and recommended Liability insurance program including General, Auto, Errors & Omissions liability and if appropriate, Umbrella Liability insurance, Workers’ Compensation and Property/Equipment Breakdown and Auto Physical Damage. Crime and Cyber Liability insurance program(s) may be an individual District choice following after the Board/Consultant-received, analyzed, and recommended carrier(s). All insurance recommendations are subsequent to any negotiations.

All quotes will declare all agency and contingency commissions, including how those reimbursements are calculated and what specific arrangements have been made with the insurance company by coverage line. Agents are allowed to charge fees in lieu of commission.

C. Time Commitment

Each member district will be required to agree to a twelve-month commitment on any policy purchased. Carriers will be given a one-year commitment with a clear understanding that the group may choose to negotiate.

D. Liability Insurance Purchase Commitment

Each district must commit to participating in the Liability Insurance program(s) that receive(s) the most votes of participating districts once the bids are received and analyzed, except in cases of a consultant exemption for the benefit of the district.

E. Bid Procedure

WERMC shall retain an independent consultant to coordinate the bidding and purchase process. The consultant shall coordinate and act as a clearing-house for the dissemination of information to the Board and members regarding the bid results.

F. Prospective New Members

Prospective new member district(s) shall either contract directly with the consultant to obtain a WERMC insurance proposal or request that the consultant refer the prospect to an agent to provide a WERMC insurance proposal.

G. Non-July 1 Renewals

The bid specifications shall be written to require the successful carrier(s) to issue policies to post-July 1 renewals from the date of renewal through June 30 and annually thereafter. For Workers' Compensation, districts with renewals other than July 1 will need to request short-term policies from their existing carriers that expire on June 30 except in special circumstances where a district's experience modification factor would be adversely affected by a change of its policy period. Subsequently, the Workers' Compensation policy period would be changed when there would be no significant adverse effect upon the experience mod factor.

H. Power to Negotiate

The WERMC Board will be expressly granted the authority to conduct negotiations with carriers subsequent to receipt of bids in order to craft the best arrangements for all participating districts.

Section III - Membership Dues

Dues for the subsequent year shall be established in the fall of each year by the WERMC Board. Dues shall be based upon a member district's prior year pupil FTE calculated as of the third Friday of September. For CESAs, dues shall be based upon the number of current year staff, including substitutes. For new members, membership services and fees will commence on July 1 or the date of their acceptance into active member status in WERMC. The deadline for payment of dues in full is July 31 of each year or for new member districts, within 30 days of acceptance as a WERMC member. Member districts joining after July 1 shall have their first-year membership dues prorated (by month with a partial month equaling a full month) to the date of acceptance.

Section IV – Consultant Services

WERMC shall utilize the services of an independent risk management consultant. The Board, through WERMC membership authorization, has the authority and responsibility to hire the independent consultant and negotiate an annual contract with the consultant prior to January 1 of each year.

Section V - Annual Member Commitment

In order to assure a stable orderly budget process, by January 31 of each year, member districts shall be required to give notice to the WERMC President of intent to withdraw from WERMC for the next fiscal year. If this notice is not given by January 31 of any year, a member remains fully responsible for all WERMC responsibilities for the following fiscal year and the district is entitled to WERMC services throughout the following fiscal year.

Section VI - Adding New Members

The WERMC Board may determine guidelines and pre-qualification standards for admission of new member districts in consultation with the consultant. Approval of new member districts will be approved only upon an affirmative vote of 2/3 of the entire Board. See also Section II (F).

Section VII - Accounting

The Board shall review periodic financial statements. Accounting records shall be kept in accordance with GAAP and GASB standards. In addition, a current financial report shall be distributed and reviewed at the membership meetings.

Section VIII – Effective Date and Duration

This Agreement shall become effective as to the Member indicated below upon execution below and shall remain in full force and effect until terminated by majority vote of all then-current members. This Agreement may be executed in counterparts. Facsimile signatures shall be binding as originals.

Section IX - Entire Agreement

This agreement constitutes the entire agreement between the parties. There exists no other agreement(s) oral or written, between the parties related to the subject matter of this Agreement except as otherwise contained in this Agreement.

IN WITNESS THEREOF, the undersigned has executed this agreement this ____ day of _____, _____.

