

**AGENDA**  
**SCHOOL DISTRICT OF MANAWA**  
**BOARD OF EDUCATION**  
**AUGUST 21, 2017**

**REVISED**

**REVISED**

1. **Call to Order** – President Johnson – **6:00 p.m.** – Book Study
2. Reception for New Staff – **6:30 p.m. to 7:00 p.m.**
3. Pledge of Allegiance
4. Roll Call
5. Verify Publication of Meeting
6. Presentation:
  - a. Introduction of New Staff
  - b. Special Education Presentation – Danni Brauer, SE Director
  - c. Update: Sturm Foods vs. City of Manawa Litigation - Mayor John Smith
  - d. Phoenix Program / At-Risk Program Plan – Mary Eck
7. Announcements:
  - a. Contributions to the District
8. Consent Agenda
  - a. Approve Minutes of the **July 17, 2017** Board Meeting
  - b. Treasurer's Report/Approve Expenditures & Receipts (**on website**)
  - c. Donations:
    - i. A. Sturm & Sons Foundation, Inc. \$3,000 for Fine Arts Programs
    - ii. A. Sturm & Sons Foundation, Inc. \$1,000 for Manawa FFA
    - iii. Class of 2017 – a Bench for the High School Hallway – Valued at \$950
    - iv. 1<sup>st</sup> State Bank Gift Bags for All District Staff
  - d. Resignations:
    - i. Andrea Peterson, HS Math Teacher
    - ii. Michael Kelleher, HS Science Teacher
  - e. Consider Approval of the Hire of a Social Studies Teacher for the SY1718
  - f. Consider Approval of the Hire of a Math Teacher for the SY1718
  - g. Consider Approval of the Hire of a Science Teacher for the SY1718
  - h. Consider Approval of the Hire of a .49 FTE Elementary Music Teacher for the SY1718
  - i. Consider Approval of the Hire of a HS Dean of Students for the SY1718
  - j. Consider Approval of the Hire of a FT Custodian as Recommended
  - k. Consider Approval of the Hire of Coaches for SY201718
  - l. Consider Approval of the Hire of Non-Athletic Coaches / Advisors for SY1718
  - m. Consider Approval of the District Attendance / Truancy Handbook (**on website**)
  - n. Consider Approval of the Revised Policy Use of District Facilities as of September 1, 2017
  - o. Consider Approval of Volleyball Overnight Field Trip – September 8, 2017
  - p. Consider Approval of Manawa FFA Students to Travel Overnight to the National FFA Convention in Indianapolis, IN - October 22-27, 2017
9. Any Item Removed from Consent Agenda
  - a.
  - b.
10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines on Reverse)
11. Correspondence:
  - a. Thank you from the Family of David Gunderson
  - b. Thank you from the Family of Rita Carew
  - c. Sympathy Card from Hoffman Planning & Construction Inc.
  - d. Thank you from the Family of William Millard
  - e. Thank you from Jennifer Krueger, Heart of Gold Recipient
  - f. Thank you from the Family of Mike Hollman
  - g. Thank you from the Wade Family, Little Wolf River Trail Committee and EOD Warriors
  - h. Letter from Congressman Mike Gallagher
12. Board Recognition: Board Recognition – None this Month

13. District Administrator's Report:
  - a. Legislative Update
  - b. Site Analysis & Feasibility Study Update
  - c. Census Report
  - d. Project Backpack Update
14. School Operations Reports:
  - a. ES Principal: Highlights - Included in Board Packet
  - b. HS Principal: Highlights - Included in Board Packet
15. Business Related Reports:
  - a. Kobussen Transportation Report
  - b. MAC Pledge Worksheet / MAC Fundraiser Graph
  - c. Introduce the Concept of Establishing a Fund 46
16. Director's Reports:
  - a. Curriculum / Special Education Director Highlights
  - b. Technology Director Highlights
17. Board Comments:
18. Committee Reports:
  - a. Finance Committee (Pohl)
    - i. HS Student CPR Fee
    - ii. 2016-17 Budget Analysis
  - b. Buildings & Grounds (R. Johnson)
    - i. Meet at & Visit 407 S. Bridge St. (Building owned by Masons) - Review SE Rental Property
    - ii. Football Field Update
      1. Bare Spots / Grass Seeding – TruGreen
      2. Sideline Mats
      3. Painting Machine
    - iii. Cleaning of Concession Stand Storage Room
    - iv. Safety Plan Resource:
      1. Green Vests
      2. Walkie Talkies
      3. Bull Horn
      4. Flashlights
      5. Signage
    - v. Energy Efficiency Projects
    - vi. SY1617 Major Maintenance Project Summary
    - vii. SY1718 Maintenance Budget Planning
  - c. Policy & Human Resources Committee (Pethke)
    - i. Policy 5630.01 Seclusion & Restraint Annual Report SY1617
    - ii. Food Service – Change to Positions (Split Baker Position to Dishwasher & Prep Cook)
    - iii. District Attendance / Truancy Handbook
    - iv. Use of District Facilities
    - v. Guidelines for Loaning Equipment
      1. Physical Education vs Sporting Equipment Usage
    - vi. Consider Granting Space to an Independent Counseling Service
  - d. Curriculum Committee (Scheller)
    - i. Academic Standards Adoption
    - ii. English Learner Handbook
    - iii. Information Technology Handbook
19. Unfinished Business:
  - a. Consider Approval of the CESA 6 Updated Shared Service Contract for 2017-18
20. New Business:
  - a. Consider Response to Sturm Foods Tax Assessment Case (**on website**)
  - b. Consider Approval of Replacing the Food Service Baker Position with One Dishwasher and One Prep Cook as Recommended

- c. Consider Approval of Hire of Food Service Workers as Presented
  - d. Consider District Logo**
  - e. Consider Approval of the HS Student CPR Fee as Presented
  - f. Consider Approval of Seclusion & Restraint Annual Report as Presented.
  - b. Consider Approval of Medical Advisory Position for the 2017-18 School Year
  - g. Consider Approval of the Gr. 6-12 At-Risk Handbook as Presented (**on website**)
  - h. Consider Approval of the English Learner (EL) Handbook as Presented (**on website**)
  - i. Consider Approval of the International Society for Technology in Education (ISTE) Standards Adoption as Presented
  - j. Consider Approval of Changing Current Adoption Date to "August 2017" on Academic Standards Listing for all Standards that do not have an Original Adoption Date
  - k. Consider Approval of the Annual Renewal of All Academic Standards Listed on the Academic Standards Listing
  - l. Consider Approval of the Updated Fundraising Schedule for 2017-18
21. Next Meeting Dates:
- a. Schedule a Special BOE Meeting – for Approval of Staffing if Needed**
  - b. August 29, 2017 – Bldgs & Grounds Committee Meeting – 6:00 p.m. – MES Board Room
  - c. Sept. 5, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library
  - d. Sept. 7, 2017 – Curriculum Committee Meeting – 6:00 p.m. – MES Board Room
  - e. Sept. 11, 2017 – Board / Admin Dinner Retreat – 6:00 p.m. – MES Board Room
  - f. Sept. 12, 2017 – Finance Comm Mtg – 5:30 p.m. – MES Board Room
  - g. Sept. 13, 2017 – Policy & HR Committee Mtg – 5:15 p.m. – MES Board Room
  - h. Sept. 18, 2017 – Regular BOE Mtg – 6:30 pm Book Study – 7:00 p.m. Open Session – MES Board Room
  - i. Sept. 26, 2017 – Community Stakeholders Mtg – 6:00 p.m. – MES Library
22. 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  
**2) Support Staff Compensation**
23. Board May Act on Items Discussed in Closed Session
24. 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 July 17, 2017 BOARD OF Education Meeting

Call to Order – President Johnson – 6:00 p.m. – Book Study. Members of the Board present: J. Johnson, R. Johnson, Pohl, Pethke, Hollman, Forbes and Scheller. Administrative staff were present for the Book Study.

Motion by Scheller / R. Johnson to adjourn to Closed Session – 6:41 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. Motion carried by roll call vote.

Motion by Pohl / Scheller to Reconvene in Open Session – 7:00 p.m. Motion carried by roll call vote.

Pledge of Allegiance

Roll Call – board members present: J. Johnson, R. Johnson, Pohl, Pethke, Hollman, Scheller, Forbes. Verify Publication of Meeting – Dr. Oppor verified

Presentations:

Site Analysis & Feasibility Study Update – Keri Ann Connaughty from Scherrer Construction was present to share an update from Scherrer on the Site Analysis and Feasibility Study.

Wellness Committee Presentation - Nurse Olivia Koehn will be present to share an overview of the work of the Wellness Committee and Nursing Services.

Reading Specialist Annual District Literacy Report – Jackie Gast will share a PowerPoint highlighting the annual District Reading Specialist's report and goals to be Data Focused.

Sturm Foods vs. City of Manawa Litigation - Mayor John Smith explained the current litigation between the City of Manawa and Sturm Foods regarding the recent reassessment of the property.

Announcements: Contributions to the District: Hoffman Architectural \$100 in Memory of David Gunderson (for ES Garden Decoration), Rain Sensor for Sprinkler System from Charles Jepson, Wisconsin FFA Foundation \$150 for 2017 Chapter Membership Recruitment Award, Wisconsin FFA Foundation \$50 for 2017 Growing Leaders Chapter Award 3, Wisconsin FFA Foundation \$50 for 2017 Food for America 4. The Board thanked these individuals for their generous donations.

Consent Agenda: approved by general consent.

Approve Minutes of June 19, and 22, 2017 Board Meetings, Treasurer's Report/Approve Expenditures \$217,931.69 & Receipts \$32,741.82; Donations: Hoffman Architectural \$100 in Memory of David Gunderson (for ES Garden Decoration), Rain Sensor for Sprinkler System from Charles Jepson, Wisconsin FFA Foundation \$150 for 2017 Chapter Membership Recruitment Award, Wisconsin FFA Foundation \$50 for 2017 Growing Leaders Chapter Award 3, Wisconsin FFA Foundation \$50 for 2017 Food for America 4. Resignation: Molly Suehs, HS Instrumental Music Teacher, a 1.0 FTE Elementary Art Teacher for 2017-18 School Year, a 1.0 FTE 5<sup>th</sup> Gr. Teacher on a One-Year Contract for 2017-2018 School Year, a 1.0 FTE Social Studies Teacher for 2017-18 School Year, a 1.0 FTE Instrumental Music Teacher for 2017-18 School Year, an Athletic & Activities Director Contract for 2017-18 School Year, a Wrestling, Girls and Boys Basketball Coaches for 2017-18 School Year, a Contract for a SY1617 MS Wrestling Coach and Payment of Said Contract Revised 2017-2018 School Calendar, 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, accept the ThedaCare Grant of \$1,500 for Wellness Committee Initiatives for Students and Staff.

Any Item Removed from Consent Agenda: none were removed from consent agenda.

Public Comments – There are none

Correspondence: Card from Ellen Field

Board Recognition: None this Month

District Administrator's Report: Legislative Update; the state budget is still pending so budgeting is being done conservatively. Site Analysis & Feasibility Study – Update; Summary of Police Calls During the 2016-17 School Year: Of the 77 calls, 45 were to the Jr./Sr. High School, and 31 to the elementary school and 1 to the former elementary school. Energy Efficiency Projects Update: Nexus brought in a team to examine indoor and outdoor lighting as part of the audit. Nexus is in the process of writing specifications for each of the proposed project components.

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

Business Related Reports: Kobussen Transportation Update: All former bus drivers attended last meeting hiring process with Kobussen. July 22<sup>th</sup>, will meet to introduce the Kobussen dispatcher. All former drivers will be hired pending drug tests. Take the first 3 months to analyze the routes, etc. Cameras for the buses have been purchased and will be installed by the first day of school. July 28<sup>th</sup> is bus inspection.

Director's Reports: Curriculum / Special Education Director Highlights: Seclusion-~~&~~ Restraint will be covered at the August Policy meeting explain Act 125. Technology Director Highlights included in the packet.

Board Comments:

Treasurer Pohl – Re: CESA 6 Annual Convention: Ted Neitzke, CESA6 Chief Education Officer, shared the agency's vision, mission and core values. Our task, as districts' delegates, was to cast our vote for new members for the 2017-2018 CESA6 Board of Control. I brought back the annual convention report for last year so that BOE members have a chance to look at what CESA6 services we are currently using by comparison with other school districts. The report also includes CESA6 budget.

Medicaid Reductions - Legislative Communications - have been monitoring the legislation at the federal level regarding severe Medicaid reductions by 2026 a reduction of 20% that could have a major negative impact on both student health and the district budget. A proposed letter will be signed by the board members.

Committee Reports: Finance Committee (Pohl) Dissolving the School Insurance & Risk Management Cooperative of Wisconsin (SIRMC), Entering into a Cooperative Relationship with Wisconsin Educators Risk Management Cooperative (WERMC), Renewal of Medical, Dental, Vision, Life, Short-term Disability, Long-term Disability, and Voluntary Life insurances, Transportation Transition Updates, Buildings & Grounds (R. Johnson), Donation of Rain Sensor for Sprinkler System, Gift from Mr. Jepson District Pays for Installation, Review Special Education Rental Property, Football Field Update, Bare Spots / Grass Seeding – TruGreen, Sideline Mats, Painting machine 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, New Lift Assembly – Price \$4,500 per Unit x 4 (Reuse Backboards & Rims), Asbestos Report - None Found in

Vermiculite, Divider Curtain - \$14,000, Energy Efficiency Projects, SY1617 Major Maintenance Project Summary, SY1718 Maintenance Budget Planning. Policy & Human Resources Committee (Pethke) Payment of MS Wrestling Coach SY201617, Graduation Date for 2018 – Recommendation, End-of-Year Celebration, Bus Driver Recognition, School Calendar 2017-18 – Early Dismissal Wednesdays. Curriculum Committee (Scheller) Weekly Early Dismissal Details for 2017-18, G/T Handbook Revisions, RtI Handbook Revisions, 504 Handbook Revisions, At-Risk Handbook.

Unfinished Business:

Motion by R. Johnson / Pethke to approve the NEOLA Vol. 26 No. 1 Updates as presented on the website. Motion carried.

New Business:

Motion by Hollman / Forbes to approve CESA #6 Physical Therapy Contract for SY1718. Motion carried.

Motion by Scheller / Pohl to Approve Resolution SY201718#1 as written for the purpose of Dissolving the School Insurance & Risk Management Cooperative of Wisconsin (SIRMC) as presented. Motion carried.

Motion by Forbes / R. Johnson to Approve Entering the Wisconsin Educators Risk Management Cooperative (WERMC) 66.0301 Agreement for 2017-18 as presented. Motion carried.

