

**AGENDA**  
**SCHOOL DISTRICT OF MANAWA**  
**BOARD OF EDUCATION**  
**OCTOBER 16, 2017**

1. Call to Order – President Johnson – **6:15 p.m.** – MES Board Room, 800 Beech Street
2. Adjourn and Reconvene in Closed Session for the Purpose of Student Conduct Issues in Regard to the Matter Submitted Pursuant to Wis. Statutes 119.85(l)(f) and Section 118.125.
3. Reconvene in Open Session - **6:30 p.m.** - Book Study
4. Pledge of Allegiance – **7:00 p.m.**
5. Roll Call
6. Verify Publication of Meeting
7. Presentation:
  - a. Cash Flow – Short Term Borrowing – Mike Morse, First State Bank
  - b. Summer School Report – Kevin Keller & Mary Eck, Coordinators
  - c. HS English Teachers – Innovative Practices – Michele Koshollek, Tracy Konkol
8. Announcements:
  - a. Contributions to the District
9. Consent Agenda
  - a. Approve Minutes of September 18, 2017 Board Meeting
  - b. Treasurer’s Report/Approve Expenditures & Receipts (**on website**)
  - c. Donations:
    - i. Gary & Kerry Jepson, 116 books for 4K Classroom
    - ii. Mitch’s Furniture, Clintonville: 2 carpets for 4K Classroom Valued at \$188
    - iii. St. Paul Lutheran Church, from Church Picnic on 9/17/17 - \$367.27 for Project Backpack
    - iv. First Lutheran Church, Ogdensburg, \$35 for Project Backpack
    - v. Crosscut Solutions, Inc., \$225 for Science Garden
    - vi. Zoetis, Inc – United Veterinary Ser. - \$278.73 for Urgent Needs Funds
    - vii. Green Bay Packers – Pink Gloves for Football Team in Honor of Breast Cancer Awareness
    - viii. Knights of Columbus - \$163.80 for Project Backpack
    - ix. Zion Evangelical Lutheran Congregation - \$300 – for Project Backpack
    - x. Culvers of Waupaca - \$250 for Project Backpack
  - d. Resignation – Katelyn Langman, Cheer and Stunt Coach
  - e. Consider Approval of Summer School Co-Coordinator Contracts for Mary Eck & Kevin Keller
10. Any Item Removed from Consent Agenda
  - a.
  - b.
11. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines on Reverse)
12. Correspondence: None this month
13. Board Recognition: National School Lunch Program Week October 9-13, 2017
14. District Administrator’s Report:
  - a. WASDA Conference - “No Time to Lose” (**on website**)
  - b. Legislative Update
  - c. Third Friday Enrollment
  - d. Report on Open Enrollment Reasons from Alternative Applications
  - e. Site Analysis & Feasibility Study Update
  - f. 2018 Election Schedule
  - g. WASB Annual Convention – January 2018 - Milwaukee
15. School Operations Reports:
  - a. ES Principal: Highlights - Included in Board Packet
  - b. HS Principal: Highlights - Included in Board Packet
16. Business Related Reports:
  - a. Update on 2017-18 Budget
  - b. Kobussen Transportation Report

17. Director's Reports:
  - a. Curriculum / Special Education Director Highlights
  - b. Technology Director Highlights
18. Board Comments:
19. Committee Reports:
  - a. Finance Committee (Pohl)
    - i. Consider Approval of Food Service Equipment Purchase
    - ii. Revenue Limit Worksheet Review
    - iii. 2017-18 Budget
  - b. Buildings & Grounds (R. Johnson)
    1. Special Education Rental Property - 407 S. Bridge St. (Building owned by Masons)
      - a. Review Rental Agreement
      - b. Annual Meeting to Secure Elector Approval of Lease Agreement (Wis. Stat. § 120.10(5))
    2. Site Analysis & Feasibility Study
      - a. Recommendation to Board
      - b. Tours: Virtual Tour Needs Voiceover; Community Adult-Only Tour Oct. 19, 2017 at ? (time)
    3. Update on Energy Efficiency Projects
      - a. HS Storefront
      - b. MES Boilers and Water Heaters
      - c. Timeline
      - d. Additional Projects 2017-18: MES Chiller, Windows and Lighting
    4. SY1718 Maintenance Budget
    5. Lift Inspection
  - c. Curriculum Committee (Hollman)
    - i. Proposed Courses:
      1. Art Department Changes
      2. Personal Fitness 101 (Zero Hour)
      3. World Cultures
      4. Business Education
      5. Advanced Robotics
    - ii. Employability Skills Course Recommendation
    - iii. Course of Study Guide Changes
    - iv. HS English Curriculum Map Adoption
    - v. K-5 Social Studies Curriculum Map Adoption
20. Unfinished Business:
21. New Business:
  - a. Consider Approval of Youth Options Requests for 2<sup>nd</sup> Semester 2017-18
  - b. Consider Approval of a RESOLUTION SY201718 #2 AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE FOR CASH FLOW PURPOSES IN AN AMOUNT NOT TO EXCEED \$750,000.
  - c. Consider Approval of Food Service Equipment Purchase as Presented
  - d. Consider Approval of the Art Department Course Changes as Presented
  - e. Consider Approval of the Personal Fitness 101 (Zero Hour/Early bird Hour) Course as Presented
  - f. Consider Approval of the World Cultures Course as Presented
  - g. Consider Approval of the Business & Personal Law Course as Presented
  - h. Consider Approve of the Introduction to Computers Course as Presented
  - i. Consider Approve of the Computer Applications I and II Courses as Presented
  - j. Consider Approve of the Entrepreneurship Course as Presented
  - k. Consider Approve of the Web 2.0 Course as Presented
  - l. Consider Approve of the Website Design Course as Presented
  - m. Consider Approval of the Advanced Robotics Course as Presented
  - n. Consider Approval of the Employability Skills Course Recommendation as Presented
  - o. Consider Approval of the HS English Curriculum Map Adoption as Presented (**on website**)
  - p. Consider Approval of the K-5 Social Studies Curriculum Map Adoption as Presented (**on website**)
  - q. Consider Approval of the Course of Study Guide for 2018-2019 as Presented (**on website**)

22. Next Meeting Dates:
  - a. Oct. 17, 2017 – Policy & HR Comm Mtg at 5:15 p.m. – MES Board Rm
  - b. Oct. 23, 2017 – Annual District Meeting – 7:00 p.m. – MES Board Room
  - c. Nov. 6, 2017 - Curriculum Committee Mtg – 4:30 p.m. – MES Board Room
  - d. Nov. 6, 2017 – Buildings & Grounds Committee Mtg – 6:00 p.m. – MES Board Room
  - e. Nov. 7, 2017 – Finance Committee Mtg – 5:30 p.m. – MES Board Room
  - f. Nov. 20, 2017 – Regular BOE Mtg – 6:30 p.m. Book Study – 7:00 p.m. Open Session – MES Board Rm
23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f), 118.22 and 118.125 Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Staff Evaluations
24. Board May Act on Items Discussed in Closed Session
25. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

Bylaws 0167.3

### **Public Participation at Board Meetings**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

#### Agenda Item

Any person or group wishing to place an item on the agenda shall register their intent with the District Administrator no later than fifteen (15) days prior to the meeting and include:

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

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

#### Public-Participation Section of the Meeting

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

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.

- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
  - 1. No obstructions are created between the Board and the audience.
  - 2. No interviews are conducted in the meeting room while the Board is in session.
  - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.



**CREDIT COMMITMENT FOR  
SCHOOL DISTRICT OF MANAWA**

First State Bank (the "Bank") is pleased to provide the School District of Manawa (the "Borrower") with a financing Commitment for a Taxable Revolving Line of Credit for \$750,000 (the "Commitment"). This Commitment is subject to the acceptance by the Borrower of the following terms and conditions.

***Taxable Revolving Line of Credit***

<b><u>Borrower:</u></b>	School District of Manawa
<b><u>Type of Credit:</u></b>	Taxable Revolving Line of Credit
<b><u>Line Commitment:</u></b>	\$750,000
<b><u>Purpose:</u></b>	Working Capital: Immediate expenses of operating and maintaining the public instruction during the Borrower's fiscal year.
<b><u>Interest Rate:</u></b>	Wall Street Journal Prime [to adjust daily as applicable]. Interest shall be payable from the day any amount is drawn on the Taxable Revolving Line of Credit. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding. Notwithstanding the foregoing, at no time during the loan term shall the rate be less than 4.25% nor shall it exceed 5.25%. In addition, in no event will the interest rate exceed that permitted by any applicable law.
<b><u>Disbursements/ Draws:</u></b>	The Taxable Revolving Line of Credit is revolving so principal can be drawn and repaid in any amount(s) and/or at any time(s) during the term of the loan provided that no draw on the Taxable Revolving Line of Credit may be made after June 30th.
<b><u>Closing Costs:</u></b>	None
<b><u>Loan Fees:</u></b>	The Bank <u>will not</u> charge any origination or application fees
<b><u>Collateral:</u></b>	The Borrower shall pledge taxes for operation and maintenance of the Borrower heretofore levied and other available current fiscal year revenues, including state aids (the "Revenues"), sufficient to pay the Taxable Revolving Line of Credit, together with the interest thereon, when due. The Revenues shall be deposited in a special fund.





**Maturity/Term:** October 31, 2018 (the “Maturity Date”). The entire principal balance outstanding plus all accrued and unpaid interest is due on the Maturity Date.

**Amortization:** N/A

**Prepayment:** The Taxable Revolving Line of Credit may be repaid in whole or in part at any time without penalty.

**Conditions:** The Taxable Revolving Line of Credit shall be subject to the following requirements:

- (1) The School Board of the Borrower approves a resolution (the “Resolution”) authorizing temporary borrowing pursuant to Section 67.12(8)(a)(1), Wisconsin Statutes at a lawfully called and conducted meeting.
- (2) Quarles & Brady LLP, Bond Counsel to the Borrower, gives an approving legal opinion stating that the Taxable Revolving Line of Credit has been lawfully authorized and is a valid and enforceable obligation of the Borrower in accordance with its terms (subject to reasonable exceptions relating to the rights of creditors)
- (3) A transcript of proceedings (including certifications from the Borrower as to its budget for the current fiscal year, including its tax levy and anticipated state aids, a no-litigation certification and certifications confirming the name and titles of the officers of the borrowing and confirming that all of the loan documents were duly and properly authorized and executed on behalf of the Borrower by such officers) is delivered at the time the Borrower receives its first disbursement or draw on the Taxable Line of Credit.
- (4) The Taxable Revolving Line of Credit is evidenced by a tax and revenue anticipation promissory note (the “Master Note”) duly authorized, issued and executed by the Borrower under Section 67.12(8)(a)(1), Wisconsin Statutes. Any disbursements or draws on the Taxable Revolving Line of Credit shall be evidenced by a “Disbursement Request”.
- (5) The Borrower provides its most recent audited financial statements.

All of the aforesaid shall be provided by the Borrower at the Borrower’s expense.



**Conditions:**

At its earliest convenience, Borrower shall provide its full audit report for the fiscal year ended 6/30/17 to Bank. It is expected that this will be after origination of the line of credit. If the audit is unqualified, no further action need be taken. If the audit is a qualified audit, Bank reserves all its rights and remedies, including calling the line due and payable.

**Expiration of Commitment:**

This Commitment shall be accepted by official action of the School Board of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the School Board and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on October 23, 2017. If the loan documentation required by the Bank hereunder is not completed and the Taxable Revolving Line of Credit has not been extended by the Bank to the Borrower for any reason by October 31, 2017, then this Commitment shall expire on said date.

Very truly yours,

FIRST STATE BANK

Michael Morse - Vice President  
Business Banking Manager

**ACCEPTANCE**

This Commitment as outlined above was accepted by action of the School Board on the

\_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
District President

\_\_\_\_\_  
District Clerk



Dear Members of the Manawa School Board,

Our Summer School Discovery came to a close at the end of August. We felt our district provided valuable learning experiences and opportunities for our students. We were able to offer a variety of course options geared to various age levels. We not only continued with core subject emphasis in mind, but were able provide many enrichment opportunities. New courses were introduced and well received such as The Wizarding World of Harry Potter, Hour of Code, App Inventor, Run Club, Life Skills, and Senior Day just to name a few. Staff members, aides, substitutes, and host of valuable support staff provided quality instruction and support in educating our students.

The Sturm Memorial Library, Department of Natural Resources, and the Iola Fitness and Aquatic Center partnered with the school district to offer a complete summer school experience.

We scheduled the majority of our coursework into a three week period in June. A few of the offerings extended into July to accommodate the individual course offering. A few courses were also held in August. There were various basic sports skill offerings held throughout the summer based on instructor availability and school facility access.

Once again the school district provided transportation to and from summer school. Central pickup points were designated to assist parents and guardians in transporting their children. Mary Eck and I took on the role as co-coordinators. Together we over saw the total program, maintained records, and provided information to students, parents, and administration.

Once again we would like to thank Jeanne Frazier and Shelley Keller, who assist us in reporting coursework requirements to the Department of Instruction, Carmen O'Brien and Julie Prey for handling financial concerns, and Jen Krueger and Bryant Cobarrubias, for technical support. We would also like to thank the office staff of both buildings that assisted us in maintaining Skyward for attendance and purchasing supplies protocol. We would also like to thank the



administrative team for their guidance, suggestions, and the flexibility in using the facilities during the busy summer months.