School District: _____

By: _____
Board President

By: _____
Board Clerk

****RETURN SIGNED AGREEMENT TO FISCAL AGENT**

Memo

To: Dr. Melanie Oppor; Board of Education
From: Carmen O'Brien
cc:
Date: July 17, 2017
Re: Employee Insurance Recommendation

Proposal:

Our insurance consultants from M3 received bids from competing insurance companies. Based on these results, I am proposing that the School District of Manawa make the following changes to insurance:

- **Health Insurance:** WEA (same provider)
 - Continue deductible level at \$2,000/\$4,000
 - Increase employee contribution toward deductible to \$300/\$600
 - District pays \$1,700/\$3,400 (up to policy deductible) through a HRA account
 - All other coverages stay the same
- **Dental and Vision Insurance:** Delta Dental (same provider)
 - Employees will pay 10% of premium costs
 - All coverage levels stay the same
- **Ancillary Insurances:** The Standard (change from Unum)
 - Includes: Long-term disability, Short-term disability, Life and AD&D, Additional Voluntary Life
 - All coverage will stay at current levels with The Standard

Results: Cost per year (*approximate*)

	Health		Dental		Vision	
	Employee Cost (14%)	District Cost (86%)	Employee Cost (10%)	District Cost (90%)	Employee Cost (10%)	District Cost (90%)
Family	\$3,310.56	\$23,647.44	\$167.28	\$1,505.76	\$13.92	\$124.80
Plus 1	\$2,452.32	\$17,516.88	N/A	N/A	N/A	N/A
Single	\$1,226.16	\$8,758.56	\$65.04	\$585.12	\$5.52	\$106.08



To: Dr. Melanie J. Oppor
From: Danni Brauer
Date: July 1, 2017
Re: Gifted and Talented Handbook

The purpose of this memo is to confirm there are no changes to be made in the Gifted and Talented Handbook.



To: Dr. Melanie J. Oppor
 From: Danni Brauer
 Date: July 1, 2017
 Re: School District of Manawa Response to Intervention (RtI) Plan Changes

The purpose of this memo is to highlight the changes in the School District of Manawa Response to Intervention (RtI) Plan as follows:

Page #	Current Language (If applicable.)	Proposed Change or Addition
Cover	Revised August, 2016	Revised July, 2017
3	Universal academic screeners will be administered in English and Math classes in 5 year-old kindergarten through ninth grade. When a student scores at or above grade level in the ninth grade, s/he will no longer be screened during their high school years. If adequate progress does not continue, assessments may resume.	Universal academic screeners will be administered in English and Math classes in 5 year-old kindergarten through tenth grade. When a student scores at or above the 90 th percentile in ninth or tenth grade, s/he will no longer be screened during their high school years. If adequate progress does not continue or if the student receives an “F” for a semester grade in any course, assessments may resume. Students in eleventh and twelfth grade may be screened if they have received an “F” for a semester grade in any course.
3	Screening dates	Removed this chart. See changes in chart on page 8.
8	2016-17 Assessment schedule	New Dates: Sept 11-22 STAR 1 st -10 th Sept 25-Oct 20 F & P 1 st -6 th Oct 2-13 STAR Early Lit 4K-K Nov 6-17 STAR 1 st -10 th Dec 5-Feb 2 ACCESS Jan 2-26 F & P K-6 th Jan 22-Feb 2 STAR 4K-10 Feb 27 and March 20 ACT + Writing Feb 28-March 13 Accommodations Feb 28 and March 21 ACT WorkKeys Feb 28-March 14 Accommodations March 19 – May 4 th Forward and DLM 3 rd – 11 th April 9-May 11 ACT Aspire 9 th -10 th April 30-May 11 STAR 4K-10 th

		April 30-May 24 F & P K-6th
11	Credits	Add: Science 3 credits Change: Electives 10.5 credits



To: Dr. Melanie J. Oppor
 From: Danni Brauer
 Date: July 1, 2017
 Re: Section 504/ADA Prohibition against Discrimination Based on Disability Plan

The purpose of this memo is to highlight the changes in the Section 504/ADA Prohibition against Discrimination Based on Disability Plan as follows:

Page #	Current Language (if applicable.)	Proposed Change or Addition
9	<p>You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the _____.</p> <p>515 E. Fourth St. Manawa, WI 54949 Phone: (920) 596-2524 Fax: (920) 596-2655</p> <p>cobrien@manawa.k12.wi.us</p>	<p>You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the District Section 504/ADA Compliance Officer.</p> <p>800 Beech St. Manawa, WI 54949 Phone: (920) 596-5332 Fax: (920) 596-2655</p> <p>cobrien@manawaschools.org</p>
14	<p>Please provide your consent for us to accomplish this screening/evaluation by indicating your decision and providing your signature (below) and returning the bottom half of this form to: _____ (Section 504 Coordinator).</p>	<p>Please provide your consent for us to accomplish this screening/evaluation by indicating your decision and providing your signature (below) and returning the bottom half of this form to: Janine Connolly, Little Wolf Jr/Sr High Counselor (Section 504 Coordinator).</p>
19	<p>This is Optional. Districts may opt to use the same procedures for documenting contact with parents as under the IDEA.</p> <p>I received the Notice of Section 504 IAT Conference and Notice of Section 504/ADA Procedural Information and Rights sent to me by school personnel.</p> <p>I would like the meeting to be held at the time or location stated below: _____</p>	<p><i>Remove this sentence.</i></p> <p><i>Remove "IAT".</i></p> <p>I would like the meeting to be held at the following time and location: _____</p>
33	<p>Carmen O'Brien, Director of Curriculum 515 E. Fourth St.</p>	<p>Carmen O'Brien, Business Manager 800 Beech St. Manawa, WI 54949</p>