Motion by R. Johnson / Scheller to Approve the WEA Trust Health Insurance Proposal for SY1718 as presented. Motion carried.

Motion by Pohl / Hollman to Approve the Delta Dental Vision and Dental Proposal for SY1718 as presented. Motion carried.

Motion by Forbes / R. Johnson to Approve the Employee Contribution Increase for Dental and Vision Insurance from 0% to 10% as presented. Motion carried.

Motion by Pethke / Forbes to Approve 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. Motion carried.

Motion by Pohl / Scheller to Approve the G/T Handbook Revisions for SY1718 with no revisions as presented. Motion carried.

Motion by Forbes / R. Johnson to Approve the RtI Handbook Revisions for SY1718 as presented. Motion carried.

Motion by Scheller / Forbes to Approve the 504 Handbook Revisions for SY1718 as presented. Motion carried.

Motion by Pohl / Pethke to Approve a One-Month Pilot of the Draft At-Risk Handbook for SY1718 as presented. Motion carried.

Motion by R. Johnson / Pohl to Approve the Available Spaces in all grade levels and programs to accommodate students on the wait list as presented. Motion carried.

Motion by R. Johnson / Forbes to accept All Open Enrollment Wait List Students for Placement in the School District of Manawa for the SY1718 as presented. Motion carried.

Motion by Pohl/Scheller to Approve of Dissolving the Waupaca County Charter School as presented. Motion carried.

Motion by Pohl / Forbes to Approve a Consortium Agreement for Waupaca County Alternative Program as presented. Motion carried.

Consider Community Stakeholder Group Membership: feedback from committee members with additional names for the committee. The Board will invite Mike Miller, City Council member to join the group.

Next Meeting Dates:

Set Board / Administrator Retreat Date – Please bring your planning calendar – Ted Neitzke, CESA 6 will facilitate. Choices: Tentative: Sept. 11<sup>th</sup> Mon. 6 pm - dinner included. July 25, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library, July 26, 2017 – Bldgs & Grounds Committee Meeting– 6:00 p.m. – MES Board Room, August 1, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library, August 2, 2017 – Policy & HR Committee Meeting – 5:15 p.m. – MES Board Rm, August 8, 2017 – Finance Committee Meeting – 5:30 p.m. – MES Board Room, August 14, 2017 – Curriculum Committee Meeting – 6:00 p.m. – MES Board Room, August 15, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library, August 21, 2017 – Regular BOE Meeting – 6:30 pm Book Study – 7:00 Open Session, September 5, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library, September 18, 2017 – Regular BOE Meeting – 6:30 pm Book Study, September 26, 2017 – Community Stakeholders Meeting – 6:00 p.m. – MES Library,

Motion by Scheller / R. Johnson at 8:50 p.m. to adjourn to 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. Motion carried by roll call vote.

Motion by Hollman / Forbes to adjourn and reconvene in open session at 10:27 p.m. Motion carried by roll call vote.

Motion by R. Johnson / Hollman to adjourn the meeting at 10:29 p.m. Motion carried.

Jeanne Frazier, Recorder



# A. STURM & SONS FOUNDATION, INC.

P. O. Box 954  
Manawa, Wisconsin 54949

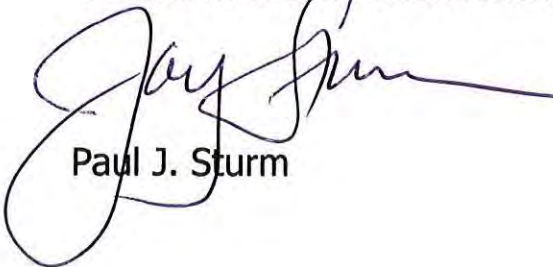
June 30, 2017

Dr. Melanie Oppor  
District Administrator  
Manawa School District  
515 E. Fourth Street  
Manawa, Wisconsin 54949

Dear Melanie:

The A. Sturm & Sons Foundation, Inc. is pleased to be able to continue its donation to the "Fine Arts" programs in the Manawa School District. Please use this gift in the areas of band, chorus, drama, forensics, arts, or libraries in any of the district's schools.

Sincerely,  
A. Sturm & Sons Foundation, Inc..



Paul J. Sturm

PJS:ps  
Enclosure

Andrea J Peterson  
115 Sunset Drive  
Iola, WI 54945  
(920)655-8048  
andrea.peterson@snc.edu

7/17/17

Dear Dr. Oppor

Please accept this letter as formal notification that I am leaving my position with Manawa School District on July 18.

Thank you for the opportunities you have provided me during my time in Manawa. I appreciate the support and coaching the administration has provided to me over the last three years. If I can be of any assistance during this transition, please let me know.

Sincerely,

Andrea. J Peterson

August 8, 2017

Dr. Melanie Oppor  
Superintendent  
School District of Manawa

I am writing to inform you of my resignation as physical science and earth science teacher at Little Wolf Jr./Sr. High School. My resignation will be effective immediately. As a result of this resignation, I must also resign as senior class advisor and as quiz bowl coach.

I would like to express my deepest gratitude to you, the board of education, Mr. Wolfgram, the faculty, staff, and the communities comprising the School District of Manawa. The four and one-half years I have taught here have been among the most enjoyable years of my career. It has been a great honor and privilege to educate the students at Little Wolf High School. I have been most pleased to see the implementation of wonderful programs that will undoubtedly serve to build up the knowledge and skills of our graduates. I deeply regret that I will no longer be able to directly observe the development and strengthening of the students in the coming years, however I leave knowing they are in excellent hands and shall enjoy checking in from afar.

Again, thank you for the opportunity to serve the needs of the students in the School District of Manawa. I wish the entire district the best in the future. Go Wolves!

Sincerely,



Michael R. Kelleher

# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfram  
**Date:** August 17, 2017  
**Re:** Recommendation for 1.0 FTE HS Mathematics Teacher

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This memo is to recommend Ms. Tongtong Zhang for the 1.0 FTE Mathematics High School teaching position for the 2017-18 school year.

Having grown up in China, Ms. Zhang will bring a wealth of cultural diversity to the staff and students at Little Wolf Jr./Sr. High School. She received her Bachelor of Science degree in Nursing from Southern Medical University. Ms. Zhang also took additional course work in Calculus, Analytical Geometry, Linear Algebra, and Statistics. Her love of Statistics led her to the University of New Hampshire where she completed her Master of Science degree in Statistics.

Since 2015, Ms. Zhang has been an Associate Lecturer at the University of Wisconsin-Stevens Point where she has taught classes in College Algebra, and Elementary Statistics. She also holds the role of Coordinator of the Math and Parent Partners (MAPPS) after school program.

Julie Helwig who serves as the Continuing Education Department Manager for UW Stevens Point, comments, "Tongtong is a very professional woman and has a great work ethic. She is a great listener and very personable. She is organized and assertive and strives to do her best whether developing curriculum, teaching or working with students to meet the instructional needs they may have. She has been effective in working with students of all ages from elementary to college to nontraditional adults. I believe she will be an asset to any school and will be an effective educator at any level."

Ms. Zhang was the only applicant for this position. She received the endorsement of the first and second round interview panels. I recommend Ms. Tongtong Zhang for the HS Mathematics teaching position for 2017-2018.

# Memo

**To:** Dr. Melanie Oppor; Board of Education  
**From:** Michelle Pukita  
**Date:** August 16, 2017  
**Re:** 0.49 FTE General Music Teacher

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The purpose of this memo is to formally recommend Shelley Radley for the 0.49 FTE general music teaching position for the 2017-18 school year.

Ms. Radley is from Waupaca. Ms. Radley began her teaching career at the School District of Laona teaching grades K through 12. Ms. Radley taught there for 3 years. She then taught at Osseo/Fairchild Elementary teaching grades K through 6 for 13 years. Ms. Radley then taught at Tainter, Haugen, and Jefferson Elementary schools in Rice Lake grades K through 5 for 17 years. Ms. Radley retired and has been doing subbing for the past 4 years.

Ms. Radley received her Bachelors of Music from University of Wisconsin-Whitewater.

Ms. Radley has training and experience with Kodaly, Orff, and Dalcroze. Ms. Radley also plays the guitar, keyboard, piano, and has been a judge for music competitions.

Ms. Radley expressed through the interview process that she is very excited to get back into teaching and the hours of this job are perfect. Ms. Radley's latest principal stated she loves music, very positive, and very energetic. The students were also moving and laughing in her classes.

There was a total of 2 candidates that were contacted to be interviewed out of a total of 2 applicants. Ms. Radley had a great deal of enthusiasm, very positive, and a repertoire of lessons that are very engaging. Ms. Radley will complement the MES team.

# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfgram  
**Date:** August 7, 2017  
**Re:** Recommendation for Dean of Students

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Please accept this memo as my recommendation of Mr. Jeff Bortle for the Little Wolf Jr./Sr. High School Dean of Students position for the 2017-18 school year.

Mr. Bortle received his formal training at the University of Wisconsin – La Crosse with a major in Elementary Education and earned a Bachelor of Education degree in 2000. He was hired as a middle school instructor by the School District of Manawa in 2001.

Mr Bortle has a long history of commitment and dedication to the School District of Manawa and the surrounding community. Highlights of his dedication include planning and organizing the 7<sup>th</sup> and 8<sup>th</sup> grade Washington DC trip, Manawa Athletic Director, PBIS Data Analyst, CWC Conference Commissioner, Weight Room Supervisor, and has served as Middle School Head Football coach and Assistant Varsity Football Coach.

One of the advantages Mr. Bortle will have as dean of students, is that he has taught nearly every student in the building. His calm demeanor, knowledge of family dynamics, familiarity with students, and history of the community will serve him well as he continues to develop behavioral strategies with administration and the PBIS team.

The initial candidate pool consisted of six external candidates and one internal applicant. No external candidates accepted invitations to interview, as they learned that the position did not guarantee a secondary teaching position. Mr. Bortle interviewed with the committee and received unanimous endorsement for the position. I recommend Mr. Jeff Bortle for the Little Wolf Jr./Sr. High School Dean of Students without hesitation.

# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfgram  
**Date:** August 9, 2017  
**Re:** Recommendation for 2<sup>nd</sup> Shift Custodian

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Please accept this memo as my recommendation of Ms. Kathy Grimm for the Little Wolf Jr./Sr. High School 2<sup>nd</sup> Shift Custodian for the 2017-18 school year.

Ms. Grimm is a graduate of Waupaca High School, and is a resident of Manawa. She has one child who currently attends Little Wolf Jr./Sr. High School.

Ms. Grimm brings significant experience to the position. For the past eight and half years, she has been employed as a custodian for the School District of Waupaca and is employed by Building Services Group. She is trained in the appropriate use of chemicals and cleaning protocols. Her previous experience as a custodian will be a benefit to staff and the student body.

Building Services Group evaluators gave positive reviews of her work and Principal John Erspamer, commented, "Kathy is a studious worker and we have never received a single complaint regarding her job performance."

The initial candidate pool consisted of three external candidates and all three candidates were interviewed. The choice was clear that Ms. Grimm is the most qualified to fulfill the role. I recommend Ms. Kathy Grimm for the 2<sup>nd</sup> Shift Custodial position at Little Wolf Jr./Sr. High School.

# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfgram  
**Date:** August 7, 2017  
**Re:** Recommendation for Paid Assistant Varsity Football Coach

---

Please accept this memo as my recommendation of Mr. Skylar Liebzeit for the position of paid Assistant Varsity Football Coach.

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 specialized as a fullback for the Ripon College football team. Mr. Liebzeit comes to the district with a degree in Exercise Science from Ripon College and is completing his Master of Arts in Coaching and Athletic Administration from Concordia University.

Mr. Leibzeit has coaching experience from 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

The evaluation of Varsity Coach Mr. Brad Johnson will be conducted by Principal Wolfgram with the assistance of Mr. Liebzeit. I recommend Mr. Liebzeit for the Little Wolf Jr. / Sr. High School paid Assistant Varsity Football Coach.





# 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

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[www.manawaschools.org](http://www.manawaschools.org)

To: Dr. Melanie Oppor  
Fr: Skylar Liebzeit, Athletic Director  
Date: 8/17/2017  
Re: 2017-2018 Middle School Football Coaches

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

Name	Position	Information
Mike Meidl	MS Coach	Former coaching experience with the Manawa Pop Warner program.
Scott Westphal	MS Coach	Former coaching experience with the Manawa Pop Warner program.



---

**Dr. Melanie J. Oppor**  
District Administrator  
[moppor@manawaschools.org](mailto:moppor@manawaschools.org)  
(920) 596-2525

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

**Michelle Pukita**  
Elementary School Principal  
[mpukita@manawaschools.org](mailto:mpukita@manawaschools.org)  
(920) 596-5700

**Carmen O'Brien**  
Business Manager  
[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)  
(920) 596-5332

**Danielle Brauer**  
Curr./Spec. Ed. Director  
[dbrauer@manawaschools.org](mailto:dbrauer@manawaschools.org)  
(920) 596-5301



# School District of Manawa

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www.manawaschools.org

To: Dr. Melanie Oppor  
Fr: Skylar Liebzeit  
Date: 8/07/17  
Re: 2017-2018 Girls Basketball Coaches

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

Name	Position	Information
Rob Roseneau	2017 7th Grade Girls Basketball	Has worked with the current 7th grade class for the previous three seasons. He has also built a chemistry with this team and is a respected member within the community of Manawa.

---

**Dr. Melanie J. Oppor**  
District Administrator  
[moppor@manawaschools.org](mailto:moppor@manawaschools.org)  
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**Daniel J. Wolfgram**  
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[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)  
(920) 596-5800

**Michelle Pukita**  
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[mpukita@manawaschools.org](mailto:mpukita@manawaschools.org)  
(920) 596-5700

**Carmen O'Brien**  
Business Manager  
[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)  
(920) 596-5332

**Danielle Brauer**  
Curr./Spec. Ed. Director  
[dbrauer@manawaschools.org](mailto:dbrauer@manawaschools.org)  
(920) 596-5301



# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfgram  
**Date:** August 17, 2017  
**Re:** Non-Athletic Co-Curricular Positions

Please find below a list of personnel for the Non-Athletic Co-Curricular positions for 2017-2018. Highlighted positions represent new appointments or corrections since the June Board of Education meeting.