Attached you will find a list of courses that were offered as well as a financial report based on the total minutes attended by our students.

Looking towards next year, we would like to keep pursuing credit recovery options at the secondary level as well as additional course offerings for that level. We will continue to refine the Skyward management system. We were unable to develop an on line registration process as we had hoped, but would like to take the information we have gained so far and work towards completing that goal. We also feel we need to work closely with the athletic director to ensure that sports' basic skill offerings are coordinated allowing as many students the opportunity to participate. These skills must be designed to work effectively within the summer school guidelines. Finally, we feel there could be improvement in the day to day operations of our summer school experiences. We must continue to align our activities to coincide with the district guidelines for emergency situations, transportation protocol, and disciplinary procedures.

If you have any questions or concerns, we would be more than happy to respond to them.

Respectfully submitted,

Kevin Keller & Mary Eck

[kkeller@manawaschools.org](mailto:kkeller@manawaschools.org)

[meck@manawaschools.org](mailto:meck@manawaschools.org)

Summer School Coordinators

# Financial Report

## Summer School 2016

First day of Summer or Interim Session : 6/12/17

Last day of Summer or Interim Session : 9/1/17

<b><u>REVENUE</u></b>		<b>3,320.00</b>
2015 22 FTE	* Revenue Limit for summer school	
2016 20 FTE	Average: (8* 9,200)	<u>73,600.00</u>
2017 21 FTE	Total Revenue	<u>76,920.00</u>

### **EXPENDITURES**

Salaries/Benefits	Coordinators, teachers, aides , bus drivers	
Personal Services	Swimming Lessons	
General Supplies		
	Total Expenditures:	<u>65,637.94</u>
		11,283.00

387 Resident Students

11 Open Enrolled Students

<b>Course:</b>	<b>Teacher(s):</b>						
4K Intro	Seka						
Advanced Rocketry	Hollman						
Agriculture	Cordes						
App Inventor 6-8	Krueger						
Archery	Krause						
Arts/Clay 1-3	Wilson						
Arts/Clay 4-8	Wilson						
Basketball Basic Skills (G)	Collins						
Basketball Basic Skills (B)	Wiesner						
Basketry 3-8	Mursau						
Beginner Rocketry	Hollman						
Color Guard	Suehs						
Computers 1-3	Tassone						
Computers 1-3	Tassone						
Computers 3-4	Tassone						
Cooking 5-7	Mursau/Ziemer						
Drawing 1-3	Wilson						
Drawing 4-8	Wilson						
Driver's Ed	Trepasso						
Drumline	Suehs						
Football Basic Skills	Johnson/Bortle/Ziemer						
Harry Potter Wizard 3-6	Anderson/Seka						
Hour of Code 3-5	Krueger						
Hunter Safety	Hollman						
Intro to Photography	Krueger						
Keeping your Cool	Anderson/McPeak						
Life Skills Around Us	Carson						
Loom Project	Anderson/McPeak						
Mad Scientist 1-2	Wright/Dean						
Mad Scientist 3-4	Wright						
Mad Scientist 5-6	Wright						
Mad Scientist 7-8	Wright						
Manawa Makers	Krueger						
MAQA	Cordes						
Marching Band	Suehs						
Math 1-2	Field/Dean						
Math 3-4	Tassone						
Math Logic 5-8	Ziemer						
Next Stop Kindergarten	Poppy						
Outdoor Exploration	Ziemer/Johnson						
Plato	Eck						
Reading 1-2	Field/Dean						
Reading 3-7	Field						
Run Club 4-6	McCoy						
Scrapbooking 3-6	Field						
Seniors	Connolly						
Sports 3-4	Ziemer, Nate						
Sports 5-8	Ziemer, Nate						
Summer Camp 1-2	Ujzdowski/Dean						
Swimming	Keller						
Transition to Little Wolf	Connolly						
Tumbling/Dance 4-6	Ziemer						
Volleyball Basic Skills	Ziemer/Millard						
Weightlifting/Fitness	Johnson/Bortle						
Wrestling Basic Skills	Johnson						

## Minutes of the September 18, 2017 Board of Education Meeting

Call to Order – President Johnson – 6:15 p.m. in the Board Room.

a. Book Study / Goal Setting

Pledge of Allegiance - 7:00 p.m.

Roll Call: Present: J. Johnson, R. Johnson, Pohl, Hollman, Scheller, Forbes - Pethke absent at 7:00 p.m.

Verify Publication of Meeting – Dr. Oppor verified.

Presentations:

Presentation from Administrators – Annual Goal Setting Mrs. Pukita, Mr. Wolfgram, Dr. Oppor: taking the thinking from the book study Trust Edge and putting it into action. Committed to trying new things, working with CESA 6 Administrator Ted Neitzke; mission statement for our meetings and follow up with norms and values. The Manawa Board of Education exists to lead and serve to support the education of all students focused on developing policies, retaining highly effective staff, acting on behalf of the community, and ensuring the sustainability of the district through open and clear communication. The mission of the executive team is to innovate, establish processes, and collaboratively problem-solve to ensure academic, behavioral, and social-emotional improvement for all students. Little Wolf Jr./Sr. High School, in collaboration with the community, is committed to focusing on high expectations, fostering individual academic excellence, and creating a safe environment of respect and responsibility. The mission of Manawa Elementary School staff is to faithfully provide service to others – students, parents, co-workers, and community – through dedication and determination.

Cory Holzhauser – Scherrer Construction – Energy Efficiency Bids

Results from Bid Phase 1 for 2017-18; MES replacement of boilers, chillers, water heaters and VAV controls and the HS exterior main door entrance. The overall bid Phase #1 project is \$438,246 below the estimated cost of \$1,057,700. Recommending Best Mechanical Services, Master Electrical Services and Masters Building Solutions. Total bid package cost is \$619,454.

Announcements: The Board thanked the following for their Contributions to the District: Sacred Heart Parish, Manawa - \$500 for Project Backpack, Faith Community Church, Waupaca & New London – Candy Bars for Staff, Sturm Foods / Bay Valley Foods \$100, Union Threshere – 4 Copies of 50<sup>th</sup> Anniversary Celebration Book to School Libraries.

Approved by Consent: Approve Minutes of August 21, 29 and September 11, 2017 Board Meetings, Treasurer's Report/Approve Expenditures (\$273,337.43)and Receipts(\$38,979.53), Donations: Sacred Heart Parish, Manawa - \$500 for Project Backpack, Faith Community Church, Waupaca & New London – Candy Bars for Staff, Sturm Foods / Bay Valley Foods \$100, Union Threshere – 4 Copies of 50<sup>th</sup> Anniversary Celebration Book to School Libraries, Consider Approval of the Hire of Non-Athletic Coaches / Advisors for SY1718, Consider Approval of Manawa Jr. High School Students to Travel Overnight to Washington D.C. May 2019.

Any Item Removed from Consent Agenda - None this month

Public Comments: None this month

Correspondence: The Board received a Thank you for Plant from the Family of Roger Prey and a Thank you for plant from the Family of Rueben James Bolen.

Board Recognition: None this month

District Administrator's Report: Legislative Update: Most current topic was an article on WASB website regarding energy efficiency revenue exemptions levy would be discontinued. Sen. Olson reported that all projects meeting the deadlines would be allowed; future projects may not be allowed. DPI – medical administration Act 29 became effective July 2017. New School Nurse orientation Oct. 12<sup>th</sup>. Site Analysis & Feasibility Study Update – more active engagement on options. What to do with the former elementary school – five options from Hoffman will be looked at closer and revised. CWC Handbook (on Website) Divisions were redesigned due to three new schools in the conference. Monthly Enrollment Report: the 3<sup>rd</sup> Friday enrollment numbers are unofficial until the final report to the DPI. Overview of Former Employee Exits / Resignations – what can we do to make things different. Election Notice Insert – Waupaca County: a county wide insert will be compiled for the spring election. WASB Regional Meeting is in October.

School Operations Reports: ES Principal: Mrs. Pukita is monitoring the bus pick up and drop off; plans to put cones in the circle drive to deter parents from parking in that area. Highlights and HS Principal: Highlights were included in Board Packet

Business Related Reports: Update on 2017-2018 Budget Cycle: honing-in on the actual budget, student count for summer school 21 FTEs: 3<sup>rd</sup> Friday count – preliminary #'s could be down to compared to last year, state uses a 3-year average. Due to low spending, the state is going to increase the per pupil spending \$100 per student. Energy Efficiency is still not a final number as the number of projects hasn't been finalized. Guaranteed by state statute to receive \$200 per pupil. Kobussen Transportation Report – in the packet

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

Board Comments: None this month

Committee Reports: Finance Committee (Pohl) Capital Improvement Plan Approval, Resolution to Establish a Fund 46 Trust, 2017-18 Milk Contract Approval, Support Staff Wage Model, Preliminary 2017-18 Budget, Kitchen Equipment Replacement, 5cast Plus, Energy Efficiency Bid Process. Buildings & Grounds (R. Johnson) Site Analysis & Feasibility Study, 10 Year Maintenance Plan, Staff Tours, Update on Energy Efficiency Projects, Bids, Timeline, SY1718 Maintenance Budget, Update on 407 S. Bridge St. (Building owned by Masons) - Review Special Education Rental Property, Football Field Update, Booster Club Trailer, Bare Spots / Grass Seeding – TruGreen, Sideline Mats, Painting Machine. Curriculum Committee (Hollman) Academic & Career Plan (ACP), CWC Handbook, Technology Plan.

Unfinished Business:

Motion by Scheller / Pohl that the Manawa Board of Education approve the district logo as presented. Motion carried – Pethke absent.

New Business:

Motion by Pohl / Hollman to approve the adoption of the Academic and Career Plan as presented. Motion carried - Pethke absent.



Motion by Hollman / R. Johnson to approve the adoption of the Central Wisconsin Conference Handbook as presented. Motion carried – Pethke absent.

Motion by Forbes / Pohl to approve the adoption of the Technology Plan as presented. Motion carried - Pethke absent.

Motion by R. Johnson / Forbes to approve the long-term maintenance/capital improvement plan as presented. Motion carried - Pethke absent.

Motion by Pohl / Scheller to approve Resolution SY2017-18#2 creating a long-term capital improvement trust fund that segregates assets into a separate bank account for capital projects as presented. Motion carried – Pethke absent.

Motion by Forbes / Hollman to approve the recommended Energy Efficiency bids as presented. Motion carried - Pethke absent.

Motion by R. Johnson / Forbes to approve the 2017-18 milk contract with Englehardt Dairy as presented. Motion carried - Pethke absent.

Motion by Pohl / Scheller to approve the support staff changes as presented. (offset expenses by increasing one area and decreasing another area) Motion carried - Pethke absent.

Next Meeting Dates:

Sept. 26, 2017 – Community Stakeholders Mtg – 6:00 p.m. – MES Library

Oct. 10, 2017 Curriculum Committee Mtg – 4:30 p.m. – MES Board Room

Oct. 10<sup>th</sup> - Bldgs & Grounds Committee Mtg – 6:00 p.m. – MES Board Room

Oct. 17, 2017 – Policy & HR Committee Meeting

Oct. 3, 2017 – Community Stakeholders Mtg – 6:00 p.m. – MES Library

Oct. 9, 2017 – Finance Committee Meeting – 6:00 p.m. – MES Board Room

Oct. 16, 2017 – Regular BOE Mtg – 6:30 p.m. Book Study – 7:00 p.m. Open Session – MES Board Room

Oct. 23, 2017 – Annual District Meeting – 7:00 p.m. – MES Board Room

Motion by: Scheller / Hollman to adjourn at 8:32 p.m. and reconvene in 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) Administrative Evaluation / Goal Setting 2) Staff Evaluation & Compensation. Roll Call: Hollman, Scheller, Forbes, Pohl, R. Johnson, J. Johnson, present. Pethke absent. Motion carried - Pethke absent.

Motion by Forbes/Scheller to reconvene in open session. Motion carried at 9:42 pm. Roll Call: Hollman, Scheller, Forbes, Pohl, R. Johnson, J. Johnson, present. Pethke absent.

Motion by Forbes/Scheller to adjourn at 9:43 p.m. Motion carried – Pethke absent.

Jeanne Frazier, Recorder

On Wed, Oct 11, 2017 at 10:53 AM, Katelyn Langman <[katelynlangman13@gmail.com](mailto:katelynlangman13@gmail.com)> wrote:

Hi Dan & Skylar,

First, I wanted to say thank you both for your patience and your help with this cheer season. It was a successful and the girls definitely learned a lot.

After being a cheer coach for 9 years, I've decided that it is time for me to move forward and focus on school and my work at the salon. My life is getting busier and busier every year. The drive back to Manawa is not a short one, and I need to cut down my hours traveling. This wasn't an easy choice, but I know it's best for my with where I'm at in life right now.

I have not mentioned it the girls yet, but I will tell them Friday night. I would like to be the one to tell them the news.

Thank you both again! I hope the cheer program continues in Manawa because I know the students love it and it will continue to be successful !

-Kate Langman

----- Forwarded message -----

From: **Katelyn Langman** <[katelynlangman13@gmail.com](mailto:katelynlangman13@gmail.com)>

Date: Fri, Oct 13, 2017 at 8:40 AM

Subject: Cheer

To: [dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

I got caught up in a lot of things for school yesterday and couldn't write the letter. Can we just use the email I sent you ?