	Manawa, WI 54949 Phone: (920) 596-2524 Fax: (920) 596-2655 cobrien@manawa.k12.wi.us	Phone: (920) 596-5332 Fax: (920) 596-2655 cobrien@manawaschools.org



At-Risk Handbook

Gr. 6-12 Program

Approved by Manawa Board of Education on

School District of Manawa
800 Beech Street Manawa, WI 54949
920-596-2525

www.manawaschools.org
School District of Manawa

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Wisconsin statute 118.153 requires every school board identify the children at risk of not graduating from high school who are enrolled in the school district, and annually develop or update a plan describing how the school board will meet their needs.

STUDENTS AT-RISK PROGRAM GOALS:

- To increase school success and graduation rate for students identified as at-risk.
- To provide opportunities for all students to feel a sense of belonging to the school community.
- To reduce student failure and potential dropouts.
- To provide early intervention for students identified as being at-risk.
- To involve parents and community resources in meeting the needs of students identified as at-risk.

CRITERIA USED TO IDENTIFY STUDENTS AT RISK

Students in grades 5 through 12 who are at risk of not graduating from high school because they are dropouts or are two or more of the following:

- One or more years behind their age group in the number of high school credits attained
- Two or more years behind their age group in basic skill levels
- Habitual truants as defined by §118.16(1)(a)
- Parents
- Adjudicated delinquents
- Eighth grade pupils whose score in each subject area on the examination administered under §118.30(1m)(am) was below the basic level
- Eighth grade pupils who failed the examination administered under §118.30(1m)(am)
- Eighth grade pupils who failed to be promoted to the ninth grade
- Students with AODA use/ abuse
- Students with documented mental health issues

IMPLEMENTATION OF AT-RISK PROGRAMMING

Each summer, the principals will provide a list of students considered to be at risk of not graduating, based on the criteria listed above. These students will be discussed at the building consultation team meetings early in the school year. The building principals, as a part of the building consultation team, are responsible for activating and implementing the district's

intervention systems of support that will best fit the students' needs. When additional interventions, programs and services are needed, these teams will also take responsibility for assessment, identification, development of an action plan or program and progress monitoring.

DISTRICT INSTRUCTIONAL AND BEHAVIORAL SERVICES

To advance achievement for all students, the School District of Manawa has established a multilevel Response to Intervention (RtI) process for the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classrooms. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to the instruction. RtI is designed for use when making decisions about student needs, creating a well-integrated system of instruction and intervention guided by child outcome data. In this District, educational decisions are made within the Building Consultation Team (BCT) process. An overview of this process follows:

Tier I: General instructional and behavioral services/programs are the universal services and programming that provide a quality educational program for all students. These services and programs are also considered to be preventative and generally meet the needs of 80%- 90% of the district's students. They include:

Instructional Services:

- Standards based instructional design
- Frequent classroom formative assessments
- Classroom intervention and progress monitoring
- Universal screening
- 4K programs
- Parent access to Skyward database and district website
- Progress and Grade Reports
- School nursing services
- Curriculum adaptations/modifications
- Enrichment programs
- Summer School
- Career Counseling Conferences

Behavioral Services:

- Positive Behavior Interventions and Support (PBIS)
- Annual transition activities
- Training for teachers
- Anti-bullying initiatives
- Suicide Prevention Activities

- Parent/Teacher conferences
- Guidance and counseling programs
- Staff de-escalation training (Non-Violent Crisis Intervention)
- Focus on attendance

Tier II: Supplemental school instructional and behavioral programs/services are supplemental services and research-based interventions provided to some students (5-15%) when the students meet criteria established in the RtI process. Grade level teams or building resource staff work together to systematically implement and establish supports where student progress is monitored at least bi-weekly. These include:

Instructional Services

- Universal Screening and Tier II interventions in addition to classroom instruction
- Classroom and curricular modifications/accommodations
- Teacher training specific to at-risk students
- Online classes/credit recovery
- Title I reading support
- Section 504 Accommodations Plans
- Supplemental curriculum resource materials/ academic support
- Personalized Education Plans
- Health protocols and other individual (504) accommodation plans
- Assistive Technology
- English Language Learning program/support
- Enrichment programs

Behavioral Services:

- Truancy plan
- Positive Behavior Interventions and Support (PBIS)
- School counseling or psychology services
- Anti-bullying initiatives
- Small group and individual support; check-in and check-out

Tier III. Intensive Interventions are research-based interventions used with small groups of students whose deficiencies are so unique they require individualized and intensive instructional approaches. These include:

- Skill specific Intensive/Individualized Interventions
- Alternate program[1][2]
 - Personalized Education Plans
 - GEDO #2 program to earn a high school diploma

PARENT NOTIFICATION

According to § PI 25.04 (5) the district must notify each pupil and his or her parent/guardian in writing whenever the pupil has been identified as a child at risk of not graduating. The Building Consultation Team will send notification before the school year begins. The notice shall include the following:

- The name and telephone number/email of a person the parent/guardian or pupil can contact regarding the school district's at-risk plan or program
- A description of the at-risk plan

- A statement that the pupil is eligible to be enrolled under the district's plan to serve children at-risk
- A description of the at-risk programs available and how the pupil may participate in a specific program if more than one program is offered
- A statement to inform the parent/guardian that he or she may select one or more programs in which the pupil may participate
- Description of the enrollment process
- Process for the parent/guardian if he or she disagrees with the planned services
- Assurance that the special education and related services needs of a pupil with a disability, as defined in § 115.76 (3)(5) are first addressed in the pupil's individualized education program developed pursuant to §115.787, whenever that pupil is also eligible to be served in an at-risk program

EVALUATION

The Building Consultation Team will evaluate and report to the school board annually the success of the services provided under the at-risk plan by:

- Increase in graduation rates
- Decrease in dropout rates
- Improved school attendance
- Decrease in legal referrals
- Decrease in disciplinary referrals
- Decrease in course failures

COMMUNICATION

The staff and community partners will be informed about the at-risk plan and available services through:

- District web page - under the Programs and Services tab
- Course of Study catalog (posted on the district website - Jr./Sr. H.S. page)
- Committee reports
- In-service time
- Involvement in the process of student identification
- Curriculum collaboration
- Staff meetings
- School board meetings

School District Of Manawa

Open Enrollment for 2017-18

Open Enrollment Available Space

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

Half of the excess capacity per grade level is reserved for children who move into the district and the remaining half is available for Open Enrollment (OE).

GRADE OR PROGRAM	CLASS SIZE, PROJECTED SECTIONS, & GRADE SIZES	PROJECTED ENROLLMENT 2017-18	AVAILABLE OE SPACES 2017-18
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Manawa Elementary School (17 Sections in 2016-2017)

4K (4 Yr Old Pre-K)	20 Students x 2 Sections = 40	21 according to census #	19
5K	25 Students x 2 Sections = 50	41	9
Grade 1	25 Students x 2 Sections = 50	39	11
Grade 2	25 Students x 2 Sections = 50	34	16
Grade 3 (Option A)	25 Students x 2 Sections = 50	60	-10
Grade 3 (Option B)	25 Students x 3 Sections = 75	60	15
Grade 4	25 Students x 2 Sections = 50	50	0
Grade 5	25 Students x 2 Sections = 50	40	10
Grade 6	25 Students x 2 Sections = 50	49	1

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

Little Wolf Jr./Sr. High School

Grade 7	27 Students x 2 = 54	52	2
Grade 8	27 Students x 2 = 54	48	6
Grade 9	27 Students x 2 = 54	59	-5
Grade 10	27 Students x 2 = 54	53	1
Grade 11	27 Students x 2 = 54	63	-9
Grade 12	27 Students x 2 = 54	59	-4

Special Education

Early Childhood Special Education - Kindergarten	26	7 students x factor = 17.4 + 3 seats for EC referrals	1
Elem. Cross. Cat.	26	10 students x factor = 20.5	2
6-8 Cross. Cat.	26	8 students x factor = 13.6	4
Transition Teacher	26	3 students x factor = 9.3	2
Sr. Cross. Cat.	26	15 students x factor = 23.5	1

Pending BOE decisions regarding Staff and Program Changes for 2017-18, Grade 3 Options A or B will be used to determine open enrollment available seats.

Special note --- The Special Education seats are based on the premise that a Transition Teacher plan will be implemented.

School District Of Manawa
Open Enrollment for 2017-18
Open Enrollment Available Space

Revised 07/14/17

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

Half of the excess capacity per grade level is reserved for children who move into the district and the remaining half is available for Open Enrollment (OE).

GRADE OR PROGRAM	CLASS SIZE, PROJECTED SECTIONS, & GRADE SIZES	PROJECTED ENROLLMENT 2017-18	AVAILABLE OE SPACES 2017-18	NEW Applications for 2017-18	
Manawa Elementary School (17 Sections in 2016-2017)					
4K (4 Yr Old Pre-K)	20 Students x 2 Sections = 40	32	19	1	Will Attend
5K	25 Students x 2 Sections = 50	43	9		
Grade 1	25 Students x 2 Sections = 50	34	11		
Grade 2	25 Students x 2 Sections = 50	33	16		
Grade 3 (Option A)	25 Students x 2 Sections = 50	60	-10		
Grade 3 (Option B)	25 Students x 3 Sections = 75	60	15		
Grade 4	25 Students x 2 Sections = 50	49	0		
Grade 5	25 Students x 2 Sections = 50	41	10	1	Will Not Attend
Grade 6	25 Students x 2 Sections = 50	52	1		