<u>Position</u>	<u>Name</u>
Art Club / Team	Nancy Zabler
Marching Band / Pep Band	Austin Rohan
Class Advisor H.S. / Senior	Mary Eck
Class Advisor H.S. / Senior	Jill Krause
Class Advisor H.S. / Junior	Michelle Koshollek
Class Advisor H.S. / Sophomore	Janine Connolly
Class Advisor H.S. / Freshman	Matthew Jewell
Class Advisors Jr. High	Nate Ziemer
Class Advisors Jr. High	Dawn Millard
Prom Advisor	Janine Connolly
Prom Advisor	Austin Rohan
Prom Advisor	Matthew Jewell
Event Chaperones - \$25 @ event (per principal advanced approval)	TBA
FBLA / DECCA	Andrea Hraban
Forensics Director / H.S. Head Coach	Tracy Konkol
Forensic / Asst. Coach H.S.	Jackie Gast
Forensic / Coach Jr. High	Jackie Gast
Debate Coach H.S.	Aime Long
N.H.S. Director	Janine Connolly
Play Director / Drama	Molly Schlaak
Student Council H.S. - includes oversight of homecoming related events	Mary Eck
Yearbook H.S.	Andrea Hraban
Yearbook Jr. High	Andrea Hraban
Quiz Bowl	Pat Collins

# School District of Manawa

## Bylaws & Policies

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### **7510 - USE OF DISTRICT FACILITIES**

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and/or educational purposes
- D. commercial or profit-making organizations or individuals offering services for profit

The use of District grounds and facilities shall not be granted for:

- A. private social functions
- B. any purpose which is prohibited by law

#### **Recreational Activity**

Any outside party using District facilities for recreational activity must complete the District form prior to such usage. The District does permit to outside groups the use of weight rooms and sports equipment.

"Recreational activity" includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the Waupaca County Emergency Management to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall be required to present evidence or provide a request for waiver of the purchase of organizational liability insurance ~~to the limit~~ prescribed by District administrative guidelines.
  
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
  
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

120.13(17), Wis. Stats.  
895.523, Wis. Stats.

Revised 11/21/16

© Neola 2012

USE OF DISTRICT FACILITIES

Applications

Any organization or individual desiring to use District facilities shall complete an application and submit it to the building principal for approval with the details as denoted by the word "All" below. Those commercial or for-profit organizations or individuals offering services for profit must also provide the additional information as indicated below with a "P."

Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of \$20 or an amount equal to 50 percent of the estimated fee, whichever is greater. (P)

The school secretary shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy. (All)

Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use. (P)

The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the building principal or district administrator with or without due notice. All approvals are to be granted with this understanding. The entire deposit is refundable when 24-hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility. (P)

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property. (All)

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Regulations

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The District reserves the right to request payment of estimated fees in advance.

Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the building principal.

The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building principal for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 15 minutes prior to the activity and for 15 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. For-profit groups will not be eligible for an exemption. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.



Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.

The District will not be responsible for any loss of valuables or personal property.

Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.

#### FEE FOR USE OF DISTRICT BUILDINGS

A schedule of fees for the use of District facilities by for-profit groups or individuals is determined annually based upon the following factors:

The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.

The use of District facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employee's fees and for any police fees.

All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

Room usage fees are negotiated on a case-by-case basis per the discretion of the District Administrator.

CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

This procedure is established to implement the Board of Education policy governing use of school facilities. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than District-sponsored curricular or extra-curricular programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: School-Affiliated Student Groups

School-affiliated student groups are defined as those which involve students attending the District.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

B. Category 2: School-Community Groups

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTO's, Booster Clubs, and the like. They will be granted second priority to available space and facilities.

Fees for Category 2

Fees for regularly scheduled, long-term or sustained use will be determined by the parties, based, in part, on the direct and indirect costs incurred by the District, including, but not limited to, permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies; groups comprised primarily of District residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Fees for Category 3

Fees for regularly scheduled, long-term or sustained use will be determined by the parties, based, in part, on the direct and indirect costs incurred by the District, including, but not limited to, permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be granted fourth priority to available space and facilities.

Where extraordinary user requirements or services are required, permits may not be granted to Category 4 users.

Fees for Category 4

Fees for regularly scheduled, long-term or sustained use will be determined by the parties, based, in part, on the direct and indirect costs incurred by the District, including, but not limited to, permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

When activities in Category 4 involve ticket sales or admission fees, an additional percentage may be charged based on the relationship of the admission price to actual costs.

E. Category 5: Commercial Users

Generally, commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs will not be allowed to use District facilities. When approval is granted, level five priority will be assigned.

Fees for Category 5

Where extraordinary user requirements or services are indicated, permits may not be granted to Category 5 users. Fees for Category 5 users will be negotiated through the District Administrator.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, may not be approved.

SUPERVISION OF RENTED FACILITIES

Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

**Application and Agreement for Use of School  
District of Manawa School Facilities**

The undersigned, being the authorized representative of \_\_\_\_\_, and on its behalf  
REQUESTS THE USE OF: \_\_\_\_\_ School. Location/room: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact Address (for billing purposes): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned further acknowledges that s/he has read the rules and regulations of the Manawa Board of Education with respect to the use of the buildings and grounds, a copy of which is hereto attached, and hereby agrees that the above organization will abide by and comply with such rules and regulations.

It is mutually understood and agreed that the aforesaid use is permitted as a public service and, in consideration of the granting of permission for the use of the facilities above referred to by the Manawa Board of Education, the above organization hereby agrees to indemnify/hold harmless the Manawa Board of Education, its component members, employees, and agents from all costs, expenses, and claims therefore resulting directly or indirectly from or caused by accidents or incidents occurring on said school grounds or in said school building while used by this organization or for its purpose(s) on said date(s).

The undersigned for and on behalf of the above-mentioned organization, makes the following request for services or arrangements and agrees to pay the amount(s) indicated to the Manawa Board of Education.

**Check below the applicable services/arrangements required:**

- Rental Charge (amount specified by approving administrator) \$\_\_\_\_\_.
- The building school secretary has been contacted regarding availability.
- No rental charge or minimum custodial fee during regular custodial hours (specified by approving administrator).
- A minimum custodial fee of four hours will be charged beyond regular custodial working hours.
- Under provisions of school board policy this fee will cover use of single microphone and restricted stage lighting. Technical assistance will be required for the lighting system at the rate of \$10.00 per hour.
- Any concession sale/food preparation must be approved in advance by the food service director when the food service kitchen is requested. A member of the food service department will be hired for assistance in kitchen operations.
- Applicant is meeting the requirement of providing a certificate of insurance for attachment to the original of this form which names the School District of Manawa as additional insured for the date (s) of the event.
- The organization/applicant has no liability insurance. A written request for a waiver of the requirement to supply a certificate of insurance is attached.

\_\_\_\_\_  
Permission granted by: (signature of building administrator & title)

\_\_\_\_\_  
Date

**Please print and return request to building secretary.**

## Waiver of Requirement for a Certificate of Insurance

On behalf of \_\_\_\_\_

I am requesting a waiver for liability insurance for the School District of Manawa.

During the time period of \_\_\_\_\_ our organization will be using the \_\_\_\_\_.

I/we do not have liability insurance and are requesting permission to waive this requirement. I/we indemnify the Manawa Board of Education and the School District of Manawa and all district employees from any costs and claims resulting from accidents or incidents occurring during the use of the district facility.

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Date

### FIELD TRIP INFORMATION FORM

Please submit to the building principal at least two weeks prior to the trip.

Regular Field Trip

Water/Overnight

School: Little Wolf High School

Field Trip Activity: Varsity Volleyball Overnight Before Full Day Tournament

Location: Dodge Land, WI

Educational/Curricular Purpose(s): Team Building

Date(s) of Field Trip: 9/8 - 9/9

Number of Students: ≈ 15

Student/Adult Ratio: 4 : 1

Volunteer Background Check completed for all chaperones: Yes  No

Trip Related Expenses (including dues/fees, food, etc.): transportation, hotel

Method of Transportation: School van, Jill Krause's vehicle,  
Dawn Millard's vehicle

If transportation is to be provided by private vehicles, the following information has been checked and obtained for each driver:

- Driver is over 21 years of age and possesses a valid Wisconsin driver's license. (Copy submitted to District Office)
- Vehicle to be used is insured for at least the minimum required by the state of Wisconsin. (Copy submitted to District Office)
- Vehicle has the proper number of safety belts as required by state law.
- The vehicle's rear view mirrors, brake lights, directional signals, tires, windshield wipers are in good operating condition and there is no vision impairment in the vehicle as per an authorized automobile dealer. (Copy submitted to District Office)
- Vehicle has a first aid kit.

Teacher/Coordinator Signature:

Corrie L. Zeman

Date:

5/2/17

Principal's Signature:

David J. Wolfson

Date:

7/6/17



FIELD TRIP INFORMATION FORM

Please submit to the building principal at least two weeks prior to the trip.

School Day Field Trip  Water/\*Overnight

School: LWHS

Field Trip Activity: National FFA Convention

\*Overnight trips require Board of Education approval.

Location: Indianapolis, IN

Educational/Curricular Purpose(s): business tours, career fair, convention speakers + National Chapter Award

Date(s) of Field Trip: Oct 24-27<sup>th</sup>

Number of Students: 4

Student/Adult Ratio: 4:1

Other FFA Advisors:

First Aid Kit Request Submitted to Health Office *students not selected yet*

Volunteer Background Check completed for all chaperones: Yes  No

Trip Related Expenses (including dues/fees, food, etc.): *Student, FFA + FFA Alumni contributions*

Method of Transportation:

*Charter bus*

If transportation is to be provided by private vehicles, the following information has been checked and obtained for each driver:

- Driver is over 21 years of age and possesses a valid Wisconsin driver's license. (Copy submitted to District Office)
- Vehicle to be used is insured for at least the minimum required by the state of Wisconsin. (Copy submitted to District Office)
- Vehicle has the proper number of safety belts as required by state law.
- The vehicle's rear view mirrors, brake lights, directional signals, tires, windshield wipers are in good operating condition and there is no vision impairment in the vehicle as per an authorized automobile dealer. (Copy submitted to District Office)
- Vehicle has a first aid kit.

Teacher/Coordinator Signature:

*[Signature]*

Date: 8-14-17

Principal's Signature:

*[Signature]*

Date: 8/14/17

*Jim Melby (Winneconne)*  
*Jen Erbst*  
*Rene Lehman (Waupaca)*  
*Sandy Dykes + Connie Peterson (Weyauwega - Fremont)*  
*and*  
*Matt Reinberg (Edgar)*

All-

Thank you so very much for all of the kindness and support you gave during our time of loss. The overall generosity of those in the district, the gifts and flora provided, and just the overall love shown from the community was deeply appreciated. It is very clear that the people are one of the main reasons our father enjoyed going to work everyday.

With heartfelt appreciation,

Joshua &  
Katelyn

Thank you sincerely  
for sharing our sorrow.

Your kindness is  
deeply appreciated and  
will always  
be remembered.

The family of  
David Gunderson



**THANK YOU**

*Thanks for the plant, and  
for all that called, came  
to the funeral & stopped in for  
a visit.*

*We find comfort, strength and  
peace just knowing others care.*

*Thank you for your thoughtfulness.*

*The family of*

*Rita Carew*





a special person  
REMEMBERED  
and a beautiful life  
HONORED

*We are so sorry to  
hear about the loss  
of Dave Gunderson.  
Please accept this gift  
in his name*

with sympathy



*Your friends  
at Hoffman.*

Manawa School District-

Thank you for your  
gift of flowers and support  
during this difficult time.  
It is much appreciated

♥ The Millard  
family

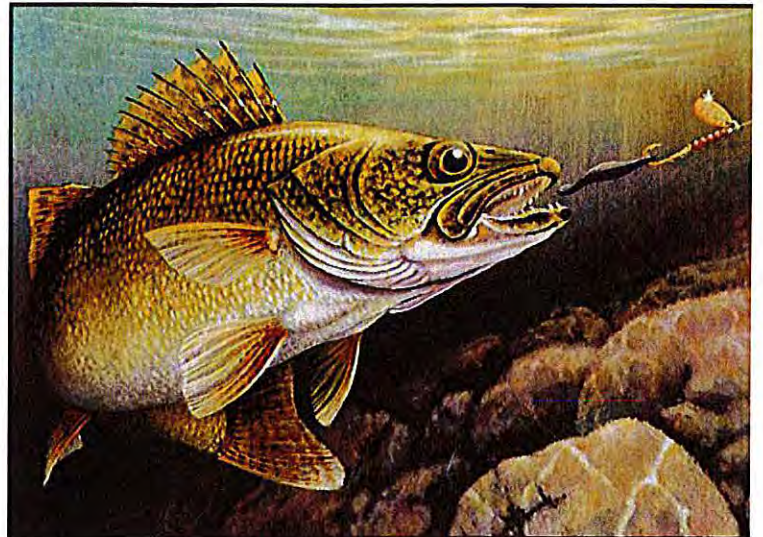
*During a time  
like this*

*we realize how much  
our friends and relatives  
really mean to us...*

*Your expression  
of sympathy will always  
be remembered.*

*The family of*

*William Millard*



***Thank You***

# Thank you

I would like to thank the School District of Manawa and the Board of Education for honoring me with the first Head of Gold award. I am extremely touched, honored and humbled to receive this honor. Tammy Kempf, the inspiration for this honor, was an amazing woman who gave more of herself than sometimes seemed humanly possible. I will wear my Head of Gold pin daily and work tirelessly to continue to display the characteristics of caring, strong work ethic, patient, generous, considerate, compassionate and humble. Thank you for putting on such a wonderful recognition lunch and starting the Head of Gold award in Tammy's memory.

Sincerely, Jen Krueger

To School District of  
Manawa,

Your kind expression  
of sympathy  
is deeply appreciated and  
gratefully acknowledged  
by the family of

Myron "Mike" K.  
Hollman

Russ, Mara +  
Michelle Hollman

Thank you for the  
beautiful plant to  
honor our dad, Mike  
Hollman.



Dr Melanie Oppor and staff

The Meraw's Trail Committee, The Patrick Wade Family, EOD Team would like to thank you all for allowing viewing of the Patrick Wade Display, they enjoyed it very much. Our event "Push ups 4 Wade" was a nice gathering of Patrick's family from many states as well as his EOD Team, many friends & public. For many it was their first time on the trail and now a special place as we honored and remembered him on the 10th anniversary. "Push UPS 4 Wade" was a success as we raised thousands of dollars for EOD WARRIOR FOUNDATION.