If I'm on a year to year contract, then I'm just choosing to not resign. So I'm simply telling the girls that I'm finishing up this season to get all uniforms back in, etc, but I will just be not resigning my contract for another year.

-Kate

To whom it may concern,

---

I am writing this letter for two reasons. First, as a formal resignation of my position as a teacher at Little Wolf Jr./Sr. High school. Second, as a formal apology for the position that I have put both my fellow staff and administrators in, due to my lack of excellence. To be blunt, I have done everything that I can to be the best educator that I can possibly be. However, I will never reach the level of excellence required of the job, or that my students deserve. I simply cannot go on working from 6:45 AM until 10:00 PM during the week and work fifteen hours on the weekend, without making significantly more progress in my level of excellence. I am sorry for the position that this puts the school in, I know your last teacher left suddenly and sadly I am doing the same. I pray that you find the right candidate that will suit your needs.

To the staff and my coaches, thank you for the support and encouragement. I am sorry I could not be an asset to the school. To my students, I am sorry for failing you I hope you find passion in history and your future endeavors. Finally, to Mr. Wolfgram, I would like to thank you for every opportunity and giving me the opportunity to witness what a great school can be and what excellent leadership looks like. I am sorry that I could not be the teacher that you needed. I simply need to make a change and find what my real purpose is. Have a wonderful day and an excellent school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Harley Peterson', with a long horizontal flourish extending to the right.

Harley Peterson



## 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: Board of Education  
From: Dr. Melanie J. Oppor  
Date: October 9, 2017  
Re: Recommendation for Summer School Co-Coordinators for Summer 2018

The purpose of this memo is to recommend Mrs. Mary Eck - secondary coordinator and Mr. Kevin Keller - elementary/lead coordinator as the Summer School 2018 Co-coordinators. Mr. Keller and Mrs. Eck ran a very successful 2017 Summer School Program. They work well together and have an exciting vision for continuing to build the summer opportunities for School District of Manawa students. It is for these reasons, I recommend Mrs. Eck and Mr. Keller to continue as Summer School Co-coordinators.

---

**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 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**

Curriculum/Special Ed. Dir.  
[dbrauer@manawaschools.org](mailto:dbrauer@manawaschools.org)  
(920) 596-5301

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

*A Proclamation*

*Whereas* The National School Lunch Program plays an important role in helping to ensure that every child in the nation starts school ready to learn, because a hungry or undernourished child is less likely to be an eager and attentive student; and

*Whereas* The National School Lunch Program has demonstrated a national commitment to the promotion of our children’s health and well-being, allowing children to concentrate on graduating with the skills and knowledge they need to be successful in the workplace or toward further studies, a primary goal of Every Child a Graduate; and

*Whereas* In Wisconsin, over 2,400 public and private schools serve 485,000 lunches each school day; and

*Whereas* The success of this effort is due largely to resourceful and creative local food service administrators, managers, and staff working in cooperation with parents, teachers, community groups, government personnel, and students; and

*Whereas* In recognition of the contribution of the National School Lunch Program, Congress has designated the week beginning with the second Sunday in October of each year as National School Lunch Week and has requested the President to issue an annual proclamation calling for an appropriate observance;

*Therefore, be it resolved that* I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim October 9-13, 2017, as

**NATIONAL SCHOOL LUNCH WEEK**

IN THE STATE OF WISCONSIN, AND I COMMEND THIS OBSERVATION TO ALL CITIZENS.



*Tony Evers*

State Superintendent of Public Instruction





# Una Proclamación

*Considerando que* El Programa Nacional de Almuerzos Escolares (National School Lunch Program) juega un papel importante para ayudar a asegurar que cada niño en la nación empieza la escuela listo para aprender, porque un estudiante hambriento o malnutrido tiene menos posibilidades de ser un estudiante entusiasta y atento; y

*Considerando que* El Programa Nacional de Almuerzos Escolares ha demostrado el compromiso nacional con la promoción de la salud y bienestar de nuestros niños, porque permite a los niños concentrarse en graduarse con las habilidades y conocimientos que necesitan para tener éxito en el trabajo o para cursar estudios superiores, un objetivo principal de Cada niño, un Graduado; y

*Considerando que* En Wisconsin, casi 2400 escuelas públicas y privadas sirven cerca de 485,000 almuerzos escolares todos los días; y

*Considerando que* El éxito de este esfuerzo se debe en gran parte a los administradores, gerentes y personal de servicios de comida local ingeniosos y creativos en cooperación con los padres, maestros, grupos comunitarios, personal de gobierno y los estudiantes; y

*Considerando que* En reconocimiento de la contribución del Programa Nacional de Almuerzos Escolares, el Congreso ha designado la semana que comienza el segundo domingo de Octubre de cada año como la Semana Nacional de los Almuerzos Escolares y ha pedido al Presidente que emita una proclamación anual pidiendo su apropiado cumplimiento;

*Por lo tanto, se resuelve que* Yo, Tony Evers, Superintendente Estatal de Instrucción Pública, por la presente proclamo la semana de 9 al 13 de octubre de 2017, como la

## SEMANA NACIONAL DE LOS ALMUERZOS ESCOLARES

EN EL ESTADO DE WISCONSIN, Y ENCOMIENDO SU CELEBRACIÓN A TODOS LOS CIUDADANOS.



Superintendente Estatal de Instrucción Pública



September 2017- 3rd Friday							September 2016- 3rd Friday						
	Enrollment in Attendance	Less OE & Tuition Waivers	Add Resdnt Open Enroll Out	Add Resdnt in Out of District Placmnt	Total Students	FTE Mmbrshp Rounded Up		Enrollment in Attendance	Less OE & Tuition Waivers	Add Resdnt Open Enroll Out	Add Resdnt in Out of District Placmnt	Total Students	FTE Mmbrshp
Speech @ .5	1				1	1	Speech @ .5	3				3	2
ECE @ .5	1	1			0	0	ECE @ .5	1				1	1
4K (@.6)	33	1	3		35	21	4K (@.6)	42	2	4		44	26
4K (@.5)			2		2	1	4K (@.5)			1		1	1
Kdg OE @ .5							Kdg OE @ .5						
Kdg OE @ .6							Kdg OE @ .6						
Kdg	45	3	6		48	48	Kdg	35	1	8		42	42
Gr. 1	33	1	7		39	39	Gr. 1	35	1	6		40	40
Gr. 2	32	1	6		37	37	Gr. 2	59		1		60	60
Gr. 3	55		1		56	56	Gr. 3	46		5		51	51
Gr. 4	42		4		46	46	Gr. 4	42	3	7		46	46
Gr. 5	38	2	7		43	43	Gr. 5	48	3	6		51	51
Gr. 6	51	4	5		52	52	Gr. 6	52	1	6		57	57
Gr. 7	53		5		58	58	Gr. 7	48	2	8		54	54
Gr. 8	48	2	8		54	54	Gr. 8	59	1	9		67	67
Gr. 9	64	2	9		71	71	Gr. 9	55	2	12		65	65
Gr. 10	53	3	12		62	62	Gr. 10	62	3	9	1	69	69
Gr. 11	59	3	10		66	66	Gr. 11	59	4	9		64	64
Gr. 12	62	4	8		66	66	Gr. 12	52	2	10		60	60
	670	27	93	0	736	721		698	25	101	1	775	756
						FTE							FTE
							Charter School - 1						
							<b>2 9-Wk Waiver Students - not counted until they move into the District</b>						
							<b>Correction: Speech 9-wk waiver moved into district - can count</b>						
							<b>Gr. 11 9-wk waiver did not move into district - no change as we</b>						
							Waupaca had one correction - 1 more OE Out was added gr. 11						
							Iola had one correction - 1 more OE Out was added gr. 4						
							<b>JANUARY 2017 - 2ND FRIDAY COUNT</b>						





Alternative Open Enrollment Applications - Reasons

Oct. 2017

Alternative Open Enrolled In SY1718	Victim of Violent Crime	Homeless	Bullying / Harrassment	Military Orders	Move to Wisconsin	Custody Change	Best Interest of Child
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# of Students in category 1 5

Comments:

- 1 Recently moved out of the district. New resident District does not have the special education program of same caliber as Manawa.
- 2 This school in my opinion is best for my child
- 3 Bullied at previous district. Child does better academically at Manawa.
- 4 Child diagnosed with ADHD. Was on Dr. Phil show and child suffered with issues from students, parents and faculty making fun of child. Has new friends in Manawa.
- 5 Two families have come together and want their children in same school. Child has had some issues with bullying. Plan to move to Manawa. Best thing for child's education and health.
- 6 Best for my daughter as we plan to move to Manawa in October but I want her to start now.

Alternative Open Enrolled Out SY1718	Victim of Violent Crime	Homeless	Bullying / Harrassment	Military Orders	Move to Wisconsin	Custody Change	Best Interest of Child
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# of Students in category 1 10

Comments

- 1 Child has been the victim of repeated bullying or harrassment. **No evidence exists to suggest this claim per principal records.**
- 2 Fresh start for child. Keep child healthy and classrooms closer for health reasons.
- 3, 4, 5 We reside outside neighboring school district. My kids have always attended the neighboring school district.
- 6 Not living far outside the city limits. Parents have both attended & graduated school in neighboring district; we would like our daughter to as well.
- 7 Siblings attended neighboring district; it went extremely well and feel youngest would benefit from attending as well.
- 8 Child has been in neighboring district since she started school. Beneficial to stay with her class and formed strong bonds.
- 9 Child has attended neighboring district during most of her schooling; why not finish.
- 10, 11 Parent will be working in neighboring district and would like children to attend school in neighboring district.

Election Schedule 2018

City of Manawa – Zone 1 – Stan Forbes – 3-year term

Town of Little Wolf Zone 2 – Bruce Scheller – 3-year term

File candidacy papers in District Office:

Starts - December 1, 2017

Ends – January 2, 2017 – 5:00 p.m.



WISCONSIN STATE EDUCATION CONVENTION - WASB

JAN. 17-19, 2018 – WISCONSIN CENTER, MILWAUKEE

5 Rooms have been reserved for Board / Administrators for 3 nights at the Hilton  
Jan. 17-19, 2018.

Please RSVP to Mrs. Frazier by Dec. 6<sup>th</sup> if you plan to attend the convention.  
Additional rooms may be available at the Hilton in early December if needed.

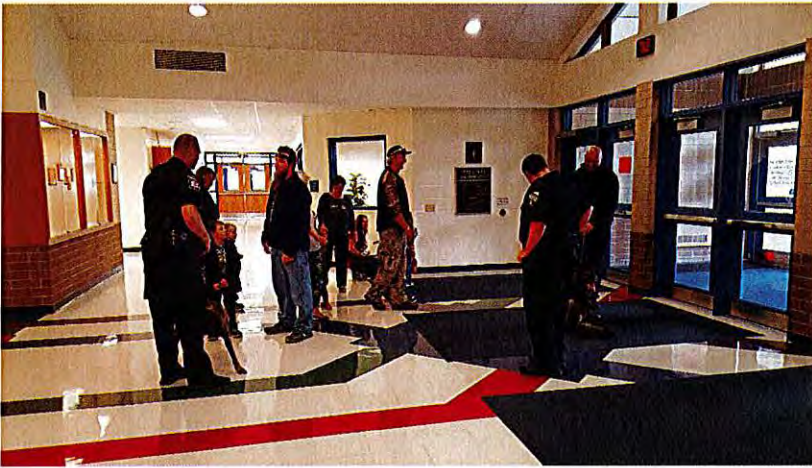
# Memo

**To:** Dr. Melanie Oppor  
**From:** Michelle Pukita  
**Date:** October 9, 2017  
**Re:** October Staff and Program Highlights

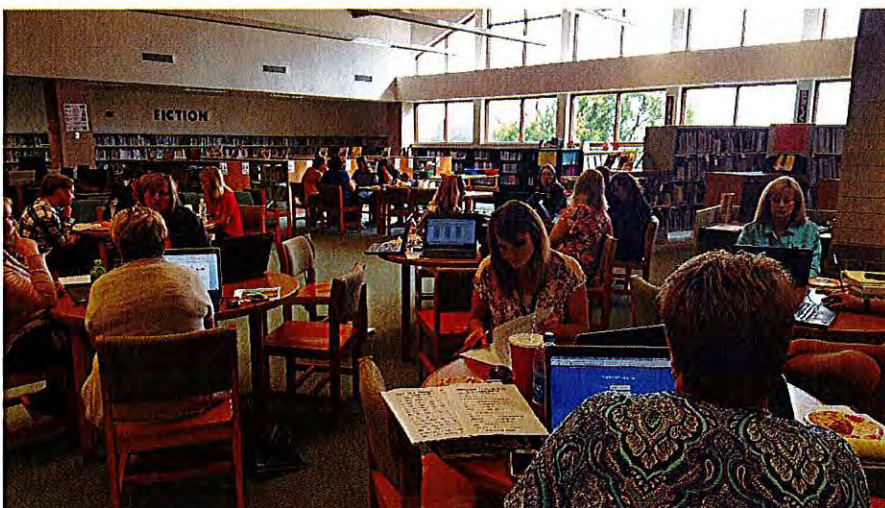
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The following are highlights from September through the beginning of October:

- **Parent/Teacher Conferences:** The first round of parent/teacher conferences was held on Oct. 9<sup>th</sup>. 82% of those that scheduled conferences attended. Teachers have been calling and reaching out to the families that were not able to attend. As of this date, teachers have spoken to a total of 94%. This percent is out of 162 students. The second round of conferences will be held on Nov. 9<sup>th</sup>. The teachers will meet with the rest of the families then.
- **Title Information:** Jackie Gast, Val Pari and Judy Connelly had a table set up during conferences where families stopped by to learn about Title services. Ms. Gast put a slide show presentation together on what it means to be a schoolwide Title program. Parents also filled out a perceptions survey about our school. Parents had the opportunity to sign up for planning Title events.
- **Transportation and Safety Update:** Most of the families follow the procedures of dropping off and picking up students in the main loop and parking in the parking lot. However, there are a few families that are dropping off and picking up in the parking lot and not parking their vehicles. I informed the teachers that I purchased cones that say no drop-off or pick-up in this area. I put the cones out Thursday before conferences began. Teachers reminded the parents of the procedures that need to be followed for the safety of the students. I have also been out in the parking lot reminding families to park in the parking lot or use the main loop for drop-off and pick-up. Since the cones have been placed in the parking lot, families have been following the drop-off and pick-up procedures with minimal reminders.
- **Visit from Manawa Police Department and Waupaca County Sheriff Department with the Canines:** On Oct. 6<sup>th</sup> Chief Gorman and the Waupaca County Sheriff Department stopped by MES for a friendly visit. The overall intent was to build relationships with the students. While doing their visit, the canines did a search of vehicles in the parking lot and the lockers. Nothing was detected from the search.