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

* Potentially 8 additional in 4K

Little Wolf Jr./Sr. High School

Grade 7	27 Students x 2 = 54	55	2		
Grade 8	27 Students x 2 = 54	49	6	1	Will Not Attend
Grade 9	27 Students x 2 = 54	67	-5	1	wait list
Grade 10	27 Students x 2 = 54	57	1	1	Will Attend
Grade 11	27 Students x 2 = 54	62	-9		
Grade 12	27 Students x 2 = 54	60	-4	1	wait list

Special Education

Early Childhood Special Education - Kindergarten	26	7 students x factor = 17.4 + 3 seats for EC referrals	1		
Elem. Cross. Cat.	26	10 students x factor = 20.5	2		
6-8 Cross. Cat.	26	8 students x factor = 13.6	4		
Transition Teacher	26	3 students x factor = 9.3	2		
Sr. Cross. Cat.	26	15 students x factor = 23.5	1	1	

CONSORTIUM AGREEMENT
WAUPACA COUNTY ALTERNATIVE PROGRAM
July 1, 2017– June 30, 2018
(Revised 6/15/17)

The parties of this agreement have organized to operate an alternative education school for students in Waupaca County. The parties of this agreement further understand and accept the following conditions:

1. This group has come together to organize, facilitate and operate an alternative educational program for students in Waupaca County and surrounding areas. The program operation is to be reviewed annually and approval of this agreement is a commitment to participate in the program.
2. For planning and budgeting purposes, renewal of this agreement shall be done annually by March 1st.
3. This successor agreement will become effective when signed and approved by all participating parties.
4. This agreement is intended to provide an educational opportunity to the students of the participating Waupaca County school districts on a cooperative basis.
5. Each school district member will be responsible to pay the cost of the number of slots allocated in Item 12 below. Schools will be fiscally responsible for the slots whether students are in attendance/enrolled or not. Floating slots may be available for purchase at a prorated cost.

Should floating slots be utilized by member districts, a district (A) may purchase a slot from another participant (District B), the transferred slot shall remain with the purchasing district (A) to enable the student to complete the WCAP program.

Should the purchasing district (A) have an opening in one of their previously filled contracted slots, this slot could, by mutual agreement, be transferred to the selling district (B). This would enable all districts to maintain a balance of contracted slots as outlined in Item 12.

All available floating slots must be purchased before fixed slots may be transferred from one district to another.

A participating Waupaca County School District desiring to purchase a floating slot and convert it to a fixed slot may do so at the discretion of the consortium. A non-Waupaca County district may purchase a fixed slot at the discretion of the advisory board. WCAP can exceed the twelve fixed/floating slots with approval of the advisory board and PIC review. A non-participating school district desiring to join the consortium by purchasing an available slot may do so with prior approval from the Advisory Board. A \$3,000 surcharge will be added at the discretion of the consortium/Advisory Board.

6. CESA 5 will serve as the fiscal agent for this consortium and will assign a representative to coordinate this consortium. CESA 5's role as fiscal agent is detailed in attachment A. (Attachment A should be considered part of this consortium agreement.)
7. An advisory committee will be established for governance purposes. Membership of the committee is defined in section V.A.1. of Attachment B. Please refer to this attachment for specifics on the advisory committee as well as other general information. (Attachment B should be considered part of this agreement.)
8. Districts will fund slots at an average cost per pupil for the Alternative Program. This cost will be established prior to the beginning of the Alternative Program's fiscal year (July 1).
9. Students enrolled in the Waupaca County Alternative Program continue to be members of their resident districts. Enrollment information will be provided to each district on the appropriate count dates. State and district assessments will be done in collaboration with resident school districts.
10. The annual budget and program operation will be reviewed and approved by the advisory board at mid-year and summer advisory board meetings.
11. Changes in level of participation during the term of this agreement can only be done with the approval of the consortium at the mid-year advisory board meeting in conjunction with the renewal of CESA contract.
12. Members of the Waupaca County Alternative Program and the number of slots they are committing to through the 2017-2018 school year are:

<u>School District</u>	<u>Slots</u>
Iola-Scandinavia School District	1
Manawa School District	1
Tomorrow River	1
Waupaca School District	4
Weyauwega-Fremont School District	2
	9
Total fixed slots	9

Current floating slots for 2016-2017 are three and projected to be three for the 2017-2018 school year. Total floating slots will be determined by need and staffing.

All members of this consortium pursuant to a resolution adopted by their school district board of education shall abide by the terms mutually agreed to in this consortium agreement and affix their signature representing their commitment to participate.