Thank you again

Karl Tom

And Gary

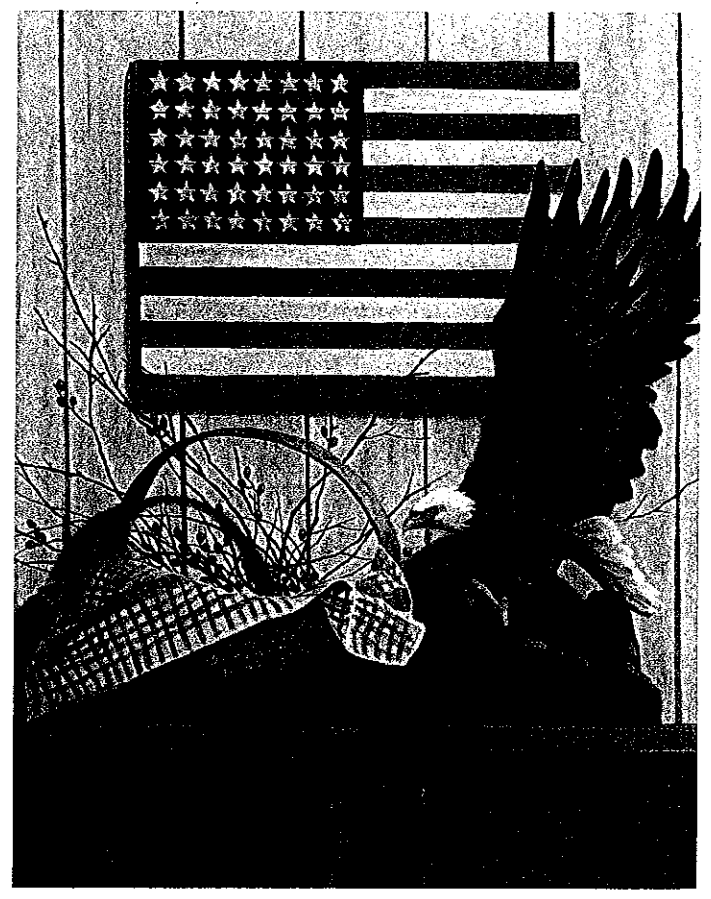
EOD WARRIORS

The Little Wolf River Trail Committee

Wade kids



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**Congress of the United States**  
**Washington, DC 20515**

July 26, 2017

School District of Manawa  
800 Beech Street  
Manawa, WI 54949

Dear Members of the School District of Manawa Board of Education:

Thank you for contacting me regarding the proposed changes to school-based Medicaid programs. I greatly value your input on this important issue. I would also like to commend the dedicated work of the School District of Manawa Board of Education and its commitment towards the betterment of students across Northeast Wisconsin.

As you know, the Medicaid program is a jointly-funded partnership between states and the federal government that provides health benefits to millions of low-income individuals, including children, their parents, pregnant women, the elderly, and people with disabilities. While Medicaid provides necessary health coverage to those who need these benefits the most, the costs of the program continues to grow for both the states and federal government. The federal government spent nearly \$380 billion on Medicaid in 2016. Under current law, federal spending on Medicaid is expected to grow to over \$642 billion annually by 2026. Such high Medicaid spending levels could generate large tax increases and benefit cuts that result in Medicaid patients receiving substandard care.

I am committed to preserving and strengthening Medicaid so low-income individuals, children, and those with disabilities can receive the quality healthcare coverage they need. I believe Congress must work to offer states more flexibility and options for their Medicaid beneficiaries, rather than forcing a one-size-fits-all approach from Washington, D.C. Reforming our healthcare system and providing Medicaid recipients with greater flexibility will help rein in Medicaid spending while still protecting the millions of Americans who rely on the program. As Congress works to address Medicaid's shortcomings, I will remain committed to investing the necessary resources and making the proper structural reforms that will reduce healthcare costs, improve accessibility, and result in a more successful education system.

I believe today's children are the future leaders of our country and economy and we have a responsibility to care for the most vulnerable members of our society. We must keep the potential impacts that healthcare reform could have on our youth and individuals in need of additional assistance at the center of this debate. While the passage of the Affordable Care Act did help some families, it also harmed many others. We cannot hide from the fact that since the passage of the ACA millions of our friends and neighbors have lost access to their doctor of choice, seen their insurance plans discontinued, or watched helplessly as deductibles and premiums rose so high their insurance became unaffordable.

A recently completed national study found that premiums have increased 93% in Wisconsin since the ACA was enacted, and the individual insurance market in this country is in a slow-motion collapse. As more and more insurers stop providing individual coverage through the exchanges, we are facing the reality that some individuals will have only one insurance option or none at all. We must take steps to prevent this from happening.

It's also vital that we don't let highly partisan debates about health insurance reform distract us from the real problem: skyrocketing healthcare costs with stagnant or declining outcomes. Modernizing our healthcare system for the 21st century, addressing the root drivers of rising costs, restoring the primacy of the doctor-patient relationship and reforming the perverse incentive structures currently shoehorned into our healthcare system remain critical objectives. Recent reform legislation did not adequately address these core concerns and now is the time to redouble our commitment to solving foundational problems. The status quo is failing us and I will work with anyone, Republican or Democrat, to advance ideas and policies that I believe will provide relief for the people of Northeast Wisconsin.

That is why I recently introduced a bipartisan piece of healthcare legislation with my Democratic colleague, Congressman Perlmutter (D-CO), designed to address the rising costs of actual healthcare—not just insurance costs—and increase clarity for consumers. Our bill requires transparency in healthcare pricing so patients know the costs of their care upfront and can plan accordingly. Nobody would buy a car or house without knowing what it costs beforehand, so why does our healthcare industry behave differently? I believe the simple act of publishing prices will lead to more competition between providers to offer better services at lower costs. Democrats and Republicans agree there is no one-size-fits-all solution to our healthcare problems, but by addressing individual issues and finding consensus we can steer the system in the right direction.

In the coming months, I will continue to push for prudent and evidence based healthcare reforms that expand access to quality and affordable care. I will be sure to keep your thoughts in mind should legislation addressing these issues come to the House floor for a vote.

Once again, thank you for contacting me on this important issue and being an informational resource in the weeks and months ahead. If there's ever anything you feel I need to be aware of, please don't hesitate to reach out. And because this physical mail can get a bit behind, please feel free to contact my education staffer, Dylan Lange, at [Dylan.Lange@mail.house.gov](mailto:Dylan.Lange@mail.house.gov) to ensure I receive it in a timely manner. I also invite you to visit my website at [Gallagher.House.Gov](http://Gallagher.House.Gov) to sign up to receive updates from me, or follow me on Facebook and Twitter at [@RepGallagher](https://www.facebook.com/RepGallagher).

Sincerely,

A handwritten signature in blue ink that reads "Mike Gallagher". The signature is stylized and includes a long horizontal line extending to the right.

Mike Gallagher  
Member of Congress

# 2017 CENSUS RESULTS

## SCHOOL DISTRICT OF MANAWA

### DISTRICT

1184 + 12 SCHOOL-AGED UNKNOWN HOMESCHOOLED = 1196

Birth to 3 - 165

Age 4 to 20 - 1019 *to DPI Report*

### Townships/City Totals

Bear Creek 10

Helvetia 17

Lebanon 66

Little Wolf 337

Manawa 369

Mukwa 17

Ogdensburg 26

Royalton 95

St. Lawrence 102

Union 149

## **Manawa PB Team Fundraising**

**July 7th-** Manawa Car Show was to sell concessions but it got rained out

**August 23rd** - Was added to Music on the Triangle to sell concession hoping for nice weather and nice turn out

**August 30th** - Wondering if we have left over product from August 23rd event if we could sell hot dogs, brats and hamburgers at Open house on 30th? Plus have an informational table and maybe bring the duck kids water race and duck toss to set up outside?

**September 3rd-** Having a booth at Bear Lake Resort Corn Roast 10am -4pm Information on Manawa PB Team and selling necklaces, stuffed animals and bubbles

**September 16th-** Having a booth at Manawa Fall Festival 10am - 3pm. Information on Manawa PB Team and selling necklaces, stuffed animals and bubbles

**September 18th** - Checking with Culvers to see if we could do another Culver's Fundraising night- Chris is checking with Brady the owner to see if we can do two in one calendar year or do we have to wait to 2018 to do another. Hoping he will call back in the next two day. Would be from 5-10pm. Last year we made \$271.00 at our March one.

**October 5th-** Parent / Teacher Conference at MES would like to do something not sure yet

**November 18th-** Paddle Raffle and Pasta Dinner at the Masonic Temple cost of meal would be \$30.00 a person but cost to us is only \$15.00 for two sauces and chicken with pasta , garlic bread and dessert. We also get place for FREE if we have 50 people at dinner. I think that could be done. Need to get items for Paddle raffle, and would charge a fee for paddles each round. Sell Raffle tickets

**December 16th-** Offer Gift Wrapping at the MES for a fee. Sell Raffle tickets or *Holiday Fair Booth*

**2018 January 13th-** Comedy Improv possible at Bear Lake or Masonic Temple Still talking with Bridget and Masonic temple to work out details if not Comedy Improv maybe Mad Dog Murphy and MOD blues music along with a meal. Sell Raffle tickets.

**February 17th-** Chili Dinner with a THRIVENT Match at MES or one of the area churches? Sell Raffle tickets.

**March 24th-** Manawa Easter Egg Hunt at LWHS have a booth and sell raffle tickets, necklaces, bubbles and stuffed animals. Sell Raffle tickets.

**April ?-** Sponsor another table if Jazz Band does their annual spaghetti dinner. Sell Raffle tickets.

**May ?????**

**June 2nd- Second Manawa PB Quackers Duck Race at Lindsay Park  
10am -4pm**

**2nd Manawa PB Quackers' Duck Race**  
**Saturday, June 2, 2018**  
**10am - 4pm**  
**Lindsay Park, Manawa**

**General Notes**

Need to reapply for raffle license on October 9, 2017.

Call again and see if we can print tickets before October 9th waiting to get licensed renewed

Reserve Lindsay Park for June 2, 2018 use 7am - 5-6pm but event is from 10am - 4pm. Duck Race at Noon.

Reserve the Triangle for musical acts 10am - 4pm. Seeing that Lindsay Park doesn't have enough electrical outlets to place musicians. We do have booked Mad Dog Murphy and MOB a blues band playing for FREE. Looking to get others also if they have their own generator they could play at Lindsay park.

Looking to get a haywagon that would shuttle people from Triangle to Lindsay Park for a small fee \$1.00 each.

Book Live Radio Broadcast again 10-Noon WDUX or see about the new station

Get with Dan Pople and update small banners to 1st weekend in June.

Looking into getting the Bubble Guy for kids entertainment and he could perform on one of the baseball fields.

## **Prize Money for 1st and 2nd place finishers of Duck Race**

Working with Nikki Hansen to be our vendor Coordinator with Jill Polifka as her assistant to secure minimum 50 vendors from direct sales , crafters and civic booths for a cost of \$30.00 each non refundable that would generate the 1st and second place prizes of \$1,000 and \$500. I have a large Duck floatie and will add other local business gift certificates and merchandise for 3rd place prize.

## **Other things for Duck Race**

Get banners for starting and finish line that can be reused for other races

Make better netting to collect ducks and have Kayaker some at the finish line to collect and others to corral the duck from start to finish.

Make sure all canoe people and kayakers have life jackets on!

Need a portable sound system to announce the winners at finish line

## Games and Family Fun

### Add more kids games 25 cents each

1. Duck Pond we already have
2. Milk Bottle Ring Toss we already have
3. Bread n Basket Toss we already have
4. Duck Toss we already have
5. Duck Water Race we already have
6. **New Game** Hat Hula hoop toss
7. **New Game** Treasure search( use a small kids pool and fill with sand or a box they reach in and find a coin that has a number on it with a prize associated with the number on coin)
8. **New Game** Guessing Booth ( use jars filled with either candy or small rubber ducks and the guess closest to the actually number inside wins a prize.
9. **New Game** Matching Game ( make a display that looks like a lego piece using metal tins lift the two lids looking for a match to win a prize. Have matches on inside lids of metal tins. You can also put fun facts about hunger and project backpack. Plus you can mix the lids to change the game up)

**Ask the churches running games if they would like to buy prizes for the game they run?**



## **FREE Family Games**

We have the sack race bags

We have Yard dice games yahtzee and farkle

**Make our own Jenga**

**Make own Large Kerplunk game**

**Make our own Connect 4 game**

**Borrow Mini Golf off of Carol from Scared Heart Church**

### **Other things to add**

**50/50 raffle**

**Basket Raffle**

**Cake Walk**

**Dunk Tank**

**Maybe try again to get Hoops Shoot off and Dodgeball but if not pre-registered by a week before event scrap this idea.**

## **Have merchandise to sell**

We have duck bubbles

We have duck necklaces

We have duck stuffed animals

We have duck balloons we were able to get helium in time

**May be other duck related products like hats and small things**

## **Promotion and selling raffle tickets**

What worked best was Bridget and her team at Bear Lake Resort, Amy at TK's and Michelle at Steve and Michelle Midtown. Also if we make the tickets \$5.00 each and still offer 6 for \$25.00 and maybe change bigger set to 13 for \$50.00 and let all ticket outlets sell sets also. We could sell all 2,000 tickets especially if we can start selling November or January at earliest.

Also Bridget would let PB Quackers come to Friday Night fish frys to sell tickets. We did the night before the race and sold over 200 tickets in 2 hours. We could also see if Tim at Cedar Springs would let come there also during Friday Fish Frys to do the same.

Do dollar inserts at both local banks and see if some businesses would stuff bags with them.

Get another banner to put up on fence on side of Premier Bank to promote our event.

Ask people who live along Depot street if we could do every other or every third house with lawn signs a month before to create a buzz, plus still put at both school entrance and exits of parking lots. Then a few other places like Remington's like we this year and area churches.

Book again the Radio live broadcast, it really helped since we had started the morning off with rain. Also see about getting radio spots. Jollene at WDUX said Shepherd has spots they hadn't used and since it is their program we are helping we might be able to use those for FREE!

Have Waupaca Post feature us again like we did.

Go on WBAY again but maybe earlier than Memorial Day, but many people said they saw me and PB Quackers on there that day.

Use our social media more with our FB page with fun things and PB Quackers more posting when we did post PB Quackers pictures or fun stuff we had more viewers.

Do a find the letters promotion with area merchants to generate a buzz.

Have the schools promote it more and maybe do a speaking day about all that we have going on.

Promoting earlier will help we only had 60 days once we got our raffle tickets to sell 2000 tickets and we did sell 1119 tickets so I see no problem selling out for our second year

I need to ask the Waupaca Chain Skiers if we can please use their ducks again.

If we don't sell out only have like 100-200 ducks set aside for day of selling, but hoping to be sold out before June 1, 2018

We are going to make more of a presence in the community this year promoting Manawa Project Backpack and our main fundraiser our Duck Race- We currently are selling concessions at Music on the Triangle on August 23rd 5:30-7:30pm

We have a booth at Bear Lake Corn Roast on Sunday, September 3rd 10am -4pm

We have a booth at the Manawa Fall Festival on Saturday, September 16th from 10am - 3pm

Would like to be able to set up a table at home football games to promote Duck Race and sell necklaces, bubbles and stuffed animals and have PB Quackers there to generate interest. Would like to do the same but sell raffle tickets at Basketball games?