- **Wednesday's Professional Learning Communities Early Release Time:** Teachers have taken time to establish goals and norms for their meetings so that they stay focused and use their time efficiently. Wednesday afternoons are set aside for looking at student data. Teachers use the data to find patterns and to establish areas of need. Interventions, enrichment opportunities and instructional activities are a result of this data digging.





# Memo

**To:** Dr. Melanie Oppor  
**From:** Dan Wolfgram  
**Date:** 10/9/2017  
**Re:** Staff and Program Highlights - October

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**Homecoming 2017:** The week-long festivities concluded with a victory by the football team. Staff and student participation was high throughout the week's events. Student dedication and pride swelled during Wednesday night games, the parade, the marching band presentation, and the dance. Thanks to the many staff members who volunteered their time to create memories for these students that will last a lifetime!







**Teacher Observations:** With a variety of new staff teaching for their first year at Little Wolf Jr./Sr. High School, observations have begun and will continue at a feverish pace. Teachers are supported in the building through an official mentor (Michelle Koshollek), a paired teaching buddy, Principal Wolfgram, and Curriculum Director Danni Brauer.

**Rtl at Little at Wolf Jr./Sr. High School:** Response to Intervention (Rtl) is in full swing at Little Wolf Jr./Sr. High School. The last period of the day at the school, known as Rtl, has a twofold purpose; to provide intervention help for students who need additional support, and to provide enrichment activities for students in a project-based learning environment.

Teachers analyzed school data from test scores and placed students according to their academic need. While some of the groups are being used as targeted interventions for students in need of English and math support, other students are involved in project-based learning.

Project-Based Learning (PBL) is an innovative, systematic teaching method that promotes student engagement through deep investigations of complex questions. Put simply: It's learning by doing. At its best, the PBL focuses on imparting specific knowledge and skills while inspiring



students to question actively, think critically, and draw connections between their studies and the real world. The staff has been leading students through a variety of experiences including the restoration of a vintage tractor, studying physics, wind speed, and thermodynamics by creating model planes, and restoring the frisbee golf course while integrating their mathematics, artistic and physical education skills.

Students will rotate Rtl groups throughout the year based on their need for remediation and variation of project-based learning initiatives.



**Early Release/Teacher PLC:** Teachers have been keeping productive and engaged for the first four weeks of Teacher PLC on early release Wednesdays. Staff will be examining STAR, ACT, ACT Aspire, Forward, D/F list, and PBIS data to improve student achievement. The staff has identified the following school goals for 2017-2018 school year:

1. During 2017 - 2018 all 7-12 students on D/F will decrease by 10% each quarter.
2. During the 2017-18 school year, students will improve their respect and responsibility through qualifying for an incentive program. The Honor Pass and (IR - Increased Responsibility) program.

**Building Leadership Team (BLT):** As part of an ongoing effort to tap into the "Wisdom of Crowds", and involve staff at the initial stakeholder level, a Building Leadership Team has been organized. This group is defined as a group of administrators, teachers, and other staff members who make important governance decisions in a school and/or who lead and coordinate school-improvement initiatives. The group will meet once a month.



# **KOBUSSEN BUSES LTD.**

October 11, 2017

Subject: Transportation update, October, 2017

To: Manawa School District

We are currently in the thick of the fall sports activities not to mention various school activities that involve the transportation of Manawa students. Twenty-three activities for transportation were completed during the month of September. Drivers had all positive things to say about the behavior of students they transported for these various events. Drivers have complimented the chaperones and coaches that rode along on the trips. Adding that the students have been very respectful and no negative incidents have occurred.

Officer Manager, Sherida Genereau has commented to me that she really enjoys the support that Principal's Michelle Pukita and Dan Wolfgram have provided. Sherida informs that two students, both of high school age, have received riding suspensions from the bus as a result of two separate incidents that took place on two separate bus routes. One of the students was hitting and sitting on younger students. This student received a 3 day suspension from riding. The other incident was a male student slapping a female student on the rear end. This student received a 5 day suspension. Sherida commented how professional and quick response Mr. Wolfgram exhibited for these two separate incidents.

Mechanic Greg Natzke, has equipped all the buses with up to date spill kits and emergency medical supplies. Driver, Katie Sitter has passed her CDL driving test with Passenger and school bus endorsements. Katie has jumped right in and has been active on driving routes and trips.

Driver Trainers, Sue Suehs and Ruth Boerst have been very busy with the training of potential drivers. Jamie Stroud, Paul Freeman, and Adam Iverson have been putting in many hours of training with positive feedback from the two trainers. On October 10, 2017, Paul Freeman joined Katie Sitter in the ranks of a licensed school bus driver. Paul will be splitting time between Manawa, New London, and Seymour school districts when he is not working his full time job as a realtor.

We have a driver safety meeting scheduled for October 25, 2017. During this meeting Safety Director, Jeff Muskevitsch will discuss and demonstrate the use of a fire

extinguisher that is equipped on all school buses. Also, will go over the student evacuation process, and review the railroad crossing procedure. Time will be permitted for a question and answer session

Please stop by the office at anytime to visit. The office is typically staffed Monday thru Friday between 6:30am to 5pm.

Respectfully Submitted,

Casey Fields  
Regional Manager  
Kobussen Buses LTD

**W914 County Road CE • Kaukauna, WI 54130**  
**Phone: 920-766-0606 / 920-538-1719**  
**[casey.fields@kobussen.com](mailto:casey.fields@kobussen.com)**



To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: October 2017  
Re: Special Ed/Curriculum Update

### Special Education

- Kara Matheson from the Department of Vocational Rehabilitation (DVR) began having office hours at Little Wolf Jr./Sr. High on the 4th Friday of the month on Sept. 22. We are excited to have a stronger relationship with DVR than we have had in the past. This is especially important since under the Workforce Innovation and Opportunity Act (WIOA), the DVR is now an enhanced transition partner with schools, providing additional services and supports to increase employment outcomes for students with disabilities. School and the DVR staff in Wisconsin will continue to collaborate and coordinate services to students with disabilities as outlined in the Transition Action Guide (TAG). Together, schools and the DVR will ensure opportunities for students with WDPI 1/2017 FAQ about the WIOA 2 disabilities to work toward integrated and competitive employment outcomes through the provision of pre-employment transition services (Pre-ETS). WIOA requires that the DVR, in collaboration with schools or local educational authorities, provide a specified set of transition services to students with disabilities ages 14-21. Pre-employment Transition Service (Pre-ETS) categories in the WIOA include:
  - job exploration counseling,
  - work-based learning experiences (which may include in-school or after school opportunities and experiences outside the traditional school setting, including internships, that are provided in an integrated environment),
  - counseling on opportunities in comprehensive transition or enrollment in postsecondary education and training programs,
  - workplace readiness training to develop social and independent living skills, and
  - instruction in self-advocacy, which can include peer mentoring.
- Keglers Bowling Center has partnered with our transition program to offer a position for one of our high school students. He got his first paycheck last week and opened his first bank accounts with help from our staff. It was great to see the smile on his face!!
- The PAES Lab was set up on October 9th. Staff is being trained on October 10th and 11th. We are aware that construction may not be completed by then but we want to make sure we are ready to go as soon as we have full access to the building. The Masons have been great to work with and have been very accommodating.
- Child Development Day is happening on Oct 18th. We moved it up this year so it gives the team more time to evaluate and service students who qualify.





## Curriculum

- Instructional Coaching - I have begun to instructionally coach one of the new teachers by the request of Mr. Wolfgram. So far we have met 4 times and I have done 1 observation. I am pleased with his honesty and his willingness to be reflective of his practices.
- I've been meeting with principals, Dr. Oppor and Mrs. O'Brien to come up with a plan to best use Title II funds. There has been some confusion related to this so we are working to make sure everyone understands the restrictions around this grant.
- On September 18, 2017, the State Superintendent's Standards Advisory Council recommended the State Supt. adopt the new science standards. We expect the official adoption of the standards to happen sometime in the next few weeks. You can take a look at the draft science standards at <https://dpi.wi.gov/sites/default/files/imce/science/science-standards-v1-7-12-17.pdf>.
- I am meeting with Jeanne-marie Ciriacks the Chief Academic Officer at CESA 6. Jeanne-marie is visiting all CESA 6 districts meeting with the Curriculum Directors to see the unique things districts are doing. She was in district on Oct 4th from 10:00-11:00.
- I received information back from 3 teachers regarding proposed changes to the course handbook. Mr. Wolfgram, Ms. Connolly and I met to go through the proposed changes. The changes went to the BOE Curriculum Committee on Oct 10th.
- I met with the HS social studies department in order to support them in aligning their next unit assessment to standards and the preceding lessons. Both teachers worked very hard all morning.

October 10, 2017

## Teaching & Learning Integration

**Go Guardian:** This is a tool we have to filter student access to inappropriate websites. It also allows staff to monitor activities during class time. Some students have restricted access for disciplinary reasons. We have made small changes to the GoGuardian environment to allow students to access educational resources while under a restricted profile.

## Technology Support

**Help Desk Tickets:** We presently have six open help desk tickets

## Budget & Planning

**Aquos Boards:** We are reviewing quotes for additional Sharp Aquos boards. The plan is to purchase two for the high school, one for the junior high school, and two for the elementary school.

## Color Run Funds

Last year the Color Run raised \$4,968.54 to spend on technology equipment. A team of educators including Jen Krueger, Jessie Ort, Rita Gipp, and Andrea Hraban compiled a list items to benefit elementary and secondary students.

Item	Purpose	Cost
<a href="#">Video Camera</a> LAKASARA Full HD 1080P 30FPS WIFI Camera Camcorder DVR with External Microphone and Wide Angle Lens	High School makerspace and green room	\$169.99
<a href="#">Green Screen</a>	High School makerspace and green room	\$20.99
<a href="#">Lighting Kit</a>	High School makerspace and green room	\$40.99
<a href="#">Curtain Rod</a>	Install green screen	\$28.52
<a href="#">5x iPad 128 GB</a>	2x Elementary school in the library to support Mrs. Krueger's makerspace and	\$1995.00



# Technology Board Report

School District  
of Manawa

October 10, 2017

	<p>robotic items.</p> <p>2x High school library to support Mrs. Krueger's makerspace</p> <p>1x High school special education department to support speech applications and new Osmo program</p>	
<a href="#">3x Lego Mindstorm Core Sets</a>	Supplement Mrs. Wright's inventory in the elementary. Also, creates opportunity for a robotics club lead by Mrs. Gipp.	\$1228.34
<a href="#">Osmo Explore</a> 2x Explore Kits 2x Pizza Addons	<p>1-Elementary school in library to enhance the new makerspace.</p> <p>1-High school special education department</p>	\$456.00
Total: \$3,939.83		

Unspent funds are reserved for incidental needs associated with the above projects, iPad apps, and expenses associated with operating the next Color Run event.

## Administrative Computing

**District Website:** The website project is in the initial phase of design. Designers are working on the style tile and wireframes. These will help us agree on the website layout and functionality.

Phase	Estimated Dates	Description
Discovery	Sept 18	Initial discussions and planning
Wireframe/Style Tile	Oct 9	Site layout and overall design
Design	Oct 10 - Nov 22	Vendor designers create visual elements of website.
Development	Nov 22 - Dec 20	Vendor developers code and test functional components of website.

# Technology Board Report

October 10, 2017

School District  
of Manawa

Content entry and launch	Dec 20 - Feb 21	Website becomes available for us to enter content.
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## Network Operations

**Internet Bandwidth Upgrade:** The upgrade scheduled on Sept 28 failed and was rolled back to the original speed. AT&T has addressed the issue and has rescheduled the date for Nov 8.

Minutes of the October 9, 2017 Finance Committee Meeting

Call to Order at 6:00 pm by Chair Pohl

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

1. Consider Approval of Food Service Equipment Purchase Motion by J. Johnson/R. Johnson to recommend the approval of the Food Service Equipment as presented to the full Board. Motion carried.
2. Revenue Limit Worksheet Review: Informational.
3. 2017-18 Budget: Informational.