School District/Agency:

Title:

School District/Agency Signature:

Date:

To follow: Attachments A, B, C and separately D (MOU)

CESA #5 Role in Waupaca County Alternative Program

CESA 5 will serve as the fiscal and educational agent for the Waupaca County **Alternative Program**. As part of fulfilling the responsibility of fiscal agent, CESA 5 will perform the following tasks:

1. CESA 5 will employ, compensate and evaluate all staff who work at the school.
2. CESA 5 will arrange for and lease in the name of the consortium reasonable accommodations to house the school.
3. CESA 5 will provide all necessary furnishings, instructional materials and general supplies.
4. CESA 5 will provide for the transportation of students to and from school, as well as any other necessary educational transportation.
5. CESA 5 will account for all expenses and revenue according to the Wisconsin Cooperative Educational Service Agency Accounting System. This accounting system parallels that used by public schools in Wisconsin with slight modifications.
6. CESA 5 will insure all reasonable exposures including coverage for liability, property, workmen compensation, comprehensive and collision, as well as errors and omissions type coverage.
7. The agency will develop contracts for each member of the consortium and contracted service providers on an annual basis. The contract will include an estimated cost of service for the coming year. These contracts include estimated costs as well as estimates on categorical aid reimbursement.
8. CESA 5 will operate this program on a cost recovery basis. Whatever expenses are incurred in operating the program will be charged to the consortium.
9. School districts will be invoiced on a consistent basis from CESA 5. These billings will be based upon estimated costs.
10. CESA 5 will complete and forward all necessary Department of Public Instruction forms as well as other necessary paperwork.
11. Categorical aids are paid back to the district the year after the expenses are incurred on a schedule similar to the state payment.

I. Purpose

The Waupaca County **Alternative Program (WCAP)** is a program designed for students who have been identified as at-risk by their home school district and/or the Department of Health & Human Services, and have been recommended for placement in this alternative **program**.

II. Philosophy

WCAP would be based on the philosophy that students can change. We believe that positive change in students is best accelerated through behavior modification, cognitive interventions, educational programming and family involvement. Our overall goal for each individual student is to improve their skills in order to successfully re-integrate into their home school district. Group work, while providing students the opportunity for accommodations at their own individual skill level within that group, provides the basic framework for educational programming. An emphasis is placed on hands on, experiential, and life skills educational opportunities.

The behavioral component to the program is based on a highly structured point and level system. Numerous positive and logical consequences are utilized. Areas of emphasis are; Conflict, Language, Attitude, Work, and Thinking skills.

Cognitive intervention is the preferred method of behavioral change within the program. The basis for change is that students must first change the way they think in order to change the way they act. Self-management and social skill instruction are included as part of our “change” instruction.

The **WCAP** would be a **collaborative** effort between participating school districts, Department of Health & Human Services, and CESA 5. Individual and group sessions encourage the communication process as well as enable students to confront issues (i.e., AODA issues, court involvement, family/community concerns, etc.). Because family involvement is also an important factor in contributing to the student’s success, direct involvement with the **program** staff is ongoing.

Active family involvement is crucial. Open communication is the key to this involvement. Families are **encouraged to be part of the program in order to intervene with both family and student issues**. Difficulties which arise with students have seldom developed outside the family unit. Close involvement and communication is maintained between the **WCAP, Districts** and the Department of Health & Human Services.

III. Student and Program Goals

The goals of the **WCAP** are to improve student behavior, attitude, and skills in order for each individual to become successful in their home, school, and community.

- A. Individual Goals
 - 1. Improve skills in the area of decision making skills
 - 2. Develop positive habits in thinking
 - 3. Improve self-esteem by moving successfully through WCAP
- B. Family Goals
 - 1. Develop respect within family unit
 - 2. Increase parental involvement
 - 3. Empower family unit to function successfully
- C. Academic Goals
 - 1. Complete academic requirement
 - 2. Address behavior functioning within school setting
 - 3. Re-integrate to home school to the highest level of individual capabilities
 - 4. Improve academic skills
- D. Community Goals
 - 1. Learn to function positively within a peer group
 - 2. Create a value system which matches the values of the community
 - 3. Develop responsibility through involvement in the community
 - 4. Develop vocational awareness and interests

IV. Program Point and Level System

All students placed at WCAP will participate in a behavior program designed to help students learn to make responsible decisions, improve thinking habits, and increase positive interactions with peers and authority figures. This system serves as a mirror and a guide to the students. It is not intended to consequence student behaviors but to reflect relative levels of appropriateness or inappropriateness of their behaviors.

Goals of this program are:

- A. Develop positive problem solving techniques
- B. Develop anger control techniques
- C. Improve academic skills
- D. Develop socially acceptable behaviors
- E. Identify individual strengths and weaknesses
- F. Learn to identify and properly express emotions
- G. Improve communication skills
- H. Develop ownership for behaviors

The WCAP program utilizes a point and level system to provide feedback to students. This feedback will be used to determine the student's level, status, and readiness to return to a less restrictive environment. Behavior issues are predominantly addressed within this system.