Football games dates are 9/1, 9/15, 9/29, 10/13, and 10/18

## **Other things we want to add to make an impact**

Make colorful back drops for our canopies- we have the colorful sheets I am getting with Fay Wolhrabe soon to make them.

More signage for vendors, Music, Games.

Have a mobile selling card for soda and chips or popcorn to go along the river when people sit to watch Duck Race

See if Ogdenburg Pullers would be willing to help get a Duck Dynasty person to come for both events that happen on this day? See if they would still discount the cost of speaking and appearing at both events?? This would help draw people and we could get WBAY to do a feature on our event and Waupaca County Post ahead of time to draw people in.

With reaching out to New London, Waupaca, Clintonville, Marion and our Manawa, Ogdensburg area we have a potential to reach 23,100 people.

Ask the rodeo people if the cart vendors are people that come with rodeo or local people, if local maybe they could also come to add excitement to our event selling their items?

# Memo

**To:** Dr. Melanie Oppor  
**From:** Michelle Pukita  
**Date:** August 11, 2017  
**Re:** August Staff and Program Highlights

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

- **Summer Cleaning Update:** I want to thank Diane Teuscher, Tori Gast, Dee De Lowney, and Bob Phelan for all the hard work they put in to make the school clean and looking spectacular. All the classrooms are done. There are a few smaller areas left to clean, but overall the school is ready for the arrival of the students.
- **Open House:** The office staff and myself have been working hard to be sure we are ready to welcome in our families for open house. We look forward to greeting the families on Wednesday, August 30<sup>th</sup> from 3:30 – 6:30 and help register those families that could not attend registration day earlier in the summer. This is an exciting time for the children as they get to meet their teachers, bring in all their supplies, and see friends they might not have seen over the summer.
- **PBIS Update:** The PBIS leadership team has been working over the summer to be sure kick off is ready for fall. Thank you to this team for being dedicated and paying attention to details to be sure we are implementing PBIS correctly.
- **Hiring Staff:** The music teacher is the last position to be filled. I have been busy calling references, colleges for possible new graduates, and other school districts to see if they had recommendations for candidates for me to reach out to. I want to thank 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 a highly qualified individual is being hired.

# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfgram  
**Date:** August 11, 2017  
**Re:** Staff and Program Highlights - August

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**Interviews and Hiring:** The process of hiring staff continued in July with recommendations coming to the Board of Education for HS Social Studies, Dean of Students, and 2<sup>nd</sup> Shift Custodian, Interviews for the recently vacated HS Science teacher will be held as soon as there are qualified candidates. 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:** Since the passing of Mr. Gunderson, the summer custodial crew has done an outstanding job getting the building ready for staff and students. Most classrooms were finished ahead of schedule and in the time remaining, staff will focus on minor repairs and painting.

**Positive Behavior Interventions and Supports (PBIS):** The PBIS team met in August to plan for the 2017-2018 school year. The committee reviewed the end of the year Benchmarks of Quality survey given to all staff. During the August staff in-service, the PBIS team will be review Tier 1 fidelity requirements with staff, create classroom behavior matrices, review reporting procedures, and propose student rewards for the school year. Additionally, students will be surveyed the first week of school to provide input on the reward system. In September, a letter will be sent home to all parents informing them of this year's PBIS initiatives.

**Senior Gift:** As a token of appreciation to the School District of Manawa, this year's graduating class of 2017 decided to give a gift back to the school. The bench was purchased with funds that remained in the 2017 class activity account. The class was also able to reserve seed money for their next class reunion.





Jacob Elsner delivered the bench and gave the first trial run!

**Meet the Cowboys / Meet the Wolves:** Fall athletic season is officially underway. On Thursday August 10<sup>th</sup>, parents and community members were invited to a spaghetti dinner sponsored by the Manawa Booster Club. All proceeds benefit the Manawa Athletic Department.





## Manawa Transportation Update August 2017

On July 28, 2017 – Wisconsin State Patrol Inspector, Tye Howver, performed an annual school bus inspection on buses used during the 2016-2017 school year for the Manawa School District. Trooper Howver inspected 10 Manawa School District/ Kobussen school buses at the Kobussen bus garage in the City of Manawa.

(6) Buses were APPROVED for service.

(4) Buses were DISAPPROVED for service.

Corrections to the four buses were made by Kobussen mechanics to satisfy the approved status.

Prior to the July 28<sup>th</sup> inspection, there were (3) buses on site in Manawa that Kobussen Fleet Manager, Blaise Bodway, knew would not come close to being approved for active status. Blaise had these three buses transferred off site for extensive maintenance & repairs.

In summary, seven of the thirteen buses (54%) that were actively being used by the Manawa School District during the school year of 2016-2017, would not be deemed APPROVED for service by the Wisconsin State Patrol during a inspection.

On a positive note, all the buses have been fixed and approved for active use.

Buses have received cosmetic work as well. The wheel rims on the buses have all been painted and buses have been cleaned, interior and exterior. Buses have been re-lettered and purchases for magnets to go on the side of the bus stating, "Manawa" have been ordered. When the magnets are in place it will state, "Kobussen Buses MANAWA" on the sides of the bus. The nice feature of having the word Manawa on a magnet is the easy removal for private charter use that we do not want the school district associated with. Example, private parties etc.

Cameras for the buses have been ordered and arriving. Also, Fleet Manager, Blaise Bodway has been in contact with Baycom and the installation of two way radios in the buses is moving along as scheduled. Cameras and radios for the buses will be installed and ready for use by the first day of school, Sept 5<sup>th</sup>.

### ADDITIONAL NOTES

\*Sherida Genereau is in place as Office Manager.

\*Sherida & Jim Quinn have been working on routing.

\*Sherida is in the process of meeting with drivers one – on – one to go over the routes.

\*Jim Quinn spoke with the Amish school director, Elmer – Elmer is aware of the busing change from school district to private.

\*Sherida & Casey have met with Principal, Brian Elmhurst – St. Paul's. Routing & charter work discussed.

\*Sherida has been working with Athletic Director, Skylar L. regarding fall sports trips. Sherida has all the fall sports trips entered and states it has been very smooth working with Skylar.

\*On site mechanic, Greg Natzke has been hired and will begin employment on 8/23/17. More information on Greg Natzke will be provided during the September 2017 meeting.

\* Vern Shover continues to work with mechanics on bus moves between terminals. Vern is a terrific asset and always willing to assist.

\* Katie Sitter has started training with Sue Suehs and is progressing along nicely (bus driver)

\* Jamie Stroud has been hired as an office assistant and will be working as an office assistant in both Manawa and Seymour terminals on a part time, as needed basis.

\*All routes for the upcoming school year have been covered with the same drivers as last school year.

\* Russ Wohlrabe is a new driver hire that will be driving full time. Russ was added due to a retirement after this past school year. Russ has many years of driving experience and most recently drove school bus full time for the Weyauwega school district this past school year.

As always, any questions please call or email,

Respectfully submitted,

Casey Fields

920-538-1719

casey.fields@kobussen.com

**MANAWA ACTIVITY COMPLEX PLEDGE INFORMATION**

FORMS	NAME	NAME ON RECOGNITION	ADDRESS	2012	2013	2014	2015	2016	2017	TOTAL PLEDGE	PRIOR 2008	TOTAL RECOGNITION
X	Sell Chiropractic	Dr. Robert D. Sell	P O Box 146, Manawa WI 54949	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$0.00		\$5,000.00	\$0.00	\$5,000.00
X	Manawa Cowboys	MANAWA COWBOYS Football and Cheer	P O Box 146, Manawa WI 54949	\$1,237.16	\$762.84	\$1,000.00	\$1,000.00	\$1,000.00		\$5,000.00	\$0.00	\$5,000.00
X	Steve & Shell Kaczorowski	Kaczorowski Family	E7674 Symco Rd, Bear Creek WI	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$5,000.00	\$0.00	\$5,000.00
Check	Pete & Mary Griffin Family	Pete & Mary Griffin Family	N5993 Summit Ln, Manawa WI	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00	\$5,000.00	\$15,000.00
X	Manawa Lions Club 2008 Football Fund	Manawa Lions Club	P O Box 99, Manawa WI 54949	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00		\$10,000.00	\$0.00	\$10,000.00
X	Troy & Heather Wiesner	Wiesner Family	Prior Activity Complex Fund	\$6,432.92	\$0.00	\$0.00	\$0.00	\$0.00		\$6,432.92	\$0.00	\$6,432.92
X	Kurt & Rita Kreklow	Kreklow Family - Kurt, Rita, Andrew, Zach & Kai	E7272 Nicolai Rd, Manawa WI 54949	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$5,000.00	\$0.00	\$5,000.00
X	Cedar Springs	Cedar Springs Golf Course	N6401 Garrity Rd, Manawa WI	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	Point of Beginning, Inc.	Point of Beginning, Inc.	E7005 Cedar Springs Road, Manawa WI	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00	\$0.00	\$2,000.00
X	Rob and Becky Greisbach		5709 Windy Drive, Stevens Point, WI 54482	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	Brian and Brenda Krenke	Brian and Brenda Krenke	N6165 Garrity Rd, Manawa WI 54949	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00		\$250.00	\$0.00	\$250.00
X	Kegler's Bowling Center	Keglers Bowling Center	N7585 County Rd O, Bear Creek WI 54922	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	Paul and Dawn Millard		1143 Depot Street, Manawa WI 54949	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		\$1,000.00	\$0.00	\$1,000.00
X	Jack & Peggy Sturm	Jack & Peggy Sturm	E6715 Mountain Lake Rd, Manawa WI	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$5,000.00	\$0.00	\$5,000.00
X	Dewey Carl	Carl Family	179 Euclid Ave, Manawa WI	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00	\$0.00	\$10,000.00
X	Gary & Rita Barrington	Gary & Rita Barrington	820 S Bridge St, Manawa WI	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00	\$5,000.00	\$15,000.00
X	Jerry Griffin	Jerry Griffin Class of 1970	N5941 Summit Ln, Manawa WI	\$175.00	\$175.00	\$175.00	\$0.00	\$0.00		\$525.00	\$0.00	\$525.00
X	Manawa Youth Sports	Manawa Youth Sports	Reedsburg WI	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	Cline-Hanson-Dahlke	Cline-Hanson-Dahlke	N5993 Summit Ln, Manawa WI	\$1,000.00	\$1,000.00	\$1,090.00	\$1,000.00	\$1,000.00		\$5,090.00	\$0.00	\$5,090.00
X	Jeff Bortle	The Bortle Family	176 N Bridge St, Manawa WI	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	Dr. Robert & Dr. Janet Reilly	Dr. Robert & Janet Reilly	N5951 Wolf Rd, Manawa WI 54949	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	First State Bank	First State Bank	N5655 Shabeau Lake Rd, Ogdensburg	\$1,858.93	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$5,858.93	\$4,146.02	\$10,004.95
X	Jill, Greg & Ryan Schuelke	Jill, Greg & Ryan Schuelke	P O Box 268, New London WI 54961	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$15,000.00	\$0.00	\$15,000.00
X	Lorge Plumbing Inc	Lorge Plumbing Inc	E6356 Garrity Rd, Manawa WI 54949	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$300.00	\$1,300.00
email	Sturm Foods, Inc.	Sturm Foods, Inc.	P O Box 80, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$500.00	\$0.00	\$500.00
email	Kelly Beyer	see email confirmation (Shell)	P O Box 287, Manawa WI 54949	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,500.00	\$0.00	\$2,500.00
X	Russ Ferg & Tammy Williams	Russ Ferg & Tammy Williams		\$50.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50.00	\$0.00	\$50.00
email	Manawa Telephone Company	Manawa Telephone Company	N6834 White clover Rd, Manawa WI	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$500.00	\$0.00	\$500.00
X	Brian & Jenny Besette	Brian & Jenny Besette Family	131 2nd Street, Manawa, WI	\$2,500.00	\$500.00	\$500.00	\$500.00	\$0.00		\$4,000.00	\$0.00	\$4,000.00
X	Waupaca Foundry	Waupaca Foundry	E5702 North Water Drive, Manawa, WI 54949	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00		\$2,000.00	\$0.00	\$2,000.00
X	Little Wolf Automotive LLC	Little Wolf Auto	1955 Brunner Dr, P O Box 249, Waupaca WI	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		\$4,000.00	\$0.00	\$4,000.00
X	Titan Conveyors	Titan Conveyors	P O Box 309, Manawa WI 54949	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00		\$2,000.00	\$0.00	\$2,000.00
x	Jason & Sheri Bailey		735 Industrial Loop Rd, New London WI	\$175.00	\$175.00	\$175.00	\$0.00	\$0.00		\$525.00	\$0.00	\$525.00
X	Jodi Alix		(Brian Krenke)	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		\$100.00	\$0.00	\$100.00
X	Brian & Joann Schuelke	Brian & JoAnn Schuelke	W2185 Apache Ave, Fremont WI 54940	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00		\$200.00	\$0.00	\$200.00
X	John & Sandra Smith	Molly, Garret & Bryan Griffin	E5973 Sturm Lake Rd, Manawa WI 54949	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		\$1,000.00	\$0.00	\$1,000.00
X	Brian Timm	Brian Timm	P O Box 424, Weyauwega WI 54983	\$1,000.00	\$500.00	\$0.00	\$0.00	\$0.00		\$1,500.00	\$0.00	\$1,500.00
X	Brian & Susan Barlow		N5204 DR Drive, Manawa WI 54949	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$5,000.00	\$0.00	\$5,000.00
X	Ken Groholski	Groholski Family	N6098 Gilman Rd, Scandinavia WI 54977	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		\$100.00	\$0.00	\$100.00
email	Sacred Heart Church	Sacred Heart Church	P O Box 190, Manawa WI 54949	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00	\$0.00	\$2,000.00
X	The Daily Grind Café	The Daily Grind Café	P O Box 10, Manawa WI 54949	\$425.00	\$0.00	\$0.00	\$0.00	\$0.00		\$425.00	\$75.00	\$500.00
X	Manawa Accounting & Tax	Manawa Accounting & Tax	P O Box 147, Manawa WI 54949	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		\$1,000.00	\$0.00	\$1,000.00
X	Carbon Freckle	Carbon Freckle	P O Box 916, Manawa WI 54949	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00
X	M & G Trucking LTD	M & G Trucking LTD	1050 Depot St, Manawa WI 54949	\$100.00	\$100.00	\$100.00	\$200.00	\$0.00		\$500.00	\$0.00	\$500.00
x	Clyde & Beverly Schuelke		P O Box 110, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$500.00	\$0.00	\$500.00
X	Derek, Rhonda, Katrina, Luke & Lesley Wilz	Derek, Rhonda, Katrina, Luke & Lesley Wilz	E6372 State Road 22, Manawa WI 54949	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		\$100.00	\$0.00	\$100.00
X			N5784 Shop St, Manawa WI	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00		\$1,000.00	\$0.00	\$1,000.00