Next Finance Committee Meeting Date: November 7, 2017 at 5:30 p.m.

Motion by: J. Johnson/R. Johnson to adjourn 7:01 p.m.

Joanne L. Johnson, Recorder

**AGENDA  
SCHOOL DISTRICT OF MANAWA  
BUILDINGS & GROUNDS COMMITTEE MEETING**

Date: October 10, 2017

**Time: Immediately Following  
the Curriculum Meeting or  
about 6 p.m.**

MES Board Room  
800 Beech St., Manawa

Board Committee Members: R. Johnson (C), Scheller, Forbes

In Attendance:

Timer: 5:58 6:56

Chair: Ross Johnson

Recorder: Bruce Scheller

1. Special Education Rental Property - 407 S. Bridge St. (Building owned by Masons) (Information / Action)
  - a. Review Rental Agreement
  - b. Annual Meeting to Secure Elector Approval of Lease Agreement (Wis. Stat. § 120.10(5))
2. Site Analysis & Feasibility Study (Information / Action)
  - a. Recommendation to Board
  - b. Tours
    - Virtual Tour Needs Voiceover
    - Community Adult-Only Tour - Oct. 19, 2017 at ??? (time)
3. Update on Energy Efficiency Projects (Information / Action)
  - a. HS Storefront
  - b. MES Boilers and Water Heaters 2 months
  - c. Timeline
  - d. Additional Projects 2017-18: MES Chiller, Windows and Lighting Spring
4. SY1718 Maintenance Budget (Information / Action)
5. Lift Inspection (Information)
6. Set Next Meeting Date Mon NOV 6 6:00

Oct  
Thurs, 19 2:30 - 5:30 Tours  
9:00 11:00 Starting  
Sat Oct 21 on the hour

1. Special Education Rental Property 407 S. Bridge St. (Building owned by Masons)
  - a. Review Rental Agreement
  - b. Annual Meeting to Secure Elector Approval of Lease Agreement (Wis. Stat. § 120.10(5))Action \_\_\_\_\_ Table \_\_\_\_\_

Informational

2. Site Analysis & Feasibility Study
  - a. Recommendation to Board
  - b. Tours
    - Virtual Tour Needs Voiceover
    - Community Adult-Only Tour - Oct. 19, 2017 @ \_\_\_\_\_ (time)Action \_\_\_\_\_ Table \_\_\_\_\_

3. Update on Energy Efficiency Projects

- a. HS Storefront
- b. MES Boilers and Water Heaters
- c. Timeline
- d. Additional Projects 2017-18: MES Chiller, Windows & Lighting

Action \_\_\_\_\_ Table \_\_\_\_\_

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4. SY1718 Maintenance Budget

Action \_\_\_\_\_ Table \_\_\_\_\_

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5. Lift Inspection

Action \_\_\_\_\_ Table \_\_\_\_\_

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6. Set Next Meeting Date

Mon NOV 6 6:00

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Chair: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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



Minutes of the October 10, 2017 Curriculum Committee Meeting

Call to order by Chair Scheller at 4:36 p.m.

In attendance: Bruce Scheller, H el ne Pohl, Danni Brauer, Melanie Oppor, Joanne Johnson, Dan Wolfgram, Janine Connolly

1. Proposed courses:

a. Art Department Changes:

Motion by Pohl/Scheller to recommend art department changes to BOE. Motion carried.

b. Personal Fitness 101 (Zero Hour):

Motion by Pohl/Scheller to recommend adoption of Personal Fitness 101 (zero hour) to BOE. Motion carried.

c. World Cultures:

Motion by Pohl/Scheller to recommend adoption of World Cultures to BOE. Motion carried.

d. Business Education:

Motion by Pohl/Scheller to recommend adoption of Business and Personal Law to BOE. Motion carried.

Motion by Pohl/Scheller to recommend adoption of Introduction to Computers to BOE. Motion carried.

Motion by Pohl/Scheller to recommend adoption of Computer Applications I and II to BOE. Motion carried.

Motion by Pohl/Scheller to recommend adoption of Entrepreneurship to BOE. Motion carried.

Motion by Pohl/Scheller to recommend adoption of Web 2.0 to BOE. Motion carried.

Motion by Pohl/Scheller to recommend adoption of Website Design to BOE. Motion carried.

e. Advanced Robotics:

Motion by Pohl/Scheller to recommend adoption of Advanced Robotics to BOE. Motion carried.

2. Employability Skills Course:

Motion by Pohl/Scheller to recommend Employability Skills course to BOE. Motion carried.

3. Course of Study Guide Changes:

Motion by Pohl/Scheller to recommend Course of Study Guide changes to BOE. Motion carried.

4. HS English Curriculum Map Adoption:

Motion by Pohl/Scheller to recommend adoption of HS English curriculum map to BOE. Motion carried.

5. K-5 Social Studies Curriculum Map Adoption:

Motion by Pohl/Scheller to recommend adoption of K-5 Social Studies curriculum map to BOE. Motion carried.

6. Next meeting date: Monday November 6, 2017 at 4:30 p.m.

Motion by Scheller/Pohl to adjourn 5:50 p.m.

Submitted by H el ne Pohl



# School District of Manawa

*"Students Choosing to Excel, Realizing Their Strengths"*

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

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

www.manawaschools.org

October 3, 2017

To Members of the Board of Education:

The following is the listing of the students that have requested Youth Options Application for the Spring semester of 2017-2018 for the following courses:

Fox Valley Technical College

1 Students	Psych of Human Relations	3 credits
1 Student	Intro to Ethics	3 credits
1 Student	Economics	3 credits
1 Students	Principals of Marketing	3 credits
1 Student	Principals of Accounting	3 credits
1 Student	Intro to Sociology	3 credits
1 Student	Intro to Diversity	3 credits
1 Student	Math w/Business Applications	3 credits
1 Student	CNA (Certified Nursing Asst.)	3 credits
1 Student	Italian	3 credits

Wisconsin Virtual School

1 Student	AP Calculus BC (Sem 2)	HS Credit
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Alternates

1 Student	Intro to Diversity	3 credits
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Respectfully submitted,

Janine Connolly  
Little Wolf JR/SR High



4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the School Board which was called, noticed, held and conducted in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.

\*\*\*\*\*  
**SPECIAL NOTICE TO SCHOOL BOARD MEMBERS  
REGARDING SPECIAL SCHOOL BOARD MEETINGS**  
\*\*\*\*\*

5. ~~Special Meeting.~~ If said meeting was a special meeting, see Section 120.11(2) of the Wisconsin Statutes and complete this section:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at approximately \_\_\_\_\_

o'clock \_\_\_\_m., written notice of the time and place of said special School Board meeting was:

~~delivered to each School Board member personally;~~  
or

~~left at the School Board member's usual place of~~  
~~abode; or~~

~~mailed by first class mail to the School Board~~  
~~member's usual place of abode so as to arrive at~~  
~~least twenty-four (24) hours before the special~~  
~~School Board meeting.~~

OR \* OR \* OR

~~Prior written notification was not provided to each School Board member in the manner prescribed in Section 120.11(2) of the Wisconsin Statutes but (check the appropriate box):~~

~~all School Board members were present and consented to the holding of the meeting; or,~~

~~all School Board members were not present but absent members have since consented in writing to the meeting having been held in their absence.~~

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Name:  
Title:

Attest:

---

Name:  
Title:

(SEAL)

(Note: Questions regarding this form or open meeting law compliance generally should be directed to local counsel or Quarles & Brady LLP.)



Exhibit A

RESOLUTION NO. SY201718#3

**RESOLUTION AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION  
PROMISSORY NOTE FOR CASH FLOW PURPOSES  
IN AN AMOUNT NOT TO EXCEED \$750,000**

WHEREAS, the School District of Manawa, Waupaca County, Wisconsin (the "District"), may be in temporary need of funds from time to time in an amount not to exceed \$750,000 outstanding at any one time to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year (the "Expenses");

WHEREAS, the school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money for such Expenses;

WHEREAS, First State Bank (the "Bank") has agreed to provide the District with a taxable revolving line of credit (the "Line of Credit") to cover such Expenses which Line of Credit shall be authorized by this Resolution in accordance with the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, as required by Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed pursuant to the Line of Credit shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, and together with any other borrowings for such purposes during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk;

WHEREAS, any draws or disbursements pursuant to the Line of Credit shall be made on or before June 30 of the current school year, and the Line of Credit shall repaid in full by November 1 of the next school year;

WHEREAS, the tax for the operation and maintenance of the schools of the District for the current school year will be voted to be collected on the next tax roll prior to any draw or disbursement on the Line of Credit; and,

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization.** The District be authorized to borrow funds for the purpose of paying the immediate expenses of operating and maintaining the public instruction in the District pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, from the Bank from time to time as needed pursuant to the Line of Credit so that the amount outstanding at any one time does not exceed \$750,000 in accordance with the terms and conditions of the Bank's commitment letter attached hereto as Exhibit A-1 (the "Commitment"). To the extent the District has a policy regarding borrowing with requirements that are not met with respect to this financing, such policy requirements are hereby waived.

2. **Terms of the Note(s).** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Bank, as set forth below, for and on behalf of the District, its Taxable Tax and Revenue Anticipation Promissory Note (the "Note") payable to the Bank.

The Note shall be dated as of its date of issuance; shall bear interest at the variable rate of the Wall Street Journal Prime as determined pursuant to the formula set forth on the Commitment (which rate shall not be less than 4.25% per annum and shall not exceed 5.25% per annum) from its dated date until paid; and shall mature no later than October 31, 2018. In no event will the interest rate on the Note exceed the rate permitted by applicable law. Interest on the Note shall be paid from the date of the Note monthly on the last business day of the month until the Note is repaid or matures. The Note is subject to optional redemption at the option of the District at any time.

3. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** So long as the Note, or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Note) shall be and continues irrepealable. The District shall segregate in a special fund, tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Note as the same becomes due. Said special fund shall be used for the sole purpose of paying the principal of and interest on the Note. If there shall be insufficient sums in said special fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (i.e. deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

4. **Form, Execution and Payment of Note; Disbursement Requests; Appointment of Acting Officers.** The Note shall be issued as a master note and delivered to the Bank in substantially the form attached hereto as Exhibit B-1 (the "Master Note"). Any disbursements under the Master Note shall be made pursuant to a disbursement request in substantially the form attached hereto as Exhibit C-1 (the "Disbursement Request"). The Master Note and any Disbursement Requests shall be executed on behalf of the District by the District President and District Clerk, or other authorized officer under Section 120.05, Wisconsin Statutes to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Bank. A facsimile signature of either of the officers may be imprinted on the Master Note in lieu of the manual signature of such officer, but unless the District has contracted with a fiscal agent under Section 67.10(2), Wisconsin Statutes, at least one of the signatures shall be manual. In the event that any of the officers whose signatures appear on the Master Note shall cease to be such officers before the delivery of the Master Note or any Disbursement Request, such signatures shall, nevertheless, be valid and sufficient for the purposes to the same extent as if they remained in office until such delivery. The Master Note and any Disbursement Request shall be payable in lawful money of the United States of America by the District Clerk or District Treasurer. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints the Vice President to discharge the duties of the President and any one of the other School Board members to discharge the duties of the District Clerk as Acting Clerk in connection with the issuance of the Master Note and any Disbursement Request in the event the President and/or the District Clerk are unable to discharge such duties due to disability or absence.

5. **Certification and Draw Request; Disbursement.** The appropriate officers and agents are hereby authorized and directed to present any certifications or other documents requested by the Bank at the times amounts are borrowed pursuant to this Resolution. Each draw or disbursement under the Master Note shall be evidenced by a Disbursement Request to be delivered to the Bank.

6. **Summary of Disbursements.** The District hereby directs the Bank to keep a record of the amounts disbursed pursuant to this Resolution and any Disbursement Request on Exhibit D-1.

7. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this October 16, 2017.

By: \_\_\_\_\_  
Joanne L. Johnson  
District President

(SEAL)

And: \_\_\_\_\_  
Bobbi Jo Pethke  
District Clerk



CREDIT COMMITMENT FOR SCHOOL DISTRICT OF MANAWA

First State Bank (the "Bank") is pleased to provide the School District of Manawa (the "Borrower") with a financing Commitment for a Taxable Revolving Line of Credit for \$750,000 (the "Commitment"). This Commitment is subject to the acceptance by the Borrower of the following terms and conditions.

Taxable Revolving Line of Credit

- Borrower: School District of Manawa
Type of Credit: Taxable Revolving Line of Credit
Line Commitment: \$750,000
Purpose: Working Capital: Immediate expenses of operating and maintaining the public instruction during the Borrower's fiscal year.
Interest Rate: Wall Street Journal Prime [to adjust daily as applicable]. Interest shall be payable from the day any amount is drawn on the Taxable Revolving Line of Credit. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding. Notwithstanding the foregoing, at no time during the loan term shall the rate be less than 4.25% nor shall it exceed 5.25%. In addition, in no event will the interest rate exceed that permitted by any applicable law.
Disbursements/Draws: The Taxable Revolving Line of Credit is revolving so principal can be drawn and repaid in any amount(s) and/or at any time(s) during the term of the loan provided that no draw on the Taxable Revolving Line of Credit may be made after June 30th.
Closing Costs: None
Loan Fees: The Bank will not charge any origination or application fees
Collateral: The Borrower shall pledge taxes for operation and maintenance of the Borrower heretofore levied and other available current fiscal year revenues, including state aids (the "Revenues"), sufficient to pay the Taxable Revolving Line of Credit, together with the interest thereon, when due. The Revenues shall be deposited in a special fund.