V. Service Arrangements

A. Program Governance

1. Advisory Board

The Waupaca **Alternative Program (WCAP)** would be governed by an advisory Board consisting of one voting member per participating school district. The district administrator or his or her designated representative would be the voting member from the district. Waupaca County Health & Human Services would have one voting member. The CESA 5 Director of Special Education or designee would also be a voting member.

2. Advisory Board Duties

The **WCAP** would be operated through the fiscal management of CESA 5, and as such, would be subject to the policies and procedures of the CESA 5 Board of Control and under the direction of the Agency Administrator of CESA 5. The **WCAP** Advisory Board would be responsible for approving the budget, establishing program direction in terms of the number of students served, the grade range of students served in the program, the general program philosophy, and approving the procedure for determining how students are referred for the program, criteria for student entry, reintegration if that is appropriate, and criteria for student exit from the program. The **WCAP** Advisory Board would approve the general operational guidelines for the program and serve as the vehicle for resolving issues of a policy nature that would be brought to the board by the program director.

B. Students Served

1. This proposal is based on the assumption that the participating district in Waupaca County will, in conjunction with Waupaca County Health & Human Services, serve students in an alternative program designed to serve grades 5-12 (**10** years of age or older). These students may be special education students or at-risk students without formal identification as a student with disabilities. Should the school wish to service students in grades lower than **grade 5**, certification of staff would need to be a consideration at least for some of the teachers employed.

C. Entry Criteria

1. Students with disabilities

Students with disabilities would be referred to the program by contacting the lead teacher or **the Director of Special Education at CESA 5**. Staff from **WCAP** would visit with the referred student, the student's Special Education teacher and building administration, and/or local Director of Special Education. A contract will be developed with the student, school staff and the parents that details the behaviors that need to be addressed in order for the student to remain in his current placement. As part of the contract process, the student and parents would be asked to visit the **WCAP** program. This contract becomes an addendum to the IEP. If the student breaks the contract, the district contacts the lead teacher and

parents are given a notice of change of placement into WCAP as per the IEP. The student is then placed at WCAP.

2. Non-disabled Students

Students not identified as having a disability can be referred by the Director of Pupil Services and/or designee. A contract similar to the process used for students with disabilities would be developed, as would the meeting with the student and parents. Should the student break the contract, placement at WCAP would follow after notification of parents.

3. Reintegration

Once a student is placed at WCAP enrollment in the program would likely be for a minimum of one semester before an integration plan for the student is considered or reintegration into a regular school is contemplated. For students with disabilities these matters would be the focus of an IEP meeting. Non-disabled students could be subject to a less formal staffing arrangement to consider these options. Should reintegration into a traditional school setting be considered, the team may consider the placement in a district other than the student's resident school or the resident district. Placement in the non-resident district would be tuition free for all districts who are members of the WCAP program. All participating districts would agree to serve as placement options for reintegration efforts.

The procedure would be similar to referral in that a contract would be developed between the student, the school of placement and the parent in terms of performance expectations both academically and behaviorally. If the student breaks the contract, the reintegration placement is discontinued. The building principal in the receiving school and/or the lead teacher at WCAP may determine if the contract has been violated, and may recommend the placement be discontinued. Credit for classes taken while at WCAP or in a neighboring school will be honored by the resident school.

4. Graduation Options

In the event a student remains at WCAP for a significant portion of his or her high school career or should reintegration efforts into a traditional school not be an option, then graduation through WCAP would be an option. "Graduation" could be through obtaining credits at WCAP that meet requirements of the resident school, through a combination of regular school credits, WCAP credits, and credits from a Technical school, or credits earned from on the job placement. The resident school would provide the diploma and the student could determine if they wish to go through the regular graduation exercises at their school or if the diploma be granted at a special ceremony at WCAP.

Should graduation not be an option because of significant credit

deficiencies, then a GED or HSED program would serve as the focus for academic study at WCAP and the student would be directed in that fashion.

VI. Staffing

A. Teaching Staff

Serving students with significant academic and behavioral programs in a stand-alone, separate facility requires a 3 to 1 to a 3.5 to 1 student-to-staff ratio. Teachers with Special Education certification are required. Secondary certification in English, math or vocational education would be desirable. Staff with certification as Special Education aides will be also be assigned to WCAP. These aides will be employed to address the student-to-staff ratio above.

WCAP Consortium Memo of Understanding – Confidentiality
Revised: 5-2-17

Waupaca County **Alternative Program** and School Districts of Waupaca, Iola, Manawa, Tomorrow River, Weyauwega-Fremont, Waupaca County Department of Health and Human Services, **CESA 6** and CESA 5

It is a goal of the **WCAP** consortium to inform and involve the participating school districts of the progress of their individual students and provide adequate resources to the program to meet these needs. **WCAP** staff does this by email, phone calls and through quarterly meetings with the appointed members of the Advisory Board and The Program Committee (PIC). It is the agreement of all parties involved that the information shared at these meetings will remain confidential and will be shared with only those involved with the student. At the Board meetings, the student's name and progress may be shared as needed with all participating district's partners, to assure appropriate, consistent policy and governance determined with the philosophy of the program.