FORMS	NAME	NAME ON RECOGNITION	ADDRESS	2012	2013	2014	2015	2016	2017	TOTAL PLEDGE	PRIOR 2008	TOTAL RECOGNITION
X	Union Studio, Tammy & Terry Johnson	E6292 State Rd 22, Manawa WI 54949	Samantha, Chloe & Grace	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
Check	Waupaca Dental Excellence SC		210 W Badger St, Waupaca WI 54981	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Check	Larsen Cooperative (PO Box 308)	Larsen Cooperative	1104 Mulligan Dr, New London WI 54961	\$400.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Master Electrical Services	David Mackowiak	N6223 County Rd T, Manawa WI 54949	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Email	Subway	Subway/Dean & Connie Zanella	822 W Fulton St, Waupaca WI 54981	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Earl Eder	Earl Eder	N5481 Eder Rd, New London WI 54961	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Todd and Sheila Zielke	Todd and Sheila Zielke	N5974 Summit Ln, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
check	Manawa Booster Club	Manawa Booster Club	c/o Verona Hartwig	\$1,734.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,734.02	\$0.00	\$1,734.02
X	Batteries Plus - Stevens Point	Batteries Plus - Stevens Point	5501 Hwy 10 East, Stevens Point WI 54482	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
X	Randy Radloff	The Radloffs-Randy, Angela, Matthew & Brandon	804 Meadow Lane, Manawa WI	\$335.00	\$332.50	\$332.50	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Conroy's Bear Lake (July)	Conroy's BEAR Lake (w/logo)	N4715 Hwy 22-110, Manawa WI 54949	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
X	Scott & Heidi Westphal	Scott & Heidi Westphal & Family	E7911 Symco Rd, Bear Creek WI 54922	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Nickodem Family	Nickodem Family	E6121 County Yard Rd, Manawa WI	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Floyd Gerl		P O Box 56, Manawa WI 54949	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
email	A Sturm & Sons Foundation Inc (June)	A. Sturm & Sons Foundation, Inc. (Jay Sturm)	P O Box 954, Manawa WI 54949	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
X	Weylin Walker		E7603 Wood Duck Ct, Fremont WI 54940	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
X	Eric Loberg	Eric & Lisa Loberg	E9051 Rocky Mountain Dr, New London WI	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
check	Irene Kraske		E8582 Mechanic St, New London WI 54961	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
Check	Ellen Connor		N2897 County Road QQ, Waupaca WI 54981	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
email	Paul & Leisa Sturm Family	Paul & Leisa Sturm Family	157 Euclid Ave, Manawa WI 54949	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
phone	David Carl	David Carl	1709 Tallgrass Circle, Waukesha, WI 53188	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
X	Randy R Carl	Randy R Carl	10579 E Palomino Rd, Scottsdale AZ 85258	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
X	Russ & Mary Johnson	Russ & Mary Johnson Family	E7586 Symco Rd, Bear Creek WI	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Note	The Anderson's (matching Pete Griffin)	The Anderson's	P.O. Box 119, Maumee, OH 43537	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Charlie Piscitello	Charlie & Schauna Piscitello	13497 Calais Dr, Del Mar CA 92014	\$500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Email	Pat and Karen Hoffmann	Pat and Karen Hoffmann	7500 N Boyd Way, Fox Point WI 53217 (Mary)	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Andy & Sara Thomack	Andy & Sara Thomack	N6465 O'Brien Rd, Manawa WI 54949	\$300.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
X	Ed Dombrowski	Ed & Jill Dombrowski	1001 Calypso Dr, Winneconne WI	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	Strebe Family	David, Brenda, Sawyer & Spencer Strebe	See Check for information	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Check	Cheryl Sturm	Cheryl Sturm	653 N Kingsbury St #704, Chicago IL 60654	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
X	Little Wolf Landscaping & Tree Service	Little Wolf Landscaping & Tree Service	E5376 N Rail Rd, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
X	C & B Rent All Inc.	C & B Rent-All Inc.	1375 N Shawano St, New London WI 54961	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Ted & Beth Krauss		N6968 State Road 22 & 110, Manawa WI	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Check	Charter Fuels - LuAnne Pink	Charter Fuels, Inc.	P O Box 548, Lancaster WI 53813	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	The Teuscher Family	The Teuscher Family	313 High St, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	Pete -n- Kris Thompson	Pete -n- Kris Thompson	E7271 Nicolai Rd, Manawa WI 54949	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Bill & Bev Dallman & Family	Bill & Bev Dallman & Family	E6398 Esther Dr, Manawa WI 54949	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Check	Dr. Michael Lawton		P O Box 205, New London WI 54961	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Check	The Andersons, Inc	The Andersons, Inc	P O Box 119, Maumee OH 43537	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Check	Rod & Lori Hass	Rodney & Lori Hass	N5454 State Rd 22 & 110, Manawa WI 54949	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Check	Veterans of Foreign Wars		Big Falls Post No. 8770, Big Falls WI 54926	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
X	Ferg's Driving School LLC	Ferg's Driving School LLC	E5983 Drath Ln, Manawa WI 54949	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
x	Steve and Michelle's Midtown	Steve and Michelle's Midtown	P O Box 254, Manawa WI 54949	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Len & Stephanie Flynn	Leonard & Stephanie Flynn	231 Union St, Manawa WI 54949	\$80.00	\$320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$100.00	\$500.00
X	Troy & Corinne Zielke	Troy & Corinne Zielke	N4551 Baldwin Rd, Weyauwega WI 54983	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Email	C R Meyer and Sons Company	C R Meyer and Sons Company	P O Box 2157, Oshkosh WI 54903	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Check	Badger Sporting Goods	ANONYMOUS	P O Box 259068, Madison WI 53725-9068	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	Highway Truck Parts LTD	Highway Truck Parts LTD	E9517 Crain Rd, New London WI 54961	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00

FORMS	NAME	NAME ON RECOGNITION	ADDRESS	2012	2013	2014	2015	2016	2017	TOTAL PLEDGE	PRIOR 2008	TOTAL RECOGNITION
Email	Baylake Bank	Baylake Bank	431 S Bridge St, Manawa, WI 54949	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Check	Mid-State Truck Service	Mid-State Truck Service	2100 E 29th, Marshfield WI 54449	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	D & D Beyer Farms, LLC	D & D Beyer Farms, LLC	E7450 Little Creek Rd, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	Auxiant		P O Box 259710, Madison WI 53725-9710	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
Check	New London Family Medical Center	New London Family Medical Center	P O Box 307, New London WI 54961-0307	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	ThedaCare Physicians	ThedaCare Physicians	P O Box 307, New London WI 54961-0307	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Phone	Krause Foundation - Chris	Krause Foundation	P O Box 252, Iola WI 54945 715-445-4908	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
X	Family of Dan Nolan	Family of Dan Nolan	203 Grove St, Manawa WI 54949	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$900.00	\$100.00	\$1,000.00
X	Health Payment Systems	Health Payment Systems	735 N Water St, STE 333, Milwaukee WI 53202	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Check	Schmidtke Orothodontics SC		2900 N Meade St, Appleton WI 54911	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
X	Gary & Sue Schoenike	Abigail & Andrew Schoenike	N6443 Pond St, Manawa WI	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Email	First State Investment Center	First State Investment Center	(FSB Investment Center)	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Email	Fox Communities Credit Union	Fox Communities Credit Union	3401 E. Calumet St, Appleton WI 54915	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Farmer's State Bank		112 W Fulton St, Waupaca WI 54981	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
X	Craig & Bonnie Ciska		N3527 Bean City Rd, New London WI 54961	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
X	John Egan		E8606 Church Rd, New London WI 54961	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
x	Carl & Sandra Artz (ARTZ)	ARTZ	E7907 County Rd N, Manawa WI 54949	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	Mike Scherneck Family	Mike Scherneck Family	N6884 Gerhardt Lane, Manawa WI 54949	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
email	The Store (Schierl Sales Corp)	"The Store"	2201 Madison St, Stevens Point WI 54481-3835	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Check	Black Gold Environmental Services		101 Spring St, Ogdensburg WI 54962	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Phone	First National Bank	First National Bank of Waupaca	111 Jefferson St, Waupaca, WI 54981	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
X	MANAWA AREA CHAMBER OF COMMERCE	MANAWA AREA CHAMBER OF COMMERCE		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
x	Central Wisconsin Appraisal		P O Box 189, Waupaca WI 54981	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
	Manawa Activity Complex Committee		Alumni Tournament/Auction	\$1,968.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,968.44	\$0.00	\$1,968.44
Check	John D. Helgeson CPA, LTd		P O Box 69, New London WI 54961	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Check	EastBay		111 South First Ave, Wausau, WI 54402-8066	\$99.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99.00	\$0.00	\$99.00
X	Jim and Tina Auer	Jim and Tina Auer	N5271 Madden Rd, New London WI 54961	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Union Thresherman's Club (Symco)	Union Thresherman's Club (Symco)	P O Box 71, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
X	Donald and Sherry Fisher	Don & Sherry Fisher	563 Depot St, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
2006	Hyde Murray			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2006	Pam Bailey			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
2006	Little Wolf Football			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324.40	\$324.40
2006	2007 Varsity Football Team			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315.00	\$315.00
2007	Greg Buschke			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
2007	Karen Boettcher			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
2007	Russel Lamkins			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2007	Donald and Rita Carew	Donald & Rita Carew Family	donated by Ruth, Mary and Sandy (children)	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$100.00	\$500.00
2007	Karen Zilavy			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2007	Dennis and Giny Buschke			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
2007	Fred & Kris Miller			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00
2007	Jeff Fahser			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2007	Dr. Steve & Sue Ann Goedderz			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00
2007	Gene & Jeanne O'Brien			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2007	Mavis (Rineck) Genz, Maryllis (Rineck) (Joch)	Hensel, Junior Albert Rineck		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
2007	George Lehto			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2007	Manawa Coaches Club			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$225.00
2008	Jim & Karen Rill	Jim & Karen Rill	410 Union St, Manawa WI 54949	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$100.00	\$600.00
2008	L.J. & Georgia Wiegert			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00







**MANAWA ACTIVITY COMPLEX FUNDRAISER**

**\$150,000**

**Football Field & Track**

**\$100,000**

**Amount Needed \$0.00**

**\$75,000**

**to be paid by Booster Club**

**\$50,000**

**\$25,000**

**150,000.00 as of 8/4/17**

**\$350,000**

**Additional School Contribution \$119,000**

**\$325,000**

**to build Football Field**

**\$300,000**

**\$275,000**

**\$250,000**

**\$231,000**

**\$231,000.00 (Amt Raised 2/1/12) by**

**\$225,000**

**Manawa Activity Complex Committee**

**\$200,000**

**\$175,000**

**\$150,000**

**\$125,000**

**\$100,000**

**\$75,000**

**\$50,000**

How State Equalization Aid works (generally)...

- Over-spend your budget, State Aid goes up and the Tax Levy goes down the following year
- Under-spend your budget, State Aid goes down and the Tax Levy goes up the following year

\*not a dollar for dollar exchange

\*\*it is not smart to “save” for projects – decreases state aid

\*\*\*the state establishes the maximum amount a district can tax

The Energy Efficiency (EE) levy allows the board to directly tax for projects that will recoup costs through energy savings. Due to some districts pushing the limits, there has been uncertainty about the continuation of the EE exemptions. The School District of Manawa has only used this legitimately.

Year	EE Project	EE Levy Amount	Mill Rate
2011-12			\$10.75
2012-13			\$10.01
2013-14			\$10.02
2014-15	Jr./Sr. High HVAC air return upgrade to include air conditioning	\$397,538.00	\$8.91
2015-16	MES insulation upgrade and standing seam metal roof	\$388,141.00	\$8.66
2016-17	MES HVAC VAV box replacement and updating the controls on a little more than half	\$388,094.00	\$9.14
2017-18	MES replacement of boilers and hot water boilers. Jr./Sr. High replacement of front bank of doors	\$769,568.00	\$9.10
2018-19			

In 2016-17, SDM expended 2 EE projects, causing state aid to increase and the tax levy to drop. To stabilize taxes, we need to increase the EE levy for 2017-18.

For 2018-19 and beyond, there are choices:

1. Continue to do EE projects to maintain buildings/sites at the level that will keep the mill rate steady (\$750,000-\$850,000). Points to consider:
  - a. Eventually, there will be no more qualifying EE projects
  - b. The state may discontinue the EE exemption program
  - c. Not all the projects that need to be done qualify for EE
  - d. EE projects are completed with no changes to the mill rate
2. Discontinue EE projects and repurpose that money to fund a referendum. Points to consider:
  - a. Use the \$775,000 over 10 years (\$7,750,000) to do a large project(s)
  - b. Improvements can be made buildings/sites can and the mill rate stays the same or may decrease
  - c. Any project the community approves can be done regardless of cost savings

R.W. Baird & Co. is our financial advisor. Consultants will help us structure any debt to fit the needs for Manawa meeting our requirements. For example,

- Do we keep the mill rate stable or will a slight increase in the mill rate better meet the needs of students?
- How many years of debt are we comfortable with?
- Do we start higher and tier-down the debt schedule or do we stay steady?

Maintenance has been deferred to balance budgets, therefore there are many problems that need to be addressed now. If the buildings are improved, the long-term plan will be to use Fund 46 to sustain future building needs.

#### \* Fund 46: Long-term Capital Improvement Trust Fund

- Districts need to establish and approve a 10-year capital improvement plan
- Once the fund is established (money deposited), that money cannot be used for 5 years
- Funds can only be expended for capital improvement projects per the district's plan
- This fund does not affect state aid, but ties the money to specific projects
- Example: If we know the life of something is approximately 20 years. Replacement cost is figured to be \$500,000 with inflation. Know to invest at least \$25,000 each year for the 20 years.

Fund 46 is not a solution for our issues today, but it will lead to a sustainable plan for the future of the School District of Manawa.

# Technology Board Report

July 7th, 2017



## 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.

Minutes of the August 8, 2017 Finance Committee Meeting

Call to Order at 5:30 pm by Chair Pohl

Present: Pohl, J. Johnson, R. Johnson, Scheller and Mrs. O'Brien

1. HS Student CPR Fee Motion by J. Johnson/R. Johnson to recommend HS Student CPR Fee to the full board. Motion carried.
2. 2016-17 Budget Analysis: Informational.