**Maturity/Term:** October 31, 2018 (the "Maturity Date"). The entire principal balance outstanding plus all accrued and unpaid interest is due on the Maturity Date.

**Amortization:** N/A

**Prepayment:** The Taxable Revolving Line of Credit may be repaid in whole or in part at any time without penalty.

**Conditions:** The Taxable Revolving Line of Credit shall be subject to the following requirements:

- (1) The School Board of the Borrower approves a resolution (the "Resolution") authorizing temporary borrowing pursuant to Section 67.12(8)(a)(1), Wisconsin Statutes at a lawfully called and conducted meeting.
- (2) Quarles & Brady LLP, Bond Counsel to the Borrower, gives an approving legal opinion stating that the Taxable Revolving Line of Credit has been lawfully authorized and is a valid and enforceable obligation of the Borrower in accordance with its terms (subject to reasonable exceptions relating to the rights of creditors)
- (3) A transcript of proceedings (including certifications from the Borrower as to its budget for the current fiscal year, including its tax levy and anticipated state aids, a no-litigation certification and certifications confirming the name and titles of the officers of the borrowing and confirming that all of the loan documents were duly and properly authorized and executed on behalf of the Borrower by such officers) is delivered at the time the Borrower receives its first disbursement or draw on the Taxable Line of Credit.
- (4) The Taxable Revolving Line of Credit is evidenced by a tax and revenue anticipation promissory note (the "Master Note") duly authorized, issued and executed by the Borrower under Section 67.12(8)(a)(1), Wisconsin Statutes. Any disbursements or draws on the Taxable Revolving Line of Credit shall be evidenced by a "Disbursement Request".
- (5) The Borrower provides its most recent audited financial statements.

All of the aforesaid shall be provided by the Borrower at the Borrower's expense.





Conditions:

At its earliest convenience, Borrower shall provide its full audit report for the fiscal year ended 6/30/17 to Bank. It is expected that this will be after origination of the line of credit. If the audit is unqualified, no further action need be taken. If the audit is a qualified audit, Bank reserves all its rights and remedies, including calling the line due and payable.

Expiration of Commitment:

This Commitment shall be accepted by official action of the School Board of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the School Board and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on October 23, 2017. If the loan documentation required by the Bank hereunder is not completed and the Taxable Revolving Line of Credit has not been extended by the Bank to the Borrower for any reason by October 31, 2017, then this Commitment shall expire on said date.

Very truly yours,

FIRST STATE BANK

Michael Morse - Vice President  
Business Banking Manager

ACCEPTANCE

This Commitment as outlined above was accepted by action of the School Board on the

\_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
District President

\_\_\_\_\_  
District Clerk



EXHIBIT B-1

(Master Note)

UNITED STATES OF AMERICA  
STATE OF WISCONSIN  
WAUPACA COUNTY  
SCHOOL DISTRICT OF MANAWA

TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

DATED \_\_\_\_\_, 2017

MASTER NOTE

FOR VALUE RECEIVED, the School District of Manawa, Waupaca County, Wisconsin (the "District") hereby acknowledges itself to owe and promises to pay in lawful money of the United States of America to First State Bank, New London, Wisconsin, or registered assigns (the "Bank"), on or before October 31, 2018 (the "Maturity Date"), the sum of not to exceed SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000), (but only so much as shall have been advanced and remain outstanding) together with interest on the unpaid principal balance from the respective dates the outstanding principal amounts were advanced at a variable rate equal to the Wall Street Journal Prime Rate (the "Prime Rate") but not less than 4.25% per annum and not more than 5.25% per annum, which rate will be adjusted daily, as the Prime Rate changes. Notwithstanding the foregoing, in no event will the interest rate on the Note exceed the rate permitted by applicable law. Interest shall be payable monthly on the last business day of the month during the time any disbursement or draw remains outstanding. This is a revolving Note so principal can be drawn and repaid in any amounts and/or at any time prior to the Maturity Date; provided, however, that no draws be made after June 30, 2017. Disbursements of the proceeds of this Note shall be made by the Bank to the District from time to time within two (2) business days after the receipt of one or more Disbursement Requests in the form attached to the Resolution as Exhibit C-1. During the term of this Master Note, multiple disbursements may be made so long as the total amount outstanding at any time during the term of this Note does not exceed SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000). The Bank shall record such disbursements and corresponding principal repayment schedule on a cumulative basis in the format attached to the Resolution as Exhibit D-1.

The principal and interest on this Note will be paid by the District Clerk or District Treasurer at the District office: 800 Beech Street, Manawa, Wisconsin 54949.

Interest shall be paid on a 30/360 day basis.

This Note may be prepaid by the District at any time without penalty.

This Note is issued pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, for the public purpose of paying the immediate expenses of operating and maintaining the public instruction in the District during the current school year; does not exceed one half of the estimated receipts for the operation and maintenance of the District for the current school year and shall not extend beyond November 1 of the next school year as authorized by a resolution of the governing body of the District duly adopted at a

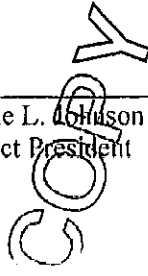
lawful open meeting held on October 16, 2017. Said resolution is recorded in the official minutes of said governing body for said date.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that the District has irrevocably pledged taxes heretofore levied and other revenues, including state aids, sufficient to pay this Note, together with interest thereon, when and as payable.

IN WITNESS WHEREOF, the District, by its governing body, has caused this Note to be executed by its duly qualified officers and to be sealed with its official or corporate seal, if any, as of the day and year first above written.

By:

Joanne L. Johnson  
District President



(SEAL)

And:

Bobbi Jo Pethke  
District Clerk



EXHIBIT C-1

(Disbursement Request)

UNITED STATES OF AMERICA  
STATE OF WISCONSIN  
WAUPACA COUNTY  
SCHOOL DISTRICT OF MANAWA  
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE  
DISBURSEMENT REQUEST

No. \_\_\_\_\_

\$ \_\_\_\_\_

For value received, the School District of Manawa, Waupaca County, Wisconsin (the "District"), acting by and through its School Board (the "Governing Body"), and pursuant to a resolution adopted by the Governing Body on October 16, 2017 (the "Resolution") and the District's Taxable Tax and Revenue Anticipation Promissory Note, dated \_\_\_\_\_, 2017, in the maximum outstanding principal amount of \$750,000 (the "Master Note"), requests the disbursement of \$ \_\_\_\_\_, which when added to the previous disbursements made pursuant to the Master Note which are outstanding and have not been repaid as of the date of this Disbursement Request, represents a total amount outstanding as of the date of this Disbursement Request of \$ \_\_\_\_\_ which amount does not exceed \$750,000.

This Disbursement Request shall be subject to the terms and provisions of the Master Note.

The undersigned hereby certify that the total amount borrowed by the District during the current school year pursuant to Section 67.12(8)(a), Wisconsin Statutes, including the amount borrowed pursuant to this Disbursement Request and all amounts previously borrowed pursuant to the Master Note or other tax and revenue anticipation promissory notes issued pursuant to Section 67.12(8)(a), Wisconsin Statutes, does not exceed one-half the estimated receipts for the operation and maintenance of the District for the current school year.

The undersigned further certify that as of the date of this Disbursement Request, there is no legislation, reorganization, proceeding, order, controversy, investigation or litigation pending or threatened in any manner questioning or affecting (a) the corporate existence or boundaries of the District; (b) the right or title of any of its officers to his or her respective office; (c) any of the proceedings authorizing the issuance of the Notes; (d) the validity or enforceability of the Notes; (e) the budget or any of the taxes heretofore voted or levied by the District; or (f) any amounts pledged for the payment of the Notes under the Resolution.

IN WITNESS WHEREOF, said District, by its Governing Body, has caused this Disbursement Request to be executed by the District and its corporate seal (if any) to be hereunto affixed, as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SCHOOL DISTRICT OF MANAWA,  
WISCONSIN

\_\_\_\_\_  
Joanne L. Johnson  
District President

\_\_\_\_\_  
Bobbi Jo Pethke  
District Clerk

(SEAL)

EXHIBIT D-1

\$750,000

SCHOOL DISTRICT OF MANAWA, WISCONSIN  
TAXABLE TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

<u>Number of Disbursement Request</u>	<u>Date of Disbursement</u>	<u>Amount of Disbursement</u>	<u>Date of Repayment</u>	<u>Principal Repaid</u>	<u>Available Principal Under Master Note</u>
_____	_____	\$ _____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COPY

# Memo

**To:** Dr. Melanie Oppor; Board of Education  
**From:** Carmen O'Brien  
**Date:** October 9, 2017  
**Re:** Food Service Equipment

---

**Situation:**

In the fall of 2016, one of the two-door refrigerators at the Manawa Elementary School was decommissioned due to it not being able to maintain proper temperature. This has led to a shortage of storage space for the MES kitchen. In the spring of 2017, the remaining two-door refrigerator started to have some issues with temperature control. Currently, it is maintaining safe temperatures, but the possibility for failure exists.

**Solution:**

A new refrigerator would provide needed storage as well as increase energy efficiency and add usable space to the kitchen. Needed features include:

- Commercial stainless steel
- 3-doors
- Castors for better mobility
- Unloading included with the delivery

Quotes have been acquired from three different companies:

- Wasserstrom
- Central Restaurant Products
- Boelter

**Recommendation:**

After reviewing the quotes, the recommendation is to purchase the unit from Central Restaurant Products as this is the best price and has the delivery option needed.



## Art Curriculum - Proposed Changes 2018-19

### Rationale:

With the downsizing of the classroom space of the Art Department, I feel the need to revisit how our classes are set up. Having classes per medium was perfect for Block Scheduling (when we had it). We could really dive "deeply" into each art medium with the extended time and physical space of 2 classrooms. Last year, returning to an 8 hour day, it was a bit more of a challenge but still maintainable to keep classes divided by media because we still had the physical space to have a wide variety of projects going at the same time.

But now that we are back down to one classroom it is much harder to set up 6-7 different media projects with all of their tools/materials needed; we don't have the physical space anymore. I attempt to keep media divided into stations around the room, for safety reasons and also so "dirty" projects such as clay will not contaminate "clean" projects such as drawing.

Currently offered in HS Art are: (1 semester each, .5 credits each, classes have freshman thru seniors, students sign up by interest in media area, there are no prerequisites.)

Drawing

Painting

Pottery & Sculpture

Traditional Photography (Darkroom)

Graphic Design

Fiber Arts

Jewelry

Glass & Metals

I propose we consider going back to the arrangement of classes we had many years ago - having Art I, II, III, and IV. This method is not as in-depth as the current method of dividing classes by medium, but gives a broad knowledge base to the students, and if they stick with Art throughout their high school career, by the end will get just as much information and practice in each medium as they would have by the current classes. Instead of doing many assignments in each media area, students would do one or two projects in each media. But each year of art builds on the skill from the previous year.

Art I - Mostly freshmen, plus those who have never taken a high school art class before.

Art II - Mostly sophomores, plus those who have had at least one year of HS art.

Art III - Mostly juniors, plus those who have had at least 2 years of HS art.

Art IV - Seniors - Similar to the current Senior Art - prerequisite is that they've had 3 years of art prior, or with enough art experience to gain instructor's approval.

In the past these were year-long, 1 credit classes. Understanding that students may prefer to pick medium area by interest, I would like to modify slightly and offer them as semester classes, by 2-D and 3-D projects. (not all students like to draw and paint, so may not want the 2-D; not all students like to use clay or sculpt, so may not want the 3D - I'm trying to provide options)

I would like to keep the "unique" classes, such as **Fiber Arts, Darkroom Photography and Graphics**, as I think they give us an edge over other districts who don't offer them. I would also like to add a 2nd Fiber Arts semester, in "Life Skills Fiber Arts". As we haven't had a FACE program here for many years, I see that as an area that is lacking with our students. The Ag department offers some practice in food preparation skills, but our students don't know how to thread a needle, sew on a button, use a sewing machine, patch clothes, etc. I see these as valuable life skills.

Providing a working outline by quarter, you can hopefully see - the projects are similar to what we already have, just stretched out over 3 years, instead of one semester.

With this curriculum change we can have less piles of tools and materials that need to be out at any one time. Art I, II, and III will be all drawing at the same time, so will only need drawing supplies out. Those 3 classes will be working on clay all at the same time, so only need clay supplies out for those 3 hours. I'm hoping that even though we won't be able to "dive as deeply" into each media area, it will alleviate a space problem, and still provide a broad knowledge base over their four years of high school.

\*\*\*All of these classes also incorporate Art History lessons relevant to the project being taught.