As of July 1, 2017 by the following vote/agreement, members of the WCCS Advisory Board agree to dissolve the Charter School status of Waupaca County Charter School. By vote/agreement members of the WCCS Advisory Board agree to become an Alternative Program and abide by the stated above MOU.

School District/Agency:

Title:

School District/Agency Signature:

Date:

TASK FORCE ROSTER

Site Analysis & Feasibility Study					
2017-18					
School District of Manawa					
District Administrator		PHONE NUMBER	EMAIL ADDRESS		
Dr. Melanie J. Oppor		920-596-2525	moppor@manawaschool.org		
Present Meeting 1	MEMBER'S NAME	PHONE NUMBER	EMAIL ADDRESS	PREFERRED MODE OF COMMUNIC	MAILING ADDRESS
no	Bailey, Sheri				
yes	Bortle, Jeff	920-596-1692	jbortle@manawaschools.org	email	N5952 Wolf Road Manawa
no	Griffin, Mary	920-538-3940	mgriffin@bankfirststate.com		N5993 Summit Lane Manawa
yes	Jepson, Kerri	920-596-1983	kerrijepson11@gmail.com	email	777 Depot Street Manawa
yes	Johnson, Mary	920-841-1985	mjohnson@appvion.com	email	E7586 Symco Road Bear Creek, WI 54922
yes	Klotzbuecher, Betty	920-596-3523	biklotzbuecher@wolfnet.net		806 Meadow Lane Manawa
no	Lane, Jamie				
no	Lettau, Brian				
yes	Levezow, Steve	920-224-4454	steve.levézow@icloud.com		821 S. Bridge St. Manawa
yes	Michalowski, Ethan	715-412-0976	Ethan.Michalowski3@gmail.com	email	E6264 County Road BB Manawa
yes	O'Brien, Lincoln		lincoln.obrien@waupacafoundry		
yes	Pethke, Matayah	715-853-1924	_____		N8713 State Road 110 Manawa
yes	Phelan, Robert	920-209-1056	rphelan@manawaschools.org	email	E5654 Hanson Road Manawa
no	Poole, Glen				
no	Redman, Crystal	608-351-9122			E6563 State Road 54 New London, WI 54961
no	Reichle, Nathan (Pastor)				
yes	Riske, Stephanie	920-538-3578	riske2steph@gmail.com		E6464 Highway 22 Bear Creek, WI 54922
yes	Roenz, Jim (Carl)	920-596-2374	cjroenz@gmail.com		108 Ridgeway Heights Manawa
yes	Sarna, Debbie	920-470-1429	dksarna09@gmail.com		220 Dorothy Drive Manawa
yes	Scheller, Jenny				
yes	Schoen, Gary	920-596-2492	grschoen@wolfnet.net		
yes	Schuelke, Tim	920-538-2900	timschuelke@gmail.com		
no	Smith, Amanda	920-538-6696			N 7121 County K Ogdensburg, WI 54962
no	Spiegelberg, Scott				
yes	Squires, Tom	920-596-3475	tsquires@wolfnet.net	email	E6498 County Road N Manawa
yes	Starr, Joe	920-596-2580	jstarr@wolfnet.net	email	E5198 North Water Drive Manawa
no	Sturm, Jay				
no	Wepner, Shannon	920-538-2776	smwepner@yahoo.com		E7783 Island Road Manawa

yes	Wiesner, Heather	920-596-1621	themwiesners@wolfnet.net	email	E7272 Nicolai Road Manawa
yes	Zempel, Misty	920-538-0796	misty_zempel@yahoo.com		N4941 Heinke Road New London, WI 54961
no	Zielke, Corinne	920-596-3112	tczielke@wolfnet.net	email	N4551 Balwin Road Weyauwega, WI 54983

BOARD MEMBER NAMES	PHONE NUMBER	EMAIL ADDRESS	POSITION
Joanne Johnson	715-853-3256	jjohnson@manawa.k12.wi.us	President
Russ Johnson	920-213-2356	rjohnson@manawa.k12.wi.us	Vice President
Bobbi Jo Pethke	920-596-3091	bpethke@manawa.k12.wi.us	Clerk
Helene Pohl	920-284-7893	hpohl@manawa.k12.wi.us	Treasurer
Stan Forbes	920-472-9794	sforbes@manawa.k12.wi.us	Director
Russ Hollman	920-596-3850	rhollman@manawa.k12.wi.us	Director
Bruce Scheller	920-596-2757	bscheller@manawa.k12.wi.us	Director

AUTOMATED COUNT	NOTES:
31	