Next Finance Committee Meeting Date: September 12, 2017 at 5:30 p.m.

Motion by: J. Johnson/R. Johnson to adjourn 6:03 p.m.

Joanne L. Johnson, Recorder

## Minutes of the July 26, 2017 Buildings & Grounds Committee Meeting

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

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

1. Meet at & Visit 407 S. Bridge St. (Building owned by Masons)-Review Special Education Rental Property: Informational. Chris Mollica & Tom Squires present from the Masonic Lodge, will return after updates have been made to the building in order to make a decision on the space. Returned to Board Room at 800 Beech St. Ms. Brauer presented information on the PAES (Practical Assessment Exploration System) Lab and explained how & why it would fit into the downtown space.
2. Football Field Update:
  - a. Bare Spots/ Grass Seeding - TruGreen: Informational, grass is coming up, no one on the field during this time
  - b. Sideline Mats: Informational, ordered
  - c. Painting Machine: Informational, brought one to demo would be the model purchased
3. Cleaning of Concession Stand Storage Room: Informational, in process, sideline mats may be stored in this space
4. Safety Plan Resource: Informational. Items listed below are all part of safety plan kits; use County's standard plan
  - a. Green Vests: Mr. R. Johnson may be able to donate some
  - b. Walkie Talkies
  - c. Bull Horn
  - d. Flashlights
  - e. Signage: Increased to direct visitors where to go
5. Energy Efficiency Projects: Informational, highest priority: bank of doors at HS, boilers at ES, water heater at ES
6. SY 1617 Major Maintenance Project Summary: Informational
7. SY 1718 Maintenance Budget Planning: Informational, no new information

Next Meeting Date: August 29, 2017 at 6:00 pm

Motion by: Scheller/Forbes to adjourn at 7:26 p.m.

Joanne L. Johnson, Recording Secretary

Minutes of the August 2, 2017 Policy & Human Resources Committee Meeting

Called to Order at 5:18 pm by Chair Pethke

In attendance: Pethke, Forbes, J. Johnson, Dr. Oppor, Mary Griffin

1. Policy 5630.01 Seclusion & Restraint Annual Report SY1617: Motion by J. Johnson/Forbes to recommend Seclusion & Restraint Annual Report to full board as presented. Motion carried.
2. Food Service-Change to Positions (Split Baker Position to Dishwasher & Prep Cook): Motion by J. Johnson/Forbes to recommend changing positions to full board as presented. Motion carried.
3. District Attendance/Truancy Handbook: Motion by J. Johnson/Forbes to recommend District Attendance/Truancy Handbook to the full board as presented. Motion carried.
4. Use of District Facilities: Motion by J. Johnson/Forbes to recommend to full board revised Use of District Facilities as of September 1, 2017. Motion Carried.
5. Guidelines for Loaning Equipment:
  - a. Physical Education vs. Sporting Equipment Usage: Informational, Dr. Oppor will draft specific guidelines.
6. Consider Granting Space to an Independent Counseling Service: Need more information, will revisit.

Next meeting date: September 13, 2017 at 5:15 pm.

Motion by J. Johnson/Forbes to adjourn at 6:43 pm. Motion carried.

J. Johnson, Recording Secretary



Minutes of the August 14, 2017 Curriculum Committee Meeting

Meeting started at 6:04 p.m. in the MES Board Room.

Board Committee Members: Scheller (C), Pohl, Hollman

Administration: Oppor, Brauer, Wolfgram

In attendance: Mary Eck

1. Gr. 6-12 At-Risk Handbook adoption

Motion to recommend adoption of Gr. 6-12 At-Risk Handbook to BOE made by Pohl seconded by Hollman. Motion carried.

2. English Learner (EL) Handbook adoption

Motion to recommend adoption of English Learner (EL) Handbook to BOE made by Hollman seconded by Pohl. Motion carried.

3. Academic standards adoption

Motion to recommend adoption of the International Society for Technology in Education (ISTE) standards to BOE made by Pohl seconded by Hollman. Motion carried.

Motion to recommend changing current adoption date asterisks to "August 2017" on academic standards listing to BOE made by Hollman and seconded by Pohl. Motion carried.

Motion to recommend the renewal of all academic standards listed on the academic standards listing to BOE made by Pohl seconded by Hollman. Motion carried.

4. Next meeting date: Thursday September 7 at 6:00 p.m.

Motion to adjourn made by Hollman seconded by Pohl

Meeting adjourned at 7:31 p.m.

Hélène Pohl, Recorder

CESA #6

**Projected Contract Details**

**Manawa School District**

<b>District</b>	<b>Billing Type</b>	<b>Billing Date</b>	<b>Budget Year</b>
Manawa School District	Miscellaneous One-Time Charges	5/20/2017	2017-2018

**Miscellaneous One-Time Charges**

Service	Description	Function	Loc/Proj	Start	End	Gross Cost
193	Safe & Healthy Schools and Communities Annual Fee		121621	5/19/17	5/19/17	\$558.00
500	Fiscal Grant Package		121010	5/19/17		\$3,400.00
<b>Total for Miscellaneous One-Time Charges</b>						<b>\$3,958.00</b>

<b>District</b>	<b>Billing Type</b>	<b>Billing Date</b>	<b>Budget Year</b>
Manawa School District	Standard District Services	5/20/2017	2017-2018

**100 - Special Education Consortium Leadership/Support**

Function	Loc/Proj	Start	End	Unit Factor	Days	Cost/Day	Gross Cost
	801101	5/19/17		1.0000	114.00	680.00	\$77,520.00
<b>Total for 100 - Special Education Consortium Leadership/Support</b>							<b>\$77,520.00</b>

**111 - Physical Therapy**

Function	Loc/Proj	Start	End	Unit Factor	Days	Cost/Day	Gross Cost
218200	801118	5/19/17		1.0000	19.00	760.00	\$14,440.00
<b>Total for 111 - Physical Therapy</b>							<b>\$14,440.00</b>

**112 - Psychology**

Function	Loc/Proj	Start	End	Unit Factor	Days	Cost/Day	Gross Cost
	801202	5/19/17		39.0000	1.00	600.00	\$23,400.00
<b>Total for 112 - Psychology</b>							<b>\$23,400.00</b>

**123 - Physical Therapy Assistant**

Function	Loc/Proj	Start	End	Unit Factor	Days	Cost/Day	Gross Cost
218200	801118	5/19/17		1.0000	38.00	500.00	\$19,000.00
<b>Total for 123 - Physical Therapy Assistant</b>							<b>\$19,000.00</b>

**Total for Standard District Services \$134,360.00**

<b>District</b>	<b>Billing Type</b>	<b>Billing Date</b>	<b>Budget Year</b>
Manawa School District	Itinerant Student Services	5/20/2017	2017-2018

**101 - Audiology**

Student	Birthdate	Grade	Teacher	Eff Start	Eff End	Eval	Total Proj UOS	Cost/UOS	Gross Cost
	11/2/2002 (14)	09	Wiedmeyer, Christine	9/5/17		No	71.00	40.95	\$2,907.45
<b>Total for 101 - Audiology</b>							<b>71.00</b>		<b>\$2,907.45</b>

**105 - Hearing - Itinerant**

Student	Birthdate	Grade	Teacher	Eff Start	Eff End	Eval	Total Proj UOS	Cost/UOS	Gross Cost
	11/2/2002 (14)	09	Kent, Lisa	9/5/17		No	20.00	43.50	\$870.00
							<b>20.00</b>		<b>\$870.00</b>
<b>Total for Itinerant Student Services</b>							<b>91.00</b>		<b>\$3,777.45</b>

**Manawa School District - Total Contract  
\$142,095.45**

# Manawa School District Projected Contract

**District**  
Manawa School District

**Billing Date**  
5/20/2017

**Budget Year**  
2017-2018

## Miscellaneous One-Time Charges

**Gross Cost**

Fiscal Grant Package \$3,400.00

Safe & Healthy Schools and Communities Annual Fee \$558.00

**Sub Total \$3,958.00**

## Standard District Services

	Unit Factor	Days	Cost/Day	Gross Cost
Physical Therapy	1.0000	19.00	\$760.00	\$14,440.00
Physical Therapy Assistant	1.0000	38.00	\$500.00	\$19,000.00
Psychology	39.0000	1.00	\$600.00	\$23,400.00
Special Education Consortium Leadership/Support	1.0000	114.00	\$680.00	\$77,520.00
<b>Sub Total</b>				<b>\$134,360.00</b>

## Itinerant Student Services

	Total Proj UOS	Cost/UOS	Gross Cost
Audiology	71.00	\$40.95	\$2,907.45
Hearing - Itinerant	20.00	\$43.50	\$870.00
<b>Sub Total</b>			<b>\$3,777.45</b>

**Manawa School District**

**Total Contract**  
**\$142,095.45**

# CESA 6 Instructional Contract Summary

Manawa Sch Dist

2017-18

Agency Product / Service	# of payments	Gross Cost
Administration	1	\$4,718.00
<b>Subtotal</b>		<b>4718.00</b>
ESSA Product / Service	# of payments	Gross Cost
ESSA Support Network	1	\$1,449.00
<b>Subtotal</b>		<b>1449.00</b>
Grant Writing Product / Service	# of payments	Gross Cost
Grant Writing Of Wisconsin - GROW (5% fee on all obtained grants)	1	\$4,500.00
<b>Subtotal</b>		<b>4500.00</b>
Instructional Services Product / Service	# of payments	Gross Cost
Curriculum Support (Service provided by Danni Brauer)	10	\$73,000.00
<b>Subtotal</b>		<b>73000.00</b>
Technology Product / Service	# of payments	Gross Cost
CMS4Schools	1	\$1,869.00
CMS4Schools Additional Storage	1	\$250.00
<b>Subtotal</b>		<b>2119.00</b>
<b>Contract Total</b>		<b>\$85,786.00</b>

# Memo

**To:** Dr. Melanie Oppor; Board of Education  
**From:** Carmen O'Brien  
**Date:** August 18, 2017  
**Re:** Food Service Worker hour reconfiguration

---

The board recently approved a split of one food service worker position into two 4-hour positions. This allowed for an overlap in scheduling so that there would be an additional person available during the time lunch is being served.

After further evaluation, I am recommending that these two 4-hour positions be changed as follows:

- Food Service Worker – Prep Cook, 2.5 hours/day, 9:30 a.m. – 12:00 p.m.
- Food Service Worker – Prep Cook & Dishwasher, 5.5 hours/day, 8:45 a.m. – 2:15 p.m.

# Memo

**To:** Dr. Melanie Oppor; Board of Education  
**From:** Carmen O'Brien  
**Date:** August 18, 2017  
**Re:** Food Service Workers

---

I recommend the following individuals for the indicated food service positions.

- Bobbie Timm – Food Service Worker-MES
- Sandra Anderson – Food Service Worker-Prep Cook & Dishwasher
- Colleen Paters – Food Service Worker-Prep Cook

Bobbie Timm worked in this position at the Manawa Elementary School from May-June of 2017 as a substitute. She did an outstanding job. Bobbie brings 20 years of cooking experience, 10 of which she worked for the Waupaca School District.

Sandra Anderson was employed in the kitchen for the School District of Manawa from 2006-2010 in the former elementary school. Her position was eliminated when that school closed. Since, she has been working in the School District of New London for Taher Food Service.

Colleen Paters has worked for the School District of Manawa for 17 years. During this time, she worked in the kitchen. More recently, she has been working as the At-Risk program aide. The upcoming school year includes a reduction in her aide hours. This position will allow her to keep roughly the same number of hours she has worked in the past.

# Memo

**To:** Dr. Melanie Oppor and Members of the Finance Committee  
**From:** Olivia Koehn, RN BSN  
**Date:** 8/1/2017  
**Re:** CPR Certification Fee for Students

---

This memo is to request review of an initiative to assess a fee to certify students in CPR/AED. Certification materials can be purchased for about \$5 per person and it might be of value to offer students the ability to pay for their certification materials and then become certified.

Currently CPR/AED is taught to students as required by state law at the high school, however students do not earn certification or receive certification cards and do not pay for the course. The course would still be offered for free to students who do not wish to be certified. There is no difference in the course for those who wish to be certified other than the fee.

Students who may desire certification could potentially include those who babysit other children or those who desire to work in the healthcare field.

Certification is earned from Gold Cross Ambulance. This company is greatly respected and authorized to certify trainers and students by the American Heart Association. Currently the School District of Manawa has three individuals on staff who have been certified to teach and certify other staff members and students in CPR/AED: Jill Krause, Kevin Murphy, and myself.

Certifying students could be a positive addition to our CPR/AED program.





To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: July 26, 2017  
Re: Seclusion and Restraint Report

The purpose of this memo is to meet the Act 125 requirement to report on the number of seclusion and restraint incidents for last year.

#### 2011 Wisconsin Act 125

- Applies to both special and regular education students and staff, including independent contractors and their employees, and student teachers.
- Definitions
  - Physical restraint – a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head
  - Seclusion – the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving
- Seclusion
  - Prohibits use of seclusion except when a student’s behavior presents a clear, present, and imminent risk to the physical safety of the student or to others.
  - Directing a disruptive student to temporarily separate himself or herself from the activity or asking a student to serve a detention are not instances of seclusion unless the student is confined to an area from which she or he is prevented from leaving.
- Restraint
  - Prohibits the use of physical restraint except when a student’s behavior presents a clear, present, and imminent risk to the physical safety of the student or to others.
  - Prohibits the use of restraints that do not give adequate attention and care to the pupil.
  - Briefly touching a student’s hand, arm, shoulder or back to calm, comfort, or redirect the pupil is not considered physical restraint.
  - No school staff may use physical restraint unless he or she has received training on methods of preventing physical restraint, instruction on identification of dangerous behavior, experience in administering various types of physical restraint, the effects of physical restraint and documentation.
  - At least 1 staff member at a school must be trained.
- If seclusion and/or restraint is used on a student at school, staff must complete a written report and make the report available to the student’s parents.
- Annually by September 1, the principal of each school or his or her designee shall submit to the board of education a report containing the number of incidents of seclusion and of physical restraint and the total number of pupils who were involved in the incidents and the number of pupils with disabilities who were involved.

Implementation of Act 125 in Manawa

- We have 2 certified Non-violent Crisis Intervention (NVC)I trainers in the district who have trained 36 regular and special education staff members and 3 administrators.
- Annually, during the district all-staff in-service there is a presentation about Act 125 along with documentation procedure.