**2D Art I (.5 credits)**

1st Quarter	2nd Quarter
<i>Beginning Drawing</i> (such as Mandala Oil Pastel and Grid Enlargement drawings with 4 methods of shading) <i>Beginning Painting</i> (using acrylic paint - such as Monochromatic Self Portraits and Master Artist Sectional Paintings with report)	<i>Beginning Printmaking</i> (such as stamps or EZ cut block prints) <i>Beginning Paper Arts</i> (such as making paper, or paper marbling)

**2D Art II (prerequisite= 2D Art I)**

1st Quarter	2nd Quarter
<i>Intermediate Drawing</i> (such as Pen and Ink Perspective Drawings, watercolor pencil drawings) <i>Intermediate Painting</i> (using watercolor - such as landscapes and watercolor w/ink)	<i>Intermediate Printmaking</i> (such as Intaglio printing) <i>Intermediate Paper Arts</i> (such as pop-ups, handmade books)

**2D Art III (prerequisite= 2D Art II)**

1st Quarter	2nd Quarter
<i>Advanced Drawing</i> (such as portrait drawing, still life drawing) <i>Advanced Painting</i> (using oil or acrylic paint - such as plein air painting, still life painting)	<i>Advanced Printmaking</i> (such as monoprints or collagraphs) <i>Advanced Paper Arts</i> (such as making paper, or paper marbling)

**3D Art I (.5 credits)**

3rd Quarter	4th Quarter
<i>Beginning Pottery</i> (such as Pinch Pots plus exposure to Throwing on the Wheel) <i>Beginning Sculpture</i> (such as Paper Mache or cardboard sculptures)	<i>Beginning Jewelry</i> (such as bead weaving and simple seed bead projects) <i>Beginning Metals</i> (such as enameling) <i>Beginning Glass</i> (such as acid etching or watercolor/glass necklace)

**3D Art II (prerequisite= 3D Art I)**

3rd Quarter	4th Quarter
<i>Intermediate Pottery</i> (such as Coil Pots plus Throwing on	<i>Intermediate Jewelry</i> (such as 2-needle seed bead

the Wheel) <i>Intermediate Sculpture</i> (such as Plaster Gauze Masks)	projects) <i>Intermediate Metals</i> (such as silver lost wax cast rings) <i>Intermediate Glass</i> (such as glass mosaic)
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**3D Art III** (prerequisite= 3D Art II)

3rd Quarter	4th Quarter
<i>Advanced Pottery</i> (Slab Pots plus Throwing on the Wheel) <i>Advanced Sculpture</i> (such as human or animal busts, wire drawings, or soft sculptures)	<i>Advanced Jewelry</i> (Millefiori beads/polymer clay, resin jewelry) <i>Advanced Metals</i> (Cutting copper with jewelers saw) <i>Advanced Glass</i> (copper foil method stained glass)

\*\*It would be best to have all Art IV students in one class hour, but ask they will be working independently on individual contracts, they could schedule into any class hour that fits their schedule.

**Art IV - A** (prerequisite= 2D Art III)

1st Quarter	2nd Quarter
<i>Individual contract, based on student's interest, with a goal of improving skill and preparing for school/work beyond HS.</i>	<i>Individual contract, based on student's interest, with a goal of improving skill and preparing for school/work beyond HS.</i>

**Photography** (.5 credits)

1st Quarter	2nd Quarter
<i>Pinhole photography, building a rudimentary camera and basic darkroom development, dry-mounting, 3D photographs.</i>	<i>35 mm black and white photography, and more advanced darkroom development techniques, photo montage.</i>

**Graphic Design** (.5 credits)

3rd Quarter	4th Quarter
<i>Beginning Photoshop skills, photo editing, photo collage, photo mosaic, layout and lettering, sign painting.</i>	<i>Continuing Photoshop skills, Calligraphy, Font design, package design, poster development.</i>

"Fun Fact" - Knitting, crochet, etc. are considered "wellness" activities, in that they promote calm, focus, concentration, as well as improve eye-hand coordination, math skills, deciphering pattern, problem solving, etc. Useful for more than just "Art". There are many articles - <http://www.cityknits.com/knittingliteracymath.html> , <http://shecanlaugh.blogspot.com/2012/10/the-educational-benefits-to-teaching.html> , <http://www.schoolnewsnetwork.org/index.php/2014-15/knitting-calms-students-emotions-exercises-their-brains/>

**Fiber Arts - A** (.5 credits)

1st Quarter	2nd Quarter
<i>Projects may include but not limited to knitting, crocheting, cross-stitch, fabric painting, latch hook, felt pouches.</i>	<i>Projects may include but not limited to felting, embroidery, needlepoint, weaving, quilting.</i>



**Fiber Arts - B .5 credits)**

3rd Quarter	4th Quarter
<p><i>Students will learn "life skills" hand sewing skills (buttons, snaps, zippers, hooks, simple seams) thru the creation of an advanced version of a "quiet book".</i></p> <p><a href="http://todayifeltcrafty.blogspot.com/2015/02/harry-potter-quiet-book-pages.html">http://todayifeltcrafty.blogspot.com/2015/02/harry-potter-quiet-book-pages.html</a></p>	<p><i>Continuing sewing skills using a sewing machine to create soft sculptures and quilt squares pillows, bags, and pouches.</i></p>

**7th Grade Art**

**8th Grade Art**

1 Quarter? A/B days Semester?	1 Quarter? A/B days Semester?
<p><i>Basic 2-dimensional and 3-dimensional skill building projects geared toward the elements and principles of design, as well as introduction to masters from Art History.</i></p>	<p><i>Intermediate 2-dimensional and 3-dimensional skill building projects geared toward the elements and principles of design, as well as introduction to masters from Art History.</i></p>

FOR COURSE OF STUDY DESCRIPTIONS BOOKLET:

**ART Course Descriptions**

\*There is a \$10 fee for all art courses. Students who produce more projects over and above the assignments, may have to pay additional fee (for example - more than one sterling silver ring)

**2D Art I** – An introductory course in design, art history, art terminology and related concerns; activities may include (but not limited to) drawing with various media, acrylic painting, reduction (EZ Cut) printmaking and papermaking.

.5 Credit (1 Semester)

Prerequisite: None

**3D Art I** – An introductory course in design, art history, art terminology and related concerns; activities may include (but not limited to) handbuilt pottery, wheel pottery, sculpture, jewelry (beadweaving), metals and glass (etching).

.5 Credit (1 Semester)

Prerequisite: None

**2D Art II** – Accelerated level of study in the areas explored in Art I - 2D. The student will have the opportunity to experience the use of more sophisticated art materials, concepts and techniques. Activities may include (but not limited to) drawing with various media, watercolor painting, intaglio printmaking, and paper arts (bookbinding).

.5 Credit (1 Semester)

Prerequisite: Art I- 2D

**3D Art II** – Accelerated level of study in the areas explored in Art I - 3D. The student will have the opportunity to experience the use of more sophisticated art materials, concepts and techniques. Activities may include (but not limited to) intermediate handbuilt pottery, wheel pottery, sculpture, jewelry, metals (lost wax cast silver rings), and glass (mosaics)

.5 Credit (1 Semester)

Prerequisite: Art I- 3D

**2D Art III** – The activities are a culmination of all previous art experiences in Art I and II, with an emphasis on sophisticated techniques, processes and materials. Activities may include (but not limited to) drawing with various media, oil, watercolor or acrylic painting, printmaking (monoprint or collagraph), paper arts (quilling, manipulated paper)

.5 Credit (1 Semester)

Prerequisite: Art II-2D

**3D Art III** – The activities are a culmination of all previous art experiences in Art I and II, with an emphasis on sophisticated techniques, processes and materials. Activities may include (but not limited to) advanced handbuilt pottery, potters wheel, art metals (fabrication), stained glass (copper foil technique), advanced jewelry.

.5 Credit (1 Semester)

Prerequisite: Art II-3D

**Art IV** – This course is designed for the serious and capable art student. The overall emphasis is to allow self-direction and independent expression through the mediums, techniques, and concepts previously learned, as well as the opportunity to



investigate artistic mediums not yet explored. Students will choose the medium(s) suited to their interest and ability through a contractual agreement with the instructor. It should be emphasized that the Art IV student will be working more independently. Students considering going on into an art or design related field are highly encouraged to continue in the IV class, as they will provide a broad base of artistic knowledge and exploration, and prepare a portfolio for future use. Projected cost is \$10 - \$75 depending on materials used (see above).

.5 Credit (1 Semester)

Prerequisite: Art III

**Photography**– This class is also an introduction to darkroom photography. Projects include (but not limited to) building a rudimentary “pinhole” camera, use a 35mm “point and shoot” camera, develop film and black and white photos in the darkroom, frame and dry mount the finished photographs. Photographic terminology and art history will also be explored, as well as some photo construction projects.

**Graphic Design**– Students will learn graphic design and commercial art techniques thru projects created by hand as well as using Photoshop on the computer. Projects may include (but not limited to) printing, enhancing digital images, manipulating/editing images on the computer, package design, calligraphy, text/font design, creation of print media (posters, flyers, ads, business cards, notepads, stationery, etc).

**Fiber Arts - A**– Students will explore projects and skills that they may use throughout their life as a hobby or a vocation. Students will learn to read instructions and follow patterns, as well as make up their own patterns. Projects may include (but not limited to) knitting, crocheting, needlecrafts, embroidery, latch-hook rugs, basketry, weaving, quilting, fabric painting, basketry, etc. as well as art history of those mediums, and the wellness associated with participating in fiber arts.

**Fiber Arts - B**– Students will explore skills used in everyday life, such as (but not limited to) hand sewing techniques, hemming, sewing on buttons, snaps, zippers, grommets, use a sewing machine, understanding of different types of fabric, etc. Projects will include the creation of a “quiet” book, soft sculptures, quilt squares, bags, etc.

**7th Grade Art**– Basic general art, 2-dimensional and 3-dimensional skill building projects geared toward the elements and principles of design, as well as introduction to master artists from history. Projects may include but not limited to drawing, painting, stitchery, sculpture, handbuilt pottery.

**8th Grade Art**– Intermediate general art, 2-dimensional and 3-dimensional skill building projects geared toward the elements and principles of design, as well as introduction to master artists from history. Projects may include but not limited to color mixing practice (painting of a color wheel), drawing, sculpture, fiber arts, printmaking.

# New Course/Course Revision Proposal

## School District of Manawa

**Title of Course:** Personal Fitness 101 (Zero Hour/Early bird Hour)

**Department or Grade Level:** 9-12th Grade

**Please check:**  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace? [Click here to enter text.](#)

**Course description as it will appear in the Course of Study Guide.** Throughout this course, students will achieve a personal level of fitness through goal setting, participation, and knowledge of weight lifting. This course motivates a student to strive for optimal personal fitness, as well as create a self-awareness of lifetime wellness, with a final outcome of creating their own fitness program. Students will benefit from cardio respiratory endurance activities and wide-ranging weight training exercises. Course includes lecture dealing with proper technique, 5 components of fitness, and the FITT principle, as well as teacher demonstration, weight training, aerobics, yoga, fitness walking, running, and other fitness activities. This is not a freshman course.

**Number of credits:** .5 or 1 credit

Required course  Elective course

**Target student population:** All high school students, athletes and non-athletes alike.

**Prerequisites:** None.

**Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?** This course directly aligns with Mr. Murphy's current Personal Fitness 101 class. I believe this new class is a must because it is offered before school. With the high school moving to only 7 hours in the day and the credit number not being decreased I believe it makes it harder for a student to take an elective PE course without sacrificing the required courses or other important electives that will help them to be job or college ready. On top of that, student involvement isn't decreasing. I will look at an example of a non-athletes situation here in Manawa first. We currently have students that are involved in things such as FFA, Student Council, Prom Committee, Leadership Courses and Band/Swing Choir/Jazz Band, etc... These kids have no way to possibly fit in a healthy life styles class into their already busy school day. This means these kids risk not knowing the skills and having the tools to live a healthy lifestyle in our chaotic world. A second example could be a three sport athlete. For instance, Cross Country, basketball, and track. This individual is competing in sports year round to help fill our teams and make our school competitive. With this heavy involvement, his/her parents do not want him/her taking a PE class during the day and 'sacrificing' an

# New Course/Course Revision Proposal

## School District of Manawa

Date: 9/29/17

Title of Course: World Cultures and Languages

Teacher: Amy Anaya

Department or Grade Level: Foreign Language, Grade 7

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace? **Spanish Grade 7**

Course description as it will appear in the Course of Study Guide. Will not appear in Course of Study Guide

Number of credits: N/A

Required course  Elective course

Target student population: 7th Grade

Prerequisites: N/A

Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered? Students elect to take Spanish in 7th and 8th grade if they do not take band or choir. This means that an 8th grade student may take 8th grade Spanish without the background the other students have.

Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.). This course would prevent students from having the same elective 2 years in the row.

List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training. No texts, I have already taught this course and have materials: French, Spanish, Greek, Japanese.

\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.) TBD

# New Course/Course Revision Proposal

## School District of Manawa

Date: 10/5/17

Title of Course: Business and Personal Law

Teacher: Andrea Hraban

Department or Grade Level: 10-12

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace?

### Course description as it will appear in the Course of Study Guide.

This course provides the basic law knowledge every citizen should know. Topics covered include contracts, ethics, consumer law, employment, and trial basics.

Number of credits: ½ credit

Required course  Elective course

Target student population: 10-12

Prerequisites: none

Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?

This course lets us provide a well rounded curriculum in business and FBLA.

Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).

UW schools require business law for all business degrees. This course will be an introduction to that topic.

List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.

New textbooks (A curriculum map will be written prior to the budget cycle for 2018-19.)

\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)



Business Law

Email:

Phone:

## COURSE OUTLINE

Topics covered in this course:

- 1) What is law?
- 2) Ethics
  - How do we apply the law to our lives?
- 3) Kinds of Law
  - Torts, what are they
  - Crimes, what are they
- 4) Laws for consumers
  - Consumer contracts
    - What kinds are there?
- 5) Offer and acceptance
  - What is mutual acceptance
  - What are the parts of a contract
- 6) Void and voidable agreements
  - Employment contracts
  - Rights of employees
- 7) Mock trial
  - Unions
  - Landlord/tenant
  - What is a lease
- 8) Forms of business organizations
  - Ownership types
- 9) Consumer Laws
  - Warranties/Guarantees
- 10) Employment Laws
  - Employee responsibilities

A combination of case studies and book work will be used in this course. Chapter/Unit tests will also be administered. Be prepared to use your new knowledge to formulate great law ideas!

# New Course/Course Revision Proposal

## School District of Manawa

Date: 10/5/17

Title of Course: Introduction to Computers

Teacher: Andrea Hraban

Department or Grade Level: 9-12

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace?

### Course description as it will appear in the Course of Study Guide.

This is a beginner level course with emphasis on basic computer skills. The course consists of an introduction to: basic vocabulary related to computers and word processing, Microsoft Word, the Internet, web searching, maps and email.

Number of credits: ½ credit

Required course  Elective course

Target student population: 9-12

Prerequisites: none

**Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?**

This course will be a prerequisite for other business courses.

**Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).**

Based on observations, it is clear that there is a group of students lacking the most basic computer skills.

**List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.**

All programs needed (Microsoft word either licensed or online) are already used in district.

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**

## Introduction to Computers Outline

1. Introduction to computers
2. Internet Basics
3. Using Email
4. Internet Searches
5. Microsoft Word (focus on typing and speed)
6. Formatting Word
7. Maps
8. Business Applications

# New Course/Course Revision Proposal

## School District of Manawa

Date: 10/5/17

Title of Course: Computer Applications I

Teacher: Andrea Hraban

Department or Grade Level: 9-12

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace? **Microsoft Office Applications**

### Course description as it will appear in the Course of Study Guide.

This course will include the use of Word and Excel. Upon completion of this course and Computer Applications II, students will be eligible for Microsoft Office Specialist Certification through Certiport. Certifications is available in both Word and/or Excel.

Number of credits: ½ credit

Required course  Elective course

Target student population: 9-12

Prerequisites: none

### Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?

This course has been modified to include only Word and Excel. PowerPoint will be taught with Access in Computer Applications II. Once both courses are finished with a passing grade the student will be eligible for Microsoft Office Specialist Certification through Certification through Certiport. Certification is available in one or all four areas. The district is eligible to receive \$1000 through an ACT 59 Technical Incentive grant for each student who receives the certification.

### Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).

Recent articles describing what skills are wanted by employers.

[www.thebalance.com/top-skills-employers-want-2062481](http://www.thebalance.com/top-skills-employers-want-2062481), [www.kent.ac.ak/careers/sk/top-ten-skills.htm](http://www.kent.ac.ak/careers/sk/top-ten-skills.htm)

### List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.

All programs needed (Microsoft word either licensed or online) are already used in district.

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**

## COURSE OUTLINE

Topics covered in this course:

### Word

- 1) Microsoft Word Basics
- 2) Basic Editing
- 3) Helpful Word Features
- 4) Formatting Text
- 5) Formatting Paragraphs and Documents
- 6) Working with Graphics
- 7) Working with Documents
- 8) Increasing efficiency using Word
- 9) Enhancing Documents
- 10) Working with Templates and Styles
- 11) Customizing Tables and Creating Charts
- 12) Creating Mail Merge Documents
- 13) Sharing Documents

### Excel

- 1) Excel Basics
- 2) Entering and Editing Data
- 3) Introduction to Formulas
- 4) Working with Functions
- 5) Formatting Data
- 6) Formatting Worksheets
- 7) Adding Charts and Graphics
- 8) Viewing and Printing Workbooks



# New Course/Course Revision Proposal

## School District of Manawa

Date: 10/5/17

Title of Course: Computer Applications II

Teacher: Andrea Hraban

Department or Grade Level: 10-12

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace? **Microsoft Office Applications**

### Course description as it will appear in the Course of Study Guide.

This course is a continuation of Computer Apps I and focuses on PowerPoint and Access. Upon completion of this course and Computer Applications I, students will be eligible for Microsoft Office Specialist Certification through Certiport. Certifications are available in both PowerPoint and Access.

Number of credits: ½ credit

Required course  Elective course

Target student population: 10-12

Prerequisites: none

### Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?

This course has been modified to include only PowerPoint and Access. Word and Excel are taught in Comp Apps I. Once both courses are finished with a passing grade the student will be eligible for Microsoft Office Specialist Certification through Certification through Certiport. Certification is available in one or all four areas. The district is eligible to receive \$1000 through an ACT 59 Technical Incentive grant for each student who receives the certification.

### Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).

Recent articles describing what skills are wanted by employers.

[www.thebalance.com/top-skills-employers-want-2062481](http://www.thebalance.com/top-skills-employers-want-2062481), [www.kent.ac.ak/careers/sk/top-ten-skills.htm](http://www.kent.ac.ak/careers/sk/top-ten-skills.htm)

### List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.

All programs needed (Microsoft word either licensed or online) are already used in district.

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**

# New Course/Course Revision Proposal

## School District of Manawa

Date: 10/5/17

Title of Course: Entrepreneurship

Teacher: Andrea Hraban

Department or Grade Level: 11-12

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace?

### Course description as it will appear in the Course of Study Guide.

Students will learn more about the inside role of leaders and how a business gets started. Students interested in owning their own business is the target audience.

Number of credits: ½ credit

Required course  Elective course

Target student population: 11-12

Prerequisites: Introduction to Business and Introduction to Computers

**Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?**

This will add to the business courses giving students a more robust selection at Manawa. This course also supports FBLA.

**Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).**

**List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.**

New textbooks (This course won't be offered until the 2019-20 school year in order to have enough time to write a curriculum map prior to the budget cycle.)

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**

## COURSE OUTLINE

Topics covered in this course:

- 1) Role of the Entrepreneur
- 2) Entrepreneurship as a Career
- 3) Economic Principles
- 4) Production and Delivery
- 5) Small Business Basics
- 6) Business Ideas and Opportunities
- 7) Defining Your Business
- 8) Business Organization
- 9) Marketing Basics
- 10) Promoting Your Company

# New Course/Course Revision Proposal

## School District of Manawa

**Date:** 10-5-2017

**Title of Course:** Web 2.0

**Teacher:** Andrea Hraban

**Department or Grade Level:** 11-12 only

**Please check:**  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace? **This takes one course and makes them two.**

**Course description as it will appear in the Course of Study Guide.**

This will be a flipped course and all work will be done on a computer. Students will dive deep into the software of the internet and its uses. Many topics and subjects will be covered and explored. Examples of areas covered: blogs, search engines, media sites, distribution, cyber security and technical reporting.

**Number of credits:** ½ credit

Required course  Elective course

**Target student population:** 11-12 grade only

**Prerequisites:** Introduction to Computers or computer proficiency

**Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?**

This will add to the business courses giving students a more robust selection at Manawa. Part of the focus of this course will be on writing for business uses. This course will reach out to the students who are interested in technology, business and the internet.

**Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).**

**List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.**

This course will not have a textbook, all information will come from the web and some of the latest software used publically. Technology will have to be up-to-date to effectively taught.

# New Course/Course Revision Proposal

## School District of Manawa

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**

Outline of Instruction:

- 1) How to use search engines
  - Research and report on search ability
  - Discussions regarding how everyone can more efficiently find information
- 2) How to communicate with technology
  - Creating Screencast, Prezi and others, create one of your own
  - iPad apps, FaceTime and the Apple presence in the market, research and report
- 3) Learning tools on the web
  - YouTube, Pinterest, How Stuff Works etc. Who is the leader in the teaching market?
- 4) Why businesses use technology
  - Who is using which marketing and communication systems
  - Research and report on a new inventory/distribution system
- 5) Google systems and uses
  - Create and examine how they are used
- 6) Safety and predators
  - Study why these have become big topics in our society
  - Research and report on how you can keep yourself safe
- 7) Cellular devices
  - Study the history of where they came from and where they are going
  - Develop your own prediction through research and reporting
- 8) Timelines and how to use them
  - Why do we need these?
  - Create your own and present to the class
- 9) There will also be many discussions regarding new technology in many types of industry
  - For example: in Southern Wisconsin the medical industry is leading how fast technology changes



# **New Course/Course Revision Proposal**

## **School District of Manawa**

### **Standards:**

DGC1.a Use desktop publishing software to produce a variety of publications.

IT1.d Select and use appropriate features of presentation tools to communicate effectively.

IT1.e Discuss and demonstrate use of emerging technologies as appropriate to a given task.

BC4.a Demonstrate efficient means of using technology to locate print and digital information to aid in research, analysis, decision making and verifying information.

BC4.b Determine authority and validity of sources/resources and demonstrate proper citation of sources.

W 11-12 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

# New Course/Course Revision Proposal

## School District of Manawa

Date: 10-5-2017

Title of Course: Website Design

Teacher: Andrea Hraban

Department or Grade Level: 10-12

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace? **This takes one course and makes them two.**

**Course description as it will appear in the Course of Study Guide.**

This course introduces students to basic web design using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). The course does not require any prior knowledge of HTML or web design. Throughout the course students are introduced to planning and designing effective web pages; implementing web pages by writing HTML and CSS code; enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website.

**Number of credits:** .5

Required course  Elective course

**Target student population:** 10-12 grade

**Prerequisites:** Introduction to Computers or computer proficiency

**Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?**

Upon successful completion of this course, students will have a good foundation in web design using HTML and CSS and will be prepared to study more advanced web design topics at a postsecondary institution. A certain amount of artistic planning goes into making a web site, so many art students will also be interested in taking this course.

**Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).**

# New Course/Course Revision Proposal

## School District of Manawa

List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.

The budget would only be involved if a specific software program is required by the teacher or IT director.

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**

### OUTLINE OF INSTRUCTION:

#### I. Introduction

- A. Internet features
- B. History
- C. Connecting to the Internet
- D. Internet etiquette
- E. Internet protocols

#### II. World Wide Web

- A. Web browsers
- B. Search engines (Meta Search vs. directories)
- C. Searching the Web
- D. Researching a topic
- E. Using Google and its different powerful features

#### III. The home page

- A. Purpose
- B. Characteristics
- C. HTML and CSS
- D. Developing a home page
- E. Create an entire website for retail use

#### IV. Misc Web uses

#### **Standards:**

DGC2.a Design and create dynamic websites

# New Course/Course Revision Proposal

## School District of Manawa

Date: 10/5/17

Title of Course: Advanced Robotics

Teacher: Rita Gipp

Department or Grade Level: Tech Ed

Please check:  Revision  New

If New, does this replace a current class?  No  Yes

If Yes, what class does this replace?

**Course description as it will appear in the Course of Study Guide.**

**Number of credits:** 1

Required course  Elective course

**Target student population:** 10-12th Graders

**Prerequisites:** Robotics

**Describe how this new or revised course aligns with the curriculum scope and sequence and/or career pathways. Why should this course be offered?**

This course will be a deeper dive into robotics where students will be able to work on chosen projects.

**Include any data that supports the need for this course (i.e. student survey, ACT Aspire, ACT plus Writing, STAR, Wisconsin Forward Exam, PALS, labor market information, etc.).**

Currently, there are 6 juniors taking Robotics this year. This course will allow them to expand their knowledge during their senior year.

**List costs associated with offering this course. Include staffing, textbooks and materials, equipment, and staff training.**

Additional cost includes Robotic supplies only. It is anticipated that technology grants may provide extra funds to absorb this cost, but cannot be assured. If grant monies are not received, the supplies could amount to approximately \$300.

**\*Attach a list and sequence of Units. For each unit, appropriate standards should be linked and learning targets established. (Stage I of the curriculum mapping process.)**



To: Dr. Melanie J. Oppor, BOE  
From: Danni Brauer  
Date: 10/2/17  
Re: Employability Skills Course Recommendation

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This memo is to recommend that the course Employability Skills be required for all seniors to take starting the 2018-19 school year. This course has been offered for the past several years. It appears in the Course of Study Guide with the following description: Employability Skills – This class provides an opportunity to develop positive attitudes, knowledge, skills and linkages that will empower the successful transition from high school to post-secondary options. Curriculum study units will include: assessment, transition, Covey's 7 Habits of Highly Effective People, core abilities, job writing, college survival, etc. Students may earn a State Employability Skills certificate through this course. It is presently offered in alternating years based on student requests.

With the requirement of Academic and Career Planning (ACP) for 2017-2018, all students must leave high school with career ready skills. This course focuses on the skills needed to become a quality employee, including resume building, how to make successful transitions, job quality writing, and college survival. Students may also earn a State Employability Skills Certificate through this course.

In speaking with today's employers and David Thiel, Executive Director of the Waupaca County Economic Development Corporation, the importance of soft skills in the workplace cannot be stressed enough. Employers are seeking workers that can take directions, work in a team setting, collaborate, and be responsible for their own learning while on the job. With these soft skills, you can excel as a leader. Problem-solving, delegating, motivating, and team building is much easier if you possess good soft skills. Knowing how to get along with people – and displaying a positive attitude – are crucial for success.

Students who possess these skills have the potential of performing well at work while paving the way to good relationships in all areas of their life. When compared to hard skills, soft skills are highly valued by employers because they are hard to find.