**Seclusion and Restraint Report to the Board for 2016-2017**

School	Total # of Students (students with disabilities)	Incidents of Seclusion and Restraint	Incidents of Restraint only	Incidents of Seclusion only
Elementary School	1 (0)	0	0	1
Jr. High	0 (0)	0	0	0
Sr. High	0 (0)	0	0	0
<b>Total</b>	1 (0)	0	0	1

Please contact the Special Education Director and/or the Building Principal if you have any questions about this report and/or the use of seclusion and restraint in the School District of Manawa.

Addressing the Use of Seclusion and Physical Restraint in Schools  
2011 Wisconsin Act 125 Requirements

*Coverage*

Applies to both special education and regular education students.

Applies to school staff, including independent contractors and their employees, and student teachers. Does not apply to law enforcement officers working in the school.

*Definitions*

Defines “**physical restraint**” as a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head.

Defines “**seclusion**” as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

*Seclusion*

Prohibits use of seclusion in public schools, including charter schools, except when:

- A student’s behavior presents a clear, present and imminent risk to the physical safety of the student or to others, and it is the least restrictive intervention feasible;
- Constant supervision of the student is maintained;
- The student has adequate access to the bathroom, drinking water, required medications, and regularly scheduled meals; and
- Seclusion is used no longer than necessary to resolve the risk to the physical safety of the student or others.

A room may not be used for seclusion unless:

- The room or area is free of objects or fixtures that may cause injury,
- There are no locks on the door, including hold down type mechanisms that immediately release when pressure is removed, and
- Meets all applicable school building code requirements.

*What is not considered seclusion?*

Directing a disruptive student to temporarily separate himself or herself from the activity in the classroom to regain control is not considered seclusion unless the student is confined to an area from which she or he is prevented from leaving.

Directing a student to temporarily remain in the classroom to complete tasks while other students participate in activities outside of the classroom is not considered seclusion unless the student is confined to an area from which she or he is prevented from leaving.

### *Physical Restraint*

Prohibits the use of physical restraint in public schools, including charter schools, except when:

- A student's behavior presents a clear, present and imminent risk to the physical safety of the student or to others, and it is the least restrictive intervention feasible;
- There are no medical contraindications to its use;
- The degree of force and duration used do not exceed what is necessary and reasonable to resolve the risk to the physical safety of the student or others; and
- No prohibited maneuver is used.

Prohibits maneuvers or techniques that:

- Do not give adequate attention and care to protecting the pupil's head;
- Cause chest compression by placing pressure or weight on the student's chest, lungs, sternum, diaphragm, back or abdomen,
- Place pressure or weight on the student's neck or throat, on an artery, or on the back of the student's head or neck, or that otherwise obstruct the student's circulation or breathing; and
- Constitute corporal punishment

The Act prohibits mechanical or chemical restraints. Supportive equipment that properly aligns a student's body, assists in maintaining balance, or assisting in mobility under the oversight of appropriate medical staff is not mechanical restraint.

### *What is not considered physical restraint?*

Briefly touching a student's hand, arm, shoulder or back to calm, comfort, or redirect the pupil is not considered physical restraint.

### *Individualized Education Program (IEP) Requirements*

The first time that seclusion or physical restraint is used on a student, the student's IEP team must meet as soon as possible after the incident.

The IEP team must review the student's IEP to make sure that it contains appropriate positive behavioral interventions, supports, and other strategies to address the behavior, and revise if necessary.

At anytime if the IEP team determines that the use of seclusion or restraint may be reasonably anticipated for the student, the IEP must include:

- Appropriate positive interventions and supports and other strategies that address the behavioral concerns based on a functional behavioral assessment; and
- Clear statements that the use of restraint and/or seclusion may be used as an intervention.

### *Notification and Reporting Requirements*

If seclusion and/or physical restraint is used on a student at school, the principal or designee must:

- As soon as possible, but no later than 1 business day after the incident, notify the student's parent of the incident and of the availability of the written report.
- Within 2 business days after the incident, after consulting with school staff present, prepare a written report containing all of the following information:
  - The student's name,
  - The date, time, and duration of the incident,
  - A description of the incident including a description of the student's behavior before and after the incident, and
  - The names and titles of school staff present during the incident.
- The written report must be kept at the school and made available for review by the student's parents within 3 business days of the incident.

Each year, by September 1, the principal or designee must submit to the school board a report:

- on the number of incidents of seclusion and physical restraint in the previous year,
- the total number of students involved in the incidents, and
- the total number of students with disabilities involved in the incidents.

### *Training Requirements*

Except as discussed below, no school staff may use physical restraint unless he or she has received training that includes:

- Methods of preventing the need for physical restraint;
- Instruction in the identification and description of dangerous behavior indicating the need for physical restraint, and in methods of evaluating risk of harm to determine whether physical restraint is needed;
- Experience in administering and receiving various types of physical restraint;

- Instruction on the effects of physical restraint on the person restrained, methods of monitoring signs of physical distress, and techniques for determining when medical assistance may be needed;
- Instruction in documenting and reporting incidents of physical restraint; and
- Demonstration of proficiency in administering physical restraint.

Each school where physical restraint may be used must have at least one staff member who has received training.

The school must keep a record of the training received by the staff member(s) including information regarding how long the training is considered valid by the training program.

*Unforeseen Emergency Exception:*

School staff who have not received the prescribed training in physical restraint may use physical restraint on a student at school:

- only in an emergency, and
- only if school staff members who have received training are not immediately available.

*Authority under other statutory provisions*


Nothing in the Act affects the ability of school staff to remove a student from class under current law (section 118.164 (3) (b) of the Wisconsin Statutes).

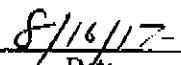
Nothing in the Act affects the ability of school staff to use the exceptions to the prohibition on corporal punishment under current law (section 118.31 (3) of the Wisconsin Statutes).



School District of Manawa  
Medical Advisor Agreement  
2017-2018

This is to verify that I, the undersigned, will serve as a Medical Advisor for the School District of Manawa during the 2017-18 school year.

  
\_\_\_\_\_  
Dr. Steven Goedderz, MD

  
\_\_\_\_\_  
Date

The following is a list of duties requested of the District Medical Advisor on behalf of the School District of Manawa.

- Approval of developed/revised emergency care and district policy/procedures/guidelines.
- Consultation in the prevention, identification, and control of infestations and infectious/contagious diseases.
- Consultation on issues related to the maintenance of a healthy school environment.
- Consultation and/or participation in planning meetings regarding the District's human growth and development curriculum.

Board of Education:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joanne Johnson- President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bobbi Jo Pethke- Clerk

# Memo

To: Danielle Brauer, Curriculum Committee

Fr: Dan Wolfgram

Date: 8/11/17

Re: At-Risk Program Handbook

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Please find accompanying this memo a final copy of the At-Risk Handbook, and accompanying brochure.

The At-Risk Handbook initiative was spearheaded by At-Risk Coordinator Mary Eck. Ms. Eck collaborated with Janine Connolly Little Wolf Jr. / Sr. High School Counselor, Danni Brauer Curriculum Coordinator, and Principal Dan Wolfgram.





To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: August 11, 2017  
Re: English Learner (EL) Handbook Adoption

This memo is to recommend the adoption of the attached English Learner (EL) Handbook. This is a new handbook.



To: Dr. Melanie J. Oppor  
From: Danni Brauer  
Date: July 1, 2017  
Re: Academic Standards

The purpose of this memo is to recommend the adoption of the following standards:

- Wisconsin Model Earning Learning Standards (WMELS)
- National Core Arts Standards for Visual Arts
- Wisconsin Standards for Physical Education
- Wisconsin Model Academic Standards for Music
- Wisconsin Model Academic Standards for School Counseling
- Wisconsin Model Academic Standards for Foreign Languages
- Wisconsin Model Academic Standards for Personal Financial Literacy
- Wisconsin Standards for Agriculture, Food, and Natural Resources
- Wisconsin Standards for Business and Information Technology
- Wisconsin Standards for Family and Consumer Sciences
- Wisconsin Standards for Health Science
- Wisconsin Standards for Marketing, Management, and Entrepreneurship
- Wisconsin Standards for Technology and Engineering

These standards have been adopted by the state and curriculum has been written using these standards. All standards listed have been on the board approved document though it has been unclear when or if they were specifically adopted by the school board.

# School District of Manawa

## Academic Standards Listing

Discipline/Grade	Standards	School District of Manawa Adoption Date
<b>Early Childhood and 4-year-old Kindergarten</b>	Wisconsin Model Early Learning Standards (2003, 2008, 2011, 2013)	July 2017
<b>English Language Arts (ELA)</b>		
5-year-old Kindergarten - 12	Wisconsin State Standards on ELA (2011) (Common Core State Standards for English Language Arts)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
<b>Mathematics</b>		
5-year-old Kindergarten - 12	Wisconsin State Standards in Mathematics (2011) (Common Core State Standards for Mathematics)	Ref. Sept. 20, 2010 and May 17, 2011 board minutes
<b>Science</b>		
5-year-old Kindergarten - 12	Next Generation Science Standards (2013)	March 23, 2015
<b>Social Studies</b>		
5-year-old Kindergarten - 12	National Curriculum Standards for Social Studies	March 23, 2015
<b>Art</b>		
5-year-old Kindergarten - 12	National Core Arts Standards for Visual Arts (2014)	July 2017
<b>Physical Education</b>		
5-year-old Kindergarten - 12	Wisconsin Standards for Physical Education (2010)	July 2017
<b>Music Education</b>		
5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for Music (1997)	July 2017
<b>Technology Education</b>		
5-year-old Kindergarten - 8	International Society for Technology in Education (ISTE) Standards for Students (2007)	June 15, 2015
<b>School Counseling</b>		
5-year-old Kindergarten - 12	Wisconsin's Model Academic Standards for School Counseling (2007) New, updated standards to be released soon (2015-16)	July 2017
<b>World Languages</b>		

	7-12	Wisconsin's Model Academic Standards for Foreign Languages (1997, 2001)	July 2017
<b>Personal Finance</b>			
	9-12	Wisconsin's Model Academic Standards for Personal Financial Literacy (2006)	July 2017
<b>Careers and Technical Education (CTE)</b>			
	9-12	Wisconsin Standards for Agriculture, Food, and Natural Resources (2013) Wisconsin Standards for Business and Information Technology (2013) Wisconsin Standards for Family and Consumer Sciences (2013) Wisconsin Standards for Health Science (2013) Wisconsin Standards for Marketing, Management, and Entrepreneurship (2013) Wisconsin Standards for Technology and Engineering (2013)	July 2017

\*\* Standards adopted by the state of Wisconsin and used in the School District of Manawa. Formal Board of Education adoption is questionable as electronic board minutes begin in September of 2010.

\*Standards adopted by the state of Wisconsin, not yet adopted by the School District of Manawa. Curriculum is currently being written using these standards.



To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: August 11, 2017  
Re: Annual Academic Standards Adoption

The purpose of this memo is to highlight the academic standards the School District of Manawa uses to guide instruction and write curriculum maps. The attached document shows the standards up for adoption with two stars for the standards that have not been formally adopted by the BOE or information in red to indicate updated standards.

FUNDRAISER INFORMATION			
2017-18 Budget Year (Revised 8-16-17)			
Name of Fundraiser (K-6)	Class or Club	Purpose	Dates
Box Top for Education	All Grades	To purchase unbudgeted teacher itmes.	All Year
PTO Wolf Walk	PTO	To fund PTO activities to support school functions.	Fall
PTO Penny War	PTO	To offset unbudgeted expenses and support positive school climate activities at MES.	March 6-10, 2017
1st Grade Basket Raffle (Eliminate)	1st Grade	To fund field trips for the 1st grade.	Fall & Winter P/T Conferences
Hansen's Food	All Grades	To fund field trips and other class activities.	All Year
Valentine's Day Cookies	Student Council	To fund Student Council activities.	All Year
Book Fair/BOGO Fair	Librarian	To fund books for library, book room, and/or classrooms.	November & May
Java Fridays	Special Education	Self-sustaining work experience for students.	All Year
Community Service Project (Eliminate)	Music Teacher (Mrs. Baranczyk)	split between families in Phillipines who made braclets and the school	Winter
Name of Fundraiser (7-12)	Class or Club	Purpose	Dates
World's Finest Chocolate	Art Club/Art Team	To fund an artistic venue field trip.	All Year
Concessions	Student Council	To pay for projects.	Football season, volleyball season, girls basketball season, boys basketball season, track season, and a portion of the wrestling season

Vandewalls Chocolate	7th and 8th Grades	To fund 2017 Washington D.C. trip.	All Year
Shirt Sales	Student Council	To pay for projects.	September
Fruit Sales	Choir/Band	To fund various fees for solo ensemble.	October/November
Navarino Hills (Fees?)	7th and 8th Grades	To pay for trip.	December
Sale of Shakes	Student Council	To pay for projects.	February & March
Flower Sales	Student Council	To pay for projects.	February & March
FFA Dessert Auction (At Banquet)	FFA	To pay for leadership development/chapter expenses.	March or April
3rd Quarter Honor Level Trip (Fees?)	7th and 8th Grades	To pay for trip.	February/March
Mount Olympus (Fees?)	7th and 8th Grades	To pay for trip.	May
To Be Determined	Cross Country	Awards, end of year banquet.	September
Chef's Choice Pizza	Band/Choir	S/E fees, transportation costs.	Sept. & January
Bake Sale	Band	S/E fees, transportation costs.	May
Rose & Concession Sale	Band	Host school for S/E.	March
Concert on the Triangle - Pie Sale	Band	Transportation costs.	Summer
50-50 Raffle Tickets Football Games	Girls Basketball	Uniforms/other activities.	September/October
50-50 Raffle Tickets Basketball Games	Junior Class	Prom.	Winter
Muffin Project - including Muffin Thursdays, Rootbeer Float Fridays, Freezer Pop Sale, and Staff Thanksgiving Dinner	Special Education	Self-sustaining work experience for students. To fund community outings.	All Year
Lollipop Sale	FOR Club	Activities and projects.	Sept. - Nov.
Yard Signs (Eliminate)	Class of 2016	Class events and activities	All Year
Various Projects	Think Pink	Raising money to donate to the American Cancer Society.	All Year

Bottled Water Vending Machine	FFA	Various projects and activities.	All Year	
Football Jersey Sale	Football	Fund the replacement of jerseys so all match.	Spring/Summer 2016	
<b>Name of Fundraiser (Districtwide)</b>	<b>Class or Club</b>	<b>Purpose</b>	<b>Dates</b>	
Project Backpack	Manawa Project Backpack Club	To support the ongoing food and supply costs for student program participants.	Ongoing, monthly events	
Color Run	Secondary Special Education	District technology or academic enhancements.	May	
RED = eliminated fundraisers				
YELLOW = updated/revised fundraisers				